

Long Tom Watershed Council
Board of Directors AGENDA
Thursday, October 6, 2011. 5:30 p.m.

Chair Jim Pendergrass

Pre-meeting Q&A time @ 5:00 p.m. Staff are available for new or continuing board members to ask any questions of staff – e.g. notebook materials, agenda topics, forms, voting, projects, education, other – *Available: Dana, Cindy, Rob, Jason*

5:30 Introductions Roundtable introductions: Three things that include something about you, your land, your organization, and/or your family. Include something surprising or unusual!

6:00 Business Topics

- A. Minutes: **Decision**: approve meeting minutes for Sept – *Secretary Turner*
 - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Aug – *Treasurer Kasckos*
 - 1. Profit and Loss by Job report – *Dana Dedrick*
- C. Committee Reports – please see written background – *Committee Reps*
- D. Nominate and Elect Officers: **Decision**. Approve check signers: **Decision**. Other roles – *Jim & Dana*
- E. Paperwork moment: Your volunteer hours – *Secretary*

6:30 Program Topics

- F. Annual Meeting & Celebration Debrief – Roundtable feedback. 1. Report key conversations with landowners & attendees. 2. Note elements that worked and things you'd change. - *All*
- G. Major Restoration Projects being proposed for this cycle – *Cindy Thieman*

7:30 Reports & Announcements

- H. Staff Reports: Feedback is requested on info provided in background
- I. Liaison Reports: Reports, announcements, watershed observations
- J. Action Items Summary

7:45 Adjourn

Next Council Meeting: TBD, Probably November 29, 5:30 p.m.

Next Board meeting: Thurs, November 3, 5:30 p.m.

Background for Agenda Items

- A. Minutes** – September Board meeting minutes are attached. Secretary Turner will receive comments and changes at the meeting and ask for approval. Action items will be briefly reviewed for completion.
- B. Treasurer’s Reports** – August financial reports will be sent as soon as they are available from the Treasurer. Treasurer Kacskos will present the report along with any changes or corrections that will be made, answer questions, and ask for approval. The Profit and Loss by Job report for the year will be provided by Dana.
- C. Committee Reports** – *primary contact listed (not necessarily who prepared the report)*
- **Resource Development** – *Deborah*. On behalf of the Committee, Deborah and Dana are working to finalize the contract with Dolly Wooley and Ronnel Curry and submit the Ford Family Grant application for our capacity to do this work. Dana reports to the board that the revenue from the grant will not come until after we are started on our consultant work. This represents a risk of \$5,000 if we don’t receive the grant; a risk Dana feels strongly about taking due to effort already expended and current momentum as well as our overall budget size and reserve capacity.
 - **Personnel Committee** - *Jim*. The performance review of the Executive Director has not been conducted yet as the committee has not been able to find a time to meet.
 - **Education & Involvement** – *Max for Mandy*. This committee will meet by end of October to plan our public meetings (formerly known as council meetings) for this November (29th), and for 2012.
 - **Operations** – *Steve*. This committee has not been called together recently.
 - **Technical Team** – *Cindy* – We have moved the Technical Team Summit to December, hoping to catch people during a “slower” season as we were not able to pull them together in June. We are currently focusing their technical attention on reviewing our proposed projects, helping in the field, and speaking at our public meetings. We would like to have a Board member liaison to this committee as Kat Beal, former Chair of Tech Team, is no longer on the Board.
- D. Officers & Check Signers** –

Nominate officers - The bylaws indicate that officers are to be elected at the first meeting following the Annual Meeting. Being an officer is fun and you have a lot of staff support in this organization for the work. Officers’ role overall is to provide leadership for the council and be the first set of folks available for feedback and guidance for staff. Nominations are now open. FYI, Jim is stepping down from Chair or officer role this year due to other obligations. Please prepare to nominate your fellows or self-nominate – both are quite welcome.

Please send in nominations to both Jim and Dana before the meeting: jimpendergrass@peaksy.org and coordinator@longtom.org. (Dana will work with the information and Jim provides a cross-check transparency). You can also nominate at the meeting. We'll have the first set of nominations ready on the flipchart. Just a name and the office/s proposed will do. At the meeting we'll review what's involved in Officer Roles briefly for any questions. *Please see also the attached Organization Charts.*

Positions: Chair, Vice-Chair, Treasurer, Secretary. Please note that the Board must have a Chair and a Treasurer as those are required by law. Some offices can be shared. For the past few years we've had multiple Vice-Chairs. This past year we've had two Secretaries also - a Membership Secretary and Corporate Secretary. It is recommended by nonprofit gurus to have your Executive Director be your Corporate Secretary so all the federal and state corporate correspondence maintains through the Council office and can be signed by the E.D. *Please note that LTWC uses the council office address and phone in lieu of board members' addresses and phone numbers to maintain their privacy (and limit this source of junk mail/telemarketing), with the exception that a copy of the bank statements are sent directly to the Treasurer by the bank – this maintains fiscal controls.*

Election process: The process is, generally: take nominations, write a list of nominees per position on the flipchart, check for acceptance of nominations. Hold election by affirmation/agreement or secret ballot as appropriate. We have the option of electing just a Chair or lead officers until the next meeting in order to allow new members a chance to receive some training and better participate, although we can also provide this "on the job" quite easily as there is a lot of staff support for all the officers.

Review Check Signers - Currently our available check signers are 4 board members: Steve Cole, Charles Ruff, Deborah Saunders Evans and Jim Pendergrass, plus Dana Dedrick. This year none of our check signers have rotated off the Board so we can carry forward. Please note we would have to collect information and make a new signature card at the bank if we change signers so there is an administrative burden associated with a change.

