



Minutes

Luckiamute Watershed Council

April 12, 2018, 7 p.m. - 9 p.m.

Luckiamute State Natural Area Park Office, Buena Vista Road

5:00 p.m. Council members and guests met at Paddler's Access Parking Lot on Buena Vista Rd. to tour projects in that area of the Luckiamute State Natural Area.

Introductions:

7:00 – President Patrick Melendy called the meeting to order
Introductions – Council Members present were: Patrick Melendy, Wendy Hudson, David Ehlers, Dan Farnworth, Gail Oberst, Karin Stutzman, Mark Hazelton
Staff: Kristen Larson
Guests: Sharon Safina, Bala Cadambi, Rob Burns, Ken and Bambi Fletcher.

Minutes –**Action:** Approved March 8, 2018 Minutes (Attachment A in the board packet)
Time and attendance sheets were completed

Public comments

Bala Cadambi – Introduced himself and the subject of partnerships. Bala is an Encore Fellow working on project for BEF to help WCs examine partnerships and collaboration.
Karin Stutzman updated pending Oregon Association of Conservation District discussion about whether she can be a voting member of a watershed council. Decision to come.

Mission Moment(s) & Questions / Comments on Committee Minutes / Activities Board and Committee Members were invited to share a “Mission Moment” about their work in the watershed (See Attachment B in the board packet)

Kristen shared her experience with a would-be Eagle Scout, 18, who approached her several months ago with a 4-months to complete his requirements. Kristen referred him to Pat's deer-browsed plants; Suzanne helped him set up the event. Thirty people turned out for the event, businesses donated materials including help from Town and Country. Next month –more “moments” please.

Business:

Executive Committee Report

Elect New Board Member –

Action: Elected Board Member, Wendy Hudson, to a three-year term. Approved by consensus.

Marys River, Glenn Gibson and Rickreall council Updates

See Attachment C in the Packet – Brief discussion about Marys River WC seeking a new Executive Director. Also, Glenn Gibson and Rickreall councils' collaboration grant has been approved. A \$78,000 grant will pay for facilitator, discussions between the two councils, configurations that might work, pros and cons of collaboration and expanding geography of council administration, impact on LWC. Discussion to be continued.

Fundraising Committee

Donor Thank You Notes Check In – Everyone reports they have sent their card and thank yous. Suggestions: Larger card, suggested stock language, pre-printed return address and address labels.

Invitations and Business Support Letters

Discussion of Pat Melendy's draft fundraising and volunteer letters appealing to business owners. Several council members have suggested edits. Case statement also needs to be updated. Suggested: Little Green Light database should track who is contacting whom, and their response. Discussion on how letters will be delivered, possible amounts of corporate donations, listing benefits (logo on website, signs in windows, etc.) to sponsorship and the need for targeting individuals who are most likely to donate because of watershed or personal connections, corporate memberships as part of the "Friends" network. Other suggestions: Newsletter in the Luckiamute Water Cooperative bill. Feedback for the letter will be compiled over the next week – Deadline, April 19.

Treasurer and Finance Committee

February 2018 Monthly Report – See Attachment F in board packet. Dan reads the reports, noting the changes to some aspects of the report. Dan answers questions about the finance report. Discussions about temporarily restricted funds, about how our report looks to donors, about how the report can be simplified, about using the budget and report as a sales tool. Mark and Rob offer to help and agree to meet with Dan to discuss revisions.

Fiscal Policies – See attachments in board packet regarding current policies and proposed revisions

Action: Approved all updated fiscal oversight policies with the exception of Internal Controls, which was tabled. Approved was: Banking Policy, Authorized Signature Policy, Budgeting Policy, Contracting Policy, Loans, Credit and Lending Policy, Restricted Funds Policy and Travel and Related Expenses Policy. Approved by consensus.

FY '18 Budget Review – Update, discussion: The updated budget is not quite ready. Coming soon.

Committee Research on LWC Offering Retirement Benefits – Update tabled until next month.

Executive Director Report

IRS Form 990 Update, Next Steps – Kristen reports that the forms will be prepared by Rich Winkel and distributed to the council before the May 15 deadline.

Model Watershed Encore Fellow Project and Collaboration Discussions

Kristen reports that we have a new temperature monitoring staff member, Caleb Price, who will work with us for a year.

Updates: Ivy pull, survey meeting and response report is coming soon, the OPRD is contracting with the LWC to continue our project management on Phases I & II at the LSNA.

Discussion amongst mid-Willamette watershed councils (Marys, N. Santiam, S. Santiam and LWC), with Bala's help, about volunteer and event coordination and the importance of volunteer programs that are consistent and ongoing. Discussion of pursuing a shared staff person to coordinate volunteer events and other outreach events.

Presentation: Luckiamute State Natural Area (LSNA) Project

Kristen presents a report on the proposed project.

Action: Approved grant proposal to work on LSNA project.