

Approved 10/20/2022

Oregon Conservation Education & Assistance Network Meeting Minutes August 18, 2022



Oregon Conservation Education
& Assistance Network

PRESENT: Cynthia Warnock (Wallowa SWCD), Kelly Dawes (Tualatin SWCD), Cathy McQueeney (Clackamas SWCD), Jeremy Baker (EMSWCD), Herb Winters (Gillam SWCD), Victoria Fischella (Upper Willamette SWCD), Deric Carson (Union SWCD), Jason Faucera (Clackamas SWCD & OCEAN Contractor), Alexandria Scott (OCEAN Contractor), Daphne Plump (CONNECT Conference Planner)

1) CALL TO ORDER & REVIEW OF MEETING AGENDA - OCEAN's President, Cynthia Warnock, called the meeting to order at 10:10 a.m.

2) BOARD MEETING MINUTES - The board meeting minutes for the annual meeting were up for review/approval at this meeting. *Cathy McQueeney moved to accept the annual meeting minutes as presented, Kelly Dawes seconded. All approved unanimously.*

3) TREASURER REPORT - As of July 31st, 2022, OCEAN has \$12,554.11 in the Umpqua bank account, \$35,394.89 in the Bank of Eastern Oregon account. Kelly Dawes, OCEAN Treasurer, is planning to do a request to NRCS for \$20,000 towards the grant. *Victoria Fischella moved to approve the financials as presented, Jeremy Baker seconded. All approved unanimously.*

4) CONNECT+ 2022 - The board discussed between times for the conference and the need for different board members to volunteer to be in charge of these. This could be introducing a speaker or helping with door prizes. Jeremy Baker will be getting this inputted into the master schedule. Daphne Plump gave an update to the board on the number of registrants for the conference; there are 186 people registered for the conference. An E-blast and social media around CONNECT will be going out next week.

The topic of the next CONNECT conference was added as an agenda item. There was some discussion around whether or not it should take place in the spring or fall. No decision was made. It was suggested to include a poll in the next newsletter and perhaps poll people at the 2022 conference to see if people would attend a spring conference.

5) CONTRACTOR UPDATES - Alexandria Scott recently met with Hoopla Creative to discuss the path forward for OCEAN website maintenance. A maintenance estimate was included in the board meeting packet but will be discussed under the next item on the agenda. Alexandria Scott and Jason Faucera recently met with NRCS to discuss the next success story and Alexandria will be taking point on writing the story after they have conducted interviews with project leadership.

Jason Faucera has been working on the CREP training scheduled for this year. After doing a poll of participants, it seems like an in-person meeting in the Dalles in October would be best. OWEB has \$20,000 set aside for this training and they are working on getting a venue and speakers set. The new directory is now live but until some of the technical kinks have been worked out Jason is holding off on outreach around it.

A contract will need to be set up with Open Function Computers for yearly maintenance. For now, the directory will focus on NRCS tracking tools; additional scoping would need to be done if the board decided they wanted something more. Jeremy Baker suggested that it could be a topic of discussion at the annual strategic planning meeting which has not been set yet.

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6) HOOPLA CREATIVE LLC ESTIMATE FOR WEBSITE MAINTENANCE - Alexandria Scott included the website maintenance plan estimate in the board meeting packet for the board's review and approval. The board decided that a NTE contract of \$3,000 is sufficient for yearly maintenance, if additional work is needed then a separate contract can be drafted. Alexandria Scott will reach out to Hoopla creative to get a contract drafted after this board meeting. The board decided quarterly billing for this maintenance contract would be best. *Kelly Dawes moved to approve a Hoopla Creative yearly maintenance contract NTE \$3,000, Deric Carson seconded. All approved unanimously.*

7) VICE PRESIDENT NOMINATIONS - *Jeremy Baker moved to appoint Victoria Fischella as the new vice president of OCEAN, Cathy McQueeney seconded. All approved unanimously.*

8) ADJOURN - *Kelly Dawes made a motion adjourn the meeting at 11:48 a.m., Cathy McQueeney seconded. All approved unanimously.*

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