Other Roles – Kat Beal has resigned from her role as our member on the local Small Grant Team for the Upper Willamette West area. This partnership includes LTWC, Marys River Watershed Council, Benton Soil & Water Conservation District (SWCD), and Upper Willamette SWCD. Using established local priorities the Team considers and awards up to \$100,000 per biennium (2 years) in up to \$10,000 increments. Proposals are from councils and SWCDs with a 30-day turnaround to the applicant (this includes a 2 week turn-around review among the Team members). Chief communication is chiefly by email and email is required to participate. There is an active Chairperson that will continue indefinitely, Paul Reed. Tom Bedell (Benton), and Tom Murphy (Marys) are the other members.

- E. **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 Steering meeting.
- F. **Annual Meeting Debrief** – Let's go around the table and have each person give: 1) a brief synopsis of any communications they had with someone that may be in line with work we've done or want

to accomplish, 2) the “pluses” and “things I’d change” about the event and get that up on the flipchart. Helps us for next year’s planning!

Annual Celebration by the Numbers:

- 75** – total number of guests (67 adults, 8 children), bringing in \$1,130 in tickets
- 44** – hours volunteers contributed before and during the event (this is in addition to board members)
- 12** – Amazing Board members lending their support!
- 18** – raffle prizes, bringing in \$620
- 10** – council members who were “Celebration Sponsors”, donating a collective \$305
- 9** – farms and businesses that donated delicious local food for the hors d’oeuvres
- 8** – people receiving awards
- 6** – project landowners in attendance
- 5** – “Event-level” sponsors of \$250 or more
- 5** – wonderful volunteers who helped with setup/cleanup, registration, raffle, and food
- 6** – kids enjoying an afternoon at the farm
- 3** – families in attendance new to the Council
- 2** – adorable babies getting lots of attention
- 2** – “Table-level” sponsors of \$100 or more

Staff Feedback

- The event received a lot of positive feedback and compliments from guests, both local and from afar. Overall, we had 75 people in attendance, achieving a critical mass of enthusiastic supporters. Most importantly, the guests represented a broad spectrum of stakeholder types, notably farmers, urban residents and business owners, local and federal government, project landowners, and Board alumni. While we may not have broken any prior Annual Meeting attendance records, there was high energy in the audience and strength in the support shown by such a diversity of people.
- The array of colorful and delicious local foods really showed off the “bounty of the watershed,” and we received many compliments on the food. The caterer forgot the beverages but we had some contingencies.
- People really seemed to enjoy the raffle and it was run very efficiently and in a fun way. Many thanks to those of you who helped secure prizes! The folks who participated spent a fair amount of money--\$620. The total value of the prizes exceeded \$1,700. Ultimately, it would be nice to have at least a 1:1 ratio of revenue for the cause to prize values. An idea for next year is to use the Annual Meeting newsletter to highlight the prizes and values. In addition, by having them secured early enough for that, we can base the fundraiser method and rules on the value of the prizes. We also have noted that when we silent-auction prizes off during dinner/program/wine, which works best in indoor meetings, we can generate more revenue. Our outdoor silent auction didn’t work very well a few years back.
- The program was structured and exceeded well – easily accommodating a couple problems that arose, from the band being over an hour late to the fact that we didn’t achieve a critical mass with our attendance until after 1:30. One idea is to advertise a

“program start time” on flyers and outreach so that it’s clear to people that there is a progression to the event and may discourage people from showing up late.

- Jason and Charlie were able to cover for Lynne’s absence very well, as she had a family emergency. We feel this shows the benefits of scheduling at least 2-3 speakers to provide some insurance in the event of unforeseen circumstances.
- **The celebration was a big success because of the help from all the dedicated Board members and volunteers who contributed their time and energy – this was an impressive and inspiring example of Board involvement and staff gives you our deepest thanks!**

G. Restoration Projects – Cindy Thieman will describe the major restoration grant proposals the Restoration Team is working on for the OWEB Oct 17 deadline, and the OWEB SIP (Special Investment Partnerships) early November deadline.

H. Staff Reports –

1. **Volunteer Accident Insurance** - The Council will purchase a Volunteer Accident Insurance policy unless the Board disagrees - let Dana know at the meeting if this is the case and we’ll postpone.

From Rob - We have been researching liability coverage in the event that a volunteer is injured while working on behalf of the Council. This started as a question of protection for landowners when volunteers are working on their property, and our lawyer advised that it is actually the Council that assumes most of the risk. Landowners are covered under state law in multiple ways as long as there was no willful or intentional conduct or negligence involved. The Council’s General Liability policy currently covers damages volunteers cause to other people or property while working on behalf of the Council, including if we are sued by a third party, but this policy does not cover volunteers who injure themselves. The Council’s worker compensation insurance only covers people receiving compensation while working on behalf of the Council.

LTWC uses a volunteer accident waiver (which Board members also sign) that asks the volunteer to understand that they are assuming all risk for activities while volunteering for the Council in all activities, and they acknowledge they have health insurance to cover medical costs if they are injured. In reality, a Volunteer Accident policy would provide protection for under-insured or uninsured volunteers and thus protect the Council from a majority of possible lawsuits in this area.

The policy we’ve chosen covers a maximum of \$100,000 for accident medical expenses, \$25,000 coverage for accidental death, \$50,000 for accidental dismemberment, \$50,000 for combined accidental death/dismemberment/paralysis, with a total limit per accident of \$500,000. The annual premium is \$300 and covers up to 100 volunteers working simultaneously. This policy would also add an extra layer of protection for the Council by covering some of the legal expenses involved if we are sued by an injured volunteer.

2. **Contracts newly signed:**

- Professional Services Contract with the City of Eugene. Title: **“Watershed analysis, restoration, monitoring, and education.”** Amount: No more than **\$16,000** per year.

