

Long Tom Watershed Council

Board of Directors AGENDA

Thursday, January 7, 2016. 5:30 p.m.

Willamette St. Office, 15 E. 27th Ave, Eugene (directions at end of packet)

Chair Charles Ruff

5:15 Dinner ready

5:30 Business

- A. Minutes: **Decision**: approve minutes from Nov. Board Meeting – *Secretary Walch*
 - Action Items Report
- B. Treasurer's Reports: **Decision**: review & approve October & November 2015 reports; discuss & **approve** correction from August reports; present draft FY2015 Year-End Budget vs. Actual Report – *Treasurer Brinkley*
- C. Paperwork moment: Your volunteer hours – *Secretary Walch*

6:00 Community Connections & Fundraising (30) - Clinton

- D. Monthly Fundraising Progress
- E. Refining concise, consistent & compelling messages

6:30 Board Development & Storytelling

- F. Success Story – Business League / Urban Waters & Wildlife Program (10) – Clinton
- G. Board Themes & Topics for 2016 (10) – Rob
 1. Draft outline of Board Themes & Topics (Roundtable)
 2. Calendar of Board & Public Meetings for 2016
- H. January 26 Public Meeting – Board Hosts needed – Rob

6:55 Sustaining & Advancing LTWC's Work

- I. Committee Reports: (15)
 - Nominating Committee: updates and progress on candidates – *Clinton*
- J. Administrative Staff Hiring Update (10) – Rob
- K. Salmon-Safe Partner Agreement MOU - Rob

7:20 Reports & Announcements

- L. Staff Reports – See background. Staff Reports will be given orally as time allows.
- M. Liaison Reports
- N. Action Items Report

7:30 Adjourn

Next Board Meeting: Thurs, Feb 4, 5:30 pm. Wetlands Office.

Next Public Meeting – Tues, Jan 26, 6 p.m., Fern Ridge Library (Veneta)

January 7 Board of Directors Meeting Background

This year, we're focus on three major themes at board meetings that we'll discuss in Item B. You may have noticed that the agenda looks slightly different! In an effort to highlight which topics fit those themes, we've tweaked the agenda slightly so that the purpose of the agenda item or story behind the project/program is in the forefront of your mind.

Business

- A. Meeting Minutes** – Secretary Walch will receive comments and corrections at the meeting and ask for approval of November's minutes. Action items will be briefly reviewed.

- B. Treasurer's Reports & Fiscal Announcements** – Treasurer Brinkley will present the reports for October and November 2015. Note that we will be reviewing and approving 2 months because we didn't have a December meeting.

We have a draft Fiscal Year End 2015 Budget vs. Actual Report to present. Our CPA has not quite 2015 Fiscal Year review, but is slated to in the next month or two. Heidi has made adjustments that will allow us to present a picture of how we ended the year, but we'll wait for the final review before asking the board to approve the official year-end BvA.

The 2015 review is delayed in part because our CPA just recently completed our 2014 taxes. As of Dec 18, both our federal 990 and state CT-12 have been completed, so the important news to report is that taxes are filed and we were able to avoid a significant penalty. This also frees up the CPA to work on our 2015 review. We're working toward understanding how the filing of 2013's taxes got so delayed, as staff didn't understand the extent of the issue until about November. At issue is how or if the CPA communicated the information he needed from staff. While the request for information started last winter when there were a couple family emergencies and a staff transition, LTWC has had a history of fiscal diligence and responsiveness, and it seems unlikely that staff would have been unresponsive, or that the CPA wouldn't have been able to reach anyone for the better part of a year. We may be looking into switching our lead contact at the CPA firm, or perhaps changing firms entirely.

We're also submitting a proposal for a federally negotiated indirect cost rate. LTWC has had a federally negotiated indirect rate for the past four years, and the rate for this year was actually projected to be lower than the 10% standard admin rate funders offer to organizations without a federal indirect rate. While we were hoping to be able to discontinue using a federal rate given the amount of staff time put into an annual proposal and the low rate, it's a federal law that once you have a federally negotiated rate you must continually apply for one in perpetuity to continue receiving reimbursements for administrative costs. LTWC was one of the first watershed councils to explore applying for a federal indirect rate back in 2011, but that initiative has locked us into a process that isn't necessarily beneficial given shifts in how grantors pay for administrative expenses. The key take away is that the grant funding landscape is shifting its process for handling administrative expenses, and even though we're a very efficient organization, an administrative rate of 10% or less is unrealistically low. This

underscores the importance of positioning ourselves to tell the story of our amazing work, the people we work with, and the uniqueness of our approach to current and potential donors. As the grant funding landscape continues to shift, and in many ways become more restrictive, LTWC is positioned better than many councils with our commitment to securing unrestricted donations from businesses and individuals. It also underscores the importance of following through on that commitment as we move forward!

- C. Paperwork moment** – Do your part for administrivia... Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.

