



Luckiamute Watershed Council Board Meeting Minutes

December 9, 2021
Via web conference

Call to Order:

The meeting was called to order at 6:00 PM by George Grosch

Introductions:

Board Members: George Grosch, Britton Castor, David Ehlers, Jackson Stalley, Karin Stutzman
Staff: Kristen Larson, Suzanne Teller
Guests: Jessica King, Gizell Camero

Approval of Minutes:

George Grosch

The November 11, 2021 minutes were distributed prior to the meeting (**Attachment A**).

- *The Board approved the November 11, 2021 meeting minutes unanimously.*

Committee Announcements:

EnO Committee membership is changing. After nearly two years of service, Amy Pinkley-Wernz is stepping off the committee. She will continue to volunteer for individual events as needed and available. Amy joined shortly before COVID-19 hit. Amy has been a very valuable member of the EnO Committee. Thank you, Amy! EnO Committee will consider how to thank / acknowledge Amy, but also noted she'll continue to stay involved with the LWC. At the same time, Kristen McAlpine is a new EnO member. Also, Morgan Neil is the new Outreach Coordinator at Polk SWCD and will be the PSWCD rep on the committee. Karin will be reducing her involvement as Morgan fills that role.

Kristen noted that the original schedule for committee reports to the Board had PRC in January and FRC in February, but due to other scheduling items, she has flipped these. Jackson will provide the FRC report at the January 13, 2022 meeting.

Public Comments:

Jessica King recently moved to the Buena Vista area and is interested in learning about the LWC.

Karin Stutzman needs to reduce her time commitments for a few months. She will need to miss some meetings in the next few months. Further discussion tabled for Executive Committee and officer elections agenda item.

Mission Moments:

- Britton is a member of a History of Valsetz community group. She has family roots in Valsetz. She enjoyed seeing old pictures of the area before logging in the video *Home: The Story of Valsetz*. Link: <https://www.youtube.com/watch?v=y6rVq7Gd-gg>
- Dave was woken up this morning by a bugling elk.
- George really enjoyed the recent Sips 'n' Science with Troy Tate from Oregon Black Pioneers. It was powerful to consider the perspective of being a person of color in addition to all the challenges of being pioneers. Kristen shared a comment from Judy Maule in the post-event survey. She watched the Sips 'n' Science and said she really enjoyed it and will encourage others to watch the recording. She sent her appreciation to the LWC for organizing this event!

George suggested reordering the agenda to put the EnO Committee report first. Agreed.

Education and Outreach (EnO) Committee

Suzanne Teller, Outreach Coordinator

2021 EnO Committee Annual Report to the Board, *Attachment C*

- Suzanne reviewed a PowerPoint presentation summarizing the EnO activities of 2021 and providing highlights of plans for 2022. Very impressive work from the EnO staff and committee, particularly while managing the ongoing pandemic.
- Suzanne noted that she is looking forward to working with Morgan from the Polk SWCD; Morgan speaks Spanish and will be a great partner for bilingual activities.
- Jackson asked about sharing links to recordings and resources with K – 12 teachers. Britton said that schools handle it differently, but often administrators pass links and resources to the teachers. If LWC doesn't have a relationship with an administrator, we can share with individual teachers and ask them to share internally.

Community Based Social Marketing (CBSM) Overview

- Suzanne adapted a presentation provided by Doug McKenzie-Mohr, the person who pioneered CBSM for sustainability. See also his website, <https://cbsm.com/>
- Suzanne provided a general overview of what CBSM is, the principles behind it, and the 5 main steps involved. The Mid-Willamette Beaver Partnership (MWBPP) is applying CBSM principles and methods to our beaver project – we will present about the beaver project at the March 2022 Board meeting. CBSM can be applied to any program or campaign in which we seek ask people change behavior in some way – either to adopt certain behaviors or stop certain behaviors. The staff see a lot of potential with using CBSM for the future urban watershed program.
- Can we use CBSM principles to recruit new Board members and donors? In some ways – yes. Seek to maximize benefits and minimize barriers of whatever we're asking of people.

Finance Committee

George Grosch

October 2021 Financial Report, *Attachment D*

- George reviewed the financial report for October. There are two months left in the fiscal year. Kristen will be doing several reimbursement requests before the end of the year. There was about \$58,000 in income but also a lot of project spending as contractors invoiced for fall plant establishment and site prep work and a large payment was made for cultural resources consultant for LSNA Phase 5 work. About \$4,700 in net income for the month.