Effective Dates: 9/14/11 – 6/30/2013. Description: (same as previous contracts). LTWC acts as a contractor for the City to provide services related to oak savanna and prairie restoration, continued work on the Wild Iris Ridge property, and assisting as a key collaborator on the Willamette regional floodplain team, TMDL technical support, Amazon Creek data collection, public learning opportunities, community involvement, and other capacities.

- Funder: EPA Title: **Amazon Creek Toxics Outreach and Action.** Amount: **\$47,000** Effective Dates: 9/1/2011 – 8/30/2013. Description: Outreach and education to compliment the monitoring, strategy, and project implementation funds we had for the Amazon Creek Initiative (and Pesticide Stewardship Partnership part of that program). This fills a gap between data and implementation and allows Jason Schmidt to devote significant time to education and project development.
- Multiple contracts with local contractors for mowing, and misc. restoration services.

3. Correspondence & Media

- None this period.

4. Program & Project updates

Resource Development – Contract negotiations are in their final flurry (signing anticipated mid – October), and then work with the consultants begins in earnest through early next summer. We will reserve time on the November Board Agenda for this topic but this is a heads up – let the fun and challenge begin!

Amazon Initiative – The Amazon Program Committee meeting is close to having its next major meeting date set (mid-October) and we'll have our first shot at seeing the data from our sampling conducted this spring and early summer. Jason will attend a 4-day advanced training on Community Based Social Marketing that we are very excited about and will significantly deepen LTWC staff skill set.

Restoration - We are in the last few weeks of work on multiple restoration projects and are happy to report the summer went very smoothly despite the Restoration Team having to push hard to work on 11 fish barriers as well as an upland project and all the stewardship and monitoring for the year. Josh Harrison, Restoration Technician (focus on Uplands, Stewardship, GIS, and). We are planning to rehire but a bit worried about funding.

Landowner outreach and Education – Outreach in Bear Creek is still in the start-up phase although Owens Creek is well along with multiple projects in place or funded. We have just applied for some NFWF funding to allow staff to spend the right amount of time on that, and to pay for some project designs (with some Lane County match for 2 culvert designs).

- ### **5. Other updates** – may be provided orally by Dana.

- I. **Liaison Reports** – This is mostly reserved for formal liaison roles however if you have a key announcement from your organization or other relations in the community, please share that! **As our Individual Giving Program starts to really build this Fall we'll want to look for all the community connections, so share your announcements, even if it's brief.**

Current formal liaisons:

- **GWMA** – Jim Pendergrass
- **Small Grant Team** – _____
- **RAC, Rivers to Ridges** – Dana Dedrick

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, September 1, 2011
751 S. Danebo Ave., Eugene, OR 97402**

Present: Steve Cole, Sue Kacskos, Jason Hunton, Max Nielsen-Pincus, Jim Pendergrass, David Ponder, Deborah Saunders Evans, Chad Stroda, David Turner

Absent: Kim Carson, Carl Harrison, Charles Ruff, Therese Walch

Guests: Mike Brinkley and Lindsay Reaves (2011 Board Candidates)

Staff: Dana Dedrick, Josh Harrison, Rob Hoshaw, Jason Schmidt

Meeting called to order at 5:37 p.m. by Chair Jim Pendergrass

Business Topics

A. **Approve August Executive Committee Minutes** – *Secretary Turner*

Jim called for questions or comments.

Dana – correction for budget vs. actual for FY2011 Quarter 4 report. Although all the line item numbers were correct, the final budget to actual is 103% on the positive side (vs -3% as reported due to a spreadsheet calculation error) mostly due to grant revenue timing (vs actual new funds), as well as some new funds and saved expenses during the year.

Deborah thought it was a good decision to switch names from Steering Committee to Board of Directors. Jim feels it's a more appropriate recognition of roles and responsibilities. Deb – also more appropriate for fundraising.

**MOTION TO APPROVE AUGUST EXECUTIVE COMMITTEE MINUTES
by D. Turner, seconded by D. Saunders Evans. Approved
unanimously.**

B. **Approve July 2011 Financial Reports** – *Treasurer Kacskos*

Profit & Loss Report – We received \$10,636 in grants and contracts in July, mostly from ODFW. We also received some donations in July. Our gross profit was \$10,250 and we ended up with a net income of \$10,165 for the first month of fiscal year 2012.

Statement of Cash Flows Report – The corrected version is shown in the packet, with cash at the end of July of \$211,926. Our cash went down a little in July, as we started with \$225,928.

Balance Sheet Report – Notes that our money market account went from a balance of \$181,769 to \$226,716 from June to July. That is mostly due to a transfer of \$40,000 from money market to checking to pay for project implementation costs.

Question – why do we have \$0 in payroll expenses for July? Dana/Jim – This has to do with accrual because we incur payroll expenses during June 1-30 but run payroll in first week of July. However, the fiscal year closes on June 30 and we're on accrual method of accounting which means we have to show revenue and expenses as they are incurred. This means that we have to accrue payroll back into the month that the work was done, and thus expenses incurred. In this case, back to the previous fiscal year, so it disappears from July and looks like a \$0 and correspondingly, June shows double payroll. In the end, each fiscal year has 12 months of payroll expense.

Sue notes that we continue to be in a consistently strong financial position. There's a little fluctuation, but we're mostly the same.

Max asks what the \$32,000 in "other current liabilities" refers to. Dana – Other liabilities" in this case reflects the accrual entry for July payroll back to June to close the fiscal year (inclusive of wages, payroll taxes, 401k, employee benefits).

MOTION TO APPROVE JULY 2011 TREASURER'S REPORTS by D. Saunders Evans, seconded by J. Hunton. Approved unanimously.