Community Connections and Fundraising

- D. Monthly Fundraising Progress** - Clinton will provide an update on the fundraising progress from the last two months and the next steps moving forward.
- E. Refining & Clarifying LTWC's messages** – Over the last few years time, the board has helped us brainstorm ideas on how to tell the story of LTWC's important work and what makes us unique. The theme of identifying LTWC's key messages has been woven into our approach to fundraising, and now with Clinton here, we have an opportunity to hone our messages and the brand to deliver them consistently. The first step in that process is to define the clear and concise message that we all can share consistently in our conversations with donors, grantors, partners, and community members. The goal of this agenda item is for the board to grow increasingly comfortable telling the story of our work in order to create a broader awareness and knowledge of LTWC in the watershed as we build our contingency of supporters.

Board Development and Storytelling

- F. Success Story** – Building on the previous agenda item, Clinton will share a recent success story from our Urban Waters & Wildlife Program and/or Business League with the goal of developing another story that the board can share in their conversations with folks.
- G. Board Themes & Topics for 2016** – Rob will talk through the major board themes and topics for board meetings in 2016. The draft document has been provided in the packet, and there will be an opportunity for roundtable feedback on this agenda item. In addition, a calendar of LTWC board and public meetings is attached in the packet, and will be provided as a handout to add to your board binder.
- H. November 26 Public Meeting** – November's public meeting will be at the Fern Ridge Library in Veneta, and will focus on improving habitat for native amphibians on private lands, using Winter Green Farm as an example. Jack Gray of Winter Green Farm will talk a bit about his interest and motivations for improving habitat for native wildlife, and wildlife biologist Chris Pearl of the US Geological Survey will share the research and results of his amphibian monitoring study on the wetlands of Winter Green Farm. Board hosts are needed.

Sustaining & Advancing LTWC's Work

- I. **Committee Reports: Nominating Committee** – Clinton and Dana will debrief their recent meetings or discussions with prospective board candidates Jonathan Powell of Kernutt Stokes, Craig Carnegy and Michelle Cahill of the City of Eugene, and Paula Lafferty of SnoTemp.
- J. **Administrative Staff Hiring Update** – We are moving forward with hiring a temporary position to fill needed administrative capacity, particularly in database tracking and querying support for Rob and Clinton. Ancillary duties will include filing, meeting logistics, and training and working with office volunteers. The McKenzie Watershed Council is still interested in sharing the position, which will likely be a total of 0.5 FTE, with approximately 8 hours per week going to the McKenzie. We’re finalizing a job announcement to float by the first of the year with an anticipated hire date of around Feb 1.
- K. **Salmon-Safe Partner Agreement MOU** – Effective Nov 11, 2015 through Nov 11, 2018, Portland-based organization Salmon-Safe and LTWC entered into a partnership MOU where Sarah will continue to serve as the primary Salmon-Safe representative in the Southern Willamette Valley for business owners. Sarah will provide site assessment services for potential businesses or organizations interested in entering into Salmon-Safe. Per the agreement of the MOU, Salmon-Safe will pay LTWC 50% of the profit margin arising from Salmon-Safe certifications that Sarah is responsible for securing.

Once a business is certified for an initial trail period, LTWC provides technical assistance in meeting the criteria laid out by the Salmon-Safe panel of experts to ensure that businesses can maintain certification. Typical technical, financial and marketing assistance is similar to LTWC’s Trout Friendly Landscapes (TFL) program. Support is also provided in the review of operation and other company manuals as appropriate. Salmon Safe certification expands marketing and outreach built into their mission statement and operation guidelines.

Reports & Announcements

L. Staff Reports

a. New Grants & Contracts.

- Council capacity grant agreement signed with **Oregon Watershed Enhancement Board** for \$110,275. This grant is for the next biennium (ending 7/31/2017) and primarily provides general capacity funds for staff time, risk management (insurance) costs, and some operating expenses.

b. New Contractor Agreements

- Contractor agreement for the South Marsh Prairie and Willamette Daisy Wetland Project with R. Franco Restoration, LLC to handle chipping and removal of slash piles from felled Douglas fir trees as part of savanna thinning project. Work was completed by 12/1/15.
- Contractor agreement for the South Marsh Prairie and Willamette Daisy Wetland

Project with RNW Forestry & Restoration, as the contractor above, to handle chipping and removal of slash piles from felled Douglas fir trees as part of savanna thinning project. Work was completed by 12/1/15, not to exceed \$600.

- Contractor agreement for the **Kingzett Oak Savanna Project** with Baker Creek Restoration, LCC. The contractor is being paid to mow brush with a skid steer on approximately 5 acres and broadcast native grass seed for a total not to exceed \$2,350. The work ended 12/15/2015.

Draft Board Themes for 2016

Updated 12/21/15

These topics will incorporate board learning, feedback to staff, and decision-making.

Theme: Community Connections & Fundraising

With a new Development Director we can create and pursue many opportunities.

Messaging

As Dave Funk said, the Long Tom River Watershed is a mystery and we have an opportunity to create awareness and knowledge – *identify the consistent messaging and the brand to deliver those*. The first step in that process is to define a clear and consistent message to share with donors, grantors, partners, and community members. Goal is for the board to have an understanding of the salient points of that message, including what LTWC believes in, major accomplishments, why our work is important and unique, the important stakeholders involved in the organization, why we seek individual donations.

