



Calapooia Watershed Council
351 N Main St., Brownsville, OR 97327

CWC Board of Directors October 2019 Meeting Minutes

The Calapooia Watershed Council (CWC) held their October Board Meeting at Brownsville City Hall, Community Room on October 9th, 2019 at 6pm.

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

Aimee Addison	John Joiner	Rick Jones	Jim Wagner
Nate Meehan	Mark Running	Jim Merzenich	

The following members of the Board of Directors were absent:

Matt Mellenthin	Heather Medina Saucedo	Dee Swayze
-----------------	------------------------	------------

Also present at the meeting were:

Collin McCandless, Executive Director CWC
Fiona Julian, Administrative Specialist CWC
Sarah Norton, Outdoor School Coordinator, CWC

Collin McCandless presided over the meeting. Fiona Julian recorded the minutes.

Approval: September 2019 Board Meeting Minutes: Aimee Addison moved to approve the minutes. Rick Jones seconded the motion. The motion was approved 7:0

Review of Financials: The Board reviewed the P&L and Balance Summary financial reports for August 2019. Collin McCandless explained that CWC future financial reports will be easier to review pending the restructuring of bookkeeping processes. Aimee Addison inquired as to whether 990 preparation had begun, to which Fiona responded that she had placed a request with current CPAs Anderson Group to determine this. Aimee Addison moved to approve the August financial reports. John Joiner seconded the motion. The motion passed 7:0.

Decision: Acceptance of resignation, George Pugh: Collin stated that the Board needed to approve the resignation of George Pugh received last month. Collin informed the board that there was a CWC t-shirt for everyone to sign and that George would be invited to a farewell and appreciation luncheon with staff. Nate Meehan moved to approve the acceptance of the resignation with compassion. Rick Jones seconded the motion. The motion was approved 7:0.

Introduction: Sarah Norton, New ODS Coordinator!: Introductions were made to introduce Sarah Norton to the board and officially welcome her to the CWC. Sarah presented some information on her background and explained her vision, outline and first steps taken for a cohesive Outdoor School program with the intention of developing curricula that will improve continuity between ODS and the classroom, to deliver a complete and relevant environmental education experience for students and teachers alike.

Working Together for Watershed Health

Decision: Change in Accrued Sick and Vacation to Banked PTO: Collin presented a proposal to change CWC Paid Time Off. The current CWC policy provides accrued Vacation and Sick time, permitting 80 hours of rollover each fiscal year. The proposal made is to provide banked (“front-loading”) combined PTO at the start of each fiscal year with no change to rollover. The current CWC policy also states unused vacation time is paid out upon termination of employee. The Board discussed various pros, cons and potential pitfalls with the banked PTO option. Some concerns raised were; how to prevent staff using all their PTO on vacation and not leaving any available for sick leave, staff rolling over and accruing too many hours, taking too much time off in one stretch, and concern with large and unbudgeted payouts at termination. The Board shared some of their own experiences with employer PTO, which varied and included very few hours being awarded, a time limit to utilize rolled over hours, and no PTO rollover or payouts permitted. The discussion resulted in general agreement of allowing combined banked PTO, with 40 hours of permitted rollover (additional possible with supervisor approval), a three-month time frame in which rolled over PTO must be used, and no payout of PTO at termination. Mark shared that this seemed to be a generous policy that is beneficial to staff satisfaction and retention provided clear policy is in place. The Board requested the presentation of a clear policy for this based on the discussion which is permitted to be shared and voted on.

Update: Administration & Fiscal Changes: Collin provided an update regarding the consultation with a QuickBooks advisor that was attended by himself, Fiona and Aimee. Aimee shared that she was impressed at the time frame the consultant provided for completing the restructuring of our accounts and comprehension with understanding our needs. Collin explained that the plan is to move our daily accounting back in-house as was done previously until approximately a year ago. Collin briefly reviewed some of the challenges experienced with having a contracted bookkeeper. Collin informed the Board that funds were available in the budget for the consulting and restructuring process, estimated by the consultant at less than ten hours. Aimee explained that there are additional fiscal elements to be incorporated into the changes, including payroll processing and CPA services for tax filing and financial reviews. Collin provided a handout that laid out the current costs for services and the proposed changes which are estimated to be over \$12,000 annually based on current quotes and inhouse accounting proposal. Mark inquired as to whether it creates any redundancy with having a third party payroll processor, and Aimee shared that there are benefits to having a third party perform payroll with the additional checks and balances it provides in addition to avoiding issues should the inhouse processor be absent or sick and unable to issue payroll. Rick shared that he also favored the second set of eyes on this aspect. Mark requested to wait until all scheduled consults that Collin, Aimee and Fiona have set up to obtain exact quotes before making a final decision on this issue.

Decision: Promotion of Administration Specialist to Operations Coordinator: Collin presented a proposal to promote the current Administrative Specialist to Operations Coordinator with the increase in fiscal responsibilities that are imminent. Fiona left the room during the discussion and voting process. Per report from Collin McCandless, Fiona was promoted to Operations Coordinator in a unanimous vote by the Board 7:0

Other: Collin expressed a big thank you to Heather for attending and volunteering at Salmon Watch twice this year, and how that support allowed Kristen Daly, Education Project Manager to

overview her program instead of having to lead a station due to being short-handed. Collin stated that Salmon Watch had another successful year, but there will likely be a change of location next year to some challenges with accessibility for some students. Rick suggested checking with Camp Attitude or Waterloo County Park for potential hosting sites.

Collin also shared that the CWC has been in various local papers three times in the past two weeks for the Bower's Project, Salmon Watch and CLCF grant for native plantings.

Adjourn

READ AND APPROVED by the Board of Directors on _____

Signed_____ **Title**_____