



OCEAN Board Meeting
Teleconference
Minutes
Thursday February 12, 2015 - 2:30PM

Attendance

Jason Faucera-President	Shilah Olson-Vice President	Janet Greenup-Treasurer
Lisa Mahon-Secretary	Tyler Joki	Liz Graham
Walt Barton	Jeremy Baker	Teresa Matteson

Jason called the meeting to order at 2:36PM.

Recurring Items

Minutes-The Board reviewed the minutes presented from December 11, 2014 and special meeting January 29, 2015. *Shilah moved to accept both sets of minutes as presented and Janet seconded it. With no further discussion the motion passed unanimously.*

Financial Report-Janet closed the Banner Bank account and opened the Bank of Eastern Oregon Account. Jason and Janet are working on what statements will be sent to the board prior to each meeting. The four reports that will be sent at the bi-monthly meeting are Budget vs Actual, Check Register, Balance Sheet, and Statement of Activities (Profit and Loss). *Walt moved to accept the financial report and Liz seconded. With no further discussion the motion passed unanimously.*

Organizational Calendar-Jason made a few updates to reflect the financial reports that will go out at the bi-monthly meetings. The other tasks on the calendar are on track.

Committee Update

FUNDRAISING-Tyler explained that there have been issues with the \$1,000 Wetland level. Sponsors who have donated in the past have been able to send 2 people at the \$1,000 level, but with changes to our package this year the level only allows 1 representative at that level. Tyler presented the option of keeping the package the same but offering them the opportunity to send a second person for either \$250 or \$400 additional cost. The board discussed the different options and voted on what they wanted. Jason asked for the number of votes for \$400 additional cost. There were 5 votes for and that was the majority of the people in attendance. So, it was agreed that by a majority vote the Wetland sponsors are allowed to send one additional person for \$400. This includes meals, snacks, and access to the conference, but no hotel room.

Tyler updated that all past sponsors and a few additional sponsors have already been contacted, so approximately 25 to date. Lisa said that Wallowa has received 4 sponsorship forms so far. Two friends of OCEAN, NRCS, and NOWC/OACD.

The sponsorship packet will go to the CONNECT planning team and OCEAN board. Jeremy pointed out that there was a typo on the front page. Lisa will change this before she sends the packet out to the two groups on Friday.

COMMUNICATIONS-There were some concerns presented to the committee about the awards system being unfair to those in smaller districts. Some people said that it could be an issue if the District doesn't have enough capacity to turn in big nominations that can compete with some of the nominations the larger districts are able to compile. The committee discussed developing a type of matrix to help. Another idea was showcasing people a little more throughout the year so there is more recognition instead of just one employee per year. The committee will take the boards feedback and make a decision.

Jason asked for feedback on the OCEAN Currents Blog. Some people are not getting the email notification so they are supposed to let Jason know who they are. A few of the area reps have heard positive feedback from their basins.

EDUCATION-Shilah said they have the arrangement with Fred Pryor lined up for districts to use and there has been great feedback for this so far. The committee right now is mostly focused on CONNECT planning.

FINANCE-Lisa reported that Jason and Janet are working together to getting the correct bi-monthly reports updated. Jason is also working on the process for conducting our Fiscal Year 2014 audit.

Continuing Items

Partnership Reports-Jason is working on email lists so that partners can share some email lists to be able to send reports to a group and not have so many repeated emails sent to people. The Network and OACD just moved offices. Jerry is busy working with Harney on Sage Grouse stuff in the upcoming legislature session.

Training Overview-Jason, Shilah and Liz attended the non-profit training in Corvallis. Jason went to Internal Audits, IRS, and social enterprise. Liz went to Building trust with stakeholders, strategic thinking, and grant seeking. Shilah attended unrestricted funds, fiscal sponsorship, and engaging your board. They will give the board more information on what they learned in the near future.

Committee Descriptions-Jason asked if anyone had comments on the three committee descriptions that were turned in. Walt pointed out a change needed in the Fundraising Committee's description on page one, Section II. Purpose. He suggested changing "effectively communicate to the OCEAN Board" to "effectively communicate with the OCEAN Board". Jason asked for approval on the three descriptions. *Walt motioned to approve the Fundraising, Communications, and Education Committee Descriptions with the change stated above to the Fundraising Description. Tyler seconded and with no further discussion the motion passed unanimously.*

CONNECT 2015-The tracks are filling up quickly. We have a keynote speaker and Shilah and Jeremy are working together on a field trip. Shilah contacted a lady at Fred Pryor and she said sometimes they will send people to conferences to promote their program including possibly putting on one of their programs. Lisa said she has received some registrations and scholarship applications.

Strategic Planning Meeting-The meeting will be February 24th. People need to make reservations for their hotel room the night before at Cousins. We are starting at 7am since everyone will most likely be there the night before so it was asked that folks be sure to arrive on time and ready to start.

New Items

Internal Audit-Jason needs some board members to volunteer to conduct the internal audit. Janet, Shilah, and Lisa cannot be on the audit committee because they have fiscal responsibilities. Liz agreed to be on the committee and Teresa would like to volunteer to be on the committee. Jason also suggested asking Clackamas SWCD's fiscal officer to participate.

501c3 Status-We had a special meeting in January to approve the statement and letter that the IRS required to complete the application. Jason talked to our representative at the IRS and they stated that there was not anything wrong with the application and sending these types of requests is common. We should receive our non-profit status letter in the next week or two.

Changing banks-Janet took the money out of Banner Bank and they printed a cashier's check to deposit into the local bank, Bank of Eastern Oregon. Jason asked if everyone was bonded that needed to be. No one had done the research on this topic yet. Janet said that she will look into SDAO to see if our board members can be bonded through them.

Financial Policy-Jason went over the revisions that were made to the financial policy. The suggested changes were to adopt the Nonprofit Internal Audit Workbook from the Center for Nonprofit Stewardship as the procedure for the internal audit, replacing the procedure previously adopted by the board in September, and to modify the timing of tax document preparation to better fit the internal audit schedule. Lisa motioned to approve the changes. *Liz seconded and with no further discussion the motion passed unanimously.*

Additions/Closing Comments

Next Meeting – April 9th at 2:30PM via teleconference to get regular business completed before the annual meeting at Connect 2015.

The meeting was adjourned at 3:54 PM.