Marketing an understanding of the Long Tom Watershed

The second step is to define how to deliver, or market, LTWC's brand through creating engagement and commitment through social media or other more personal forms of communication. The goal is to foster a sense of place identity and a connection for people to the watershed. Identify what is or will be the important identity to brand (e.g. Amazon Creek, the Long Tom River, the Willamette River).

Annual Campaign & making introductions to potential donors

There will be an emphasis on increasing connections with individuals, business owners, and foundations with the goal that people become donors, Champions and/or do a project with us. Board roles could include: asking for sponsorships and donations, sharing stories with potential donors, hosting gatherings, talking about LTWC with businesses you patronize, participating in interviews with foundations, Taste the Watershed, and participating in social media.

Theme: Sustaining and Advancing LTWC's Work

Collaborating with other organizations

Identifying and reviewing potential partnerships that help build capacity and organizational resilience. The challenge we face is the tendency for organizations to feel safer building capacity internally and yet increasingly needing higher skills which require higher pay – this is sometimes easier to accomplish in a shared scenario. Another challenge is that funders want to support diverse capabilities across a region and stretch their dollars; for example, they would like to see high level technical expertise shared as opposed to support it individually for multiple organizations.

Work Progress

We will bring components of the Strategic Plan back to you approximately quarterly in order to share progress and get more ideas. We will share awesome success and frustrating challenges and keep you apprised. These will weave in with project slideshows.

Work Planning

In late spring / early summer we will present updates to Council Support Work Plan and present the annual Work Plan for FY2017.

Theme: Board Development – Educating our Storytellers

With each board development opportunity, the goal is for board members to hear and be able to more easily tell the story of LTWC's work and come away with an understanding of 2-3 core values and key measureable project outcomes in order to tell the story of LTWC's work, what it's important, and why and where we need support.

Urban Waters & Wildlife Program

There will be various slideshows and discussions on urban stormwater projects (Trout Friendly Landscapes), Salmon Safe Certification Assistance, pesticide monitoring, Employee Stewardship opportunities, and outreach strategies and prioritization. Board goals include understanding the breadth of our urban program, the diversity of participating community partners and funders, and how to tell the story of this program to community members and potential donors.

Fish & Wildlife Habitat in Working Lands

Presentations and discussions will focus on individual projects on working lands (stream/riparian, fish passage, upland, and along the Willamette River), the Migration Study, and habitat monitoring. Board goals include understanding key habitat

objectives, key partnerships, and the how we're responding to shifts in the funding landscape. Discussions will also center on telling the story of capacity needs to continue developing relationships with private landowners and sustaining the success of existing projects through stewardship. How do our efforts on the Willamette River feed into the core message and story of the Long Tom?

Public Discussions and Project Tours

Also known as Council meetings, we will be scheduling at least the 6 educational meetings required by our bylaws this coming year for public learning about the watershed, issues and actions. (Jan, Mar, May, Jun/Jul, Sept/Oct, Nov). Board roles will include hosting meetings, sharing stories and the impact of LTWC's work with community members at meetings, and providing feedback on content and speakers.

Draft Monthly Board Topics for 2016

JANUARY 7 (Willamette Office)

- **Community Connections & Fundraising:** fundraising & development update; identifying consistent and compelling messages
- **Board Development – Educating the Storytellers:** Recent success story from Business League or Urban Waters & Wildlife Program – *Clinton*
- **Board Development – Educating the Storytellers:** draft outline of Board Themes & Topics 2016; calendar of board & public meetings for 2016
- **Sustaining & Advancing LTWC's Work:** process for hiring temp admin staff
- **Sustaining & Advancing LTWC's Work:** Nominating Committee: updates and progress on candidates
- Business: approve board minutes & Treasurer's Reports (decision)

FEBRUARY 4 (Wetlands Office)

- **Community Connections & Fundraising:** monthly development update; Launching Spring Campaign and board roles/involvement; defining how to market messages to donors
- **Board Development – Educating the Storytellers:** Collaboration – assessing the readiness of LTWC, potential partners, and the value in opportunities – *Leadership Team*
- **Sustaining & Advancing LTWC's Work:** Potential approaches to capacity funding via foundations
- **Sustaining & Advancing LTWC's Work:** Nominating Committee: updates and progress on candidates (introduce new member(s)?)
- Business: approve board minutes & Treasurer's Reports (decision)

MARCH 3 (Willamette Office)

- **Community Connections & Fundraising:** monthly development update; Spring Campaign details; making introductions with potential donors; campaign event
- **Board Development – Educating the Storytellers:** recent success or accomplishment story from upland habitat projects – *Katie*
- **Board Development – Educating the Storytellers:** Updated Calendar of Public Meetings for 2016
- **Sustaining & Advancing LTWC's Work** – check in on Leadership Team structure
- **Sustaining & Advancing LTWC's Work:** Nominating Committee: updates and progress on candidates (introduce new member(s)?)
- Business: approve board minutes & Treasurer's Reports (decision)

