



OCEAN Board Meeting
Teleconference
Minutes
Thursday December 10, 2015 - 2:30PM

Attendance

Jason Faucera-President
 Lisa Mahon
 Bryan Vogt

Liz Graham
 Jeremy Baker
 Walt Barton

Janet Greenup
 Brenda Sanchez

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

Recurring items

Minutes – Janet moved to accept the October 8, 2015 meeting minutes with the corrections mentioned and Liz seconded. With no further discussion the motion passed unanimously.

Financial report – There have been very few transactions since our last meeting. Janet thanked Jason and Walt for their hard work at The Gathering. We received \$760 from the silent auction they ran. The account balance currently is \$11,642.60. Janet and Jason explained to the board the options we have to handle the long outstanding check for Tyler. The final decision was that the check will be voided and he will be paid cash. QuickBooks will reflect this transaction. Brenda moved to accept the financial report and Walt seconded. With no further discussion the motion passed unanimously.

Organizational Calendar – Jason asked if there were any changes to the calendar that the board would like to make as we start the New Year. There were no recommendations.

Committee update

There were no committee updates.

Regional Updates – There were no regional updates. There will be a climate change workshop in Washington that revolves around agriculture. When Brenda receives information about the workshop she will share with the board.

Continuing Items

Partnership Reports – Walt and Jason were the only board members that attended The Gathering. There were very positive comments, and Jason stated everything went really well. One suggestion brought up was to no longer have door prizes at The Gathering. They will be making that change at the next conference. Jason said the Connect committee might want to discuss that and see whether they want to continue with door prizes or not.

Jason announced that there are some changes coming to the Network. Ryan has accepted a job at ODF. OCEAN will continue to work with NOWC on Connect and keeping those ties.

New Employee Handbook-The board packet included a proposal for OCEAN hiring a graphic designer to design a document and color scheme for OCEAN. Jeremy sent out some links in the proposal. He has been working with Heath on this, and she recommended working with a graphic designer. The idea would be having the designer develop a branding package. They would build some products for us and then give us the information so that we can customize other organizational documents. Jason mentioned that one problem with going this route is that “In Design” program will be needed to make any documents and not all people will have access to this program. The board discussed what they want to see out of the agreement for deliverables. *Jeremy motioned to work with the contractor at a maximum rate of \$1800 plus the printing of one copy of the Employee handbook for each SWCD office. The deliverables included in the \$1800 are: develop the Employee Handbook, Sponsor packet, Connect pamphlet, and Business Plan; and develop a style guide including recommended colors, fonts, and use of logo. Jason will be allowed to sign the contract as long as it follows the parameters set by the board in this motion. Brenda seconded the motion and with no further discussion the motion passed unanimously.*

2016 Budget-Jason explained the changes to when the budget was presented previously. *Lisa motioned to approve budget #2 presented with the changes in relation to costs for contracting a graphic designer and Walt seconded. With no further discussion the motion passed unanimously.*

2016 Business/Marketing Plans –Jason had a few edits that he made and will get the budget in there. The board approved these plans in October so there was no need to approve them again since there are only minor changes.

Membership List-If you are on the board and don't have your membership paid for please check with Janet to pay or show that you have paid.

Fred Pryor-Shilah learned that there is a state rate of \$99 which is \$100 less than what we were getting last time we signed up, so anyone that signs up through this will get the yearly membership of \$99. If anyone wants to advertise this on a regional basis please talk to Shilah about the process.

CONNECT 2016- Lisa said they are moving forward and have tracks and track leads confirmed. The sponsorship packet is the main focus right now. Jason will be sending out the packet and information to the committee and board. The committee would greatly appreciate the board helping by everyone making a few contacts.

OWEB is moving toward an all online application system. Bryan worked on the restoration trial and said it is drastically different so he would like to see OWEB have something on the changes at Connect. Jason will talk to Meta about this topic. Someone at The Gathering said they are having issues with the mapping tools also so this may be another opportunity.

[Brenda left the meeting]

New Items

Sponsor Packet-Jason presented the sponsorship packet to the board. We will need to make some edits since Ryan is leaving. The options are very similar to last year with one exception that we separated vendors from sponsors. This allows vendors/sponsors to select the option that they feel is more

appropriate with their company. *Jeremy motioned to approve the 2016 sponsorship packet and Bryan seconded. With no further discussion the motion passed unanimously.*

Annual Non-profit Training-Everyone should have received information on the training. Jason asked if anyone was interested in going, which no one expressed interest. Jason asked for approval for registration and travel. Janet motioned to approve to pay for registration and reimburse travel for Jason and Liz, seconded. With no further discussion the motion passed unanimously.

Officers/Elections-Jason reviewed who would be up for election this year since we changed the set up last year. Jeremy and Walt both expressed interest in continuing on the board. Jason will talk to Shilah, Rhonda, and Tyler to see if they are interested.

Internal audit-Jason would like to conduct the internal audit in January. He needs 2 people to help with the audit. Janet, Shilah, and Lisa cannot help since they are involved in the financials on a regular basis. Liz and Walt offered to help so the three will set up a meeting.

Secretary of State Renewal and DOJ-Jason just wanted to put out a reminder that we have renewal due in January. Taxes are due in May. Also, he mentioned to Janet that our 990 has to accessible if someone requests it. They will work on making sure this information is readily available.

Additions/Closing Comments

Jason asked if everyone is interested in holding our strategic planning meeting in February. He suggested we still have a light regular meeting in February to conduct normal business, which the board agreed. Jason will send out ideas for strategic planning meeting and asked that the board please respond with their comments.

Janet had a question about Bylaws to clarify if she needed to do the reports monthly since the bylaws state that they reports be presented to the board at the bi-monthly meetings. Everyone agreed that the reports should continue to be done monthly but can be saved electronically.

Next Board Meeting-Thursday, February 11, 2016 at 2:30pm.

The meeting was adjourned at 4:00 PM.

Respectfully Submitted by Lisa Mahon