



**OCEAN Board Meeting  
Teleconference  
Minutes  
Thursday October 9, 2014 - 2:30PM**

**Attendance**

Jason Faucera-President	Tyler Joki	Jeremy Baker
Teresa Matteson	Josh Uriarte	Liz Graham
Lisa Mahon	Janet Greenup	

Jason called the meeting to order at 2:35 PM.

**Recurring Items**

*Minutes*-The Board reviewed the minutes presented from September 11, 2014. Lisa noted that the update refers to CONNECT 2014 and should say 2015. *Liz moved to accept the minutes presented as written with the date change on CONNECT and Lisa seconded it. With no further discussion the motion passed unanimously.*

*Financial Report*-The board reviewed the financial report. OCEAN’s current balance as of August 18<sup>th</sup> is \$4,351.67. *Lisa moved to accept the financial report and Josh seconded. With no further discussion the motion passed unanimously.*

*Calendar*-Jason added the OACD/NOWC Gathering on the calendar for November 12-14. He will also be adding CONNECT to it soon.

*Work Plan*-Jason reviewed the progress on each of the events in the Work Plan which brought up the discussion about who is on committee calls. Most of the board does not mind people sitting in on the committee meetings but right now the only people that are notified of the meetings are the committee members. One thought expressed was that if people have the time to listen to the calls why not join the committee. This is something for those interested to think about. The board came to a consensus that if someone is interested in listening in on a committee meeting they are responsible for contacting the committee for the information needed.

October 2014

Budget Meeting	Finance committee will start the budgeting process with a meeting in the next two weeks.
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November 2014

OCEAN Budget	Finance committee will present the proposed budget to the board by the second Thursday in November.
Develop Fiscal Procedures Playbook	Officers are meeting October 27-28 in Heppner to discuss the logistics of implementing the new financial policies.
Basin Representative Roles	Moved to December since Walt was not present on the call.

December 2014

Approve OCEAN Budget	The final budget will be approved at the December meeting.
Employee Handbook	Draft in December/January. The roll out to the districts will be at CONNECT 2015.

**Continuing Items**

*501c3 Application*-Lisa reported that the 501c3 application is in the mail and the IRS should receive it tomorrow. She will call to check on progress and any updates in approximately 2 weeks. She will notify the board and fundraising committee with any updates.

*Committee Description*-The education committee description will be postponed until December since Shilah was not present on the call. The fundraising committee is working on a description. Their first meeting is October 14<sup>th</sup>.

*OACD/NOWC Silent Auction/Attendance*-Jason and Janet are possibly the only OCEAN board members planning on going to the conference. Jason will work with Janet to accommodate the cash handling policies. Please spread the word to districts to get silent auction items donated.

*CONNECT 2015*-The committee has assigned tracks and track leads. The 5 tracks are: Managers, Upland/Wildlife, Riparian/Stream, Education/Outreach, and an extra Track. The fifth track will be used for overflow from other tracks or for sessions where it would be better to have an east and west side session on that particular topic. One side of the topic would go in the regular track and the other side would simultaneously run in the extra track. The next meeting is on October 21st.

The committee selected the dates April 22-24, 2015, and for facility the lowest and best option is The Resort at Welches. On behalf of the planning team Josh officially recommended this option to the board. *Tyler moved to approve The Resort at Welches for April 22-24, 2015 for CONNECT 2015 and Jeremy seconded. With no further discussion the motion passed unanimously.*

Jason asked about invitees beyond SWCD and Watershed Council Employees. Jeremy said in the past he has always invited a representative or two from WADE. Jason wanted to extend to NRCS and the Commission again, which the board agreed was a good idea. NRCS will be invited because of their sponsorship level anyways. It was agreed to continue the policy of any outside invitees must be approved by the board before invited. Jason will invite the special attendees.

**New Items**

*OCEAN 2015 Strategic Plan*-There was a consensus among the board that an annual face to face meeting is productive. The group agreed that late February was a good time to meet so if any changes come up with OCEAN they could be presented at CONNECT to the membership.

*Wallowa SWCD Invoice*-OCEAN invoiced Wallowa SWCD for 10% of the registration fees as was budgeted when planning CONNECT 2014. The total amount will be for \$4,433.00. In the future anything we invoice a company for will not need to come to the board.

*CONNECT Promo Video*-The board previewed the CONNECT promotional video. Jason is working on a few more changes. Since Wahoo Films is the only sponsor that qualified to have a booth at the

Gathering Jason made sure to connect them to someone planning that event. There was a miscommunication in the process where Wahoo was asked to sponsor that event also, so Jason asked in the future that if we have this agreement again to make sure that someone follows up with those sponsors and OACD/NOWC.

### **Committee Updates**

*Fundraising*-The committee will be seeking funding for both CONNECT and OCEAN. It was expressed to make sure that it's explicit in how we are marketing how each sponsor wants to invest. Tyler said right now CONNECT is OCEAN's main program so that is the big sell to sponsors. If someone does not care if their funds go towards CONNECT or OCEAN then it will be available to anything. For this cycle funds will be directed for specifically CONNECT but we will accept general donations to OCEAN. In the future donations will go to OCEAN and then divided among the programs. The sponsors' preference for what they want to fund will be in writing on the sponsorship form. We will need to figure out where the forms and documentation will reside after each CONNECT is done for auditing purpose. Lisa stated that she has a copy of everything in a file for OCEAN's records and Wallowa SWCD also has a separate copy of everything for their files.

*Communications*-The four committee members are working on the OCEAN Blog and are rotating submitting articles to place on the blog so there is a new article each week. Articles will be new writings, taken from others newsletters, and information from meetings. Jason will be sending this to all employees, not just OCEAN but they will have the option to unsubscribe from it. If anyone has articles that might be interesting to share with other districts please send to [communications@oceanconnect.org](mailto:communications@oceanconnect.org).

The committee is working on a CONNECT logo. Jason wanted to know what the boards limit is and suggested \$1000. The board felt that was a good upper end but would like to stay lower if possible. Tyler stated that theirs was lower than that so it should be attainable to keep it under \$1000.

*Education*-The committee is working with districts to obtain a discounted annual fee for online and in person training. The committee is most likely selecting Fred Pryor which provides a special rate of \$199 per employee per year for online and in person training for all SWCD's. Shilah will give more of an update in December.

*Finance*-The finance committee will be meeting for the budget soon which will go out to the board in November and will be approved at the December board meeting. Jason finished making the edits to the financial policy that the board discussed in September. Lisa is working on a handbook that includes all approved policies, organizational documents, and a full copy of the 501c3 application that will be given to each board member over the next few months.

### **Additions/Closing Comments**

*Next Meeting* – December 11th at 2:30PM via teleconference.

The meeting was adjourned at 3:42PM.