



Calapooia Watershed Council

PO Box 844 / 351 N. Main Street, Brownsville, OR 97327

541-466-3493 | calapooia.org

CWC Board of Directors Meeting Minutes

May 2nd, 2019 6:30-8:00 pm

Camp Harlow, Eugene, OR

Calapooia Watershed Council (CWC) held their May Board Meeting at Camp Harlow, Eugene, OR on May 2nd, 2019 beginning 6:30pm.

Present at the meeting were the following members of the Board of Directors:

Dee Swayze	Matt Mellenthin	Heather Medina Saucedo	
Jim Wagner	Aimee Addison	Jim Merzenich	Mark Running

Absent from the meeting were the following members of the Board of Directors:

Nate Meehan	John Joiner	Rick Jones
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Also present at the meeting were:

Collin McCandless, Executive Director
Cris Salazar, Restoration Projects Manager
Fiona Julian, Administrative Specialist
Kristen Daly, Education Projects Manager

Approval: March Board Retreat 2019 Minutes - Jim Merzenich moved to approve the March 2019 minutes as presented. Heather seconded the motion. The motion was approved 7:0

Review: Quarterly Financials - Third Quarter financial reports were provided to the members of the Board. Collin stated that moving forward, the Board Members will receive monthly financial reports prepared by Tori McKee Bookkeeper, for review, one week prior to the regularly scheduled Board Meetings. Aimee shared that she would review these reports and resolve any issues that may present as well as share report highlights with the Board at these meetings. Aimee explained that Tori McKee was also going to reorganize our Chart of Accounts. Aimee stated it is time to start working on creating a budget for the upcoming fiscal year and share with the Board for comments on improvements. Matt thanked Aimee for her time working on this. Collin stated that he will be taking a QuickBooks evening course this summer to improve his working knowledge and that after talking with Ed Addison, will be looking to purchase a new laptop that can accommodate QuickBooks as well as the other software programs such as GIS that he needs. Heather Medina Saucedo moved to approve the financial reports as presented. Matt Mellenthin seconded the motion. The motion was approved 7:0.

Discussion: Outdoor School Transition - Collin announced that Savannah Baber will be leaving the Council on June 21st to pursue alternate career options, and explained that this has brought up some issues that require consultation with an Employment Lawyer for clarification in moving forward. Collin invited any interested Board Members to meet with the lawyer also on May 10th if interested. The position that Savannah has held has historically been a non-exempt position which has brought some



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Outdoor School issues into question in terms of overnights at Camp and corresponding responsibilities of our ODS staff. Cris and Collin shared that revising the job description for the position will wait until after our Policies and Procedures are updated in the coming month so that the position responsibilities and expectations are clearly defined. Collin shared that Kristen Daly is interested in revising elements of her role which would also impact the job role of the new hire. Collin stated that Savannah has done an excellent job of documenting all aspects of the ODS Program which will support a strong transition.

Additional Information/Adjourn: Collin mentioned that he will be attending a presentation by Bala Candambi regarding organization growth which Heather also planned to attend. Heather stated she met with Kristen to develop volunteer opportunities and capacity grant applications with OWEB, and thanked them for their support. Heather encouraged attendance at Connect.

Participate: Outdoor School Camp Fireside

The meeting adjourned at 8pm.

READ AND APPROVED by the Board of Directors on _____

Signed _____