



# *LWC Board Meeting Minutes*

July 9, 2020

Via web conference

## **6:00 Call to order**

*George Grosch, Treasurer*

### Introductions

*Board Members:* George Grosch, Dave Ehlers, Scott Youngblood, Wendy Hudson, Karin Stutzman (joined about 6:15pm)

*Staff:* Kristen Larson, Suzanne Teller, Aubrey Cloud, Caleb Price (left about 6:45pm)

*Guests:* Amy Pinkley-Wernz (LWC Volunteer, EnO), Judy Maule, Matt Malinowski

**Action:** *June 11, 2020 minutes approved as presented (Attachment A). Approved by consensus.*

**Mission Moment** – George was able to explain large wood placement to someone and send them to the website! Scott Youngblood heard screeching eagles at LSNA three nights in a row; found 2 fledglings, no nest, but a lot of feathers! It's fun hearing them each night at his house.

**Questions / Comments on Committee Minutes / Activities** - None

**Public Comments** – None

## **Treasurer and Finance Committee**

*George Grosch, Treasurer*

**May 2020 Monthly Report** – See Attachment D. In general, LWC is in a good position, no cash flow problems. May reflects the first month of payroll with the new staff position. Note that the Paycheck Protection Program (PPP) funds are reflected on the Statement of Financial Position as a liability (loan) and the cash is seen in the savings (-00) bank account.

**Rhythm Administrative Services (RAS) contract modification #1** – See Attachment E. Suzanne has requested the RAS contract be extended through the end of 2020 and modified to increase the total number of hours and not to exceed total. FC discussed at their last meeting and is fine with the modification. FC discussed if LWC needs to reassess staffing structure if we have a sustained need for increased capacity but concluded the contractor approach has benefits to provide help as needed. Discussion of what happens at the end of 2020. If LWC still has future needs for help to fill in, can assess if this makes sense. To revisit in November/ December if staff anticipate continued need for contracted support. Board can assess if comfortable or not or what other options should consider. *Contract modification approved as presented (Attachment E). Approved by consensus.*

**Operational / Unrestricted Funds** – Kristen presented a summary of current (as of May 31, 2020) available balances of operational and unrestricted funds. Summary provides financial information to consider if “project funding goes away.” Important to note funding level for the July 2021 OWEB Council Capacity grant is uncertain and likely to be lower than this biennium. Also noted that no additional MMT Capacity funding awards are anticipated – what is available is all that is left. While current position is good, LWC can not rest on its laurels in the face of declining project funds, no future MMT capacity funds, uncertain OWEB Council capacity funds, and potential fundraising challenges in the future. It's already a challenge to raise funds to

*The LWC's mission is to engage and assist landowners and communities in the voluntary protection, restoration and enhancement of the Luckiamute and Ash Creek watersheds.*

support EnO program. Continue to assess and be pro-active. It's also important that people understand it's not a bad thing or improper for nonprofits to have available funds – nonprofits can have their own funds and make profit - but those funds must be reinvested to the organization and mission. Best practices for nonprofits recommend having at least 3 months operating reserves and preferably six. LWC implements and stewards long-term projects – it's important to be sustainable to fulfill long-term obligations.

Continue to take a long view – how to grow and invest the General Fund and the Operating Reserve. November / December budget process for 2021 will offer time to review priorities for the General Fund.

### **Education and Outreach Committee (EnO)**

*Karin Stutzman, EnO Chair*

Committee Profile – See Attachment B. Karin reviewed the EnO profile for 2020 – how EnO supports the LWC Strategic Plan, accomplishments so far, next steps, and challenges.

Survey Results and next steps: EnO in the time of COVID-19 – See Attachment C. Amy Pinkley-Wernz (EnO Committee) reviewed summary of the EnO survey, particularly the open-ended (narrative) comments. Many folks responded with suggestions of things the LWC already does – not sure if that means they don't have new ideas or they just really like what we do. What next? EnO has not had a meeting since the survey closed, will meet next week. 2019 was a great success, EnO wants to continue the momentum, but needs to adapt to C-19. Next EnO meeting will discuss options for virtual formats – e.g. project tours or Sips 'n' Science. There have been some good examples LWC can use.

