

Long Tom Watershed Council
Board of Directors AGENDA
Thursday, November 1, 2012. 5:30 p.m.

Acting Chair Jim Pendergrass

5:00 Pre-meeting time

Feel free to come early to see the draft maps for the big meeting! *Staff available: All*

5:30 Introductions

5:45 Business

- A. Minutes: **Decision**: approve meeting minutes for Oct – *Secretary Turner*
 - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Sept – *Treas. Kasckos*
 - 1. Budget to Actual report, Quarter 1
- C. Document Retention Policy: **Decision**: approve policy - *Rob*
- D. Committees: proposal for committees
- E. January Board meeting date – any problem with Jan 3? - *Jim*
- F. Paperwork moment: Your volunteer hours – *Secretary*
- G. Website login for Board members - *Rob*

6:15 Program topics

- H. Project presentation – Oak & Prairie Habitat - *Katie*
- I. Annual Meeting: **(R)** Final review of the evening – *All*
- J. Proposed Council Support Grant Policy – hearing Dec 1, 1pm, Salem.

7:30 Reports & Announcements (time allowing)

- K. Staff Reports: Feedback is requested on info provided in background
- L. Board Member Reports: Liaison reports, Community connections made, watershed observations, announcements
- M. Action Items Summary

7:35 Adjourn

*Next Board meeting: **Thurs, Jan 3 or 10?, 5:30 p.m.***

Annual Meeting – Thursday, Nov 8, 5:30 start (4:00 pm set up) @ the Vet's Club

Next Council public meeting: Tues, Nov 27, Veneta

Background for Agenda Items

- A. **Minutes** –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** – Financial reports are attached. Treasurer Kacskos will present the report along with any changes or corrections that will be made, answer questions, and ask for approval. Budget to Actual report for Quarter 1 is included here for your review and approval.
- C. **Document Retention Policy** – This type of policy is recommended by the IRS and since we already follow the best practices on this we wanted to document that and get credit for it during our Review process.
- D. **Committees** –

Staff is still developing some ideas around what we need. We anticipate leadership coming from Board & staff, with members including some council members. At this point we welcome your feedback and indication of interest. Once we have the new Board in place we can finalize membership – Dana and Jim would work together to propose committee assignments and present those for confirmation and total excitement in January.

All committees would be periodically asked for public meeting topic ideas, any possible landowner connections, fundraising connections, and operations needs they see. **Here are our ideas so far:**

- Resource Development – Meet quarterly with action in between. Sign letters with personal notes, help get special mailings out, track fundraising calendar, make personal asks, provide advice and connections. Fundraising Leadership as an essential subgroup. Staff leads Dana & Rob & Jason
- Amazon outreach and communication team – The need is for a team of people to work with Jason to reach out to businesses and see if we can have them participate in the Amazon Creek Initiative and our watershed council in one or more of three ways – 1. Do a project, 2. Be a champion, 3. Be a sponsor. Jason is beating the streets already and learning a lot and would love a team to help in whatever way they can. Jim has been giving great sales coaching. Staff Lead Jason & Rob (Dana likely involved)
- Rural landowner outreach – Meet quarterly to review progress and provide guidance and feedback on outreach to landowners in Bear Creek and Willamette River. Include Thomson’s and possibly Brent Skiles, perhaps Nicole from MRT for Willamette conversations. Staff leads Katie & Jed.
- Technical Team – Meet twice per year to review proposed projects, and look at progress on maps. Update LTWC staff on big picture topics. Staff leads Jed & Katie (with Dana involved).
- Personnel – Annually to review Director. Board Chair leads.
- Operations- meet as needed. We don’t seem to need it right now but when we do, it’s sure great.

- E. **January Board meeting** – is Jan 3 fine or do you want to move it back a week?
- F. **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.
- G. **Website login for Board members** – tested and approved this is ready to go and Rob will show you what it will look like for you.
- H. **Project Presentation** – no background, enjoy!
- I. **Annual Meeting** – Let's review how next Thursday will go...

Maps are ready for you to check out in draft form. Food is ordered. Beer is donated. Gift mugs are ready. Numbers are coming in – we're somewhere around 50 as I write this and last deadline is this Friday. 2 volunteers and 3 staff are making calls. Payment needed if you haven't already registered. If you want to reach out to a few friends or neighbors and bring in a few more registrations, Rob needs those numbers by noon Friday so he can tell the caterer how much food.

Cost is \$19.50 per head all inclusive so we breaking even on an individual basis in terms of ticket price. A number of folks chose to be Annual Celebration Sponsors for an extra donation during ticket purchase so we'll really break even when we consider additional cost of the few staff and comps.