Approve spending resolution, *ACTION ITEM*. **Proposed action:** *Authorize the Executive Director to continue spending at a rate consistent with the 2021 budget through February 10, 2022.*

- Kristen did not have the draft budget ready for this meeting. First review will be at the January 2022 meeting. Board could adopt the budget at that meeting or ask for adjustments or more information and adopt at the February meeting. Resolution covers spending under the 2021 budget through the Feb. 2022 Board meeting. **Approved by consensus.**

Approve new landlord as vendor for automatic monthly bill pay processing, *ACTION ITEM*. **Proposed action:** *Approve new building owner / landlord as a vendor eligible for payment through the online banking system.*

- LWC Finance policies allow for use of online banking to pay bills but require Board approval for the vendors paid through online bill pay. With the sale of the office building, the landlord changes, so the monthly rent check will go to a new vendor. Kristen has asked the new landlord who to make the new checks out to, they have not provided the information yet. Kristen asked for the Board to approve using online bill pay to set up a monthly payment for the rent check once she knows who to make the check out to. **Approved by consensus.**



Luckiamute Watershed Council Board Meeting Minutes

Executive Committee

George Grosch

Elect Officers for 2022 - *ACTION ITEM*. **Proposed action:** *Elect slate of officers: George Grosch for President and Treasurer, Karin Stutzman for Secretary.*

- Previous meeting, George had accepted nomination for President and Treasurer; Karin for Secretary.
- As Karin commented at the beginning of the meeting, she needs to reduce her time commitments for a while and expects she will miss meetings for a few months. The Board supports her taking steps to manage her work / life / volunteer balance and take care of herself. She sees this as temporary.
- Discussion of role of Secretary. Secretary participates in Executive Committee and is an authorized signer. Secretary does not take minutes; currently Andrea B. (volunteer) or Kristen does the minutes. No other nominations for Secretary. Tabled election of Secretary until the January meeting.
- **Revised Action:** *Elect George Grosch for President and Treasurer. Approved by consensus.*

Sign up for meeting and EDI facilitation schedule for 2022

- As discussed at the November meeting, George is willing to continue as President, but the Board agreed to rotate responsibility of meeting facilitator. Previously, Board also agreed to rotate who handles the EDI topic and facilitates discussion. Board agreed that people can choose if they do this in the same meeting or not. Please communicate your preference to Kristen so she can schedule accordingly.
- Agreed that that when facilitating a meeting, the Board member will attend the EC meeting prior to that Board meeting to help set the agenda and understand the topics. No need to attend the EC meeting *after* the Board meetings facilitated. Current EC meeting schedule is the last Tuesday of the month at 3pm, but George and Kristen are flexible and can adjust to the schedule of each month's facilitator.
- Board members selected meetings they will facilitate. Kristen will manage the schedule. George will take January and February. Scott was assigned March and April.

Update COVID-19 Vaccination Policy – *Attachment B, ACTION ITEM*. **Proposed action:** *Adopt updated COVID-19 Vaccination Policy.*

- When the Board approved the COVID-19 vaccination policy, it included a sentence that noted "employees are also required to follow CDC guidance on booster vaccinations." At the time the policy was adopted, there was no guidance on boosters. In November, the CDC recommended all adults get boosted 6 months after vaccinations. Kristen noted there is no timeline in the policy for compliance and suggests adding language that sets a timeline for when staff need to comply with the guidance. Suggested language to revise the policy provides 30 days from when staff are notified.
- Discussion that in some cases, 30 days may be difficult – for example if a staff person is sick, out of town, or can't get an appointment. Amended proposed language to allow for staff either comply within 30 days or work with the ED to establish a schedule in which to comply as promptly as possible.
- **Revised proposed action:** Adopt updated COVID-19 policy as amended, effective January 1, 2022. **Approved by consensus.**

Fundraising Committee

Kristen Larson

2022 Event Planning, *Attachment E*

- Attachment E covers the current plan for 2022 fundraising and donor engagement events and activities.
- For the short-term, EOY campaign is underway and the Board will get an update in January and February. At the February meeting, Board members will be assigned non-renewing Friends to reach out to.
- The March 2022 Social and Celebration is cancelled due to ongoing COVID-19 precautions. Will do a thank you mailing instead.

- Staff and FRC have agreed on rescheduling the 20th Anniversary Celebration for May. Can use outdoor space, have canopies in case of rain. Board to choose between May 14 or May 21. Choose May 14. 1-4pm at Emerson Vineyard. It's a go.

Executive Director Update

Kristen Larson, Executive Director

Monthly Activity Report/ Minutes Highlights, *Attachment F*

- Kristen touched on several items in monthly activity report. Things continue to be very busy!
- One update not in the report is that the Benton County Planning Commission denied the application for the Coffin Butte landfill expansion at the hearing on Dec. 7. George noted that the applicant can appeal to the Board of Commissioners.
- Primary focus continues to be orienting the new Monitoring Coordinator. Amanda started on Dec. 3. Her bio is on the website; we are introducing her in the December *Behind the Scenes*, coming out tomorrow. She will be attending parts of the next 3 Board meetings, so the Board will meet her next month.
- Other major focus is financials – reimbursement requests and 2022 budget.

Topics for Future Consideration

None.

Meeting adjourned around 8:05pm.