

Approved on 8/15/24

Oregon Conservation Education & Assistance Network Board Meeting Minutes July 18, 2024



Oregon Conservation Education
& Assistance Network

PRESENT: Cynthia Warnock (Wallowa SWCD), Morgan Neil (Polk SWCD), Cathy McQueeney (Clackamas SWCD), Kelly Dawes (Tualatin SWCD), Jeremy Baker (Multnomah SWCD), Jill Smedstad (Jackson SWCD), Jason Faucera (Clackamas SWCD)

1) CALL TO ORDER & REVIEW OF MEETING AGENDA - OCEAN's President, Cynthia Warnock, called the meeting to order at 1:07 p.m. No additions were made to the agenda.

2) NRCS COMMUNICATIONS CONSULTANT CONTRACT AWARD - NRCS is leaning towards Forest Green proposal they like the project-based billing and that it is a smaller entity over Parachutes Strategies. There was some discussion by board members who reviewed the proposals. Based on reference checks, reputation and a pricing scheme that is better for contract management the board also leaned in favor of Forest Green. *Cathy McQueeney made a motion to award the NRCS Communications Consultant contract to Forest Green Marketing & PR, Jill Smedstad seconded. All approved unanimously.*

3) BOARD MEETING MINUTE APPROVAL - *Cathy McQueeney moved to approve the May 2024 Meeting minutes as presented, Kelly Dawes seconded. All approved unanimously.*

4) CONNECT 2025 CONFERENCE - The planning committee has narrowed the options down to 2 venues one in Ashland and one in Florence. Both event centers have hotels in and around the area but not in them. Florence pros: ready to go now on planning, might be able to set up a shuttle service, strong community ties for sponsorships and opportunities to check out local conservation projects. Ashland pros: Plenty of SWCD work close to the hotels for a field tour, hotels close enough to walk so don't need a shuttle, April/May great time of year to be there. Cons are that the food is more expensive and the AV system would have to be ran by a 3rd party costing around \$8,000. To make up for less profit from CONNECT 2024+ the board decided venue cost was the biggest factor to consider. *Cathy McQueeney Made a motion to have the CONNECT 2025 conference at the Florence conference venues, Morgan Neil seconded. All approved unanimously.*

The board talked a little bit about conference planning. Morgan Neil asked if Alexandria Scott had any capacity to help with this to cut cost down. The board could also hire someone like they have in the past. Time is an issue for planning committee members so they can't take that on themselves. Jeremy Baker has already reached out to Daphne Plump for a quote to plan a smaller conference just in case and can share that with the board.

The board landed on the dates for the conference as April 8-10 due to spring break and safety for travel. There was not a quorum to make a motion. This will be taken to NRCS, OACD and the planning committee.

5) TREASURER REPORT - Kelly Dawes presented the balance sheet as of June 30, 2024, to the board (Table 1). The quorum was lost so the financials could not be approved. OCEAN went in the hole \$10,000 on CONNECT+ 2024 after some extra expenses, but we were able to roll over extra money allotted for CONNECT 2025 (Table 2). There are plenty of lessons learned to cut down costs for CONNECT 2025 that can be carried over.

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Oregon Conservation Education and Assistance Network		CONNECT	
Balance Sheet			
As of June 30, 2024			
	Jun 30, 24		
ASSETS			
Current Assets			
Checking/Savings			
Umpqua Bank	45,589.81	Revenue	
Paypal	1,368.93	Fiscal Year Beginning Balance	49,893.78
Bank of Eastern Oregon - new	63,057.14	Fundraising Income	7,765.00
Total Checking/Savings	<u>110,015.88</u>	Grants/Contracts	80,000.00
Total Current Assets	<u>110,015.88</u>	Program Income	106,930.39
TOTAL ASSETS	<u>110,015.88</u>	Total Revenue	<u>244,589.17</u>
LIABILITIES & EQUITY			
Equity			
Beginning Balance Reclass	40,308.93	Gross Profit	244,589.17
Retained Earnings	6,107.57	Expenditures	
Net Income	63,599.38	Banking Fees	7,616.80
Total Equity	<u>110,015.88</u>	Meeting Expense	550.00
TOTAL LIABILITIES & EQUITY	<u>110,015.88</u>	Office supplies	571.60
		Printing	2,166.69
		Professional Services	
		Conference Planner	44,000.00
		Contracted Services	121,050.19
		Total Professional Services	<u>165,050.19</u>
		Speaker Fees	1,200.00
		Travel	
		Lodging	3,072.90
		Mileage	274.70
		Parking & Other	162.50
		Total Travel	<u>3,510.10</u>
		Total Expenditures	<u>180,665.38</u>
		Net Ordinary Revenue	<u>63,923.79</u>
		Net Revenue ove Expenditures	<u>63,923.79</u>

5) CONTRACTOR UPDATES - Jason Faucera still working with the web developer for the website to get the directory to work how he needs it to. He is probably going to have to do outreach to individual districts to get them to update their profiles. He didn't want to have to do that because it is very time consuming.

6) ADJOURN - The meeting ended at 2:05 p.m.

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