Action items from October Board meeting:

- Charles will emcee & assist Dana with giving out the Watershed Awards, with Jim as a backup.
- Jim, Mike, and David T. volunteer to help with setup.
- Beth & Sue offer to be greeters.
- Mike will assist with cleanup.

Poster Station Action Items - who will help talk about each them:

- Amazon Creek Initiative – David P.
- Fish habitat work – Mike
- Oak & prairie habitat work – Lindsay
- Science & monitoring work – David T/maybe Therese?
- Willamette River outreach – Maybe Chad?
- Charles will look into the Pandora Radio station and David Ponder will provide support if needed.
- Charles & David Turner will look into food donations.

- J. **Proposed Council Support Policy** – An unfortunate first look at the first results of two years of OWEB's effort to revamp its Council Support grant program is pretty scary. It leaves the Long Tom Watershed Council combined into a "Capacity Area" with 3 other high or fairly high performing councils, which would result in a 75% cut to our capacity dollars from OWEB. These dollars pay

large portions of the salary and travel for Rob and me, some travel for all staff, supplies, phones, computers/internet, general education costs, etc.

I request that Board members hold December 4th from 11:30 – 5pm to possibly attend the hearing in Salem (meeting is 1-4).

OWEB states this is “just an idea” and nothing is set. They say they truly want to hear from the community how to tweak this plan. The hearing is a listening session early on in the process – Spring starts the rule-making process. It is unclear if any alternatives will be offered and how that will be done, or if they will just start tweaking the map. The current proposal is based on “4th field hydrologic unit codes” HUC which is basically how many times feeder streams come together – once you get to 4 major nodes, it’s a 4th field HUC. Clearly an artifact of geology and a bit random but they feel its science based. There are so many things wrong with the current proposal that it’s hard to list them all: ignores organic formation of councils in response to Oregon Plan, ignores past performance which legislature required (or is too liberal in saying orgs are performing), ignores productivity/activity levels, ignores watershed complexity in stream miles, amount of private land, population. The resulting geographies look a bit like an entitlement map with one area of 87,000 acres funded the same as our new 1.2 million acre one; a tiny set of new urban councils the same as the 4 major performers in our area; an area that’s never had a council funded fully; areas with proven poor performance year after year funded in full. But **what OWEB really wants to hear is not why it’s wrong, but what other approach to draw the map and get to 45 or so councils statewide (instead of 60 funded with ~90 total) will work statewide.** Their view is that they don’t have money for more and can more efficiently grant and support a smaller number of capacity areas.

I am participating in the process and working with other coordinators in the Willamette basin to come up with different proposals. Kendra of BEF is being super-helpful in crunching some numbers and making draft maps/analyses. The Willamette is particularly complex and has the most consolidation of any region of the state. The biggest problem is the tiny councils that formed more recently, or splintered off other groups – will they end up being treated “equally” with larger groups that truly do have the stakeholders and the levels of activity? That seems wrong if the stated purpose of effective watershed restoration and engagement is truly the measure of our collective success.

Alternative ideas include: 1. Performance model - using performance to select the top 45 councils and letting them look around at what areas they can additionally serve (absorb others). 2. Watershed complexity model - use formula (private land acres, population/non-urban population?, stream miles). 3. Organic model of having every council look around and see who they can combine resources within their region. 4. Community nodes model - some version of #3 in Willamette-building around community nodes – e.g. grouping LTWC with a Eugene-based council vs Corvallis & Salem based ones. This would at least help us share resources more logically. 5. Tweaking the current map by any of the above. The **other main feedback** will be to tell them their eligibility criteria are too low, and their idea that work plan self-reporting will actually tell them real performance and quality is probably mistaken.

More information: [Oregon Watershed Enhancement Board](#)

K. Staff Reports –

1. **Amazon** – The communications person is on hold due to OWEB funding situation; we'll seek an intern. The construction at South Willamette project is underway! We are interested in an outreach team- see committees on the agenda. Salmon Safe program is interested in tying in with our new vision of a Trout Friendly Landscape/Lawn program. Thanks to Jason Hunton for showing us the example from Idaho! Jason H and Jason S went to Hood River to represent Amazon Creek PSP and are now scheduled to meet with local Senator to support funding to DEQ to continue this innovative approach. The City contract is all but signed. DEQ grant will be put in for stormwater work if our Tech Team advisor thinks it's the right thing to do. Huge thanks to Jim Pendergrass for coaching Jason in sales techniques and pipeline reporting. Public meetings coming in March and May with hopefully a special business tour of the project in Spring as well.
2. **Office clean out** – Picture 14 years of records from 3 partners, all stuffing out the people trying to work in the office now. In December LTWC will hire a temp for about one month to assist all the partners in the final step of getting rid of what we purged, and organizing whatever we couldn't. BLM and WREN are contributing staff time but LTWC has the most people and is thankful to the BLM for the space – so we're taking the lead.
3. **Grant Agreements newly signed:**

Contracts for Work

Contractor: Kirk Richardson. **Project:** Lomatium Prairie & Floodplain Forest Restoration.