APRIL 7 (Wetlands Office)

- **Community Connections & Fundraising:** monthly development update; Spring Campaign progress & next steps
- **Board Development – Educating the Storytellers:** Working Lands & Habitat – winter tree planting (esp. at Sam Daws Landing & Snag Boat Bend), broader vision of Willamette River work – *Jed and/or Christer*

- **Board Development – Educating the Storytellers** Tech Team update
- Business: approve board minutes & Treasurer’s Reports (decision)

MAY 5 (project tour)

- **Community Connections & Fundraising:** monthly development update; wrapping up Spring Campaign – progress, next steps and roles
- **Board Development – Educating the Storytellers:** Project Tour (site TBD)
- Business: approve board minutes & Treasurer’s Reports (decision)

JUNE 2 (Willamette Office)

- **Community Connections & Fundraising:** monthly development update
- **Board Development – Educating the Storytellers:** recent accomplishment, partnership, or opportunity from Urban Waters & Wildlife Program – *Sarah*
- **Sustaining & Advancing LTWC’s Work:** Council Support Work Plan update; present draft FY2017 Work Plan
- Business: approve board minutes & Treasurer’s Reports (decision)

JULY 7 (Wetlands Office)

- **Community Connections & Fundraising:** monthly development update
- **Sustaining & Advancing LTWC’s Work:** Nominating Committee – geography and skills needed for 2017 slate
- **Sustaining & Advancing LTWC’s Work:** Approve FY2017 Budget and work plan (decision)
- **Sustaining & Advancing LTWC’s Work** – check in on Leadership Team structure and approach
- **Board Development – Educating the Storytellers:** Annual Celebration profile: date, theme, location, and key elements

SEPTEMBER 1 (Willamette Office)

- **Community Connections & Fundraising:** monthly development update
- **Board Development – Educating the Storytellers:** Summer Habitat Projects – success stories & accomplishments – *Jed/Katie/Christer*
- **Board Development – Educating the Storytellers** Annual Celebration - watershed awards, key elements & roles
- **Sustaining & Advancing LTWC’s Work:** Nominating Committee – potential candidates for election
- **Sustaining & Advancing LTWC’s Work:**Annual Report
- Business: approve board minutes & Treasurer’s Reports (decision)

OCTOBER 6 (Wetlands Office)

- **Community Connections & Fundraising:** monthly development update; ideas and implementation timeline for fall fundraising; opportunities for board engagement
- **Board Development – Educating the Storytellers:** Annual Celebration: agenda, roles, and overview of event

- **Board Development – Educating the Storytellers:** Presentation TBD **Sustaining & Advancing LTWC’s Work:** Tech Team update
- Business: approve board minutes & Treasurer’s Reports (decision)

NOVEMBER 3 (Willamette Office)

- **Community Connections & Fundraising:** monthly fundraising update; process and board involvement for end-of-year appeal letter
- **Board Development – Educating the Storytellers:** Annual Celebration debrief
- **Board Development – Educating the Storytellers:** Presentation TBD
- **Sustaining & Advancing LTWC’s Work:** Welcome new board members
- **Sustaining & Advancing LTWC’s Work:** Elect board officers and committee roles (decision)
- Business: approve board minutes & Treasurer’s Reports (decision)



Long Tom Watershed Council Important Meeting dates: 2016

- ❖ Board meetings are held the **first Thursday of each month**, except for December and August, at the Council office, at 5:30 p.m. Public Meetings are usually the last Tuesday of every other month but do vary. They usually start at 6:00 pm.
- ❖ **IF YOU CAN'T MAKE A MEETING**, please send Clinton an email with your thoughts on the agenda items and give him a ring at 541-654-8965 to discuss - Thank you!

In my Calendar? (v)	Meeting	Date
	Board	Thursday, January 7
	Public Mtg	Tuesday, January 26, Fern Ridge Library
	Board	Thursday, February 4
	Board	Thursday, March 3
	Public Mtg	Tuesday, March 29 (TBD – possibly indoors at Monroe)
	Board	Thursday, April 7
	Public Mtg	Tuesday, April 26, Tour of fish passage project at Swanek
	Board	Thursday, May 5
	Board	Thursday, June 2
	Public Mtg	Saturday, June 4, “Howdy Neighbor Tour” at Watkins *
	Public Mtg	Tuesday, June 28, Tour of Wild Iris Ridge
	Board	Thursday, July 7
	Board	Thursday, September 1
	Board	Thursday, October 6
	Annual - indoors	Annual Celebration (likely weekday evening in mid Oct)
	Board	Thursday, November 3
	Public Mtg	Tues, November 29, Urban Project Tour or Presentation

* Indicates Date is different than normal schedule

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, November 5, 2015
751 S. Danebo Ave.
Eugene, OR 97402**

Present: Mike Brinkley, Alan Dickman, Cary Hart, Steve Horning, Jim Pendergrass, Lindsay Reaves, Deborah Saunders Evans, David Turner, Therese Walch (10)

Absent: John Reerslev, Charles Ruff (2)

Staff: Clinton Begley, Dana Dedrick, Rob Hoshaw

Meeting called to order at 5:35 p.m. by Chair Jim Pendergrass

Business

A. Approve October 2015 Board Meeting Minutes – Secretary Walch

Calls for any comments or changes.

