

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, November 5, 2015
751 S. Danebo Ave.
Eugene, OR 97402**

Present: Mike Brinkley, Alan Dickman, Cary Hart, Steve Horning, Jim Pendergrass, Lindsay Reaves, Deborah Saunders Evans, David Turner, Therese Walch (10)

Absent: John Reerslev, Charles Ruff (2)

Staff: Clinton Begley, Dana Dedrick, Rob Hoshaw

Meeting called to order at 5:35 p.m. by Chair Jim Pendergrass

Business

A. Approve October 2015 Board Meeting Minutes – Secretary Walch

Calls for any comments or changes.

Rob calls attention to some date changes that were made since the packet was sent out. Both the motion to approve the minutes and the treasurer's reports reflected the wrong month.

MOTION TO APPROVE October 2015 Board of Directors Meeting Minutes by A. Dickman, seconded by T. Walch. Approved unanimously.

B. September 2015 Financial Reports – Treasurer Brinkley

Rob explains why the payroll liabilities figures were identical for July and August on the August balance sheet that was presented last month. There was, in fact, an error, which had to do with the fiscal year changeover in July, as June's (FY15) payroll was paid in July (FY16). When the accrual was fixed for the review, QuickBooks used the same date for both August and July's payroll liabilities which created the identical figures. That has been changed, and the correct balance sheet was projected.

Rob presented the Quarter 1 Budget vs. Actual Report for FY2016. (*Note: the Quarter 4 Budget vs. Actual is 95% complete, but Heidi is correcting a minor error in expenses; we will present a fully complete and correct Q4 report in January.*) The discussion centered on the way the annual timing of expenditures

and grant receipts works, and how the budget vs. actual report is calculated (taking full budget and dividing by 4). This doesn't exactly match the reality of how the timing of expenditures (lots in late summer / early fall) and grant receipts works. Questions and comments related to differences of 10% or greater for planned vs. actual budget line items, and the reasons for those differences.

The idea of potentially increasing the amount of money we contribute to our reserves was also discussed. The BLM's in-kind donation of the Wetlands office space and IT equipment was also explained. It was suggested that we re-evaluate the estimated value of the in-kind donation of office space, computers, phone, paper, etc. that we receive from the BLM. If that value has increased, it was suggested that we raise the amount of money that goes into our reserves accordingly as a contingency plan in case we ever lose this office space.

August's Treasurer's Reports were approved last month contingent upon an explanation, which is provided here. There is general agreement that the explanation is satisfactory.

MOTION TO APPROVE September Financial Reports and FY2016 Quarter 1 Budget vs. Actual report by L Reaves, seconded by S. Horning. Approved unanimously.

C. Committee Reports (Key Highlights)

1. Resource Development – Clinton

Updates on development were provided in Clinton's fundraising presentation later in the meeting.

2. Nominating Committee – Clinton

- Lindsay talked to Jonathan Powell at Kernutt Stokes, who works as a business and accounting consultant, may be interested in serving on our board (and potentially in a Treasurer role). Next steps are to get back in touch with him and send him a welcome packet.
- Dwight Dzierzek at Northwest Community Credit Union may also be interested in board service (in addition to others at that bank)
- Paula Lafferty at SnoTemp will also receive a welcome packet
- Stephanie Scafa and Neil Bjorklund at the City of Eugene are also potential board options.
- At the beginning of the meeting, Alan suggested Bob Chandler at Tactics Board Shop, who is the Natural Heritage Board Chair and a business owner in the Amazon basin.

D. Board Officer Roles - Clinton

Clinton, Rob and Dana reported that they have checked in with board members regarding their interest in officer roles. Two positions are required by law – Chair and Treasurer, and Treasurer is the one position that is not filled. Current board members do not feel that their skill sets match that of Treasurer, and members expressed a desire to recruit for an incoming board member with that skill set to take that position. In the interim, a Treasurer is still required. Mike says that the position requires about 1-2 hours of his time monthly. The suggestion is made to have Mike continue acting as Treasurer in the interim, and Therese will continue acting as a temporary Secretary until a new board member can take the role of Treasurer, at which point Mike will take on the role of Secretary.

Committee roles were also discussed, and board members indicated comfort with the roles that were outlined in the packet.

