

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

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

Absent: David Ponder, John Reerslev (2)

Staff: Dana Dedrick, Rob Hoshaw, Sarah Whitney

Meeting called to order at 5:42 p.m. by Jim Pendergrass, Chair

**Business**

- A. Approve January 2015 Board Meeting Minutes** – *Secretary Walch*  
Calls for comments or corrections. None given.

**MOTION TO APPROVE January Board of Directors Meeting Minutes  
by A. Dickman, seconded by C. Hart. Approved unanimously.**

- B. Approve December 2014 Financial Reports** – *Treasurer Brinkley*  
Of particular note, the board was interested in the source of the \$2,675 for the donations line item. That was not a single donation, but the sum of many donations for the December appeal letter. Cash also increased in December as more accounts receivable came in for grants.

(Dana and Jim then presented the Quarter 2 Budget vs. Actual Report BvA) for Fiscal Year 2015. Key points:

- This BvA is looking at the first six months of the fiscal year, so only half the budget.
- It's challenging to accurately forecast spending and income from month to month with timing of when we receive grant funds.
- LTWC is on track in terms of our expenses, and though it looks like we've lost more money than we should have, it's all due to the timing of revenue, and we're really tracking where we expected to.
- Clarification that we can't recognize Accounts Receivable as income until we actually receive the grant funding (even though we've been awarded the grant). There's an additional \$300k coming in February.

- While our expenses are tracking well, the challenge is in meeting our donations goal. We're about \$9k behind in fundraising; however much of our fundraising efforts happen in spring, and the Development & Communications Director will start by April 1.
- We'll continue to need to increase our fundraising goals, particularly as Model Watershed funds continue to decline and as we add staff.
- Several local experts in development have encouraged us that LTWC is well-suited for private foundation grants and bigger gifts from individual donors, which is encouraging.
- Goal is to have a balanced budget for fiscal year 2016.
- The board appreciated the explanation that the goal of restoration staff is to produce fewer projects at a higher quality, less stress, and more holistic funding than they currently do while managing a higher number of projects just to keep their positions fully funded.

**MOTION TO APPROVE December 2014 Financial Reports and Fiscal Year 2015 Quarter 2 Budget vs. Actual Report by D. Saunders Evans, seconded by D. Turner. Approved unanimously.**

#### **C. Committee Reports**

See background for specific status updates. Of particular note:

- Personnel Committee is planning on having a performance review for Dana sometime in the near future.
- Resource Development Committee is looking to schedule a meeting before the end of Feb to get the fundraising campaign efforts underway.

#### **D. Policy Updates - Rob**

Updated Herbicide Use Policy as well as Internal / External Social Media Policies were presented for board approval.

##### *Edits to Herbicide Policy*

- The old pesticide use statement will be removed from the back of the official Herbicide Use Policy. The old policy was included for context.
- Change all the bullet points to be grammatically consistent, specifically bullets 4 & 5 to "Time applications."
- There was some discussion about ensuring the Council understand and follow the regulations for notifying staff and volunteers of recent herbicide use at restoration sites, particularly if folks are going out there soon after an area was treated. Noted that organizations are required to follow the Workers Protection Act for posting notification at our office, though it's

thought that not all herbicides require posting, and we likely don't use many of the chemicals that do require posting notices.

- The board deemed that the language in the Herbicide Policy was sufficient because it states we follow the law, which we have to anyway. It was agreed that perhaps a more appropriate place to add language for notifying volunteers was in our Volunteer Waiver Form.
- Dana is planning to check in with Jed and Katie on how we currently follow herbicide posting requirements.

#### *Edits to Social Media Policies*

- On the Internal Policy, change board member to plural in the first line and in the second paragraph, remove "publication and commentary."
- For the External Policy add that "LTWC retains the right to edit or remove any comments," remove "immediately" from 3<sup>rd</sup> bullet point, and remove "well-researched" from 2<sup>nd</sup> bullet point.

**Motion to approve internal & external policies as amended by M. Brinkley, seconded by C. Ruff. Approved unanimously.**

**Motion to approve herbicide use policy as amended with grammatical use of bullets 3 & 4 by S. Horning, seconded by T. Walch. Approved unanimously.**

***Action Item: Dana will follow up with Jed & Katie to make sure we're following notification laws for herbicide use, and staff will look into adding language to our Volunteer Liability Wavier.***

#### **E. Approve Council Support 2015-17 Work Plan – Dana & Rob**

Dana requests that the board approve the 2015 – 17 OWEB Work Plan at this board meeting so we can meet our deadline for turning in the Work Plan to OWEB for our capacity funding. This is a requirement for OWEB's Council Support capacity funding. A memo to the board explaining the need to approve this Work Plan, how it relates to our overall Action Plan and 1-Year Work Plan, and what the 2-year OWEB Work Plan means. Dana explained:

- How the 2-year OWEB Work Plan aligns with the 1-year Work Plan the board approved earlier last summer and our overall Action Plan.
- The 2-year Work Plan is a greater level of detail that has detail for each grant that's funded, and we need to forecast projected metrics and deliverables for the 2<sup>nd</sup> year of the Work Plan.

- Dana shows the board several examples of the types of project entries in the OWEB 2-Year Work Plan including a current aquatic restoration project, an upland restoration project, a program area, and an entry forecasting future projects.
- The goal is to approve the Work Plan tonight and email the final, polished product to the full board.
- A suggestion was made to add a column for forecasted deliverables and metrics to the Council's standard 1-year work plan, which is the 2-3 page spreadsheet that includes leadership focus.

**Motion to OWEB CS 2-year 2015-17 work plan by C. Hart, seconded by D. Saunders Evans (and Alan). Approved unanimously.**

**F. Paperwork Moment**

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

*Alan announces that Lindsay Reaves award for the Mary Rellergert Forestry Education Award, which recognizes excellence in forestry.*

**Program Topics**

**G. Public Events: feedback on Jan public mtg – Rob, all who attended**

Rob passed out comment cards that attendees filled out; board members read the feedback from the public meeting attendees aloud. A suggestion was made that LTWC could consider passing out leftover seedling trees at public meetings, and/or having free pamphlets that people can pick up that explain how to plant natives, care for habitat, etc. This was suggested as an idea for a possible future service we could provide if we had the capacity as a way to generate more support for the organization, and potentially even more donations from people.

**H. In-Depth Presentation of Stormwater Project – Sarah**

Sarah presented on LTWC's stormwater demonstration project at Gibson Steel.

**Reports & Announcements**

**I. Staff Reports**

- Dana provided updates from the background material
- Notes that EWEB wants to partner with us more in the future on education
- Our new R Tech will be able to work with McKenzie WSC

- Strategic Plan scheduled for April and May.
- Willamette Office needs a sign on the door!

**J. Liaison Reports**

Lindsay passed out the Oregon Forest Resources Institute (OFRI) report

**K. Action Items Report:**

- **Dana will follow up with Jed & Katie to make sure we're following notification laws for herbicide use, and staff will look into adding language to our Volunteer Liability Wavier.**

Meeting adjourned at 7:36 p.m. by Jim Pendergrass, Chair