Rob calls attention to some date changes that were made since the packet was sent out. Both the motion to approve the minutes and the treasurer's reports reflected the wrong month.

MOTION TO APPROVE October 2015 Board of Directors Meeting Minutes by A. Dickman, seconded by T. Walch. Approved unanimously.

B. September 2015 Financial Reports – Treasurer Brinkley

Rob explains why the payroll liabilities figures were identical for July and August on the August balance sheet that was presented last month. There was, in fact, an error, which had to do with the fiscal year changeover in July, as June's (FY15) payroll was paid in July (FY16). When the accrual was fixed for the review, QuickBooks used the same date for both August and July's payroll liabilities which created the identical figures. That has been changed, and the correct balance sheet was projected.

Rob presented the Quarter 1 Budget vs. Actual Report for FY2016. (*Note: the Quarter 4 Budget vs. Actual is 95% complete, but Heidi is correcting a minor error in expenses; we will present a fully complete and correct Q4 report in January.*) The discussion centered on the way the annual timing of expenditures

and grant receipts works, and how the budget vs. actual report is calculated (taking full budget and dividing by 4). This doesn't exactly match the reality of how the timing of expenditures (lots in late summer / early fall) and grant receipts works. Questions and comments related to differences of 10% or greater for planned vs. actual budget line items, and the reasons for those differences.

The idea of potentially increasing the amount of money we contribute to our reserves was also discussed. The BLM's in-kind donation of the Wetlands office space and IT equipment was also explained. It was suggested that we re-evaluate the estimated value of the in-kind donation of office space, computers, phone, paper, etc. that we receive from the BLM. If that value has increased, it was suggested that we raise the amount of money that goes into our reserves accordingly as a contingency plan in case we ever lose this office space.

August's Treasurer's Reports were approved last month contingent upon an explanation, which is provided here. There is general agreement that the explanation is satisfactory.

MOTION TO APPROVE September Financial Reports and FY2016 Quarter 1 Budget vs. Actual report by L Reaves, seconded by S. Horning. Approved unanimously.

C. Committee Reports (Key Highlights)

1. Resource Development – Clinton

Updates on development were provided in Clinton's fundraising presentation later in the meeting.

2. Nominating Committee – Clinton

- Lindsay talked to Jonathan Powell at Kernutt Stokes, who works as a business and accounting consultant, may be interested in serving on our board (and potentially in a Treasurer role). Next steps are to get back in touch with him and send him a welcome packet.
- Dwight Dzierzek at Northwest Community Credit Union may also be interested in board service (in addition to others at that bank)
- Paula Lafferty at SnoTemp will also receive a welcome packet
- Stephanie Scafa and Neil Bjorklund at the City of Eugene are also potential board options.
- At the beginning of the meeting, Alan suggested Bob Chandler at Tactics Board Shop, who is the Natural Heritage Board Chair and a business owner in the Amazon basin.

D. Board Officer Roles - Clinton

Clinton, Rob and Dana reported that they have checked in with board members regarding their interest in officer roles. Two positions are required by law – Chair and Treasurer, and Treasurer is the one position that is not filled. Current board members do not feel that their skill sets match that of Treasurer, and members expressed a desire to recruit for an incoming board member with that skill set to take that position. In the interim, a Treasurer is still required. Mike says that the position requires about 1-2 hours of his time monthly. The suggestion is made to have Mike continue acting as Treasurer in the interim, and Therese will continue acting as a temporary Secretary until a new board member can take the role of Treasurer, at which point Mike will take on the role of Secretary.

Committee roles were also discussed, and board members indicated comfort with the roles that were outlined in the packet.

The slate of officers is as follows:

- Chair – *Charles Ruff*
- Vice-Chairs – *Steve Horning & Deborah Saunders Evans*
- Treasurer – *Mike (interim)*
- Secretary Elect – *Mike (Therese acting as interim Secretary as long as Mike is interim Treasurer)*
- Past-Chair – *Jim Pendergrass*
- Corporate Secretary – *Rob Hoshaw*

Motion to approve slate of officers as presented by D. Turner, seconded by S. Horning. Approved unanimously.

Board members indicated that they're comfortable with the current process to identify an initial slate of officer nominees whereby Dana or Clinton will contact certain board members beforehand and finalizes the slate at a board meeting rather than starting with an open call / discussion at a board meeting. The suggestion was made to make sure board members know that they're welcome to contact leadership team staff proactively if they are interested in talking beforehand about a potential officer position.

E. Staff Conversation 2 of 2 - Rob

Rob briefly recapped the leadership team discussion from last month. The next phase is to backfill capacity for Clinton and Rob with an "Operations Coordinator" position, and those duties were discussed. The options of hiring a permanent position vs. a temporary position were discussed. A conversation will be held

next week with the McKenzie Watershed Council regarding their administrative needs, and whether they'd be open to sharing a position, and for how much time. Potential future foundation grants to support a permanent position were also discussed. Topic put to board for comments/thoughts.

