

**]Marys River Watershed Council
Board of Directors Meeting
October 13, 2009
Philomath City Hall**

The meeting began at 6:35 PM

Introductions

Board members present: Meleah Ashford, Jennifer Beathe, May Dasch, Bud Laurent, Wayne Phillips, Mark Taratoot, Dan Sundseth, Thom Whittier
Contractors present: Xanthippe Augerot and Karen Fleck Harding
Guests present: Steve Northway, Diana Wageman, Dan Merritt, Joseph Postman

Announcements

There were none.

Chair's report

Thom, Curt, Karen and Xan met last Friday to discuss the strategic planning process. We are in contact with a few council members who may be interested in helping with the process. Thom would like the board to approve meeting minutes at each meeting. Holly is not here tonight because she is ill.

Secretary's Report

No new items.

Motion to approve the minutes from September Board meeting: Bud Laurent

Second: Wayne Phillips.

Vote: 6-0, Ashford and Sundseth abstaining (were not yet members of the Board).

Motion to approve minutes from the Annual Meeting Sep 30th: Mark Taratoot

Second: Wayne Phillips

Vote: 7 for, 1 abstention (Bud was not present at the Annual Meeting).

Treasurer's Report

Bud asked about the dip in accounts receivable and Xan explained that some items in accounts receivable that still have to be submitted for payment. \$1100 from the Haswell account was spent to purchase temperature dataloggers for Beaver Creek

Motion to the approve the Treasurer's report: Meleah Ashford

Second: May Dasch. Motion passed 8-0.

Outreach and Education Report

Thom asked about STAC (salmon trout advisory committee) grant. Karen submitted a \$1500 funding request to STAC to support coordination of Newton Creek Wetland Field Day. Regarding knotweed, Karen has identified some additional sites at Woods Creek. Karen thinks that she is making good progress killing the knotweed overall.

Coordinator's Report

Xan passed out board notebooks that include a contact list, bylaws, board member expectations and information about Meyer Memorial Trust and the Model Watershed Program. Xan plans to apply for an ESRI Conservation Grant for ArcView software so that the council can utilize mapping software. Jennifer said that ODF has a good ownership and road map if one is needed quickly. There are additional sources of maps and map making in the local community.

Xan attended a fundraising workshop in Portland last week. Xan intends to prepare an overview of what she learned at the workshop.

Xan had a meeting with Bud and Wayne where they discussed the budget and the kinds of financial reports that the board would like to see.

Karen and Xan are working on 3-4 OWEB proposals that are due on 10/19. There is a technical assistance proposal that would allow us to finish some of the bio-assessments and there are two restoration proposals.

The last proposal is an education proposal. We value k-16 work and are looking to diversify funding sources. One new possibility is to work with Greenbelt Land Trust in the Muddy Creek basin. Xan said that the plan is to work to link their field site with the Philomath Schools.

Xan noted another mention in the Gazette Times about the Lincoln middle school environmental class/work at Blair Creek.

Meleah asked if the OWEB grant process is part of one application cycle. Xan said that there are two application periods each year with OWEB.

Officer Election

Bud has volunteered to serve as vice chair.

Wayne has volunteered to serve as treasurer.

Jennifer has volunteered to serve as secretary.

Thom has volunteered to serve as chair.

Dan moved to close the nomination period and accept the slate of nominations, Mark seconded.. Motion passed 8-0.

Bank Resolution

Bud presented Resolution 09-02 that designates Thom, Wayne, Bud and Xan as official signatories for financial matters involving MRWC's bank accounts at Citizen's Bank. It further grants the use of the organization's debit card to Karen Fleck-Harding, who also is listed as an official signatory.

Mark moved to accept Resolution 09-02, May seconded. Motion passed 8-0.

Council Work Plan and Annual Budget

Xan said that the Work Plan is ambitious, but that she wants to have identified goals. She also wants the board to know that there are some things that won't be attended to immediately because of lack of capacity. Bud added that there are two documents that Xan is going to work on: a year to date budget and a matrix to show how the projects are distributed throughout the year. Meleah asked if this is the first year that this has happened. Effectively yes, as neither document has existed on paper in the past. Xan said that we do have a basic matrix that shows projects, and will share it once it is

updated. New restoration work is dependent on funding. Dan asked how the year to date budget matches up with the fiscal year. Xan said it matches with a July 1 fiscal year.

Mark asked about the Corvallis School District because there is nothing in the projects and tasks about Corvallis schools. Xan said that we have been working with Freshwater Trust and Lincoln Environmental Middle School.

Jennifer asked if there is an opportunity to work with the Corvallis Outdoor School as a way to be involved in that school district. It is possible next year, but the Corvallis Outdoor School has undergone some changes and we'd have to explore how exactly to be involved.

Thom asked if we should approve the Work Plan or leave it as a draft. Mark said it could depend on the outcome of our strategic plan. Xan prefers an approved Work Plan so she can work off of it.

