

Approved 3/22/22

Oregon Conservation Education & Assistance Network Board Meeting Minutes February 17, 2022



PRESENT: Cynthia Warnock, Clint Nichols, Victoria Fischella, Jason Faucera, Janet Greenup, Kelly Dawes, Cathy McQueeney, Herb Winters, Alexandria Scott (Contractor)

ABSENT: Jeremy Baker

1) CALL TO ORDER & REVIEW OF MEETING AGENDA - The President called the meeting to order at 10:07a.m. There were no additions from the board to the meeting agenda.

2) MEETING MINUTES - Kelly Dawes and Cathy McQueeney abstained from the vote on the meeting minutes because they were not at the January meeting. *Jason Faucera moved to accept the January meeting minutes as presented, Herb Winters seconded. All approved unanimously.*

3) TREASURER REPORT - (Financials)

OCEAN has \$1,226.93 in the PayPal account and \$25,308.68 in the bank account. OCEAN is still waiting on \$25,464.00 from NRCS, Samantha Bourque must not have contacted NRCS before she left her role to check the status of that payment. OCEAN received a \$30.00 donation from a member who paid for dues for the year. *Jason Faucera moved to accept the financials as presented, Clint Nichols seconded. All approved unanimously.*

(Banking)

The board discussed and reached consensus on switching to a bank account with Umpqua bank. Their mobile check deposit system and multiple locations around the state would make banking accessible and easy for any authorized member of the board to conduct banking activities. Everything to set up the bank account can be done on DocuSign and there are no banking fees for OCEAN as a nonprofit, which were also factors taken into consideration. The current bank account will remain open until the first payment for the NRCS grant is sorted, but an account with Umpqua can be opened in the interim. *Jason Faucera made a motion to allow Kelly Dawes to open an account with Umpqua Bank on behalf of OCEAN, Herb Winters seconded. All approved unanimously.*

OCEAN's financial policy lists the Secretary as a signer on the bank account and vice president as a second signer. Clint Nichols will be resigning from his role in April, so having the vice president as a second signer would need to be something that the board takes into consideration if they want two signers on the new account. Janet resigned from her role as the OCEAN Secretary, but she may need to conduct some banking activities until the banking situation has been completely switched over. *Jason Faucera moved to allow Janet Greenup to still conduct banking activities on behalf of OCEAN, Kelly Dawes seconded. All approved unanimously.*

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(Secretary Role on the Board)

Cathy McQueeney volunteered to step into the Secretary role since Janet Greenup stepped down. *Jason Faucera moved to appoint Cathy McQueeney as the new OCEAN Secretary, Clint Nichols seconded. All approved unanimously.*

(Change of Address)

OCEAN needs to change its address now that Janet Greenup is no longer the Secretary and it was suggested that Clackamas Soil and Water Conservation District seemed like a good fit with the new Secretary there. *Cathy McQueeney made a motion to change OCEAN's address to 22055 S. Beaver Creek Rd., Suite 1 Beaver Creek, OR 97004, Janet Greenup seconded. All approved unanimously.*

Summary of banking actions:

1. Move the bank account from Bank of Eastern Oregon to Umpqua Bank.
2. Kelly Dawes is facilitate the bank move.
3. List Kelly Dawes and Cathy McQueeney as the initial signers to open the account.
4. New address: 22055 S Beaver Creek Road, Suite 1, Beaver Creek, OR 97004
5. New phone: 503-210-6000

4) CONTRACTOR UPDATE - Alexandria Scott (Administrative Support Contractor) gave a brief update to the board on her administrative tasks for this month. She has been keeping the google drive up to date and has gotten more efficient and pre and post board meeting work. She does not have the capacity to absorb the Program's Contractor Role, but offered to undertake the NRCS success stories grant deliverable since it can be accomplished before the end of the year. *Jason Faucera made a motion to pay Alexandria Scott the Program's Contractor hourly rate for any task that she completes that was originally under that contract, Clint Nichols seconded. All approved unanimously.*

5) FILLING PROGRAMS CONTRACTOR ROLE - The board discussed the next steps for filling the Programs Contractor Role and how to keep the NRCS grant deliverables moving forward. Jason Faucera resigned from the board and will be working on his personal time as a contractor for OCEAN to advance the NRCS grant deliverables until OCEAN can hire a new contractor for this role. Jason Faucera has the knowledge and relationships to work with NRCS to establish procedures that will help someone coming into this role be successful. Cynthia Warnock is going to draft up a contract for Jason Faucera, send it to the board for their review and then set up a special board meeting to approve that contract before the March board meeting. Cynthia Warnock will also make adjustments to the original RFP for the Programs Contractor Role and get that to the board as well so that it can be approved and distributed as soon as possible.

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6) CONNECT 2022 - Cynthia Warnock sent out the updated CONNECT budget numbers from Daphne Plump (CONNECT Contractor) to the board and the partners. She has not heard anything from the partners and wanted to hear what the rest of the board thought of these numbers. There were no objections to the CONNECT budget as presented, Kelly Dawes said she would update the OCEAN budget with these numbers and get that out before the next board meeting so that it can be approved at the March board meeting. Daphne Plump will be reaching out to partners to set up a CONNECT planning meeting hopefully at the end of February or beginning of March.

7) HOOPLA CREATIVE'S WORK UPDATE - Victoria Fischella and Jeremy Baker have been working on the professional development narrative for the new website to give to Hoopla Creative. They will continue to work with Hoopla Creative on the content needed for the new site and will loop Jason Faucera in on that work as well.

Clint Nichols made a motion to adjourn the meeting at 11:58 a.m., Cathy McQueeney seconded. All approved unanimously.

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