Amount: not to exceed \$3000. **Scope of work:** Spot spray blackberries with herbicide that have re-grown since last year's mowing and ash seedlings.

Grant Agreements

Funder: BLM **Grant Title:** "Baseline Soil/Water Data for West Eugene Wetlands." **Amount:** \$80,000. **Effective Dates:** 9/24/2012 – 9/23/2017. **Description:** This grant will supplement monitoring and data collection as part of the Amazon Creek Initiative, and the funding is for the collection of baseline soil & water data, to collect & analyze water samples, and to conduct hydrology flow studies for prairie sites.

4. **Other updates** – may be provided orally by Dana, time allowing.

L. Board member reports – Anyone

Current formal liaisons:

- **GWMA** – Jim Pendergrass
- **Small Grant Team** – Mike Brinkley
- **Rivers to Ridges** – Dana Dedrick

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, September 6, 2012
751 S. Danebo Ave., Eugene, OR 97402**

Present: Mike Brinkley, Steve Cole, Jason Hunton, Beth Krisko, Jim Pendergrass, David Ponder (5:50 p.m.), Lindsay Reaves, Charles Ruff, Chad Stroda, David Turner (10)

Absent: Sue Kacskos, Max Nielsen-Pincus, Deborah Saunders Evans, Therese Walch (4)

Staff: Dana Dedrick, Rob Hoshaw, Katie MacKendrick

Meeting called to order at 5:41 p.m. by Acting Chair Jim Pendergrass

Introductions – opportunity for Katie to talk about her background to the Board as well for Board members to introduce themselves.

Business

A. Approve September Board of Directors Meeting Minutes – Secretary Turner

Dave calls for corrections. He notes that the motion to approve Jim stepping in as acting chair should be edited to say “acting” instead of “action.”

**MOTION TO APPROVE SEPTEMBER 2012 BOARD OF DIRECTORS
MINUTES BY D. Turner, seconded by M. Brinkley. Approved
unanimously.**

B. Approve August 2012 Financial Reports – Jim for Treasurer Kacskos

Profit & Loss: Jim notes that we received ~ \$66,000 in income for August, with \$61,000 in grants. Expenses totaled ~\$24,000 with some contracted services & materials expenses along with normal payroll. Net income of ~ \$22,000 for the month.

Balance Sheet: We went from a net income of negative \$15,000 to a positive \$6,500 for the year.

Statement of Cash Flows: LTWC continues to have strong equity and cash; \$228,000 in the bank. Expenses from restoration implementation should be winding down soon.

Dana – much of the restoration work costs are actually hitting now. A lot of our work this year is happening in September & October.

Jim – notes that in that case, the September Profit & Loss will probably be negative to reflect the restoration expenses.

Dana – notes that we have more grants coming in, including almost \$180,000 in grants that prepay.

Jim – Our cash increased by \$25,000 in August, suggesting that there wasn't a lot of restoration activity.

David P. asks if the spending now is due to all the summer restoration work. **Dana** – yes, a lot of contracted services for excavators, dump trucks, scrapers, and large materials like culverts and rock.

Jim explains that we receive some money from OWEB as prepaid advances that we can request every 120 days. We can also get reimbursed from OWEB for expenses we've already incurred.

MOTION TO APPROVE AUGUST 2012 FINANCIAL REPORTS by D. Ponder, seconded by B. Krisko. Approved unanimously.

C. Board member status and new member search – Dana

Jason & Chad have both agreed to extend for one more year of Board service. Will check bylaws to make sure we don't have to technically elect them again.

Cary Hart of Giustina Land & Timber Co. has agreed to join us. He's previously served on the Middle Fork Willamette Watershed Council a few years back. He's looking forward to working with a watershed with more private land. He's motivated by community-oriented private lands. Giustina is the second biggest landowner in our watershed, though he still doesn't consider himself an industrial forester. Thanks Steve for helping the Council makes the connection with Cary for Board service. He will most likely be an "At-Large" Board member.

There is the possibility that we'd expand the Board to one more person this year, such as a local business owner. Dana has also spoken with Dolly Woolley, who was one of our fundraising consultants.