Motion to approve work plan as presented: Meleah Ashford.

Seconded: Bud Laurent

Discussion: The work plan should be dynamic and able to evolve and change. Dan noted that there are typos in the document that need attention at some point. Bud noted that any changes to the Work Plan should come to the board.

Vote: 8-0 voted in favor..

Annual Budget

The board asked Xan to explain what the difference is between the general fund and administration. Xan said that administration covers items such as Xan and Karen's time on fiscal administration, rent, the bookkeeper's time and photocopying. The General fund is used toward administration as well. The administration portion should be slightly higher this year. Bud asked where the Meyer Memorial Trust grant money should go. Xan said it is not item specific and it can be used however we need to spend it. Bud would rather see it set aside as a project.

Thom asked for clarification on the prior year carryover. Xan explained that the fiscal year budget is a snapshot. Most of grants had money that we considered to be "this year's revenue". Bud said one way to look at it is to consider the prior year carryover as an asset or liability.

May asked if Ann is going to continue working for the council and Xan said yes.

The board discussed the profit and loss budget overview.

Bud said that the current budget doesn't show that our coordinators are not fully funded.

Thom added that the budget overview is vastly superior to what we've had in the past.

Karen said that regarding the Haswell account; we are not planning or projecting to spend the money in that account in the next year, but it is in the budget to spend if the council chooses to.

Motion to approve the budget: Bud Laurent. Second: Mark Taratoot. 8-0 voted in favor.

Strategic Planning Discussion

Meyer Memorial Trust/Bonneville Environmental Foundation (MMT/BEF) Proposal – process and timeline

Xan has extra documents regarding the long term strategic planning/MMT/BEF and a detailed outline of what they expect from a full proposal in February.

Thom said the MMT/BEF contributes resources at various stages of the process in addition to what the council would contribute.

Xan explained that the next thing that we would do is meet with Robert Warren, the Model Watershed Program Manager. Thom said that board member involvement is important and recommends that board members become involved in at least one committee.

The committees are:

- Education and Outreach Committee
- Fundraising and Capacity Building Committee
- Strategic Planning Committee
- Technical review Committee

Committees should be chaired by a Board member but may have outside council members or interested parties.

Board members volunteered for the following committees:

Bud	Fundraising and Capacity Building
Meleah	Strategic Planning
Mark	Technical Review or Education and Outreach
Dan	Education and Outreach
May	Education and Outreach or capacity and fundraising
Jennifer	Technical Review
Wayne	Fundraising and Capacity Building
Thom	Strategic Planning and Technical Review

Wayne asked what is expected from the fundraising and capacity committee. Xan said that the committee will be tasked with coming up with a plan for increasing capacity but NOT to do the fundraising. Meleah asked if identifying grants is part of that. Xan said that it would be good, but it is not the priority. Thom said that we have a hard time documenting community support for our organization. Granting agencies want to know about community support. Xan-there are a lot of roles to support the organization without having to directly ask for money.

Bud-the council needs more recognition from the local community. He would like the council to develop a presentation about the council which Board members and staff could present to various other community groups.

Xan said that because the timeline is short for the MMT/BEF application, it will be necessary to schedule additional meetings. Xan would like the full board involved for a board retreat to discuss the items in step 2 (looking at the overall scope/vision/overall targets/limiting factors for what would go into the proposal).

A board retreat will be scheduled for November 14, beginning at 9am. Location: TBD. May said she would check on the Philomath Library. Xan will contact Philomath City staff about using Council Chambers.

The planning grant money can be used to have a facilitator for the retreat. There will be a closing retreat in early January. Meleah said that there should be some things to do before the retreat to make the retreat more efficient, including bringing new Board members up to speed on existing Council planning documents and assessments.

Several watershed assessments are online such as the 1998 preliminary watershed assessment. Karen will post the 2003 Action Plan. Meleah asked if the documents are used and are pertinent now? Xan said that the descriptive characterizations of the watershed and the maps are useful now.

Meleah asked how we are going to set the targets and threats. Xan said that some of it may be general (working of rapid bioassessment). Thom said that step one will be to work on narrowing the scope. The purpose of the retreat is to finalize the scope, vision and conservation targets.

Other topics and issues

Thom suggested that all board members should be able to post to the council listserve. However, after a brief discussion the board decided to leave the postings to Karen, Xan and Thom.

Xan gave each board member a folder from the Confederated Tribes of the Grand Ronde. It includes several handouts with information about the CTGR.

Joseph Postman, a board member with the Marys Peak Interpretive Center, introduced himself and came to our meeting to let us know that there could potentially be partnership opportunities with the MPIC. They have determined that they won't be able to purchase the Newton Creek Wetland/mill site but they would like to continue to maintain the site for habitat and environmental education opportunities. The ~~ir~~ board thinks that the ~~re~~ may be opportunities to work together with the MRWC.