The temporary position seemed attractive to Alan and Steve, as you're not on the hook to pay benefits for a temporary position; a temp, or series of temps may specialize in certain competencies that together make up the job description. Hiring a temp would also allow for time and experience to define a more permanent position for the future. Many members indicated support of a temp position.

F. Collaborative Willamette MOU– Rob

The collaborative Willamette River mainstem aquatic-focused MOU that Rob described last month has been signed. The group submitted the Focused Investment Partnership grant on Nov 2 that would open up a competitive grant program for aquatic projects on the Willamette River.

G. Paperwork Moment – Board members turned in their monthly volunteer match hours.

Program Topics

H. Fundraising Progress Review - Clinton

- Clinton shared his monthly fundraising update on gifts received since last month and the strategy for moving forward. Of particular note, Mountain Rose Herbs has agreed to increase their Business League contribution from \$1,500 to \$5,000. We're also nearly halfway to our Business League goal. Next step is beginning a major push with our individual donors.
- Jim suggested a stock donation idea; where donors would receive the full tax write-off, and the non-profit receives the market value of the stock. All that's needed is an account at a stock market exchange to get that set up. Charles Schwab and Merrill Lynch were suggested, and the process is easy to do. We also don't need money in the account to start; we would just set up the account to receive stock donations and provide donor with the transfer instructions.
- We're also signing up to be a part of the Oregon Cultural Trust, where when the donor gives to LTWC through the Trust, and they receive a substantial tax credit.
- The Wildcraft Urban Apple Drive went really well. There's enough cider to make about 4600 pints, and we would receive 10% of the profits and get our logo on the logo on the bottles.
- Eugene Yoga has agreed to give staff an in-kind wellness donation.

I. Foundation Grant Opportunities – Rob / Clinton

Rob and Clinton shared some of the private foundation grant opportunities that emerged from their participation in the Emerald Valley Development Professionals Meet the Grant Makers event.

- Nike or Weyerhaeuser were recommended as foundations to look into (and other really large businesses or groups that may have foundations)
- Fred Meyer is a business where you can sign up with a rewards card and a certain percentage goes to the nonprofit if you tag it.
- BVA Bank, Wells Fargo, Umpqua, and U.S. Bank are also institutions with foundations.
- Northwest Natural Gas was suggested as another potential avenue, as was RiverBend and Peace Health

J. Public Meeting Topics for Next Year – Rob

Rob briefly outlined some ideas for public meetings that were listed in the packet. Some other topic suggestions from board members include:

- The new stream setback rules from Oregon Department of Forestry to describe and explain what the new rules are.
- Presentation on a biodiversity study on managed forests
- Oregon State University's research about the impact of modern forest management on small streams and hydrology.

Reports & Announcements

K. Staff Reports – Jim

In background

L. Liaison Reports

None given

M. Action Items Report:

- Dana and Clinton are planning to contact Jonathan Powell and Craig Carnegy about potential board candidacy. .

Meeting adjourned at 7:34 p.m. Chair Jim Pendergrass

	Oct 31, 15	Sep 30, 15
ASSETS		
Current Assets		
Checking/Savings		
Money Market (PCB)	4,380.74	4,380.63
Checking (PCB)	77,117.93	144,864.83
Petty Cash	200.00	200.00
Total Checking/Savings	81,698.67	149,445.46
Accounts Receivable		
Accounts Receivable	254,213.96	268,568.07
Total Accounts Receivable	254,213.96	268,568.07
Total Current Assets	335,912.63	418,013.53
TOTAL ASSETS	335,912.63	418,013.53
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	10,336.69	10,336.69
Total Accounts Payable	10,336.69	10,336.69
Credit Cards		
PCB Credit Card	9,248.15	10,385.86
Total Credit Cards	9,248.15	10,385.86
Other Current Liabilities		
Payroll Liabilities		
401K	134.86	134.86
Health Insurance	202.28	202.28
FWT	(574.93)	(574.93)
SUI	1,193.44	1,193.44
SWT	(107.70)	(107.70)
WBF	(12.47)	(12.47)
Payroll Liabilities - Other	12,168.39	12,048.39
Total Payroll Liabilities	13,003.87	12,883.87
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Total Accrued payroll expenses	(9,185.43)	(9,185.43)
Total Other Current Liabilities	3,818.44	3,698.44
Total Current Liabilities	23,403.28	24,420.99
Total Liabilities	23,403.28	24,420.99
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	560,438.90	560,438.90
Net Income	(248,791.46)	(167,708.27)
Total Equity	312,509.35	393,592.54
TOTAL LIABILITIES & EQUITY	335,912.63	418,013.53

Long Tom Watershed Council
Statement of Cash Flows
October 2015

	Oct 15
OPERATING ACTIVITIES	
Net Income	(81,083.19)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	14,354.11
PCB Credit Card	(1,137.71)
Payroll Liabilities	120.00
Net cash provided by Operating Activities	(67,746.79)
Net cash increase for period	(67,746.79)
Cash at beginning of period	149,445.46
Cash at end of period	<u>81,698.67</u>