Dana and **Jim** note that we're going to table the Profit & Loss by Job Report until the next Board meeting.

C. **Committee Reports** – *Jim, Deborah, Max*

Resource Development – *Deborah*

Deborah and Dana have been working hard on the Ford Family Foundation grant as well as working on a contract for the consultant. The Resource Development Committee affirmed the recommendation to choose Ronnel Curry and Dolly Wooley. They will be able to provide us with a multi-faceted fundraising strategy. We are currently in the process of negotiating their contract, but we are confident it will work out to cost what we have to work with. In regards to the grant, Deborah was envisioning a program that included different phases, and that's what the grant proposal reflects, with some tweaking needed. We also interviewed one other consultant, Bill Winkley, who had a great deal of nonprofit experience. He met with Dana and Deborah for three hours and offered to come back and talk to the committee. We may be able to get him to volunteer some, and he's helped us make final decisions on how to structure grant application.

Jim adds that we'll submit application and begin process of consulting by mid-late October. Feels that this fundraising piece is gaining some traction and thanks Deborah and RDC's work on this.

Deborah notes that we achieved 100% board giving for the first time and thanks the group.

Education & Involvement – Max

Monday's E&I committee meeting talked first about the committee's scope of work, and that we will meet approximately every other month to focus on one issue at a time. The meeting's primary topic was Annual Meeting outreach. The committee reviewed the outreach materials, made suggestions on who should receive an invitation in the watershed community, and people signed up to contact some people personally and make some phone calls closer to the meeting and post flyers at different places in the community. The final topic was looking ahead to future meeting topics for general Council meetings.

Dana adds that this is the time to tell us if you have any recommendations for an invite. We always say "if you make it to one meeting a year, this is the one."

Personnel – Jim

The Personnel Committee comes together each year to develop a performance review for Dana. Jim has synthesized comments for a draft performance review based on Dana's key activities report. Jim would like to ask several people to review his draft, add their input, and sit down with Dana and have a discussion. He would like Deborah, Dave Turner, Dave P, and Jason to read the draft. Jim will have something to them within a week. Offers to have any other board members provide feedback who would like to by sending Jim an email.

ACTION ITEM: Deborah, David Turner, David Ponder, and Jason will read Jim's draft performance review for Dana. Jim will send that to them in about one week.

Program Topics

D. Annual Meeting – everyone

1. New Board Candidates – Dana

We have our official slate for Board election: Lindsay Reaves, Mike Brinkley, and Beth Krisko. Beth just got a job at Northwest Youth Corps. We also contacted Rusty Rexius, and we were the one organization's board he considered working with this year but in the end he is overcommitted. He's currently on our Amazon Initiative Program Committee, and will probably serve on our board later on. Cary Hart will also consider serving in the future. Lindsay will serve this year as a forestry representative; she is committing to one year instead of four. Mike is a retired organic chemist and also has formal ties to fisheries organizations; he also has volunteer experience with us and calls himself a "working board member." They will be voted on as a slate at the Annual Meeting.

2. Sponsors – Rob, David P., David T, and Deborah

A handout was provided of current Annual Meeting sponsors, raffle prize donors, and food ingredient donors. We will also have celebration sponsors; people have the option to add a donation on their registration form.

David T. notes that some of the raffle prizes have a much larger value than others. The plan is that we're going to require a minimum number of tickets to enter to win some of the larger prizes. We want the donors to feel that we've generated a good amount of money from their donation. We could staple 5 or 6 tickets, or they could redeem them for one slip in the bucket.

David also feels that we could stagger the raffle drawing during the event by drawing winners at different times. Jason – might be able to donate 5 or 6 bags of flour from the Camas Mill. Chad – will donate a Christmas tree (up to 8 feet) that's worth about \$40.

David P. notes that for food ingredients, we have a lot of fresh produce, garbanzo beans, pork, local wheat, pumpkins, fruit for a dessert, dried fruits and nuts, and tahini from Hummingbird Wholesale. We still need meat for the satay. We have about 6-7 lbs of pork from Laughing Stock Farm, but we could use up to 30 lbs of meat. Asks if anyone knows of places to ask for meat. Suggestions: Eric Freepons – grows lamb; Aaron Silverman; John Neumeister at Cattail Creek Lamb. David also adds that we could use cheeses, such as feta or goat cheese.

ACTION ITEM: Rob will provide David Ponder the names and phone numbers of people who could provide lamb for the event.

3. Agenda – everyone

An internal draft agenda was included in the packet. The Board went through the event from arrival and set up through take down. Everyone had an opportunity to review their roles, change roles, or sign up for other needs.

Dana emphasized that there will be a staff complement to every major role.

Deborah asked if we should refer to the Board election as an "election." **Jim** clarifies that people sign in to register to vote, and since we need a majority to vote "yes" for the slate (70%), then it is an election.

Notes on the Raffle:

David T. feels that we should indicate when the raffle is going to end in the agenda. It seemed like a likely place have a "last call" for raffle ticket sales is between the end of the project tour and the beginning of the program. **Dana** doesn't feel that we necessarily have to require raffle winners to be present to win, but after a brief discussion, it seemed the Board was leaning towards requiring people to still be present for the drawing in order to win.

Chad suggested that we use different colored raffle tickets to represent different values (i.e. a red ticket could be worth \$1, a blue ticket worth \$5, a green one worth \$10, etc).

Role Recap:

- David Turner will run the raffle and oversee rules
- David Turner will also help take photos
- David Ponder will be in charge of overseeing the food
- Deborah will help present the awards
- Max volunteered to help with clean up after the event
- Media & videographer liaisons: Jason & Jim

ACTION ITEM: Rob will make a new agenda to send out to Board members, showing the updated order of events and roles, before the Annual Meeting.

