

Approved on 6/15/23

Oregon Conservation Education & Assistance Network

Meeting Minutes

April 20, 2023



Oregon Conservation Education
& Assistance Network

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

1) CALL TO ORDER & REVIEW OF MEETING AGENDA - OCEAN's President, Cynthia Warnock, called the meeting to order at 10:05 a.m. There were no additions to the agenda.

2) BOARD MEETING MINUTES - The board meeting minutes for the January 2023 board meeting were up for review/approval at this meeting. *Deric Carson moved to accept the January 2023 meeting minutes as presented, Kelly Dawes seconded. All approved unanimously.* Jeremy Baker abstained.

3) TREASURER REPORT - Kelly Dawes has received the \$50,000 in NRCS funds from the November 2022 request she submitted and they will be reflected on the next financials presented to the board. Currently OCEAN has \$68,000.00 in the bank account but the OCEAN financials presented are for January 1 – March 31 so they show \$22,463.17 in the bank account. *There was no motion to approve the financials as presented so this will be carried over to next month.*

Kelly Dawes will be closing the Bank of Eastern Oregon account soon and she received authorization from the board to do so in January 2023. OCEAN received a check from the university of Oregon for \$219.13 which is reflected in the contributions section of the financials. In the CONNECT column of the financials there is a negative amount of \$750 that is for the gift cards for conference planning and with the new NRCS funds we are not actually in the negative for those. For the cooperative agreement with NRCS she is still waiting on a response from someone named Cookie at NRCS, OCEAN only reports on cash not accrual so she is just waiting to hear if the report looks fine given that information. This report is for money that has been spent. The CONNECT report is due at the end of the month, Kelly Dawes has already finished the financial report and Jeremy Baker has already filled out the performance report. Kelly Dawes will call amazon to cancel the 2 Amazon gifts cards that were for NRCS employees. She will also resend the code for Cynthia's gift card.

Kelly Dawes had to pay \$50.00 with her personal card for the Secretary of State business registration for OCEAN while Cathy was out of the office so she needs to be reimbursed for that expense. *Cathy McQueeney moved to approve that Kelly Dawes be reimbursed \$50.00 for the Secretary of State business registration, Victoria Fischella seconded. All approved unanimously.*

4) CONTRACTOR UPDATES - Jason Faucera has spent the last 2 months working with Open Function Computers to get the website directory functioning and it is finally ready to launch. He will begin creating training videos this week and re-launch outreach to districts next week. Jason sent Cynthia a contract for Open Function Computers for 10-hours a month at \$1,300.00 for a year. They will only charge for hours worked. This contract will only work on existing functions off the directory not new uses. *Jeremy Baker moved to approve that Cynthia Warnock sign the contract for Jason Faucera to work with Open Function Computers for 10-hours a month at \$1,300.00 for a year, Deric Carson seconded. All approved unanimously.*

Jason has had 2 meetings recently with NRCS 1 that included Herb Winters. Corey Owens with NRCS will temporarily be taking over assisting OCEAN with our cooperative agreement deliverables now that

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Jason Jeans is leaving his role. Her suggestion was that OCEAN provide more specific training for JAA and conservation planning certification. Herb Winters and Jason Faucera agree this is a good move. OCEAN will need to hire someone that is well versed in putting together trainings and we only have 2 or 3 years left to spend the grant funds. Jason will be working with Casey Lathrop from NRCS to re-spark conversations about the conservation planner certification deliverable of the NRCS grant but district access to NRCS computers continues to be an issue. Once we have the updated information from districts about who needs help with JAA and conservation planner certifications from the directory, that list can be supplied to NRCS. The board gave Jason and Herb the go ahead to let NRCS know that they are interested in pursuing this updated approach to the grant deliverables. Alexandria Scott has mainly been doing limited administrative tasks while she tries to collect content from the board for the upcoming spring newsletter.

5) CONNECT 2024 - The board has had the opportunity to review the updated CONNECT conference planner RFP for 2024 and there were no additional edits to be made. ***Herb Winters moved to approve Cynthia Warnock to distribute to CONNECT Conference 2024 RFP as presented, Cathy McQueeney seconded. All approved unanimously.***

6) OCEAN NEWSLETTER CONTENT - The board discussed some ideas for the spring newsletter that needs to go out in June and who might develop the content to send to Alexandria Scott.

They came up with the following ideas:

- Upcoming trainings by the Partnership – Cynthia Warnock
- Updated Directory/training videos – Jason Faucera
- Judie retiring from Tualatin SWCD – Kelly Dawes ask staff
- East Multnomah SWCD content – Jeremy Baker will ask his supervisor
- Ask District managers for material – Alexandria Scott and Jason Faucera will send out an outreach email in a couple weeks
- Ron Alderado with NRCS retiring – Cynthia Warnock
- Joy Keen with the OR Land Trust retiring – Cynthia Warnock
- New East Region Water Quality Specialist ODA – Deric Carson
- Memorial for Marganne and Geraldine Strick – More thought needed

The newsletter is intended to come from the board President but Cynthia Warnock will have the rest of the board review it before it goes out.

7) ADDITIONAL ITEMS – None.

8) ADJOURN – *No one made a motion, the meeting ended at 10:56 a.m.*

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