David T asks if Dana is considering what will happen next year with several 3 year terms expiring as well as Chad & Jason leaving. Asks if we should be concerned about a large Board turnover next year. **Dana** – will come to the Board and talk with them about what they want to do and consider what would serve us best.

Jim feels like Board service is a renewable term. Notes that we used to have 4-year terms, which are now 3 with the opportunity for Board members to stay or rotate off. **Dana** – likes that 3-year terms give people a chance to serve without wearing them out.

Jim notes that Cary will be elected at the Annual Meeting. Lindsay will be thanked for her service and receive a cutting board.

Dana notes that Lindsay has offered to host public meetings, and Lindsay adds that she would like to stay involved with LTWC.

D. Committee Reports – Committee Reps

RDC – notes included in background agenda.

Education & Involvement; Operations – neither committee has met in a while.

Dana raises the question of integrating Board committees. Asks the Board to consider how committees should be structured to best utilize people's talents & time. Adds that Tech Team is likely to meet more frequently now that Katie is here. We'll want their guidance on the Willamette River outreach, because that is a significant new program. We will also be getting results from the Cutthroat Migration Study soon, and we're working hard on the Amazon Creek Initiative.

Beth asks if Cindy is still available for consultation. Yes.

Dana – notes that Cindy closed on new house in Hood River.

E. Director's Fundraising Report – Dana

Tom Hunton has pledged an annual donation of \$5,000 - \$7,500. She will contact him in December as he decides what he wants to do. Tom only supports 2 organizations at that level of giving. He manages SureCrop Farm Service, Camas Country Mill, and Huntons' Farm. We also received a pledge today from Tony Stroda for \$2,100. Thanks Dave T. for meeting with the Stroda brothers at their farm. Significant donations like these make for a feel good moment!

David T. – notes that Tom Hunton's pledge is different than the proposal to Dick Evans, Maryrae Thomson's brother, for the Cutthroat Migration Study. He is an avid fisherman, and he's agreed to partner in funding our migration study because he wants to see the project continue and because we do not having grant funding to continue it.

Jim – asks if we should leverage the Hunton donation to kick start our annual fundraising campaign. **Dana** – yes, we may want to do that. Tom is so humble about everything, so we'll want to be careful with how we do that, and to make sure it's from Huntons' Family Farm. We may consider using the donation to leverage farmers or ranchers to enhance prairie habitat. He is interested in leveraging for grants, but was impressed with so much of our work and progress that he didn't want to restrict his pledge.

Jim – It will depend on how much he's comfortable with us publicly leveraging his donation. **Dana** – Yes, there is also the question of how to publicize the pledge and how much publicity will help us in our work. Suggests that maybe we could enlist someone to guide us in publicizing large donations. Maybe this could be a direction for the Ford Family Foundation application.

David P. notes that receiving large donations is the new normal, and we should expect we will get \$5,000 & \$10,000 gifts. Feels that it's ok that those go into the Council's general pot of money. If the donor has a particular angle in mind, or if there's a particular connection he/she has, they'll let us know and we can go from there. Sometimes a donor just wants to give and doesn't have a specific program in mind.

Lindsay asks if this is the first donation of this kind at an annual level. Yes.

Dana – notes that donations like these are exciting, and maybe they could one day allow us to at least somewhat reduce the stress of looking for funding and allow us to spend more time on strategic planning. We'd be able to count on our funding levels a bit more. We're always trying to do things very efficiently and cheaply, and it's exhausting to push that past a logical point.

Lindsay – adds that the stressful funding landscape is the nature of nonprofits. Notes that Forests Today & Forever have operated on sponsors, or that's what they're called. They're known as part of our organization. They've built up relationships with these sponsors for over 20 years. The sponsors contribute to their educational forum. Broad level of sponsors involved, too – not just timber industries. **Dana** would be excited to learn more about FT&F's sponsors.

David T. Asks if we could think about soliciting larger donations in a certain way. Suggests that we have an RDC meeting as soon as possible, maybe right after the Annual Meeting? Feels we should do it in October so we're ready to execute a plan in November for the annual end-of-year appeal. **Dana** said Deborah was interested in the same thing and will move on that.

Scoping Fern Ridge Library Donation

Dana discusses an opportunity for LTWC to donate to the Fern Ridge Library. The Council has given once before and received a library shelf with our name on a label for \$100. We used the space for key documents like our Watershed Assessment. Dana is requesting approval to go out and look at what that would a donation would get us. Explains that Fern Ridge Library has been doing a capital campaign

Beth feels it would be a good outreach opportunity.

