

Long Tom Watershed Council
Board of Directors AGENDA
Thursday, Feb 5, 2015. 5:30 p.m.

Chair Jim Pendergrass

5:30 Business

- A. Minutes: **Decision**: approve minutes from Jan Board Meeting – *Secretary Walch*
 - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Dec – *Treasurer Brinkley*
 - 1. Budget vs Actual Report: FY15, Qtr 2 (6 mo end 12/31) - *Dana*
- C. Committee Reports: no meetings held; see background for status updates
- D. Proposed Policies: approval needed for Herbicide Policy, Social Media Policies – *Dana & Rob*
- E. Paperwork moment: Your volunteer hours – *Secretary Walch*

6:00 Program Topics

- F. Public Events – (feedback) – January Meeting debrief – *Rob*
- G. In depth on a Stormwater Project – (learning presentation) - *Sarah*

6:45 Reports & Announcements

- H. Staff Reports – hiring updates, Willamette space update, OWEB Board meeting
- I. Liaison Reports
- J. Action Items Report

7:30 Adjourn

Next Board Meeting: Thurs, March 5, 5:30 pm. Council office.

Next Public Mtg: Tues, Mar 31. 6 pm start (5:30 pm Board arrive), Monroe Community Library

Business

- A. Meeting Minutes** - Board meeting minutes are attached. Secretary Walch will receive comments and changes at the meeting and ask for approval. Action items will be briefly reviewed for completion.
- B. Treasurer's Reports** – Financial reports are attached. Treasurer Brinkley will present the reports along with any changes or corrections that will be made, answer questions, and ask for approval.
- C. Committee Reports – no meetings were held this past month. Status:**
- Nominating Committee: Just a note that we are holding off on identifying and recruiting further new Board members until the Development Director is on staff.
 - Personnel - next up is ED Performance Review. Also changes in Employee Handbook to allow benefits for part-time work, and accommodate new Sick Leave rules (City rules being figured out; State legislation in session).
 - Resource Development – This committee could meet to move on some simpler campaign things before Development Director arrives. Jim will join the effort this year.
- D. Proposed Policies** – Drafts have been circulated in a separate email (from Rob Friday Jan 29), to be approved at this meeting.
- E. Paperwork moment** – Do your part for administrivia... Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.
- F. Public Events** – We will debrief January's meeting. Who from the Board attended?
- G. Slideshow** – Sarah will make a presentation on a stormwater project – this is a learning item, enjoy!

Reports & Announcements

H. Staff Reports –

1. Administrative. Contract / Agreements newly signed:

Grant Agreement with the **Oregon Department of Fish & Wildlife (ODFW)** at the **Hrynyshyn property** along Owens Creek to improve stream habitat for cutthroat trout and other native species. This project will improve approximately ½ mile of in-stream and off-channel rearing habitat and 7.5 acres of riparian and floodplain habitat for cutthroat trout in Owens Creek. Jed is the project manager. The grant amount is **\$21,641**, and the period is from Jan 15 to June 30, 2015.

Regarding lapse in funding for Latino Outreach program, the new Task Order is being reviewed before final signature. It will fund \$13,700 of the ~\$25k coming thru 10/15.

2. Director's update - Dana

A. Hiring updates

- **Heidi Heisler**, new *Fiscal Manager*, started January 12 (part-time, 20 hours/week) and is in training through March 31.
- Five (5) *Outreach & Communications Specialist* candidates will be in panel interviews next week with Panel composed of: Sarah, Dana, Jim (Board), Nancy Toth (Partner organization – EWEB), Nicole (Business partner, Ninkasi), and hopefully Emily Proudfoot (Outreach and Technical Specialist). Alyssa Lawless (Business Partner, Mountain Rose Herbs) has been advising.
- *Restoration Technician* candidates are in phone interviews. Panel interviews will be this week with Jed, Katie, Cary Hart (Board), and Jared Weybright (Partner organization – McKenzie Watershed Council).
- *Development & Communications Director* was posted Friday. Applications due Feb 25; interviews during March. Panel likely: Dana, Board (Jim, Deborah, Dave Turner), an experienced Development Director from organization with unrelated mission to provide technical advice; possibly Rob if he can spare the time and is interested.

