

Approved 2/17/22

Oregon Conservation Education & Assistance Network Board Meeting Minutes January 20, 2022



PRESENT: Cynthia Warnock, Clint Nichols, Victoria Fischella, Jeremy Baker, Jason Faucera, Janet Greenup, Alexandria Scott

ABSENT: Samantha Bourque, Kelly Dawes, Cathy McQueeney

1) CALL TO ORDER - President called the meeting to order at 10:07 a.m.

2) MEETING MINUTES - The board approved the December meeting minutes, with the following corrections:

- Agenda Item #2 Put parentheses around the words cover and over.
- Agenda Item #4 Move the CONNECT budget conversation summary under the CONNECT agenda item (item #5).
- Agenda Item #6 Clarify that the new directory developer is actually a subcontractor working with Hoopla Creative. That way the audience doesn't think that it is a separate contract.

Jeremy moved to accept the December meeting minutes with these corrections, Victoria seconded. All approved unanimously.

3) TREASURER REPORT - The President presented the financials in the absence of the Treasurer. OCEAN has \$1,178.42 in the PayPal account and \$26,039.71 in the bank account. OCEAN is waiting on \$25,464.00 from NRCS, Kelly asked if Samantha can contact NRCS to check the status of that payment. For the remaining \$3,850.00 of the OrCP agreement, Vanessa confirmed payment will be sent late February when the final funding is received from OWEB. Janet agreed to stay in her role as Secretary to help write checks to pay the contractors for their services until OCEAN has switched over to the new bank. Before the next board meeting details will need to be flushed out about where to move the bank account, signers for the account and what the bank will require from the board. 1099's have been mailed with the exception of Samantha's because Kelly needs a W-9 form from her.

Jason moved to accept the financials as presented, Victoria seconded. All approved unanimously.

4) CONNECT 2022 - The board discussed Daphne's comparison of different venues available this fall. The main topic of discussion was the location of the conference and whether or not partners would want to drive there. In-person attendance will be limited to 200-250 people so the size of the venue was less of a concern. Cynthia reached out to the partners prior to this meeting about their availability in September and OACD responded that anytime in September worked for them. The board landed on September 6th- 8th at the Seaside Convention Center as their first choice and September 19th-21st at the FivePine Lodge in Sisters as their second choice. Daphne was able to solidify September 6th- 8th at the Seaside Convention Center and is waiting on

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contracts. Now that a location has been secured, Jeremy will work with Daphne to get some more finite budget numbers for CONNECT before the next board meeting.

5) CONTRACTOR UPDATE - Alexandria updated the board that her and Samantha met last week to talk about progress on the NRCS grant deliverables. Alexandria has agreed to help a little bit with content development for the new website with Samantha. Some of the NRCS grant deliverables are contingent on meeting with Jason Jeans to get clarity on what can be done on our end with some of these deliverables if we don't have access to things like AgLearn and LincPass. In the interim, Jason Faucera offered to help contact Cory Owens to pick back up on conversations that were happening before the holidays about a work around for helping with conservation planner certifications. Alexandria asked Herb about CREP training and what the contractors can start doing for that deliverable. Herb suggested contacting OWEB because traditionally they have held the trainings. Jason asked Herb if he could send an email introducing the contractors to Taylor Larson to get things started.

6) BOARD VACANCIES - Janet withdrew her resignation as Secretary so this item did not get discussed at this meeting. Before Janet leaves, the board will need to figure out how to pick up any OCEAN documents from her.

7) CHANGING OCEAN'S ADDRESS - Jason said he would send an email to Kelly to get a checklist started of the items that will need to be updated when OCEAN changes it's address. The items he could immediately think of were the bank account, Secretary of State and System for Award Management (SAM).

Jason made a motion to adjourn the meeting at 11:32 a.m., Jeremy seconded. All approved unanimously

Meeting Notes Submitted By: Alexandria Scott, OCEAN Administrative Support Contractor