



Meeting Minutes – Apr. 16, 2020 @ 10:00 am

Teleconference #: 866-906-9888

MINUTES

Participant Code: 6842640

boardmember@oceanconnect.org

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet Materials <i>please review</i>
1	10:00am	<b>Welcome and Call To Order</b> <i>The call in number for the free conference call was very static so we went back to AT Conference. The meeting was called to order at 10:08</i>	Info/Action	Baker	The call was recorded by Arkadin
<p>Attendance: Clint Nichols, Cathy McQueeney, Kelly Dawes, Jason Faucera, Jeremy Baker, Scott Susi, Kyle Waggoner, Janet Greenup, Daphne Plump at 10:22, Herb Winters at 10:30</p> <p>a. Review/approve agenda</p> <p>b. Announcements - There were none. Janet asked if we had recently changed the meeting time. It was explained that the time had been changed several months ago to 10am.</p>					
2	10:05	<b>Review meeting minutes</b>	Action	Greenup	2a.Mtng Min 3-19-2020 draft
<p><b>The minutes were unanimously approved as submitted with a motion by Clint and seconded by Cathy.</b></p> <p>Jeremy asked that the minutes be completed and sent to him within 1-2 weeks after the meeting.</p>					
3	10:15	<b>Treasurer Report</b>	Update/Action	Dawes	
<p>Kelly presented the March bank statement and added the April activity as of today's date showing a balance of \$89,486.07. A financial report for 2019 was reviewed and included Jan-April 2020 and current liabilities.</p> <p>Update on transition, internet banking capability, PayPal for donation process. A wire transfer to Eventbrite was completed to return the amounts paid for Connect registrations. There are checks to be written refunding registration payments received by check. Daphne included a spreadsheet from Eventbrite showing which attendees paid by check. Daphne submitted her final invoice which included the remaining contract amount of \$10,950 plus \$1200 of additional work needed to cancel Connect 2020. Jeremy thanked Daphne for her excellent job and stated he would recommend her for future functions.</p> <p><b>A motion was made by Jason and seconded by Kelly to approved payment of Daphne's invoice. Motion passed unanimously.</b></p>					
4	10:25	<b>CONNECT Wrap Up</b>	Action	Baker/Daphne	
<p>Daphne explained that contributors of door prizes/auction items will be contacted by the committee to ask if they could be carried forward to Connect 2021. Jason asked about the NRCS payment for Connect 2019. Kelly explained that OCEAN has a IPP account and she and Janet have logins. The request for payment will be made today. Connect was planned but cancelled by circumstances beyond our control, so OCEAN earned the payment amount from OWEB. Shannon will be asked to request the payment from OWEB. Jason asked if Kelly would close out Connect 2020 and she replied she would. Jeremy asked about the NRCS payment and Jason stated there was no activity to charge against, so we won't collect that amount. Kelly reported on the requirements to process refunds for Connect registration. We now have a Pay Pal account and Janet requested a Debit card from the bank that were to be used for Eventbrite refunds. PayPal couldn't be used so a wire was done through the bank.</p> <p>Jason said that the use of PayPal and the debit card are not included in our policy.</p> <p><b>Jason made a motion to amend the financial policy to include "A PayPal account and debit card may be procured and used to facilitate the process of making refunds for Connect". The policy changes will be reviewed at the next meeting. Jeremy seconded the motion. Motion passed unanimously.</b></p> <p>Kelly stated she has created a master password file saved to G Suite. <b>Janet made a motion to approve the action, seconded by Jason. Motion passed unanimously.</b></p>					

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5	10:35	OCEAN Technology	Update	Baker	
<p>a. AT Conference Subscription – record conf. calls @ \$25/call, have webinar option. Jason explained that we don't have a subscription, we are only charged if we have calls. We pay about \$250/yr. Discussion concerning ZOOM and hacking reports and debit vs credit card.  <b>Jason moved to allow the use of the debit card to pay for ZOOM for one month for the Annual Meeting. Kelly second, motion passed unanimously.</b></p> <p>b. Website Upgrades are needed and do we need an IT Committee? This item will be revisited next month.</p>					
6	10:50	Annual Meeting Review	Action	Baker	
<p>1. The Annual Meeting will be Thursday, May 21<sup>st</sup> at 10:00 am as a webinar.                  2. Ideas for an agenda include: Length of service awards-Jason will create slides, and an update on activities. Jeremy will draft an agenda this week or next. The announcement should go out the 1<sup>st</sup> week of May.                  3. Jason, Clint and Cathy will work on a flyer to send to everyone that explains OCEANs mission and vision for the next 3 years.</p>					
7	11:05	NRCS Grants	Update	Winters/Baker	
<p>a. Technical Assistance Grant update. Herb, Jeremy and Jason met with Jay Gibbs and Jason Jeans to discuss the deliverables. Kelly asked what the timeline is for this work. Herb will talk to Jay again.                  b. Partnership Grant Update. Jeremy will reach out to Julie McSwain to discuss what the future looks like for this.</p>					
8	11:15	Membership & Dues	Update	Baker	7.
<p>a. General OCEAN Nonprofit bylaws don't specifically mention membership dues. A discussion ensued. Some items: We can do a better job of selling OCEAN so people will want to be members and help with tasks; the is training available thru the Non-profit association for Boards; expanding delivery to Colt &amp; WS Councils will help us be sustainable in the long term; having active members and an Executive Coordinator will free up board members from day to day operations. Jeremy has worked with Daphne concerning the need to have a way to receive donations. OCEAN Board Training                  b. CONNECT 2021-Discussion included moving Connect to the fall in order to accommodate others such as OACD and possibly share resources with ORcap. Cathy mentioned that session planners are busy in the summer making it difficult for them.</p>					
9	11:30	Review of Action Items & Workloads Updates	Update	Baker	
<p>1.OCEAN Vision Fact Sheet insert for CONNECT – McQueeney (Nichols)-When Connect was cancelled, this was also.                  2.OCEAN Speaker Bullet Points for CONNECT – Nichols: Cancelled with Connect.                  3. Admin Position Description – Dawes: The draft position description is on the drive and ready for review and comments                  4. Revisit Membership/Dues – Faucera (Susi): There has been no movement on this.                  5. NRCS Grant for Cert. Planners – Baker (Winters)</p>					
10	11:45	Adjourned at 12:13	Action	ALL	Submitted by secretary Janet Greenup

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## OCEAN Board Members, Committees and Meeting Dates

Board			Term	Committees				
Rep Areas	Members	Officers		Grants & Agreements	Sponsorship	Regional Training Grant	CONNECT	Website
Columbia Plateau	Herb Winters		2020	x		x		
Eastern Oregon	Kyle Waggoner		2019			x		
Eastern At Large - A	Janet Greenup	Secretary	2019					
Eastern At Large- B	Shilah Olson		2020					
Eastern At Large - C	Scott Susi		2019					
Portland/Salem Metro	Jeremy Baker	President	2020	x			x	x
Northwest Oregon	Currently Unfilled							
Southern Oregon	Clint Nichols	Vice President	2020					
Western At Large - A	Cathy McQueeney		2020				x	
Western At Large - B	Jason Faucera		2019	x	x			x
Western At Large - C	Kelly Dawes	Treasurer	2021				x	