

**Approved 6/20/2019**

## **OCEAN Board Minutes**

**May 16, 2019 @ 10:00 am**

### **Conference Call**

#### **Attendance:**

Jeremy Baker  
Kyle Waggoner  
Kelly Dawes

Janet Greenup  
Cathy McQueeney  
Scott Susi

Herb Winters  
Jason Faucera

#### **Not Present:**

Shilah Olson

Clint Nichols

**Guest:** Lisa Mahon

#### **#1 Welcome, Call to order**

Meeting called to order at 10:06 a.m.

**Announcements:** Jeremy added a section on the agenda for Grants and Agreements.

#### **#2 Meeting Minutes**

Reviewed March 21<sup>st</sup> meeting minutes.

Edits: Ocean "Board" Minutes, typo in Treasurer's report - % vs. \$, Jason volunteered as "second signer", reference people by first and last names for non-board members

**MOTION:** *Kelly motioned to approve the March 21, 2019 board meeting minutes as amended/Kyle seconded, unanimously approved*

Reviewed strategic planning meeting minutes.

Edit: Kelly Dawes was not present, Kari not on board – remove her name, note that individuals accepted nomination, then the second, then the vote

**MOTION:** *Janet motioned to approve the May 9, 2019 strategic planning minutes as amended/Kyle seconded, unanimously approved*

Jason and Jeremy will coordinate to get missing minutes up on website.

#### **#3 Treasurer's Report**

Janet – There is a balance of \$31,806.04 in checking as of today's meeting, including check written to Cousin's Inn in The Dalles for strategic planning meeting rooms.

Taxes have been completed and submitted for 2018.

Jason will request an updated transaction report from Shannon each month before the board meeting.

Janet will provide an updated bank statement each month.

Janet reminded board members to submit receipts up to the per diem cost from the strategic planning meeting. Reimbursement form is on the website and on Dropbox. Reimbursement does not include alcohol. Should this form be added to G-Suite?

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**MOTION:** Jason motioned to approve the Treasurer's Report as submitted/Herb seconded, motion passed unanimously

### **#4 Strategic Planning Session**

Review actions of the session from Karen Bolda's notes.

Tasks moving forward:

- Need to review BOLI laws for Executive Coordinator position.
- Kelly recommends setting up job description as an RFP.
- Set up a timeline for hiring Executive Coordinator, job description completed by May 30<sup>th</sup> for review at June 20<sup>th</sup> board meeting.
- Jeremy will obtain Executive Coordinator qualifications from Caren Bolda's notes.

### **#5 CONNECT Conference**

**Budget reconciliation** – Lisa Mahon reviewed income and expenses, budget vs. actual. Net income is \$3,700. This does not include a cut for OCEAN or anything for future OCEAN events. Four invoices still outstanding – this income will balance out final payment to Lisa of \$2,250. Jason noted final income is approximately \$3,000 less than expected, primarily from lack of sponsorships.

**Location and dates for CONNECT 2020** – Still waiting for feedback from partners. Currently, there are only 4 locations able to accommodate conference. Jason noted previous lack of transparency with Valley River Inn. Seaside or Sun River seems like the two best choices, but "going to the beach" is difficult for partners to obtain travel approval. Jeremy will discuss with partner at next OrCP meeting on May 20<sup>th</sup>.

**RFP for next year's event planner** – Jeremy made a few minor adjustments to the RFP. He'll finalize as submitted and bring it to the next OrCP meeting on May 20<sup>th</sup> for their feedback.

**MOTION:** Jason moved to accept the proposed CONNECT Conference Planner for 2020 RFP draft to bring to the Partnership/Kelly seconded, motion passed unanimously.

### **#6 OrCP Planning Meeting**

Next meeting is Monday, May 20, 2019. Jeremy will be exploring more deliverables that OCEAN can add to obtain more funding from the Partnership. These could include GIS training, meeting coordination, and stakeholder meetings. He will also argue that the funding for the CONNECT conference is too low and that the funding will be to deliver the conference, not expressly for a conference coordinator.

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**#7 Partnership Reports and Updates**

Herb gave proposal of deliverables to Jay Gibbs of NRCS. Jason will meet with Jay as well.

OACD – Jeremy met with OACD President Terri Preeg-Riggsby. They were approached by NRCS a few months ago. They are interested in working with OCEAN but do not want to be competing for the same dollars. Jeremy also spoke with OACD Executive Director Jan Lee who said they were asked by NRCS to help with local work group meetings and other meetings. We may have to give up a few things we were planning to do in order to give OACD some things to do in order to get them to sign onto this. OACD needs information on deliverables (NOT including the costs) from OCEAN by Friday, May 17, 2019. We will discuss dollar figures further along in the process.

**#8 Envirothon**

Marion SWCD coordinated Envirothon for many years. Garrett Duyck with NRCS, a past Envirothon winner who chose a career in conservation due to his experiences, has taken on coordinator position. He would like support from OCEAN to spread the word about the event and also future financial support.

Next board meeting on June 20, 2019 at 10:30 a.m.

Meeting adjourned at 11:32 a.m.

Respectfully submitted,

Cathy McQueeney