

Approved August 19, 2021

OCEAN Board Meeting Minutes

July 15, 2021

PRESENT: Jason Faucera, Kelly Dawes, Cathy McQueeney, Samantha Bourque, Alexandria Scott, Cynthia Warnock, Clint Nichols, Herb Winters

ABSENT: Janet Greenup, Jeremy Baker

1)CALL TO ORDER – President calls meeting to order at 10:10 a.m.

2)REVIEW MEETING MINUTES - Tabling approval of meeting minutes until next month.

3)TREASURER REPORT - Kelly presented the Treasurer’s report – running at a loss due to billing partnership for \$15,000. Working with Jeremy on NRCS grant. Can we bill NRCS for anything beyond CONNECT conference banking fees and Morrisey virtual I platform? Can we submit an invoice for time? At this point, get what we can – it’s a one off. They only pay for specific things – if we don’t have enough expenses, we’re just going to be sending money back – problem with getting \$30K every year. Morrisey check has never cleared (in Germany) Kelly is looking into this. \$5 from Amazon Smile!

Jason moves to receive financial report, Victoria seconds. All approved unanimously.

6)OREGON CONSERVATION PARTNERSHIP MOU– Board agrees CONNECT is an annual event and the partnership is wanting to limit it to one conference. Cynthia will return to the partnership to request the change. Jason suggests we delegate authority of Cynthia to sign MOU on behalf of OCEAN with the caveat that the change is made to use funding for two CONNECT conferences, not just one in the biennium.

Jason moves and Clint seconds to delegate authority of Cynthia to sign MOU with the Oregon Conservation Partnership on behalf of OCEAN with the caveat that the change is made to use funding for two CONNECT conferences, not just one in the biennium. All approve unanimously.

4)CONNECT CONFERENCE PLANNER – Board reviewed amendments made to the 2020 RFP for Event Planner. Agreed that contract will be for two years unless specified otherwise. Not materially different. Written for an in-person event. Just changing dates and names. Jason: What happens if we experience another Covid-type event? We should include something that states that we’d be able to pay for work performed, not for entire conference if we are forced to cancel by conditions beyond our control. Amount? Keep at \$15,000? Of the \$60,000 we’ll have, how much do we want to spend on the conference planner? NRCS grant doesn’t cover food – has to be paid out of registration. Jason believes \$15,000 is too low for a starting point.

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Contract should include looking for venues for 2022 and 2023 in scope of work. Timeline needs to be adjusted and approved at this meeting to get out in the next 2 weeks. Set deadline for August 13, 2021.

Jason moves and Victoria seconds to approve 2021 RFP for CONNECT Event Planner contingent on an updated timeline and additional changes including setting venue for 2023. All approve unanimously.

5) CONTRACTORS – Updates

Samantha: Learning Google Drive, preparing for a meeting with NRCS, assigned email addresses, Kelly reviewed how to track hours, how to invoice.

Alexandria: Same basic tutorials – review of website and directory. Will be managing the Google Drive. Requests all forms, documents, etc. be submitted so she can add to Google Drive. It's been a pretty smooth transition. Will work with Cynthia to make sure board materials will be sent out in a timely fashion. Looking forward to NRCS to learn how to bill to objectives of NRCA grant.

GOOD OF THE ORDER –

Board Listserve: Jason has to add Alexandria and Samantha to listserv used for Board Members – is there any reason why they can't be added? They'll be privy to all board business, but they have to be on the listserv in order to use it. Should contractors communicate through Cynthia or directly to the board members? Decision was made to create a second listserv for contractors to use with board and contractors can communicate directly to board, not through the board president.

Monthly ZOOM Board Meeting – Jason has been hosting in Jeremy's absence, but Alexandria can set it up moving forward. She'll set it up as a reoccurring meeting so we don't have to redo every month. Jason will change settings to allow anyone to share their screen.

Cynthia adjourns meeting at 11:23 p.m.

Respectfully submitted,

Cathy McQueeney