

OCEAN Regular Board Meeting Minutes

July 16, 2020 @ 10:00am

Present: Jeremy Baker, Kelly Dawes, Cathy McQueeney, Jason Faucera, Kyle Waggoner, Scott Susi

Absent: Janet Greenup, Herb Winters, Clint Nichols



Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet Materials <i>please review</i>
1	10:00am	Welcome and Call To Order Jeremy called meeting to order at 10:02 a.m. Roll call.	Info/ Action	Baker	
Overview: a. Review/approve agenda b. Announcements					
2	10:05	Review meeting minutes a. Annual Meeting Jeremy did not have an opportunity to review minutes. He will abstain from voting on all minutes. b. August 2019 minutes c. September 2019 minutes	Action	Greenup	https://drive.google.com/drive/u/0/folders/1nSlnFvGpdy74GkzOgl1tQZuETfQ2xfy?ths=true
a. Annual Meeting Jeremy did not have an opportunity to review minutes. He will abstain from voting on all minutes. b/c. Scott moved/Kelly seconded to approve meeting minutes for Annual Meeting, August 2019, and September 2019 as presented. Approved unanimously. Jeremy abstained.					
3	10:15	Election of Officers a. President b. Vice-President c. Treasurer d. Secretary	Action	Baker	
Jason moved/ Scott seconded to nominate and maintain the suite of officers as is: Jeremy as President, Clint as Vice President, Kelly as Treasurer, and Janet as Secretary. Approved unanimously.					

4	10:25	Treasurer Report a. Presentation balance sheet and P&L b. Membership payments received through website c. Bills/Upcoming payments d. Update on transition from OrCP	Update/ Action	Dawes	a. https://drive.google.com/drive/u/0/folders/1n1SlnFvGpdy74GkzOglltQZuETfQ2xfy?ths=true b1. https://drive.google.com/drive/u/0/folders/10eYfrjyfFrA2nMY6aZojAIPk1jibvPTu?ths=true b2. https://drive.google.com/drive/u/0/folders/1CrVRLARZ7a-VX47EvD9Edg7IA0TdsolA?ths=true
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A. Kelly reviewed balance sheet. As of June 30, we have \$42,998.00 in the bank.

We received \$12,150 from the partnership on July 3rd. This is the final payment of the entire \$15,000 provided for CONNECT.

We still have \$1,775 sponsorship money to be refunded to sponsors, but we haven't had a chance to do it yet.

We have about \$1,900 more in the CONNECT column than expected due to Eventbrite confusion. Daphne is working on this. This is the only hold out for the close out for CONNECT. We can't see the history on Eventbrite. Kelly is waiting on the details so she'll know how to expense.

Jason moved/Jeremy seconded to accept the financials as presented. Approved unanimously.

a. Annual tax filings for 2019

Annual tax return was submitted after being reviewed a CPA. There was a \$90 fee for which Kelly used the debit card.

b. Membership payments received through website

We have money received for membership through the new button on the website– Tualatin SWCD, Columbia SWCD, Herb and Jeremy. \$300 total.

c. Bills/Upcoming payments

We do not have any upcoming or expected bills at this time.

d. Update on transition from OrCP

When will we tell Shannon formally that she will no longer be taking care of our books? Jeremy: OACD is no longer using Shannon either. She does not know yet that we have ended her services. We've been asked to wait on telling her until the partnership can see if there is any way to keep her on in the future. Kelly: I have given Shannon nothing to work on. Jason wants to be in the loop when we formally end the relationship with Shannon in order to send a thank you card.

Kelly is dealing with a \$170 check for a CONNECT speaker for 2018. This was a duplicate payment. Check was void after one year but bank still cashed it. Kelly will follow up with bank or with speaker if necessary.

5	10:45	NRCS Grants a. New TA Grant Update	Update	Winters/Baker	
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Overview:

Jeremy reported on the NRCS grant. We applied for a no penalty extension for the existing CONNECT grant with NRCS. There is \$20,000 set aside for CONNECT 2021.