B. Willamette office space updates – (Sarah & Rob)

C. OWEB Board meeting – update and comments from Dana after she provided two testimony and helped with another at recent meeting in Astoria.

D. Strategic Planning – My plan at this point is to outline an update of our Strategic Plan to have it be current for 2015-2016, and bring it to you for discussion at a Board meeting as the main topic. Jim and I are thinking a 2 year update will be best because a) there are so many uncertainties at this time with our 2 largest funders (OWEB and Meyer), and b) we'll know more about what's possible with the Development staff by later 2016. Thus, in later 2016 we'd be better able to update the Strategic Plan for 2017 and beyond.

- a. **Question** – How important is it to you to have the new Development and Communications Director hear this discussion? If it is strongly important, we will need to wait until May. May will also likely be draft Budget for FY16. Ideally, we'd outline the update for the Strategic Plan in March or April so May's draft budget can match up with the Plan. I'm open to either way.

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, January 8, 2015
751 S. Danebo Ave.
Eugene, OR 97402**

Present: Mike Brinkley, Alan Dickman, Cary Hart, Jim Pendergrass, Lindsay Reaves, Deborah Saunders Evans, Therese Walch (7)

Absent: Steve Horning, David Ponder, John Reerslev, Charles Ruff, David Turner (5)

Staff: Dana Dedrick, Rob Hoshaw, Katie MacKendrick

Meeting called to order at 5:38 p.m. by Jim Pendergrass, Chair

Business

- A. Approve November 2014 Board Meeting Minutes – *Secretary Walch***
Requested comments or corrections. None given.

MOTION TO APPROVE November Board of Directors Meeting Minutes by D. Saunders Evans, seconded by M. Brinkley. Approved unanimously.

- B. Approve November 2014 Financial Reports – *Treasurer Brinkley***

Mike presented the Treasurer's reports, and overall, our cash flow is tracking about as expected. It was noted that we don't have many expenses beyond our basic monthly operating expenses. There aren't as many expenses for contractors or restoration supplies this time of year, which means we're also not submitting as many payment requests. Essential operating expenses include things like payroll, administrative expenses like insurance, and rent and utilities at the Willamette Office.

MOTION TO APPROVE November 2014 Financial Reports by C. Hart, seconded by T. Walch. Approved unanimously.

- C. Budget Update – *Jim and Dana***

In June, the board had approved a deficit budget. Since then, the budget has been corrected and amended. The adjusted budget takes these mistakes into account, and it also adjusts the amount of personnel money we're planning to spend because some hiring has been delayed. We've also secured a couple more new grants, so that has added income that mostly balances out the mistakes. The big picture is the new grants and mistakes balanced out to create only a difference of about \$1,000 from our original budget. We're still tracking where we expect to be with our budget.

The board was also reminded that it approved a deficit budget in order to allow the Council to borrow from some of its reserves in order to hire a Development Director and Outreach & Education staff. Emphasized that it is not the Council's intention to operate at a net loss again for Fiscal Year 2016, and we're still intending to replenish the money we borrow from our reserves including from the net gain in having a Development Director on staff. Our goal is to build the reserves over \$110,000, and probably approaching \$200,000.

Dana also discussed that several funders are encouraging collaboration by sharing staff among organizations. LTWC is currently working with other local organizations to share a 1.0 FTE Restoration Technician that would support Jed and Katie. This person would provide at least 0.5 FTE support to LTWC and about 0.25 FTE each to two other organizations. This would be our employee, supervised by Jed and Katie. There's also the potential vision for a fiscal team to serve the local watershed councils of the Upper Willamette.

