



Board of Directors Meeting Minutes

The CWC Board of Directors Meeting was held remotely via Zoom teleconferencing on Wednesday, January 13th, 2021 at 5pm-5:40pm..

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

Aimee Addison Matt Mellenthin Rick Jones David Lawlor Jim Wagner Dee Swayze Mark Running

The following members were absent:

Jim Merzenich Nate Meehan John Joiner

The following were also in attendance:

Kristen Daly Fiona Julian Collin McCandless Sarah Norton

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

AGENDA ITEM: Approval of December Board Meeting Minutes

Dee Swayze moved to approve the minutes of the December Board Meeting. Jim Wagner seconded the motion. The motion was approved 7:0.

AGENDA ITEM: Financials & End of Year Fundraising Campaign Tally

Fiona presented the financial reports and reported that for the December Giving Tuesday Campaign, we raised \$1000 in donations, and for the entire month of December raised \$4,220. Fiona explained that the Giving Tuesday organizers had stated that charitable donations had increased over the past year of the pandemic. Aimee shared that her foundation also had one of their most successful fundraisers too, and that due to the stimulus provision that allowed for a \$300 tax credit to donors (\$600 for couples.) Aimee stated that she thought the email donation campaigns were effective and well constructed. Aimee asked that Fiona send her the Budget vs. Actuals financial report via email. Aimee asked if we had received any communication regarding our PPP Loan Forgiveness application, to which Fiona responded that she had received an email from Umpqua on the 7th Jan advising that the SBA had paid the entire amount, including an overage of about \$450. Fiona explained that this was due to the SBA covering the entire payroll costs for the allocated period, not just the estimated amount that the loan amount was based on. Aimee discussed the second round of PPP loans that will shortly be available, and Collin explained that for repeat applicants it has to be shown that there has

been a 25% or greater decrease in revenue between 2019 and 2020. Fiona stated that she thought the revenue would be calculated annually but Aimee thought it might be possible to base the comparison by fiscal quarters. Fiona said she would look deeper into that.

Matt moved to approve the financials. Aimee seconded the motion. The motion passed 7:0.

AGENDA ITEM: Education Update & Feederwatch

Kristen provided an update on the current situation and news regarding the school district and the Education Program. For grades 6-8, the district is planning to offer hybrid learning, current guidelines are 50 or fewer cases per 100,000 residents and a test positivity rate at or below 5% in the preceding 14 days. Kristen explained that most recently, Linn county is at 320.8 & 7% and Benton County is 280.8 & 3.5%, and stated that those metrics will change. New metrics are scheduled to be released Jan 19, but Kristen explained that it is assumed that they will allow a return to in-person learning. Schools will have to meet new state metrics, or insurance will not cover the schools. Kristen explained that Elementary students will return first, followed by Middle, then High Schools. The District expects to have Middle school students back in the classroom (hybrid) by mid-February. Kristen shared that students will attend classes 4 days a week for 3 hours a day and explained the subject break-down:

- 2 days for Math/ Social Studies/ Elective (1 hour each subject)
- 2 days for Science/ English/ PE & Health
- 2 cohorts - am & pm with cleaning between with transportation only for am students

Kristen explained that any on-site outdoor school lessons will be provided by Cindy Drouhard due to Cyndi having received her Covid-19 vaccine by that time, and will take place on science days for the entire 3 hours. Aimee added that school districts will spend the first week of the new term preparing for hybrid learning, then by the second week will start out with Elementary students and slowly rotate in the other grades so that everyone (who so chooses) hybrid-learning will be present by the end of February. Kristen stated that the recommended guidelines are not mandatory, in part due to Governor Kate Brown handing the decision-making process over to the individual school districts.

Sarah presented information regarding current education grants, and that CWC was awarded a \$5,000 micro-grant from Mid-Valley STEM-CTE Hub for the Watershed Discovery Kits. Sarah explained this would go toward the printing costs for the kits. Sarah continued that she was currently working on an EDI grant for Outdoor School to improve EDI in the new curriculums and materials being developed for distance learning. Sarah explained that funds could also provide staff and HS Leader training as well as fund GAPS parent/guardian trips to Camp Harlow. Sarah provided an overview of how Outdoor School will look for 2021 -

- GAPS ODS Programs are scheduled for every week in May
- Each program will offer 18+ hours of lessons and activities

- ODS will be a combination of education methods: In-Person: Hybrid schools, taught outside by Teacher and Cindy Drouhard - Online Synchronous: Live Zoom lessons with CWC Education team - Online Asynchronous: Recorded Videos, lessons, and materials to be completed at home
- Kits containing lesson and materials will be created for students and teachers
- Sarah will be developing new ODS models in the next 2 weeks to present to GAPS teachers

Sarah reminded everyone that Project FeederWatch is still happening through April 9th, and that staff have been maintaining the feeders at Pioneer Park, with local volunteers collecting data. Sarah informed everyone that data sheets are available on the CWC office front door if anyone was interested in spending some time in the park bird watching for the project. Sarah invited the board to get in touch with her if they have any questions.

David mentioned a grant through OCF that wasn't looking likely but that he was not sure where things left off with this. Collin said he would call on the Fundraising committee to meet and discuss.

Other

Aimee raised the topic of hiring more Board members now that Heather Medina Saucedo is no longer serving. Matt asked if member recruitment fell to the Executive Director. Collin explained that while it's important for the ED to participate in the hiring process for Board members, it was largely the duty of the Board to be involved. David stated that he agreed with Collin and suggested that there be a designated person (Board or Staff) for new member suggestions and applications. David explained this would be advantageous to help consider all factors of prospective members as well as assist cohesion throughout the process. Aimee shared the process that her foundation follows regarding board member recruitment and cautioned about needing a proper process to avoid mis-communications. Matt and Collin both mentioned that historically CWC has looked into a needs analysis to determine where gaps might exist in representation. Collin explained that CWC does have a current metric and that the metric was adjusted in 2019 to help better identify those gaps. Collin shared that he had recently discussed the topic of board recruitment with Sarah Drydahl, who explained that their organization has advertised the opening and solicited applications, reporting that this was successful for them. Aimee agreed that it would be helpful to know what gaps exist in our board and for succession planning. Aimee stated that board member recruitment should be viewed with succession planning in mind, particularly for Board Officers, and that it takes time for a member to acclimate. Jim W added that it looked like we were missing an active agriculture interest on the Board, and stated that it would be beneficial to have one particularly in the Muddy Creek corner of our service area. Mark concurred that a void was left when George Pugh stepped down. Aimee mentioned that there were several vacancies on the board, and requested that the By-Laws be reviewed to see what the maximum number of board members allowed is. David stated that it would

be advisable to bring just two members on at a time if multiple hirings are being considered.

The meeting was adjourned at 5:40pm.

Read and Approved by the Board of Directors _____

Date _____ Title_____