



LWC Board Meeting Minutes

February 13, 2020

Volunteer Hall

144 S. Warren St. Monmouth, OR 97361

6:00 Call to order

Wendy Hudson, Vice President

Introductions

Board Members: Karin Stutzman, Wendy Hudson, Dave Ehlers, George Grosch, Dan Farnworth

Staff: Kristen Larson

Guests: Sharon Safina, Jackson Stalley, Joel Geier, David Gibbons, Ole Bergman

Action: *January 9, 2020 minutes approved as presented. Approved by consensus.*

Public Comments

David Gibbons is a volunteer with the Polk County Master Gardeners. They manage the Inspiration Garden at Mt. Fir Park; he is responsible for the riparian area. David wants to expand work to the other side of the S. Fork of Ash Creek across from the park (west side) and is seeking help from LWC on landowner outreach and reveg work. Discussion. LWC does not currently have funding to support participation in a project. Project would also have to advance LWC's mission, meet LWC restoration priorities, and go through project proposal process with Project Review Committee and Board. LWC staff can share template for landowner access agreements and can show David how to use the publicly available online tools to look up landowners to contact to request access. If doing blackberry removal, need to plan to replant behind the blackberry or will be never-ending cycle of weed control. Intent is to replant in similar fashion as east side along trails; managing as a park.

Joel Geier shared his history with Luckiamute State Natural Area (LSNA) and the LWC. Former board member, long-time volunteer at LSNA and with LWC. He has concerns about Oregon Parks and Recreation Department (OPRD) decision to convert North Tract farm field to floodplain forest; is listed as native meadow in Master Plan. Joel proposing compromise for OPRD to block out a total of 10 acres from the revegetation project as volunteer-managed open prairie area. Joel is organizing a new Willamette Prairie Action League to organize volunteers interested in prairie habitats. Joel feels 10 acres is reasonable for a volunteer team to manage and maintain with 400 volunteer hours per year and can serve as sufficient habitat for 1 or 2 nesting pairs of ground-nesting bird species such as vesper sparrow. Discussion. Board is supportive of the compromise proposal and appreciative of Joel's volunteer work at LSNA and with the LWC.

Mission Moment – None.

Questions / Comments on Committee Minutes / Activities – None.

Presentation – Diversity, Equity, and Inclusion (DEI) Introduction

Kristen Larson, ED

Kristen Larson gave a presentation providing an overview of current discussions regarding efforts to improve DEI in the Willamette restoration community and environmental non-profits. Review some of the common terms used when discussing DEI, resources, why this is relevant

and important, and current and projected demographics of the LWC service area. Discussion of upcoming trainings through the Mid-Valley River Connections with MMT funding. DEI work is a process of continual assessment, learning, and improvements.

Discussion. What next? LWC is taking some initial steps to reach a more diverse audience, with limited success. Important to engage community leaders, listen, and build trust. EnO Committee can make an early step in identifying and inviting someone to an EnO Committee meeting to provide advice on how we can do a better job in our outreach and event planning. LWC Board and staff can work to identify and meet with leaders in Polk County doing this work. Can attend their meetings, listen to their priorities, and learn what's happening in this area.

Executive Committee

Wendy Hudson

Recognize Board Resignation – The Board recognized Pat Melendy's resignation from the Board. Thank you Pat for your service to the LWC!

President Election – Pat's resignation leaves the President position vacant. Nominations accepted. George Grosch nominated Wendy Hudson as President. No nominations for Vice President. VP position to remain vacant until filled.

Action: *Elect Wendy Hudson as Board President for the remainder of the term, until the January 2021 officer elections. Approved by consensus.*

Board and committee recruitment next steps – Two prospective Board members to be elected to LWC Board at March meeting – Jackson Stalley and Scott Youngblood. Both have attended at least one LWC Board meeting and had an orientation meeting with Board or staff member per bylaws. Otherwise, most Board members had reached out to their contacts with limited responses. Recruitment will be ongoing, slow process. Planting seeds for future participation.

Conflict of Interest Policy – Complete Annual Disclosure Forms – Current Board members and Executive Director to complete and submit annual questionnaires per COI policy. Executive Committee to review at next meeting.

Strategic Plan Year 1 Review and Revisit – The LWC adopted its strategic plan a little over a year ago. Time to review, revisit, check-in. Wendy and Kristen are preparing for a review and update beginning in March.

Treasurer and Finance Committee

George Grosch, Treasurer

December 2019 Monthly Report - Review December financial statements and budget to actual through December 31, 2019. Documents are preliminary due to changing fiscal year from July 1 to June 30 to a calendar-year fiscal year. Board will review and adopt a draft budget at March meeting for 2020 fiscal year. Currently operating off budget adopted to cover July 1, 2019 – June 30, 2020; adopted before board approved shifting the fiscal year. Some items to work through during transition.

Proposed Contract and Conflict of Interest Process – LWC staff propose to contract with Rhythm Administrative Services (RAS) to provide support services to Suzanne, Outreach Coordinator, for event planning and data entry. RAS is owned and operated by Kristen’s husband. Executive Committee and Finance Committee discussed potential contract, Conflict of Interest (COI) policy and process. Kristen disclosed potential conflict. Discussion of tasks Suzanne wants to contract to RAS to perform and potential number of hours over coming months. Estimated need of 43 hours over 3 months at \$25 / hour rate. Discussion of limited alternative options; lack of past success with volunteers and interns performing desired tasks.

Kristen left the meeting as the Board discussed the potential contract. Rates are reasonable and contractor has experience and knowledge of watershed council / SWCD work. LWC could try to solicit RFQs, but will add time to the process and Suzanne is seeking help for upcoming events. Determination to keep the first contract limited in scope and provide staff a designated Board point of contact for the contract instead of having to go to Kristen if problems arise. Assigned to George Grosch, Treasurer. Suzanne to direct the work of the contractor, not Kristen. Board approved contract with RAS for a timeframe of 3 months with not-to-exceed of \$1,200.

Votes:

Wendy Hudson – yes; George Grosch – yes; Karin Stutzman – yes; Dan Farnworth – yes; Dave Ehlers - yes

Fundraising Committee – End-of-year (EOY) Campaign Updates – Board members reached out to their contacts. Some people donated and renewed with the Friends of the LWC in response to contacts. Thank you!

Project Review Committee – Monitoring Sub-Committee Purpose and Operations – PRC reviewed and recommended for approval the Purpose and Operations statement for the Monitoring Sub-Committee of the PRC.

Action: *Adopt the Purpose and Operations statement for the Monitoring Sub-Committee of the Project Review Committee. Approved by consensus.*

Executive Director Update – ED provided updates since the January meeting. Was off on personal time for a lot of the end of January due to her husband’s surgery. Working to catch up. Updates submitted in Attachment F. New information since the written update was sent out to the Board. The South Santiam WC Executive Director gave her notice after less than 3 months on the job. This may disrupt plans for the LWC to hire their program staff person in a part-time capacity as Assistant Project Manager. Kristen will find out soon if this plan can still go forward or if LWC will have to conduct a search and recruitment process. Other big priorities are the 2020 budget, financial transitions, funds requests, and upcoming spring grant proposals.

Calendar Review– see calendar updates on agenda.

No new Business

All Present

8:00 Adjourn