

OCEAN Board Minutes

July 18, 2019 @ 10:30 a.m.

Conference Call

Attendance:

Jeremy Baker
Clint Nichols
Jason Faucera

Janet Greenup
Herb Winters

Kelly Dawes
Kyle Waggoner

Not Present:

Shilah Olson

Cathy McQueeney

Scott Susi

#1 Welcome, Call to order

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

Opening Remarks: Jeremy acknowledged Jason's work to transfer documents from Dropbox to Google Drive. Jeremy asked for someone to help create the agenda and board packet for the August and September meetings with his plans to be absent and Clint volunteered to do so. Lastly, Shilah, who was removed from the board at the last meeting, indicated she would be willing to participate until a replacement was found. An item was added to the end of the agenda to address the issue.

#2 Meeting Minutes

June 20, 2019 meeting minutes were reviewed.

Edits: No edits were proposed

MOTION: Janet motioned to approve the June 20, 2019 board meeting minutes as presented/Kelly seconded, unanimously approved

#3 Treasurer's Report

Janet –There is a balance of \$27,976.79 in checking as of June 30, 2019.

The transaction detail for June was shared with board, as was the June 2019 bank statement. Checks were used out of sequence, which can be seen on the bank statement, but Janet has made Shannon aware of the issue.

MOTION: Kelly motioned to approve the Treasurer's Report as submitted/Clint seconded, motion passed unanimously

#4 Review of Action Items

Jeremy referred to the Action Items list on the Agenda and reviewed the progress of each item.

March Items:

- Website Updates – Jason indicated that he has not had time to address removing the directory from the website.

June Items:

- Draft Executive Coordinator RFP – Jason has uploaded a draft to the Google Drive in the RFP folder along with several other reference documents. The document is framed and all is

completed except for the experience and duties sections which are highlighted in yellow. Further discussion was deferred until agenda item 6.

- Execute Contract with Riverhouse for CONNECT 2020 – Jeremy and Jason met to discuss options and it was discovered that there were errors in the cost calculations for the venues. After errors were corrected, the venues were much closer in price to one another, and it was determined that the date/cost combination of Sunriver was the most responsive to our needs. Further discussion was deferred until agenda item 5.
- Place minutes on website – Jeremy and Jason met and located the missing minutes. Jason will post on the website as time allows.

#5 **CONNECT**

Contract with Sunriver – After reviewing the proposals for CONNECT 2020 venues Jeremy and Jason recommended to move forward with Sunriver again because of favorable dates and their familiarity with our conference. Jeremy provided the draft contract from Hyatt, who just recently purchased Sunriver. Beside small errors and inconsistencies which Jeremy will address with them, it was proposed that the required room nights be rolled back to 350 from 485, especially if there is an ability like this past year to add as we need more.

***MOTION:** Janet motioned to delegate authority to President Baker to sign a contract with Sunriver once errors and proposed changes are resolved/Jason seconded, motion passed unanimously*

NRCS CONNECT Grant Reimbursement – Payment from NRCS grant for CONNECT 2019 is being held until reporting is complete, which Jeremy will submit by July 31. There is one year and \$20,000 remaining on the grant and Jeremy will be working with NRCS to look into funding past next year.

RFP Review Team – OCEAN received 4 proposals from vendors to plan and coordinate the conference. The RFP review team consists of Jeremy and Kelly at present, but Jeremy requested at least one more board member participate. Clint and Kyle volunteered to participate, and other board members were welcomed to participate as well. A meeting announcement will be sent for July 23rd from 3:15 -4:15 pm to the board and also to Jan Lee from OACD.

***MOTION:** Jason motioned to delegate authority of selection and engagement of the contractor for the CONNECT RFP to the CONNECT Conference Planner Selection Committee in an amount not to exceed \$15,000/Clint seconded, motion passed unanimously*

CVENT – Discussion of the CVENT event registration web service was tabled until a conference planning contractor is selected.

#6 **OCEAN Workloads/Timelines**

NRCS Grant Update –NRCS may propose a grant that would provide contracting assistance and planner certification/job approval facilitation to SWCDs across Oregon. More news may be forthcoming as NRCS works through things on their end.

Executive Coordinator Position – Jason requested that a small group get together to review the draft EC RFP and position description. Jeremy will send out a Doodle poll to develop a committee to finish the RFP. The timeline for completing the initial draft would be by the September board meeting with the final version ready to adopt at the October board meeting.

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.

#7 Partnership Reports and Updates

NCDEA – Jason described the roles and services supplied by the National Conservation District Employees Association both at the national and pacific regional level and sent the board a link to the NCDEA Pacific Region webpage.

MOTION: *Jason motioned to pay NCDEA dues for 2019/Kelly seconded, motion passed unanimously*

OrCP MOU – Oregon Conservation Partnership (OrCP) is meeting to draft a new MOU and budget for the upcoming OWEB grant for 2019-2021. They met in May to work on these items, but the notes from the meeting only recently arrived. Jeremy sent a letter to the OrCP about OCEAN receiving a greater share of the grant. We are requesting an increase to more proportionally cover the services that OCEAN provides through CONNECT and other activities, especially since CONNECT is a significant deliverable of the Partnership. OrCP meets the morning of July 22nd to hammer out the details of the budget and MOU. OCEAN has proposed to pick up a few extra responsibilities, most of which are in line with what OCENA is already doing. Jeremy asked that board members report hours spent on CONNECT to help document the match for the dollars they will request. Jeremy asked OrCP to provide the draft MOU by mid-August so boards have time to review it prior to signing.

Jeremy asked board what he should do if OrCP declines to allow extra funds for OCEAN. In general the board agreed that OCEAN would continue to be an active partner at the current budget level and would continue to lobby for funding commensurate with the scale and impact of CONNECT for the Partnership. There was board consensus that if there is a push to increase ED salaries for COLT, NOWC, and OACD w/o considering an increase to OCEAN allocation then we would want to pull out of the Partnership.

Envirothon - OCEAN will add Envirothon information to the website and invite their representatives to speak at CONNECT2020 to help with outreach.

#8 Eastern At-Large B Representative

MOTION: *Jason motioned to re-appoint Shilah Olson as the Eastern At-Large B Representative for OCEAN until an alternate is found/Janet seconded, motion passed unanimously*

Next board meeting will be held on August 15, 2019 at 10:30 a.m.

Meeting adjourned at 12:13 p.m.

Respectfully submitted,

Jason Faucera

OCEAN Secretary