



# *LWC Board Meeting Minutes*

October 8, 2019

Volunteer Hall – 144 S. Warren St. Monmouth, OR 97361

## **6:30 Call to order**

*Pat Melendy, President*

### Introductions

Board Members: Patrick Melendy, Wendy Hudson, Dave Ehlers

Staff: Kristen Larson

Guests: Sharon Safina, George Grosch

*Action: Sept. 12, 2019 minutes approved as presented. Approved by consensus. Attachment A*

## **Public Comments** - None.

*All Present*

## **Mission Moment**

Pat described the recent news article in the Polk Itemizer-Observer. As a result of reaching out to businesses to promote the Business Circle, he realized how much education is needed about the watershed, how people related to it and can help it. We hope this is part of a series that promotes the LWC and raises awareness.

## **Questions / Comments on Committee Minutes / Activities** – None.

## **Mid-Valley River Connections (MVRC) and Network Framework**

*Kristen, ED*

Kristen gave a short presentation reviewing the timeline and process that has led to the development of the MVRC partnership. She reviewed some of the Network concepts presented by the facilitator (Converge for Impact), discussed how these relate to the collective work of the 5 watershed councils but can also apply to an individual watershed council. Discussion about the next steps – the partners are struggling a little with where to go from here, each is very busy and there is some uncertainty about the best next steps that are meaningful and manageable. Bylaws needs to be revised and simplified before can be brought to the Boards. Discussion of being okay to keep it simple, focus on the peer-to-peer aspect, choosing limited, specific things that make sense to work on together (e.g. DEI). Noted that some funders may prefer to support a collaboration of watershed councils rather than individual councils seeking funding, so that could be a benefit as well. MVRC groups should compile their basic stats (area, population served, budgets), etc. so can summarize impacts when approaching funders and partners.

## **Executive Committee**

*Pat, President*

### **Revised Policy Against Workplace Discrimination and Harassment** – *Action Item, Attachment B*

The updated policy adds a section called “Retaliation” recommended from legal review and some edits from the Governance Committee. Thank you Wendy for working so hard on this policy and helping us get it done and done well.

*Action: Revised Policy Against Workplace Discrimination and Harassment adopted. Approved by consensus.*

## **Board Terms and Recruitment** – *Update and discussion, Attachment C*

Discussion that two Board members, Mark and Karin, have term renewals coming up soon. Discussion on current Board numbers and some members not able to attend meetings right now for personal / professional reasons. LWC needs to prioritize recruitment. Discussion of actions we can take such as including this topic in one of the upcoming Polk I-O articles (emphasize

recruitment), reach out to specific people and ask them to consider board or committee participation or to suggest contacts. Kristen has some people in mind she has wanted to reach out to but has not had time. Kristen will send those names with some background to the Board. Board members agreed to volunteer to connect with one or more of the people and talk to them about the LWC and possible involvement. We can give simple guidance on how to approach folks – we want to set reasonable expectations but not overwhelm them too quickly. Guest and former Board member, George Grosch, expressed willingness and interest to serve on the Board again. Thank you George! Kristen and George will set up an orientation meeting and his election will be on the Nov. 21 agenda.

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

*Wendy, Fundraising Committee Chair*

#### **Business Circle Updates, End-of-Year (EOY) Campaign Planning, 2020**

Wendy reviewed current fundraising activities and plans.

Major Donor thank you event will be next week at Crush.

End-of-year (EOY) campaign: kick-off will be Giving Tuesday (the Tuesday after Thanksgiving, for 2019 it is Dec. 3). Then letters and emails will go out. At the January 9, 2020 Board meeting, the Board will go through a list of former Friends of the LWC that have not yet renewed and select 5 or more people to contact and encourage them to donate and renew with the Friends of the LWC. Asking each Board member to take 5 or more names and initiate contact by Jan. 20. At Feb. 13, 2020 meeting, will check-in on updates and progress. FRC had a 50% success rate from 2018-2019 contacts. Staff and FRC will provide bullet points to help people with the contacts. Kristen will also provide Board members with thank you notes; if their contacts donate, Kristen will let Board members know so they can send a thank you note as a follow-up.

Reviewed 2020 FR calendar. Comment to focus on getting more coverage for FR events in local media.

Pat gave an update on the Business Circle. Pat has contacted with about 15 businesses so far. Three have contributed a donation as a result of the Business Circle request; others given in-kind or offers for future in-kind contributions; 1 pledge. This is a slow, long process. Starting with awareness and education. Planting many seeds. More coverage and publicity will help. Thank you Pat! Discussion about being prepared to answer the question, “Why is the LWC relevant?” when asking people to donate. Focus on local impact – donation to LWC stays in the community. Build a brand and become *the* entity people think of when they want to support watershed / environmental health.