	Oct 15
Ordinary Income/Expense	
Income	
Grants & Contracts	68,201.44
Donations	
Individual Donation	325.00
Business League	500.00
Total Donations	825.00
Events	
Tickets	60.00
Events - Other	0.00
Total Events	60.00
Interest	0.11
Total Income	69,086.55
Gross Profit	69,086.55
Expense	
Office Supplies	
Willamette Office	158.90
Office Supplies - Other	6.38
Total Office Supplies	165.28
Working Meals	29.00
Contracted Services	
Website/Computer Services	27.87
Technical	17,917.97
Construction	68,349.85
GIS	320.00
Crews	50.00
Total Contracted Services	86,665.69
Equip-Project	
Purchase	213.59
Total Equip-Project	213.59
Education & Involvement	264.02
Materials & Services	13,491.73
Events and Meetings Expense	3,225.50
Reconciliation Discrepancies	1.23
Payroll Expenses	
Comm Payroll Exp Allocation	62.00
Salaries & Wages	32,414.47
Employee Benefits	4,894.73
Payroll Tax Expense	2,802.68
Work Comp	(286.00)
Payroll Expenses - Other	113.96
Total Payroll Expenses	40,001.84
Training/Conferences	247.00

	Oct 15
Travel/mileage	
Mileage	2,900.57
Travel/mileage - Other	222.53
Total Travel/mileage	3,123.10
Equip-Office	
Purchase	1,355.75
Total Equip-Office	1,355.75
Occupancy	
Willamette Office	548.05
Telephone	553.17
Total Occupancy	1,101.22
Dues & Subscriptions	81.25
Bank Fee	5.00
Postage	198.54
Total Expense	150,169.74
Net Ordinary Income	(81,083.19)
Net Income	<u>(81,083.19)</u>

	Nov 30, 15	Oct 31, 15
ASSETS		
Current Assets		
Checking/Savings		
Money Market (PCB)	4,380.85	4,380.74
Checking (PCB)	410,406.76	77,117.93
Petty Cash	200.00	200.00
Total Checking/Savings	414,987.61	81,698.67
Accounts Receivable		
Accounts Receivable	37,588.66	254,213.96
Total Accounts Receivable	37,588.66	254,213.96
Total Current Assets	452,576.27	335,912.63
TOTAL ASSETS	<u>452,576.27</u>	<u>335,912.63</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	11,920.09	10,336.69
Total Accounts Payable	11,920.09	10,336.69
Credit Cards		
PCB Credit Card	11,788.72	9,248.15
Total Credit Cards	11,788.72	9,248.15
Other Current Liabilities		
Payroll Liabilities		
401K	134.86	134.86
Health Insurance	202.28	202.28
FWT	(574.93)	(574.93)
SUI	1,193.44	1,193.44
SWT	(107.70)	(107.70)
WBF	(12.47)	(12.47)
Payroll Liabilities - Other	9,305.43	12,168.39
Total Payroll Liabilities	10,140.91	13,003.87
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Total Accrued payroll expenses	(9,185.43)	(9,185.43)
Total Other Current Liabilities	955.48	3,818.44
Total Current Liabilities	24,664.29	23,403.28
Total Liabilities	24,664.29	23,403.28
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	560,438.90	560,438.90
Net Income	(133,388.83)	(248,791.46)
Total Equity	427,911.98	312,509.35
TOTAL LIABILITIES & EQUITY	<u>452,576.27</u>	<u>335,912.63</u>