E. Slideshow of Restoration Projects – Josh

Josh presented a slideshow of current restoration projects and ongoing work that the Council is working on this summer. The PowerPoint presentation will be posted as a pdf on the secure Board login of the website. Current summer work includes:

- Removal of 11 fish passage barriers (including currently at Mattson's on Jordan Creek and West Fork Jones Creek)
- Oak savanna and woodland enhancement at Kime, and Erickson ownerships
- Continued implementation at Wild Iris Ridge, Art Johnson's, Heather Sogge's, and the Murphy's.
- Maintenance & Monitoring

Questions:

David T. asked if Jordan Creek is dammed temporarily to replace the culvert. Josh explains that we route the flow of the creek around the work site by pumping the water. We need to “de-fish” or rescue the fish in the work area; found cutthroat trout, lamprey, redbreast shiners, and other natives.

Josh explains the scale of the project is about 0.5 miles, and it opens up about 3 square miles of drainage for fish habitat.

Josh clarified that the Kime property is located about one mile from 126 off of Dukhobar Road.

Max asked if 40 acres is a typical sized property for oak and prairie restoration. Josh explained that Kime's is a little different because the 40 acres is mostly prairie in the middle with oak around the edges—we were working around the edges. Usually, we look at restoring prairie and oak habitat of 60 acres or more.

Josh also clarified that the landowners are taking care of the larger pieces of wood and using them for firewood; the other smaller pieces of brushy material

are being ground up. Also mentioned that we needed to spray scotch broom, and that the landowner is going to put goats on the property to help manage regrowth. Mentions that the Kimes are members of the Willamette Valley Grazing Group organization.

While talking about the West Fork Jones Creek culvert replacement on BLM land, it was mentioned that we have some money leftover in the RAC funding to fix the South Fork Ferguson Creek culvert replacement project that was completed last summer. The leftover money will be used to place larger rock in the stream bed of the culvert, as some had shifted and moved downstream during the winter flows.

David T. asks whose responsibility it is to pay for mistakes from a contractor. Dana explains that in this case, since we had money left over in the grant, it was more efficient to pursue fixing the problem this way. You also need to consider the costs of bringing a complaint to court vs getting to resolution in a more cost-effective way. We already know we don't want to work with that contractor again.

It was also clarified that Oregon State law designates when you can work in a stream so that you can avoid impacting fish spawning periods. It's estimated that the legal period is sometime between June and October.

F. Orienting Members at October Meeting & Beyond - Dana

The last page of agenda packet contains a board training survey. We always give this to new Board members, but we would also like to ask continuing members to think about any information or topic that you don't know about that you would like us to tell you about. Dana requests that Board members let her know by sending her comments, and the appropriate staff can meet with a Board member about a particular topic.

Dana also explained that last year we offered half hour trainings for new Board members before each of the first four meetings. This year, we want to integrate a lot of learning into Board meetings, especially in regards to fundraising, the Technical Team Summit, etc. Emphasizes that we want the Board to feel fully supported in talking more about what we're doing for the rest of the year.

Jim emphasizes that with the Meyer Model Watershed 10-year program and the Amazon Initiative, there was the feeling that all board members need to have a comprehensive understanding of key elements of the Council's work. Rather than hold pre-meeting trainings, we want to make learning an integral part of the meeting for all Board members.

G. Board Calendar of Topics: 2011-2012 - Dana

Dana and Jim mentioned that we are going to have a discussion at a later Board meeting about upcoming Board meeting topics. One will center on developing a more in-depth strategy around the Model Watershed and Amazon Initiative programs.

Deborah asks if next year is when we do the next Council self-evaluation.

Max mentions that we will not have to do a self-evaluation as required by OWEB for Council Support funding for the current biennium, and we likely won't have to fill out a Council Support grant application for the next biennium either. There are changes to process to make the funding and reporting simpler.

Dana explains that in that case, we will likely have some sort of scheduled debrief, but it may not be as structured as the self-evaluation was last year. Before OWEB required certain elements, we used dinners at people's homes, campfire chats, or other more fun ways for us to talk about our progress and look for areas of improvement.

Jim requests that the Board give him and Dana feedback for what they'd like to see for topics. We've talked about having a Board project tour as a way to get a more deep understanding of what's going on. We want to hear what topics other members would like to see.

Dana mentions that the fundraising consultants will join us for either an October or November meeting to meet the board and learn what other interactions they'll want to have.

H. Staff Reports

Dana announces that we were awarded another ~\$200,000 through the BLM Resource Advisory Committee that will fund removing two other culverts on Owens Creek. Within three years, we may have all of Owens Creek as free-flowing habitat for cutthroat trout!

Max notes that the Council Support grant will likely go to \$6 million total funds available through OWEB, which will likely increase our Council Support award for this biennium.

Dana mentions that a professional photography may come to the Annual Meeting; this person would do photos on behalf of the Model Watershed Program. A videographer is also likely to come to the meeting. The project is \$250,000 through Meyer Memorial Trust and highlights water quality in the Willamette Valley. The videographer tells a story from under the water. We could also use excerpts on our own YouTube channel. We will own all the pictures and will be able to communicate the Model Watershed Program on behalf of Meyer Memorial Trust.

David P. feels that this is an obvious link between messaging and marketing.

Dana notes that we want to start motivating people to get amped up for the Amazon Initiative, and she welcomes ideas on how to communicate the program.

Deborah feels that we could incorporate the Amazon Initiative into our next ask, and there was general nodding in agreement that this is a good idea.

