

Approved 7/18/2019

OCEAN Board Minutes

June 20, 2019 @ 10:30 a.m.

Conference Call

Attendance:

Jeremy Baker	Janet Greenup
Clint Nichols	Cathy McQueeney
Jason Faucera	Kelly Dawes

Not Present:

Shilah Olson	Kyle Waggoner	Herb Winters
Scott Susi		

#1 Welcome, Call to order

Meeting called to order at 10:35 a.m.

Announcements: Shilah is going to have to resign from the OCEAN Board of Directors effective immediately. Cathy had some information about Fred Pryor to add to the agenda. Janet noted that we need to discuss authorizing an additional person to sign checks.

#2 Meeting Minutes

Reviewed May 16, 2019 meeting minutes.

Edits: Clint Nichols was not in attendance.

MOTION: *Janet motioned to approve the May 16, 2019 board meeting minutes as amended/Kelly 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 \$31,061.45 in checking as of today's meeting. This includes a refund from Sun River and a disbursement from Amazon Smile.

The transaction detail for May was shared with board, as was the May 2019 bank statement.

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

Jeremy misunderstood OCEAN bylaws that state that the Vice President is the person responsible for second review as part of OCEAN's two part review process in the absence of the Treasurer. Per Janet, we need to update the signature card at the bank with newly appointed Vice President Clint Nichols and remove Shilah Olson.

MOTION: *Jason motioned to remove Shilah Olson and add Clint Nichols as bank signatory for OCEAN, Kelly seconded, motion passed unanimously.*

Janet and Kelly will work together with Shannon Schmidt to make a better list to define how expenditures are coded for consistency.

MOTION: *Jason moved to authorize the Vice President to review, authorize, and sign check reimbursements for the Treasurer or Secretary/Kelly seconded, motion passed unanimously.*

Approved 7/18/2019

MOTION: *Clint moved to authorize Janet to sign her own reimbursement check for \$152.51 as reviewed by Jason due to resignation of current Vice President Olson/Jason seconded, motion passed unanimously.*

#4 CONNECT Conference

Budget reconciliation – Budget is reconciled. OCEAN brought in \$1,100.

Final payment for coordinator – Final payment has gone out to the coordinator.

RFP for next year's event planner – One person has submitted an RFP for the position. It closes On July 8th.

Location – Jeremy told the Oregon Conservation Partnership (OrCP) that River House has been chosen as the 2020 CONNECT Conference location and they approved. Lisa Mahon has offered to negotiate details of initial contract with River House.

MOTION: *Jason moved to authorize Jeremy to execute a contract with River House in coordination with Lisa Mahon. /Kelly seconded,*

After further discussion, Jason amended his motion.

MOTION: *Jason moved to authorize Jeremy to execute a contract with River House in coordination with Lisa Mahon. Should Lisa not be available, Jeremy is authorized to continue negotiations, but the Board of Directors must authorize contract execution/Kelly seconded, motion passed unanimously.*

#5 OCEAN Workload/Timeline

OCEAN Duties & Tasks 2019-20 Spreadsheet – Jeremy will begin to populate and bring back to the next meeting for discussion.

NRCS Grant – There have been some leadership changes at NRCS. They are trying to figure out a way to have the grant dollars going to OCEAN be separate from those going to OACD.

Executive Coordinator Position – Jason is putting together the position description. He will send out the RFP to board members tomorrow. He would like feedback on roles/responsibilities, experience, and scope of work. This will be a half-time position with potential for full-time as resources allow. Jason will add to G-Suite under Grants and Agreements. Goal is to release RFP in September in order to make a hiring decision in October.

Hiring Committee – All applications will need to be "cleaned" of all personal/recognizable information prior to review by the hiring committees. Cathy has volunteered to help with this, but it will preclude her from being on a hiring committee.

CONNECT Conference Planner – The application deadline for this position ends in July. Jeremy will have a member from OrCP on this hiring committee. Kelly and Jeremy have volunteered to be on this hiring committee.

#6 Partnership Reports and Updates

OrCP Planning Meeting – At the last meeting, partners looked over deliverables and work plans and made some minor changes. Partnership is moving offices to Marion SWCD, rent will be significantly reduced. Jeremy requested more dollars for OCEAN. COLT asked that Jeremy put this request in

Approved 7/18/2019

writing. He shared this letter with the Board for feedback before the next partnership meeting. Jason suggested that other partners also demonstrate how funds from the partnership are being used to support partnership work.

#7 Envirothon

Envirothon is looking for partnership support. OCEAN does not have funding to disburse to them at this time, but we can add information to the website and invite them to CONNECT as a speaker to help spread their message. Jason will provide a link on the website.

Next board meeting will be held on July 18, 2019 at 10:30 a.m. Cathy will be attending Small Farm School and will not be present.

Meeting adjourned at 12:17 a.m.

Respectfully submitted,

Cathy McQueeney