D. Resource Development Update – Rob

The results from the December Ask Letter are in. We sent the letter to over 1,200 households and had 30 responses for a response rate of 2.45%. We raised \$4,520 total, for an average of \$150 and a range of \$25 to \$1,000. There was one gift of \$1,000 that was an outlier and brought the totals up. The response rate compares similarly to 2013 and 2012 when we had 31 returns each for \$4,075 and \$3,020, respectively.

E. Policy Updates

Draft policies were circulated to board members, including an updated Herbicide Use Policy and draft Social Media policies for both external and internal use. The Herbicide Policy has been reviewed by all relevant staff and twice by Operatinos Committee. Ephraim Payne drafted the social media policies as an intern last year, using common nonprofit language, and Dana received feedback from Jim and Deborah. The policies are meant to be a guiding document for LTWC's approach to using Facebook or other social media. Privacy issues surrounding tagging people in photos on social media was discussed as a recommended consideration to add to the policy, and there was agreement among the board that social media should be used carefully and should be sensitive to a broadly inclusive range of stakeholders. Since there was limited time for the board to review, Dana suggested that action on the policies be put on the February board agenda, and that she'd send them out in advance by email.

F. Paperwork Moment

Board members turned in their match forms for volunteer hours, and picked up new Board materials for binders.

Program Topics

G. Slideshow of Graham Upland Project – *Katie*

Katie gave a presentation on a recently funded project to improve oak habitat on the Graham property as part of an Oregon Watershed Enhancement Board grant. The property is part of several adjacent areas of improved habitat owned by three private landowners, the BLM, and the Army Corps of Engineers.

H. Public Meetings – *Rob*

- **November 18 Willamette Slices Debrief**

A brief recap of the program topic was given, and a couple of the board members who attended noted that they enjoyed the presentation and thought it was well done, and Dave Hulse's presentation had a great tie-in to Stan Gregory's talk at the Annual Meeting.

It was noted that LTWC received an honorable mention award for a presentation in mid-February last year for our efforts on oak and prairie habitat improvement, and our work along the Willamette River. A landowner co-presented with us, and the event was organized by naturalist Ed Alverson.

- **January 27 Culturally Important Resources in Veneta**

Rob provided a synopsis of the topic and asked for title suggestions. Title suggestions included:

- *"Habitat improvement from a Tribal perspective"*
- *"Long Tom Watershed cultural heritage"*
- *"Everyday use and management of our watershed heritage"*
- *"Weaving in a Tribal perspective of habitat restoration"*

Suggested words/phrases include: *"local treasures," "cultural significance/importance of native plants," "cultural value"*

- **March 31 Ludwigia Meeting**

Rob briefly noted that the March 31 meeting will focus on efforts to survey and treat Ludwigia, a particularly noxious aquatic invasive weed found in the watershed.

Reports & Announcements

I. Staff Reports

Additional discussion from background include:

- Suggestion to hold an open house when we open the Willamette St. office
- Dana mentioned the Within Our Reach Conference in December that she, Jed, Sarah, Steve Horning, and Therese Walch attended. Key discussion point was talking about the goals of your organization and the importance of focusing on the big picture of how we communicate. For instance, the word restoration sounds too much like trying to bring habitats to a level they were in the past. Landowners suggested just referring to what we do as habitat improvement rather than restoration. Food for thought as we consider how to define our messaging.

J. Liaison Reports

None given.