The technical assistance grant is still in process. Paperwork is moving forward.

6	10:50	CONNECT 2021 a. Discuss Fall 2021 offering b. Management deadlines for Fall c. Renewal and implement date of new contract for Conference Planner d. Strategies for offering Web attendance/recording to offer (back up as well)	Update	Baker	
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Overview:

- a. Discuss Fall 2021 offering

The Board previously decided that Spring 2021 would be unlikely for CONNECT due to residual effects of COVID-19. A decision was made to switch the conference to Fall 2021. We will have to create an online offering in case we aren't able to meet in person. Jason: we should consider providing an offering before then to "cut our teeth." Kelly thought this would be a good opportunity to gain experience and raise some funds for OCEAN while providing service to our members. Jeremy thinks we should have a planner for even a shortened, supplemental offering.

- b. Management deadlines for Fall

We need to look for a venue as soon as things open up as demand might be high. Maybe as soon as this fall. Are we going to offer a mid-year offering?

- c. Renewal and implement date of new contract for Conference Planner

Jeremy would like to set this up sooner than later. He will revise existing RFP to accommodate the plan of one conference with two possible forms of presentation. Will likely cost more than \$15,000. Jason thinks we'll do better to say what we want and get applicants to offer lowest and best cost instead of telling them up front of our \$15,000 cap. Jeremy will confirm that OrCP funds will still be available for an online conference. Kelly noted that Fall 2021 falls outside of the biennium. We would need to request the funds before June 30 2021. Kelly will follow up with Courtney Shaft.

- d. Strategies for offering Web attendance/recording to offer (back up as well) – embedded in conversation above.

Agenda item for August board meeting: Discuss RFP and feasibility of offering a mid-year training.

7	11:05	Membership & Dues	Update	Baker	
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Overview:

- a. Board discussion

The discussion to raise dues to \$20 beginning January 2021 at the Annual Meeting was not countered. It would be good to provide members with a membership card, membership package, something that signifies that they are a member of OCEAN. Jeremy: We need to consider how to do outreach to increase membership and awareness of OCEAN. Area representatives could request assistance from local SWCD's to help put together membership packets. Kelly thought TSWCD team could put something together if OCEAN could provide content. Jeremy asked if Scott and Jason could put together an outline of what should go into the packet and an outline of what OCEAN offers. Much of the vision discussed at the strategic planning meeting was predicated on having an executive coordinator. Cathy to send visioning draft copy to board members.

Jeremy thought that we should tap Kyle and Scott, as newest members, to get their perspectives on how they heard about OCEAN and what they thought OCEAN was and what they think it can be now. Why did they join the organization/the Board? What was their expectation and how has it changed? Similar statements from many of the current board members is located on the Google Drive.

Agenda item for August board meeting: Support for creating vision document that Cathy and Clint were working on earlier in the year.

8	11:15	Review of Action Items & Workloads Updates	Update	Baker	
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Shyla is still listed as an area representative on the OCEAN website. Jeremy talked to the new director and sent her a new employee handbook.

Scott – did she express any interest in taking Shyla's place on the Board? Jeremy: She's new to SWCD's and new on the job. She just wanted to learn about OCEAN. Didn't discuss this with her.

We currently have two vacancies on the Board. 10 Districts make up the NW District. Scott believes we should have a full board as we prepare

for CONNECT 2021. Jeremy has been reaching out to folks. Someone from the Coast?

Should we put together an advisory committee or an emeritus position? Shyla would be a valuable emeritus resource.

Add to August agenda: Discuss possibility of putting together an advisory committee or emeritus position.

Kyle: Umatilla's OWEB funding for projects is secure for now, but lottery funds are down due to Covid-19. OWEB makes up 90% of Umatilla SWCD's funding. Many other Districts that do not have a tax base are likely in the same situation.

Good of the order? No additional comments were offered.

Meeting adjourned at 11:19 a.m.

9	11:30	Adjourn	Action	ALL	
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These meeting minutes respectfully submitted by,

Cathy McQueeney