

Calapooia Watershed Council Board of Directors Meeting Minutes

The Calapooia Watershed Council Board of Directors held their regular monthly Board Meeting on
Wednesday, July 8th 2020 via Zoom teleconferencing

In attendance were the following members of the Board of Directors:

John Joiner	Dee Swayze	Heather Medina Saucedo	Jim Wagner
David Lawlor	Mark Running	Rick Jones	Matt Mellenthin
Aimee Addison			

The following members were absent:

Nate Meehan	Jim Merzenich
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Also in attendance were the following:

Collin McCandless, Executive Director
Cris Salazar, Habitat Restoration Program Manager
Kristen Daly, Youth Education Program Manager
Sarah Norton, Outdoor School Coordinator
Fiona Julian, Operations Coordinator

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

AGENDA ITEM: **Approval of June Board Meeting Minutes**

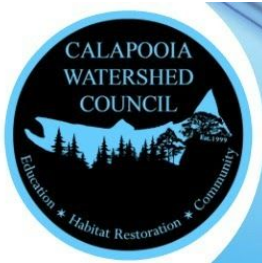
Heather stated that the June minutes incorrectly stated that Heather had shared that Gladys Ruiz was available for *translation* services, when it should have stated *consultation* services.

Heather moved to approve the June minutes contingent upon the correction above being made. Matt seconded the motion. The motion passed 9:0. Jim Wagner abstained from the vote due to not being in attendance at the last meeting.

AGENDA ITEM: **Approval of Financials & 20-21 FY Budget Review**

The last fiscal year financial reports were displayed, as Aimee explained that there would still be some numbers that will change as the year is closed out, and therefore did not want to request a motion for approval. Aimee stated that the financials will then be presented for approval. Fiona explained that she would be working through the end of year reconciliations with Jackie in order to learn more about how to resolve the necessary accounts with the historical errors. Heather shared that it was hard to read the reports via screen sharing and requested that the financial statements be distributed ahead of time to the Board for a better opportunity to review.

Aimee informed the Board that the Management Committee had a lot of discussion about the personnel budget for this new fiscal year, and it was decided that a 5% raise across the board was fair. Matt added that the Board is



happy with the staff's performance, but that it would have felt irresponsible to provide any additional raises during the Covid-19 pandemic. Aimee shared that the committee had been fairly conservative in its approach to this year's budget. Aimee requested a vote on the Personnel budget in order for the raises to go into effect as of July 1st 2020. Matt moved that the Personnel budget be approved, retroactive to July 1st, 2020. Jim W. seconded the motion. The motion passed 11:0

AGENDA ITEM: Annual Report & Donor Relations

David spoke about the Oregon Community Foundation and how they have two different ways of supporting nonprofits with donations; 1) making direct donations to nonprofits, and 2) providing a donor-advised fund service, where donors pool money with OCF who then invests those funds and connects donors to targeted nonprofits to make donations ("gifts.") David explained that many large donors looking to avoid being inundated with requests for donations, will engage such services, and that Maylian Pack (Director of Donor Relations, Southern Willamette Valley Philanthropic Services) was the contact who provides these donor-advised services for OCF. David continued that one advantage of working with Maylian is the ability to network with local donors. Collin informed that he and David have a meeting with Maylian on the 22nd. David explained that one of the most valuable tools nonprofits should have is great looking Annual Reports/Impact Statements and these should be considered marketing collateral. David stated that providing these materials to a donor-advisor is one of the best ways of informing donors of our work. Collin explained that historically, the CWC Annual Report has been a single double-sided sheet of bullet points and very limited information. David added that the goal is to make the organization look worthy of being the recipient of large donations. Heather stated that she 'loves a piece of paper' and prefers that to reading online and agreed that it was a good marketing tool. David continued that it's not reasonable to ask the CWC to publish monthly or even quarterly reports, but that a good effort should be put into creating the Annual Report. Heather suggested the inclusion of teacher or student quotes from Salmon Watch and tying in the online education materials. David agreed that testimonials are great and shows the impact of our work. Aimee agreed this was a great idea but stated the budget for Advertising will need to be increased from \$1000 to \$1500 to allow for production of the materials. Collin said he would reach out to No Dinx for a quote to bring to the Management Committee.

AGENDA ITEM: Oregon Black History Timeline Video & Discussion

Collin stated that he is planning to share more videos and materials with the Board regarding Equity, Diversity and Inclusion (EDI), and how it affects the work of the council.

Oregon Black History Timeline created by Walidah Imarisha was played, after which there was some discussion.

The meeting adjourned at 6:40pm

READ and APPROVED by the Board of Directors

Board Secretary

Date: _____