The slate of officers is as follows:

- Chair – *Charles Ruff*
- Vice-Chairs – *Steve Horning & Deborah Saunders Evans*
- Treasurer – *Mike (interim)*
- Secretary Elect – *Mike (Therese acting as interim Secretary as long as Mike is interim Treasurer)*
- Past-Chair – *Jim Pendergrass*
- Corporate Secretary – *Rob Hoshaw*

Motion to approve slate of officers as presented by D. Turner, seconded by S. Horning. Approved unanimously.

Board members indicated that they're comfortable with the current process to identify an initial slate of officer nominees whereby Dana or Clinton will contact certain board members beforehand and finalizes the slate at a board meeting rather than starting with an open call / discussion at a board meeting. The suggestion was made to make sure board members know that they're welcome to contact leadership team staff proactively if they are interested in talking beforehand about a potential officer position.

E. Staff Conversation 2 of 2 - Rob

Rob briefly recapped the leadership team discussion from last month. The next phase is to backfill capacity for Clinton and Rob with an "Operations Coordinator" position, and those duties were discussed. The options of hiring a permanent position vs. a temporary position were discussed. A conversation will be held

next week with the McKenzie Watershed Council regarding their administrative needs, and whether they'd be open to sharing a position, and for how much time. Potential future foundation grants to support a permanent position were also discussed. Topic put to board for comments/thoughts.

The temporary position seemed attractive to Alan and Steve, as you're not on the hook to pay benefits for a temporary position; a temp, or series of temps may specialize in certain competencies that together make up the job description. Hiring a temp would also allow for time and experience to define a more permanent position for the future. Many members indicated support of a temp position.

F. Collaborative Willamette MOU– Rob

The collaborative Willamette River mainstem aquatic-focused MOU that Rob described last month has been signed. The group submitted the Focused Investment Partnership grant on Nov 2 that would open up a competitive grant program for aquatic projects on the Willamette River.

G. Paperwork Moment – Board members turned in their monthly volunteer match hours.

Program Topics

H. Fundraising Progress Review - Clinton

- Clinton shared his monthly fundraising update on gifts received since last month and the strategy for moving forward. Of particular note, Mountain Rose Herbs has agreed to increase their Business League contribution from \$1,500 to \$5,000. We're also nearly halfway to our Business League goal. Next step is beginning a major push with our individual donors.
- Jim suggested a stock donation idea; where donors would receive the full tax write-off, and the non-profit receives the market value of the stock. All that's needed is an account at a stock market exchange to get that set up. Charles Schwab and Merrill Lynch were suggested, and the process is easy to do. We also don't need money in the account to start; we would just set up the account to receive stock donations and provide donor with the transfer instructions.
- We're also signing up to be a part of the Oregon Cultural Trust, where when the donor gives to LTWC through the Trust, and they receive a substantial tax credit.
- The Wildcraft Urban Apple Drive went really well. There's enough cider to make about 4600 pints, and we would receive 10% of the profits and get our logo on the logo on the bottles.
- Eugene Yoga has agreed to give staff an in-kind wellness donation.

I. Foundation Grant Opportunities – Rob / Clinton

Rob and Clinton shared some of the private foundation grant opportunities that emerged from their participation in the Emerald Valley Development Professionals Meet the Grant Makers event.

- Nike or Weyerhaeuser were recommended as foundations to look into (and other really large businesses or groups that may have foundations)
- Fred Meyer is a business where you can sign up with a rewards card and a certain percentage goes to the nonprofit if you tag it.
- BVA Bank, Wells Fargo, Umpqua, and U.S. Bank are also institutions with foundations.
- Northwest Natural Gas was suggested as another potential avenue, as was RiverBend and Peace Health

J. Public Meeting Topics for Next Year – Rob

Rob briefly outlined some ideas for public meetings that were listed in the packet. Some other topic suggestions from board members include:

- The new stream setback rules from Oregon Department of Forestry to describe and explain what the new rules are.
- Presentation on a biodiversity study on managed forests
- Oregon State University's research about the impact of modern forest management on small streams and hydrology.

Reports & Announcements

K. Staff Reports – Jim

In background

L. Liaison Reports

None given

M. Action Items Report:

- Dana and Clinton are planning to contact Jonathan Powell and Craig Carnegy about potential board candidacy. .

Meeting adjourned at 7:34 p.m. Chair Jim Pendergrass