Jason S took a moment to point out the draft Amazon Initiative flyer. One suggestion was to highlight or call out the mainstem of Amazon Creek on the map on the back of the flyer. Jason would like to create a business folder of fact sheets and materials that we can supply businesses for training employees-- items that we can have ready to go before the outreach part is fully up and running.

Jason H asks how far we are from getting the first data results back.

Jason S - by the end of September, subject to DEQ lab. We're going to hold a Program Committee meeting at the end of the month so we can get other important aspects started, even if we don't have the data at that point yet.

Deborah asks if Jason has coordinated with Kathy Eva yet. Yes, she has photos and resources going back 20 years.

I. Liaison Reports

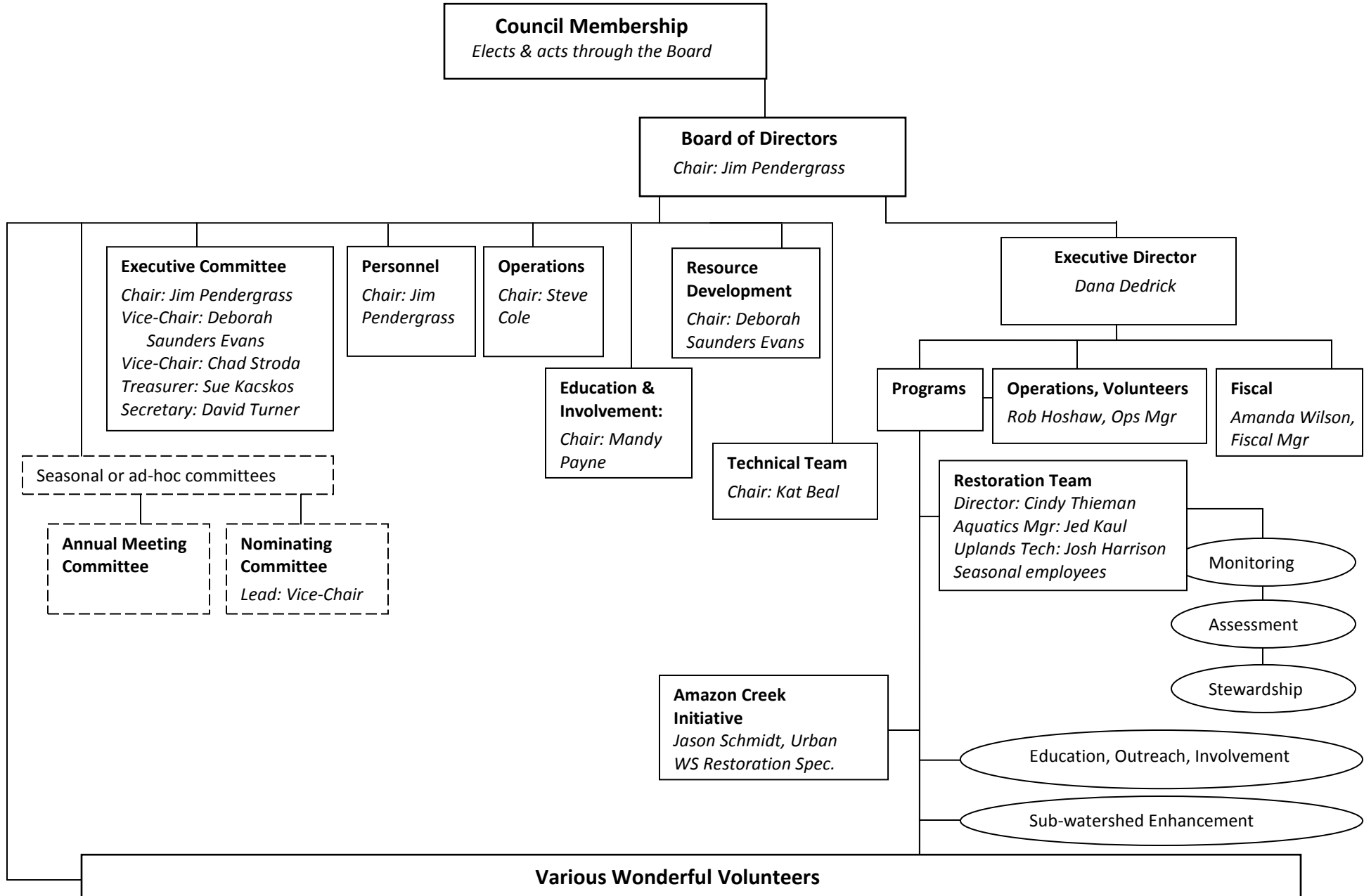
Jim - is the liaison for the Groundwater Management Area (GWMA). They do well monitoring for nitrates, and there are a couple of well tests sites within the Long Tom Watershed, north and east of the Long Tom River. The next meeting is towards the end of October. The organization is like an inter-agency EPA, made up of community people, folks from Oregon State University, and local politicians.

Meeting adjourned at 7:27 p.m. by Jim Pendergrass, Chair.