Dana believes the value is providing awareness of the Long Tom Watershed. She's not sure what the shelf space will look like, yet, which is why she's asking for approval to scope it out at this point.

Charles/Jim both feel it's a good idea, subject to Dana's recommendation.

Dana adds that we've never donated to another nonprofit besides the library. Board members commented that they like the practice, within limits.

F. Paperwork Moment – Secretary Turner

Collected Board volunteer match hours forms.

Program Topics

G. New Willamette Street sign mock up – Dana for Jason

Dana handed out a copy of what our new sign will look like at Willamette St. near 26th Ave at Davis Commercial Properties. Businesses there include In Shape Fitness & Agate Alley Laboratory. The business owner is paying for the sign - wow! This is the location of our Willamette Amazon Creek Friendly Rainscaping Project. We're breaking ground on the project this month.

Jim feels the sign is the perfect content for a Facebook post. "Check out our sign at 27th & Willamette." Several other Board members express the value of Facebook and encourage LTWC to reach out to a broader audience through the social media site.

H. Annual Meeting – All

Charles met with Chef Steve at MacCallum's Custom Catering. Asks if there is anyone we know that could pledge a food donation.

David P. Organically Grown is donating produce to the NCAP annual meeting. **David T.** feels we could get Tom Lively at Organically Grown to donate some ingredients.

Charles suggests Sweat Leaf & Groundwork Organics; notes that it's harder to find a good protein donation. Much of the donated ingredients are often produce. **David P.** suggests Deck Family Farm – who raises cattle, pigs, and chickens. **Dana** notes that they sold their meat to us at wholesale price for the 2010 Annual Meeting. John Neumeister's Cattail Creek Lamb was also suggested. Noted that Neumeister's lamb is sold at the Kiva.

Charles adds that if we could get donations of ready to eat hors d'oeuvres, it would be great, but he doesn't know where that would come from. Easier to procure raw produce. The caterer could work with that and integrate it into the menu.

Summarizes his conversation with Chef Steve. Discussed getting a mix of 5 or 6 appetizers. We'd pay a flat \$30/hour fee for a liquor server and hors d'oeuvres server. The chef could work out something from their menu that supports donated ingredients. They calculated that they could lower the overall cost per person to about \$13/head. When you include the 18% service fee, room fee, and staff, it works out to \$16/person. For example, 70 guests works out to \$260, so we'd need at least that much to break even.

Dana notes that we have a donation from Oakshire Brewing Co, enough to make pints for 40 people. MacCallum's will charge us a corkage fee plus the server's fee. We'd do a charge per pint, and the proceeds would come back to LTWC.

Charles adds that if we got donations, we would be able to take the \$13/person cost down. He feels the most we'd have to pay is \$13/person. With donated food ingredients, we would try to take that \$13/person cost down. He feels that the chef can put together a basic, yet presentable array of appetizers for \$13/person.

Jim notes he believes the Eugene Skin Divers Club rented the room for \$50, not the \$200 LTWC is paying. They put together a menu for the Dive Club, which was about \$8/person and good food. Also had a couple of servers.

Jim notes that maybe it was an incentive deal because they wanted the Dive Club to come once a year. He's sure they didn't pay the \$400 advertised on their website.

David T/Dana suggest door prizes like were given away last year from Camas Country Mill.

Passed out draft Annual Meeting agenda

Agenda Action Items:

- **Charles will emcee & assist Dana with giving out the Watershed Awards, with Jim as a backup.**
- **Jim, Mike, and David T. volunteer to help with setup.**
- **Beth & Sue offer to be greeters.**
- **Mike will assist with cleanup.**

Poster Station Action Items - who will help talk about each them:

- **Amazon Creek Initiative – David P.**
- **Fish habitat work – Mike**
- **Oak & prairie habitat work – Lindsay**
- **Science & monitoring work – David T/maybe Therese?**
- **Willamette River outreach – Dana & maybe Chad?**

Lindsay suggests that background music would create a good atmosphere, like last year when the Eugene Barnstormers played. **Dana** wonders if the room would be big enough for live music.

Jim adds that there's a stage up front that can be used as platform or podium. They have a good sound system. Notes that the lapel mic worked well. The Skin Divers didn't use music at their event, but a sound system with speakers is available.

Dana adds that this is an efficient event. Asks people what they think about live music vs. something playing off an iPod?

David P. feels quiet acoustic music would be nice, otherwise live music can be really distracting if the room is too small. **Jim** agrees that a single acoustic guitar would work really well.

Lindsay – feels that piping in music through a sound system may work too.

Charles agrees, noting that it would be as easy as picking an easy listening station on Pandora radio.