### **Executive Committee (EC)**

*Wendy Hudson*

Board meeting invitation language / public comment process – Following up to the discussion at the June Board meeting – LWC wants to welcome people to attend monthly meetings but also set appropriate expectations for visitors to Board meetings. Important for the Board to be on the same page for visitors and people asking the Board to take on a project. Staff have made some adjustments to improve process and expectations for public visitors to the Board meeting. Staff have updated language on the Board meeting web site and the email announcement / invitation. If people want to ask the LWC to do something or take action, to please contact staff prior to the meeting – staff can help direct people to the appropriate process (Board agenda item, work with staff, PRC topic, etc.). Added a note on the agenda to please keep public comment to five minutes or less. Important to have a clear, transparent process for considering requests. Discussion that this is a good approach. Reminder that if someone comes to the Board and asks the Board to consider a request or take action, the priority is to be warm and welcoming and then describe process for handling requests.

Strategic Plan Review Part 3 – Internal Goals - See Attachment G. Excerpt of Internal Goals section from the LWC Strategic Plan with some updates and questions / recommendations. Kristen distributed this material just yesterday, so for current meeting just took time to orient to the information. Homework for the Board members is to review the internal goals,



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strategies, and actions table before the next Board meeting, thinking about the questions provided for discussion.

### **Fundraising Committee (FRC)**

*Wendy Hudson, Chair*

Love Your Watershed Campaign updates – Major Donor letters went out yesterday on July 8. Request to donate by the end of July so that when we launch the public phase in early August, we are well on our way to the \$18,000 total goal. Will include funds from WHR and BSWCD as part of total funding. Please give what you can and help spread the word!

1 Million Plants – FRC is working on the banner idea and locations. Want to hype the accomplishment! Kings Valley / Hoskins Fire station is “the” place for banners in Kings Valley; KV Community Center is another option. Discussion of other high-profile locations – will need willing landowner to avoid dealing with ODOT. Will take video of LWC-only planting in 2020, use in promo materials. Have ceremonial plaque-placement next year. Feed video to media outlets.

### **Executive Director Update**

*Kristen Larson, Executive Director*

Monthly Activity Report - See Attachment H. No questions. Kristen highlighted updates around the office space, end of the sublease, stolen rebar from outside the office. Upcoming vacation and grant submissions will take a lot of time in coming weeks.

LWC staff as licensed pesticide applicator - See Attachment I. Aubrey is a licensed applicator. LWC can have staff treat weeds at project sites and can help us use grant funds more efficiently and be more effective in some situations. Kristen and Aubrey working on checklist of gear needed and how to make sure LWC is set up appropriately for this with licenses, insurance, etc. Potential for fee-for-service opportunities. Kristen will check in with Board before going that route. Polk SWCD has spray gear LWC can borrow – PSWCD no longer has applicator on staff, not using it right now. Kristen and Karin will connect after the meeting.

DEI self-assessment introduction - See Attachment J. Kristen reviewed history of trainings and discussions around Diversity, Equity, and Inclusion (DEI) in recent years. Mid-Valley River Connections has secured MMT funding for individual and collection Board and staff trainings, but prefer to conduct the trainings in person. Was not able to start before COVID-19 hit. In the interim, will complete the DEI self-assessment based on the MMT DEI Spectrum tool. Kristen entered the choices into a Google Form – tomorrow will send out a link so Board members can respond via online survey. Will have results at next meeting. Provides a baseline assessment, gives people an opportunity to think about the various aspects of DEI work, and can be provided to trainer once we start the trainings.

**New Business** – None

**Meeting Adjourned at 7:55pm.**