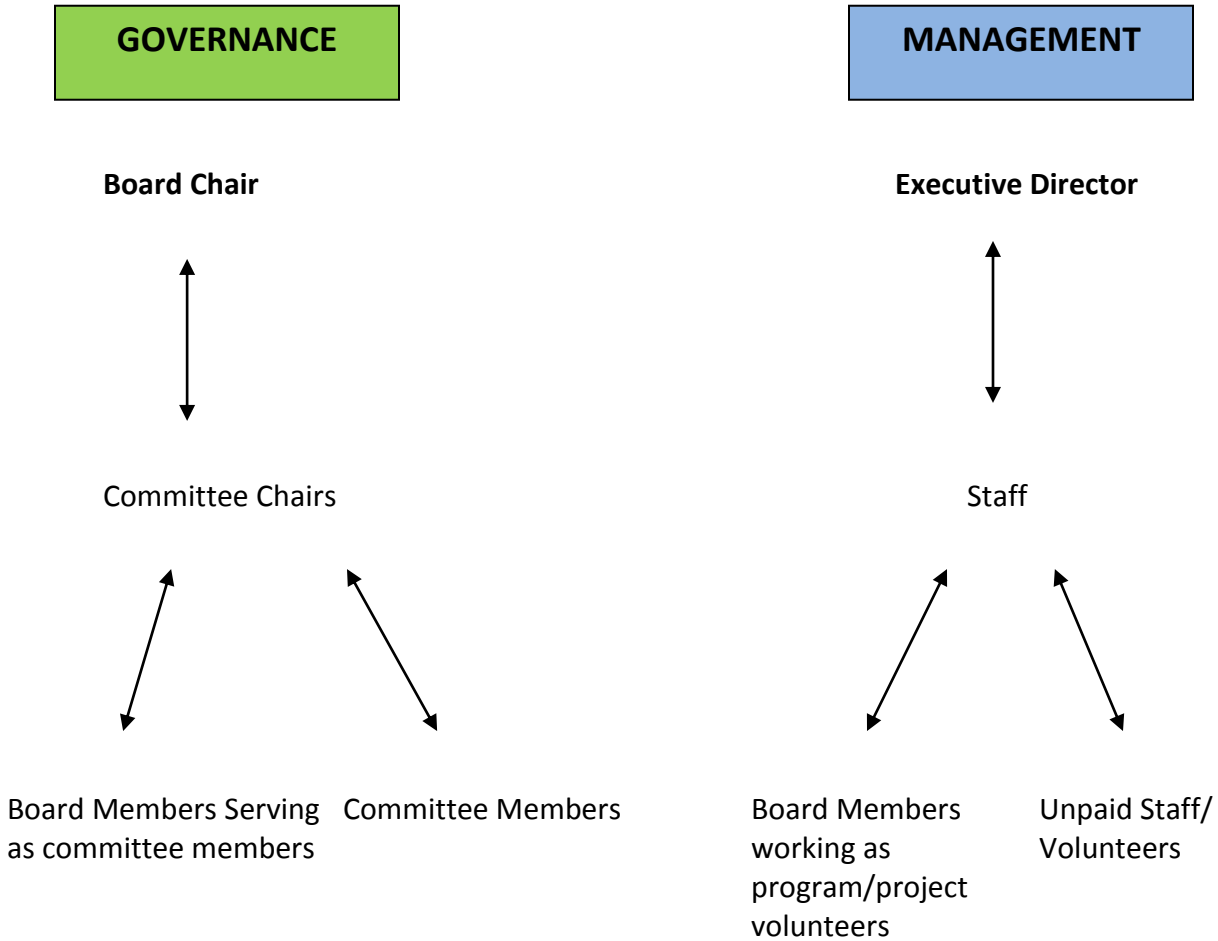
Long Tom Watershed Council Organization Chart

10-1-11





Lines of Authority





Leadership / Officer Position Descriptions

Long Tom Watershed Council

Chair / President (required by law)

- ☞ Performs regular duties of a Board member
- ☞ Serves as the **Principal Officer** of the organization
- ☞ Partners with Coordinator in achieving the Council's mission and **supervising all of the affairs of the Council** to ensure that all orders and resolutions of the Board are carried into effect:
 - **Signs documents** (e.g., contracts, grant agreements, letters)
 - Serves as default **spokesperson** for Council after the Executive Director, or jointly with
 - **Attends key meetings and conferences** as able and/or encourages at least one board member to attend
 - **Reviews significant issues** confronting the Council with the Coordinator
 - **Meets regularly with Coordinator/E.D.**; is available for other consultation
- ☞ Provides **leadership** to the Board, which sets policy and to whom the Coordinator is accountable:
 - Helps guide, facilitate and mediate Board actions with respect to organizational priorities and governance concerns
- ☞ **Chairs Board meetings** after developing an agenda with the Coordinator:
 - Plans board agendas; arranging topics, timing or background materials as appropriate. Ensures learning opportunities are provided for board members.
 - Sets roles for meeting as necessary (e.g., timekeeper, secretary)
 - Recognizes speakers; checks in with all members at least once during meeting
 - Summarizes and closes conversations
 - Tracks motions and collects comments
- ☞ Encourages Board's role in **strategic planning** – reviews strategic plans regularly
- ☞ **Oversees committee work:**
 - Calls together **Executive/Operations Committee** as necessary
 - Arranges for leadership, membership and direction for all committees, in consultation with other Board members
 - Arranges for committees to report to the board regularly
- ☞ **Monitors financial** planning and financial reports
- ☞ Plays a **leading role in fundraising activities**, as appropriate
- ☞ Ensures **annual evaluation** of the performance of the Council in achieving its mission
 - Serves on committee to **review Coordinator's performance.**

Support staff provided: Executive Director



Leadership / Officer Position Descriptions Long Tom Watershed Council

Treasurer (required by law)

- ☒ Performs regular duties of a Board member
- ☒ Serves as **chief financial officer** of the Board
- ☒ Works with Executive Director to develop **annual budget**
- ☒ **Reviews financial statements** prepared by Fiscal Manager & Executive Director
- ☒ **Presents financial reports** to the Board for approval
- ☒ Ensures existence of adopted and updated **financial policies and procedures**
- ☒ Ensures that full and accurate accounts of all **financial records** of the Council are kept at the Council office or in a secure location known to the Board and Executive Director

- ☒ **Administers the fiscal matters** of the organization in consultation with the Fiscal Manager and Executive Director

- ☒ **Provides financial information** necessary to prepare and file the required state and federal government reports (all but overview level may be delegated to staff as capacity exists)

- ☒ **Participates in annual audit** or review process (all but overview level may be delegated to staff as capacity exists).