Lindsay feels music would add a warm and festive atmosphere. Would make the venue feel more organic.

Charles feels we're better off trying to evenly distribute music digitally.

Action Item: Charles will look into the Pandora Radio station and David Ponder will provide support if needed.

Action Item: Charles & David Turner will look into food donations.

Watershed Awards - Dana

Sustaining Entities – awarded for 5 years of support.

- **Private** – awarded to Hunton Family Farms
- **Public** – either the City of Eugene or Veneta. Eugene won the award in 2009, with Peter Ruffier & Johnny Medlin accepting. This year, accepting would be Therese's boss. Would also ask John Ruiz to come. Feels that it would be cool to give Veneta an award, and isn't sure about the idea of giving Eugene an award in Eugene. Eugene has been a huge partner on the Amazon Creek Initiative, though. It's an incredible partnership.

David T. It seems like the City of Eugene will get the award either this year or next. Several Board members feel this is a good opportunity to give the award to Eugene.

Project Landowner – Tony Stroda. Tony has stood out because he's put thousands of dollars of his own money into restoration projects, and he's a standout person.

Volunteer – Brenda Cervantes. She's been a tremendous volunteer who's helped us in so many areas.

Technical Volunteer- Karen Hans. She's really been delivering on the Cutthroat Migration Study and has been a great member of Tech Team.

Project Contractor – Skip Tracer Trucking. This is a local contractor doing culvert replacement work. He's done 4 or 5 projects with us. Has good value & does excellent work.

Gifts: In the past, we've given them framed award certificates.

Lindsay notes Ann Schultz, a local artist who etches mugs for the Forests Today & Forever fundraiser. She is willing to do a custom cutthroat trout design. Would add Long Tom Watershed or some kind of etching, could also do our logo. Coffee mugs come in 2 colors.

Dana loves the logo, but doesn't think it goes well on the mug because the logo wouldn't pop out on an etched design.

David P & Beth agree that LTWC should start branding ourselves with our gifts.

Annual Report feedback

Lindsay asks if anyone would necessarily know what a project landowner is or that a project has been done, especially if they are new to the area or our organization. She's drawn first to the list of names, not to what the connections are. Suggests

putting the quote on the map somewhere else. Explain what it means to be a restoration project landowner.

David P suggests listing the donors in a pyramid rather than a column. He found himself reading left to right rather than down. Slightly confusing

Lindsay suggests taking the subwatershed boundaries out of the restoration projects map and make the Long Tom Watershed map title smaller. Title should just say "Project Locations."

David P suggests removing the compass and scale bar to make more blank space.

David T is glad to see all the names to thank our donors.

"Grant funding & project partners" is suggested instead of "funding & partners."

Mike suggests getting rid of the font shadow effect on funding & partners.

David T. would like the pie charts from year to year for talking points at the Annual Meeting in case there are significant changes that we could impress upon our guests.

Mike & David T would like to distribute some of the postcards/flyers.

I. Themes for the Board this coming year – *Jim & Dana*

Dana passes out draft of board themes for year. Asks where committee work might fit into these themes. Notes that we're thinking about hiring a part time communications specialist to assist with things like marketing, social media, and maybe some graphic design work.

Beth notes that she'd be willing to volunteer to do a couple Facebook posts. Suggests that nonprofits should post something to Facebook frequently, at least daily if not a few times per day. **Dana** wants to have some structure first and make sure we post something meaningful.

David P adds that if you don't post, you're not showing up in the live feed. Notes that what Dana has described is more of a full-time than part-time job. Suggests taking time to think through communication needs.

Charles notes that Oregon Country Fair does Facebook & Twitter feeds, and they have a huge Facebook following. Large volunteer postings.

David P. adds that you can share a link or article from somewhere else and share that with people.

Beth notes that Facebook is very powerful with donors & business people.

Reports & Announcements

J. Staff Reports – in background

K. Board Member Reports

Jim – GWAMMA going to meet in November.

Lindsay's last Board meeting is November.

L. Action Items Summary

- **Charles will emcee & assist Dana with giving out the Watershed Awards, with Jim as a backup.**
- **Jim, Mike, and David T. volunteer to help with setup.**
- **Beth & Sue offer to be greeters.**
- **Mike will assist with cleanup.**
- **Posters: David P will assist with the Amazon Creek Initiative poster, Mike with the fish habitat work poster, Lindsay with the oak & prairie habitat poster, David T with the science & monitoring work. – David P.**
- **Charles will look into the Pandora Radio station and David Ponder will provide support if needed.**
- **Charles & David Turner will look into food donations.**

Meeting adjourned at 7:45 p.m. by Acting Chair Jim Pendergrass

Notes prepared by Rob Hoshaw, reviewed by Dana and Dave, and submitted by Dave Turner.