K. Action Items Report:

Include an action item on the February Board agenda for the Herbicide and Social Media policies

Meeting adjourned at 7:29 by Jim Pendergrass, Chair

Long Tom Watershed Council
Statement of Cash Flows
December 2014

	<u>Dec 14</u>
OPERATING ACTIVITIES	
Net Income	24,685.09
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	36,074.51
PCB Credit Card	(2,999.91)
Payroll Liabilities	(314.89)
Payroll Liabilities:401K	(3,903.14)
Payroll Liabilities:Health Insurance	(165.27)
Payroll Liabilities:FWT	(2,423.84)
Payroll Liabilities:Medicare	(56.68)
Payroll Liabilities:Soc Sec	(2,814.21)
Payroll Liabilities:SUI	(79.20)
Payroll Liabilities:SWT	(1,267.06)
Payroll Liabilities:WBF	(3.42)
Net cash provided by Operating Activities	<u>46,731.98</u>
Net cash increase for period	46,731.98
Cash at beginning of period	<u>59,526.38</u>
Cash at end of period	<u><u>106,258.36</u></u>

Long Tom Watershed Council
Balance Sheet
As of December 31, 2014

	Dec 31, 14	Nov 30, 14
ASSETS		
Current Assets		
Checking/Savings		
Money Market (PCB)	21,378.96	21,378.42
Checking (PCB)	84,679.40	37,947.96
Petty Cash	200.00	200.00
Total Checking/Savings	106,258.36	59,526.38
Accounts Receivable		
Accounts Receivable	142,569.34	178,643.85
Total Accounts Receivable	142,569.34	178,643.85
Total Current Assets	248,827.70	238,170.23
TOTAL ASSETS	248,827.70	238,170.23
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	324.50	324.50
Total Accounts Payable	324.50	324.50
Credit Cards		
PCB Credit Card	(7,868.24)	(4,868.33)
Total Credit Cards	(7,868.24)	(4,868.33)
Other Current Liabilities		
Payroll Liabilities		
401K	134.86	4,038.00
Health Insurance	(999.31)	(834.04)
FWT	892.58	3,316.42
Medicare	601.10	657.78
Soc Sec	2,559.98	5,374.19
SUI	1,342.23	1,421.43
SWT	941.30	2,208.36
WBF	17.25	20.67
Payroll Liabilities - Other	9,271.37	9,586.26
Total Payroll Liabilities	14,761.36	25,789.07
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Total Accrued payroll expenses	(9,185.43)	(9,185.43)
Total Other Current Liabilities	5,575.93	16,603.64
Total Current Liabilities	(1,967.81)	12,059.81
Total Liabilities	(1,967.81)	12,059.81
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	532,940.85	532,940.85
Net Income	(283,007.25)	(307,692.34)
Total Equity	250,795.51	226,110.42
TOTAL LIABILITIES & EQUITY	248,827.70	238,170.23

Long Tom Watershed Council
 Profit & Loss
 December 2014

	<u>Dec 14</u>
Ordinary Income/Expense	
Income	
Grants & Contracts	80,039.99
Donations	
Individual Donation	2,675.00
Business League	900.00
Total Donations	<u>3,575.00</u>
Interest	0.54
Total Income	<u>83,615.53</u>
Gross Profit	83,615.53
Expense	
Working Meals	7.50
Contracted Services	
Technical	3,856.25
Lab Analysis	961.43
Crews	<u>19,147.90</u>
Total Contracted Services	23,965.58
Materials & Services	845.96
Events and Meetings Expense	158.39
Fiscal Admin	0.00
Reconciliation Discrepancies	1,320.22
Payroll Expenses	
Salaries & Wages	20,279.96
Employee Benefits	3,515.31
Payroll Tax Expense	<u>1,820.74</u>
Total Payroll Expenses	25,616.01
Travel/mileage	
Meals & Lodging	215.60
Mileage	261.47
Travel/mileage - Other	<u>54.72</u>
Total Travel/mileage	531.79
Professional Services	
Accounting	<u>1,098.00</u>
Total Professional Services	1,098.00
Occupancy	
Willamette Office	5,325.04
Internet	34.98
Telephone	<u>(60.00)</u>
Total Occupancy	5,300.02
Office Supplies	49.98
Bank Fee	9.10
Misc.	<u>27.89</u>
Total Expense	<u>58,930.44</u>
Net Ordinary Income	<u>24,685.09</u>
Net Income	<u><u>24,685.09</u></u>