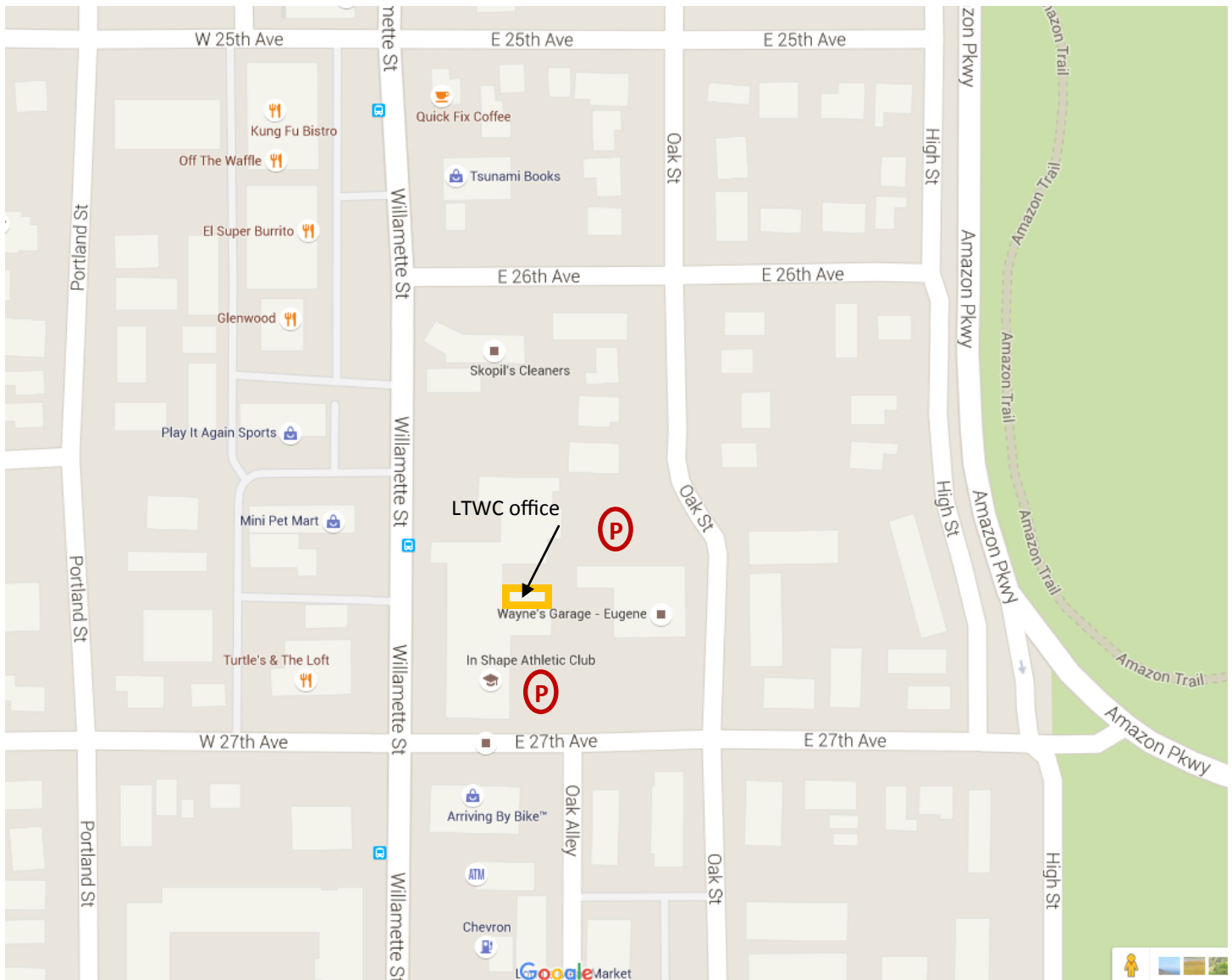
Long Tom Watershed Council
Statement of Cash Flows
November 2015

	Nov 15
OPERATING ACTIVITIES	
Net Income	115,402.63
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	216,625.30
Accounts Payable	1,583.40
PCB Credit Card	2,540.57
Payroll Liabilities	(2,862.96)
Net cash provided by Operating Activities	333,288.94
Net cash increase for period	333,288.94
Cash at beginning of period	81,698.67
Cash at end of period	<u>414,987.61</u>

	Nov 15
Ordinary Income/Expense	
Income	
Grants & Contracts	275,313.83
Donations	
Individual Donation	1,689.00
Business League	750.00
Total Donations	2,439.00
Interest	0.11
Total Income	277,752.94
Gross Profit	277,752.94
Expense	
Office Supplies	29.99
Working Meals	10.00
Contracted Services	
Website/Computer Services	81.00
Technical	10,935.04
Construction	37,288.78
Other	2,600.00
Crews	42,924.00
Total Contracted Services	93,828.82
Education & Involvement	(410.50)
Materials & Services	26,817.00
Payroll Expenses	
Comm Payroll Exp Allocation	22.00
Salaries & Wages	31,246.70
Employee Benefits	4,875.53
Payroll Tax Expense	2,628.92
Payroll Expenses - Other	113.96
Total Payroll Expenses	38,887.11
Training/Conferences	147.00
Travel/mileage	
Mileage	1,612.78
Travel/mileage - Other	37.95
Total Travel/mileage	1,650.73
Equip-Office	
Purchase	150.00
Total Equip-Office	150.00
Risk Management	52.00
Occupancy	
Willamette Office	3,243.94
Internet	365.36
Telephone	(2,577.44)
Total Occupancy	1,031.86

	Nov 15
Bank Fee	5.80
Postage	150.50
Total Expense	162,350.31
Net Ordinary Income	115,402.63
Net Income	<u>115,402.63</u>

Directions to LTWC's Willamette Street Office (15 E. 27th Ave)



If coming from the North (Monroe, Cheshire):

1. Take Hwy 99 south to Beltline East
2. Take the exit for Delta Hwy S and take the right fork of the Y for downtown / fairgrounds
3. Continue straight off the freeway onto Jefferson and follow until you hit the T; turn left onto 13th Ave (it's a one way)
4. Turn right onto Willamette St and then left on 27th Ave.

P Parking: There are parking lot spaces between In Shape Fitness and Wayne's Garage off 27th Ave, and another, larger lot off Oak Street between 26th and 27th Ave. Street parking is also free on both 27th Ave and Oak Street.

Our office is located in the back of the offices that face Willamette St, and directly east of Wayne's Garage. You'll notice a covered bike rack right near our office, and the swales we installed on the north side of the building. Our logo is on both doors.