Long Tom Watershed Council
 Balance Sheet
 As of September 30, 2012

	Sep 30, 12	Aug 31, 12
ASSETS		
Current Assets		
Checking/Savings		
Money Market (Umpqua Bank)	208,612.29	208,596.29
Checking (Umpqua Bank)	21,147.09	70,364.85
Petty Cash	200.00	200.00
Total Checking/Savings	229,959.38	279,161.14
Accounts Receivable		
Accounts Receivable	36,486.43	33,282.43
Total Accounts Receivable	36,486.43	33,282.43
Other Current Assets		
Undeposited Funds	23,490.64	0.00
Total Other Current Assets	23,490.64	0.00
Total Current Assets	289,936.45	312,443.57
TOTAL ASSETS	289,936.45	312,443.57
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	(623.47)	(623.47)
Total Accounts Payable	(623.47)	(623.47)
Credit Cards		
Umpqua Bank Credit Card	152.40	96.95
Total Credit Cards	152.40	96.95
Other Current Liabilities		
Payroll Liabilities		
Health Insurance	(182.37)	(182.37)
FWT	1,808.00	1,624.00
Medicare	650.30	567.52
Soc Sec	2,332.06	2,035.27
SUI	1,488.90	1,498.32
SWT	1,323.00	1,117.00
WBF	29.09	25.05
Total Payroll Liabilities	7,448.98	6,684.79
Total Other Current Liabilities	7,448.98	6,684.79
Total Current Liabilities	6,977.91	6,158.27
Total Liabilities	6,977.91	6,158.27
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	298,930.80	298,930.80
Net Income	(16,834.17)	6,492.59
Total Equity	282,958.54	306,285.30
TOTAL LIABILITIES & EQUITY	289,936.45	312,443.57

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Long Tom Watershed Council
Statement of Cash Flows
September 2012

	<u>Sep 12</u>
OPERATING ACTIVITIES	
Net Income	(23,326.76)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	(3,204.00)
Umpqua Bank Credit Card	55.45
Payroll Liabilities:FWT	184.00
Payroll Liabilities:Medicare	82.78
Payroll Liabilities:Soc Sec	296.79
Payroll Liabilities:SUI	(9.42)
Payroll Liabilities:SWT	206.00
Payroll Liabilities:WBF	4.04
Net cash provided by Operating Activities	<u>(25,711.12)</u>
Net cash increase for period	(25,711.12)
Cash at beginning of period	<u>279,161.14</u>
Cash at end of period	<u><u>253,450.02</u></u>

Long Tom Watershed Council
Profit & Loss
September 2012

	<u>Sep 12</u>
Ordinary Income/Expense	
Income	
Grants & Contracts	32,154.64
Donations	90.00
Interest	16.00
	<hr/>
Total Income	32,260.64
Expense	
Working Meals	110.65
Contracted Services	
Website/Computer Services	1,877.30
Technical	5,111.18
Construction	4,525.78
Crews	4,562.50
	<hr/>
Total Contracted Services	16,076.76
Equip-Project	
Purchase	6.79
	<hr/>
Total Equip-Project	6.79
Education & Involvement	50.83
Materials & Services	8,180.54
Events and Meetings Expense	100.00
Payroll Expenses	
Salaries & Wages	22,324.26
Employee Benefits	2,461.55
Payroll Tax Expense	2,022.97
Payroll Expenses - Other	1,910.00
	<hr/>
Total Payroll Expenses	28,718.78
Training/Conferences	135.00
Travel/mileage	
Mileage	2,056.06
	<hr/>
Total Travel/mileage	2,056.06
Professional Services	
Accounting	81.25
	<hr/>
Total Professional Services	81.25
Occupancy	
Telephone	39.50
	<hr/>
Total Occupancy	39.50
Misc.	19.99
Postage	11.25
	<hr/>
Total Expense	55,587.40
	<hr/>
Net Ordinary Income	(23,326.76)
	<hr/>
Net Income	(23,326.76)
	<hr/> <hr/>

Long Tom Watershed Council
 FY '13 - Budget vs. Actual
 Quarter 1: Cumulative July 1, 2012 - September 30, 2012