### **7:20 – 7:45 Treasurer and Finance Committee**

*Kristen, Executive Director*

#### **August 2019 Monthly Report – Attachment D**

Kristen reviewed the financials for August.

#### **Proposal to change the LWC fiscal year to calendar year – Action Item, Attachment E**

*Action: Approved changing the LWC Fiscal Year to January 1 to December 31, effective January 1, 2020.*

At the November Board meeting, the Board will update the fiscal policies to reflect the change in fiscal year.

### **Executive Director Update**

*Kristen*

#### **Project Updates**

Update on timeline of the South Fork Pedee project – some delays and had to change contractor for the large wood placement. Chosen contractor declined to sign the LWC’s contract. Things are

coming together, getting extensions to work past Oct. 15 in-water work window, but has been hectic with a lot of logistics for Jean-Paul to work through with many partners and contractors.

City of Independence Climate Action Task Force

An Independence City Councilor is helping to organize a stakeholder task force. Asked if Kristen wanted to be involved. Already has 12-15 volunteers signed up; will be self-organized and led. Discussion that Kristen can stay aware of what’s going on, ask contacts to keep her updated and let her know if it makes sense to plug-in, but for now, don’t add more meetings to an already full plate.

Executive Director Annual Review Process, Update

Kristen has set up the review questions in an online form. The Board will received the link in an email in the morning. Please complete by Oct. 20. EC will review results at its next meeting and bring to the Board at the Nov. 21 meeting.

OWEB Self-Assessment Process, Timeline, Update

Self-assessment is good Board practice – and required by the OWEB Council Capacity grant at least once per biennium. LWC last completed in Feb. 2018. Once the ED review is done, Kristen will send out a link to the Board for the self-assessment (we are required to use OWEB’s format) to be completed online. Board will review results at the Nov. 21 meeting. We have to choose 1 collective response and select 4 priorities for the LWC (e.g. volunteer recruitment). Can also review past results and how we did on the items we prioritized.

Reviewed calendar, upcoming events.

**No new Business**

*All Present*

**8:15 Adjourn**

**Projects**

<i>Application Pending</i>	<i>Design &amp; Permits</i>	<i>Implementation</i>	<i>Maintenance &amp; Monitoring</i>	<i>Notes</i>
BLM Assistance Agreements Requests: Knotweed control and eDNA for Pacific Lamprey <sup>1</sup>	Expand the Benefit Site 2 (Little Luckiamute) Riparian Reveg	<b>REVEG:</b> LSNA Phase III, Expand the Benefit Site 1 (Luckiamute), MMT MW “LP3” Reveg & Fencing, Maxfield Creek Reveg	<b>REVEG:</b> LSNA Phases I & II; Model Watershed Upper Luckiamute Phases I & II; Fencing/Reveg; Ash Creek	1 – Submitted in August
Collins Foundation – For Development Manager <sup>2</sup>	LSNA Floodplain Reconnection and Revegetation and Phase 5 Reveg	<b>IN-STREAM:</b> S. Fork Pedee Enhancement <sup>4</sup> ; Upper Ritner Creek Splash Dam Recovery Project;		2 – Not invited for full proposal 3 – Notification in October
3 – STAC grant for real-time monitoring equipment		Love Your Watershed Series (EnO committee)	OWEB TA - NetMap Modelling and Field Surveys & MW Culvert Assessment	4 – Large wood placement scheduled for latter part of Sept

OCF – Community Grant for Development Manager <sup>5</sup>	LP3 Fencing / Reveg	OWEB - Knotweed Control Expansion (with ongoing outreach)	<u>MW – Instream Projects:</u> Maxfield Creek Phase II, Side Channel, Bridge Piers Modification; Upper Price Creek, Wolf Creek	5 – Pending, submitted July 15. We made it through the first cut, had an interview, notification in Nov.
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Next Meetings/Upcoming Events

- *October 12 – Fall Bird Walk, Basket Slough NWR, 8am – 12pm*
- *October 19 – Ash Creek Volunteer event – willow staking, 10am*
- *October 26 – Jont Creek Tour, PSWCD & LWC, Auer Farms, 11am – 2pm*
- *October 28 – OWEB Grants due*
- *October 30 - Executive Committee meeting, LWC office, 3-5pm*
- *November 5 - Finance Committee meeting, LWC office, 6-7:30pm\**
- *November 6 – Fundraising Committee (FRC) meeting, LWC office, 3-5pm*
- **November 21 (3<sup>rd</sup> Thursday) – LWC Monthly Meeting, location TBD, 6:30- 8:30pm**

*\*Meeting may be delayed until 6:30pm start time as needed to accommodate work schedules*