- ☒ Serves on a **committee that addresses finances** if that exists

- ☒ Performs other duties as prescribed by the Board

Support staff provided*: Fiscal Manager, Executive Director, Operations Manager

**Please understand there is no supervisory role for the Board member over staff included in this support. Also, for all communications, please go through the Executive Director to reach staff, unless pre-arranged. Please copy the communication to the E.D. if on email. This keeps things smooth and appropriate with labor department - thanks!*



Leadership / Officer Position Descriptions

Long Tom Watershed Council

Vice Chair

- ☒ Performs all duties of a Board member
- ☒ **Supports Chair** and works closely with Chair and other staff
- ☒ **Serves as Acting Chair** when the Chair is unable to act
- ☒ Develops and implements **officer transition plans** in consultation with Chair
- ☒ **Chairs Council meetings:**
 - **Arrives early**, engages volunteers to help set up and take down
 - **Greets new council participants** at Council meetings
 - **Opens Council meetings** by welcoming people, start off introductions, and introduce facilitator
 - **Gives Board Report** at each Council meeting
- ☒ **Coordinates annual recognition** of volunteers and organizations
- ☒ Serves on at least one **committee**
- ☒ Arranges for **Nominations Committee** annually to nominate board candidates
- ☒ Performs other duties as prescribed by the Board
- ☒ This position can be utilized as a successor to the Chair position

Support staff provided*: Executive Director, Operations Manager

**Please understand there is no supervisory role for the Board member over staff included in this support. Also, for all communications, please go through the Executive Director to reach staff, unless pre-arranged. Please copy the communication to the E.D. if on email. This keeps things smooth and appropriate with labor department - thanks!*



Leadership / Officer Position Descriptions Long Tom Watershed Council

Past Chair

- ☒ Performs regular duties of a Board member
- ☒ **Supports Chair** and serves as a resource; ensures smooth transition of leadership; helps mentor new board members and arrange training for new officers
- ☒ **Serves as Acting Chair** in the event that the Chair and Vice-Chair are unable to serve
- ☒ Participates in **Evaluations of Council**
- ☒ Participates in **Nominations Committee**
- ☒ Performs other duties as prescribed by the Board

Support staff provided*: Executive Director

**Please understand there is no supervisory role for the Board member over staff included in this support. Thanks!*



Leadership / Officer Position Descriptions

Long Tom Watershed Council

Secretary

- ☒ Performs regular duties of a Board member
- ☒ Serves as **Board parliamentarian** to ensure that organization's rules and procedures as outlined in bylaws and policies are followed during Board meetings
- ☒ Has overall responsibility for **record keeping**
- ☒ Serves as **custodian** of the Council records, and works with staff to ensure effective management of organization's records
- ☒ Manages the **preparation of minutes** of all proceedings and actions of the Board (including Board and Council meeting notes):
 - This task can be shared with Board or Council participants as the Secretary desires, however oversight and communication responsibility remains with the Secretary
 - Ensures that minutes are distributed to relevant parties shortly after each meeting
- ☒ Sees that all **notices are duly provided** in accordance with the provisions of the bylaws or as required by law
- ☒ Is sufficiently **familiar with legal documents** (e.g., articles, bylaws, IRS letters, etc.) to note applicability during meetings
- ☒ Prepares Council **correspondence**, as requested by the Chair (this can be delegated to staff)
- ☒ Serves on at least one **executive and/or advisory committee**
- ☒ Performs other duties as prescribed by the Board

Support staff provided*: Operations Manager, Executive Director

**Please understand there is no supervisory role for the Board member over staff included in this support. Also, for all communications, please go through the Executive Director to reach staff, unless pre-arranged. Please copy the communication to the E.D. if on email. This keeps things smooth and appropriate with labor department - thanks!*

Long Tom Watershed Council
Important Meeting dates
2011-2012

- ❖ Board meetings are held the **first Thursday of each month**, except for December and August, at the Council office, at 5:30 p.m. Note new member Q&A opportunities.
- ❖ We hold 6 Public Council Meetings a year. **Please reserve** the **last Tuesday of every month** in your calendars for a possible meeting, tour, or workshop.

In my Calendar? (v)	Meeting	Date	My Attendance (v)
	Board	Thursday, October 6, 2011 <i>new board member Q&A, 5:00 p.m.</i>	
	Board	Thursday, November 3, 2011 <i>new board member Q&A, 5:00 p.m.</i>	
	Executive	Thursday, December 1, 2011 <i>(Executive Committee please reserve this date)</i>	
	Board	Thursday, January 5, 2012 <i>new board member Q&A, 5:00 p.m.</i>	
	Board	Thursday, February 2, 2012 <i>new board member Q&A, 5:00 p.m.</i>	
	Board	Thursday, March 1, 2012	
	Board	Thursday, April 5, 2012	
	Board	Thursday, May 3, 2012	
	Board	Thursday, June 7, 2012	
	Board	Thursday, July 12, 2012 <i>(1 week later due to July 4th holiday)</i>	
	Executive	Thursday, August 2, 2012 <i>(Executive Committee please reserve this date)</i>	
	Board	Thursday, September 6, 2012	
	Board	Thursday, October 4, 2012	
	Annual	October 9, 16, or 23 (date TBD) <i>Please reserve Oct 9, 16, 23 evenings</i>	
	Board	Thursday, November 1, 2012	

If you can't make a meeting, please call 338-7055 to briefly chat with Dana and/or the Chair to about the agenda topics. -Thank you!