Ordinary Income/Expense

	July - Sept Cumulative				Annual		Notes provided if variance over 10% and \$1,000 <i>Please note: some expenses don't occur equally by quarter.</i>
	Actual	Planned	Difference	Variance	FY'12 Budget	% Rcvd	
Income							
Program Service Revenue	\$ -	\$ -	\$ -		\$ -	0%	
Donations	\$ 5,090	\$ 3,750	\$ 1,340	36%	\$ 15,000	34%	<i>Less activity this quarter but goal quite reasonable</i>
Interest	\$ 75	\$ 100	\$ (25)	-25%	\$ 400	19%	
Fundraising Events (EAM, etc)		\$ 625	\$ (625)	-100%	\$ 2,500	0%	
Grants & Contracts	\$ 98,340	\$ 186,708	\$ (88,368)	-47%	\$ 746,830	13%	<i>Just grant timing; no new ones in here.</i>
Subtotal Income		\$ 191,183	\$ (87,678)	-46%	\$ 764,730	0%	
Expense							
Education & Involvement	\$ 262	\$ 2,661	\$ (2,400)	-90%	\$ 10,645	2%	<i>Annual Meeting expenses hit 2nd quarter</i>
Materials & Services	\$ 15,400	\$ 53,968	\$ (38,567)	-71%	\$ 215,871	7%	<i>This estimate will likely be too high as we delay some projects</i>
Total Contracted Services	\$ 47,380	\$ 81,169	\$ (33,789)	-42%	\$ 324,676	15%	<i>Similar and interchangeable line item with above</i>
Board Meetings	\$ 16	\$ 100	\$ (84)	-84%	\$ 400	4%	
Total Payroll Expenses	\$ 52,897	\$ 76,114	\$ (23,216)	-31%	\$ 304,454	17%	<i>Qtr 1 incl only 2 mo. due to accruing Jul 1 to Jun. Qtr 4 has 4.</i>
Training/Conferences	\$ 140	\$ 1,875	\$ (1,735)	-93%	\$ 7,500	2%	<i>Timing varies on trainings/conferences</i>
Total Travel/mileage	\$ 3,255	\$ 3,186	\$ 69	2%	\$ 12,742	26%	
Risk Management	\$ 249	\$ 591	\$ (342)	-58%	\$ 2,365	11%	<i>On track, timing varies. 4 policies: renew Feb, Mar, Aug, Oct</i>
Total Professional Services	\$ 81	\$ 1,625	\$ (1,544)	-95%	\$ 6,500	1%	<i>On track. Audit/Review in process and expense will hit Qtr 2</i>
Dues & Subscriptions	\$ 33	\$ 125	\$ (93)	-74%	\$ 500	7%	
Total Occupancy	\$ 135	\$ 495	\$ (360)	-73%	\$ 1,980	7%	<i>On track. Delay in come staff cell phone bill submission.</i>
Total Equip-Office	\$ -	\$ 1,088	\$ (1,088)	-100%	\$ 4,350	0%	<i>New computer purchased October & will show in Qtr 2</i>
Office Supplies (incl postage)	\$ 125	\$ 450	\$ (325)	-72%	\$ 1,800	7%	
Printing/copying/website	\$ -	\$ 275	\$ (275)	-100%	\$ 1,100	0%	
Bank Fee	\$ -	\$ 25	\$ (25)	-100%	\$ 100	0%	
Corporate fees	\$ -	\$ 58	\$ (58)	-100%	\$ 230	0%	<i>Due Nov 15 each year.</i>
Misc.	\$ 278	\$ 188	\$ 91	48%	\$ 750	37%	<i>More spending in Qtr 1 due to Cindy farewell</i>
Subtotal Expense	\$ 120,252	\$ 223,991	\$ (103,739)	-46%	\$ 895,963	13%	
Net Ordinary Income	\$ (120,252)	\$ (32,808)	\$ (87,444)		\$ (131,233)	92%	

Balance	Annual Perspective	Adjusted View for real-time balancing the budget
Beginning Fund Balance 7/1/12	\$ 332,804	Available Balance \$ (3,577)
Restricted: Future Monitoring	\$ 6,770	Add: office space contingency (if past Nov 30)
Restricted (CD): Amazon Initiative	\$ 47,869	: grants & contracts
Reserve	\$ 100,000	: unplanned donations -
Annual Accrued Leave	\$ 4,809	: Amazon Initiative -
Subtotal Fund Balance	\$ 173,356	-
Net Ordinary Income FY'13	\$ (131,233)	Subtract: known/planned overages -
Contingency (office space) (subtract)	\$ 27,700	-
New Reserve (\$5K emergency, \$13K new post-project monitoring) (subtract)	\$ 18,000	
Available Balance	\$ (3,577)	Adjusted Available Balance \$ (3,577)

Long Tom Watershed Council Document Retention Policy

Board Approval: XX/XX/2012

The corporate records of the Long Tom Watershed Council (hereafter "LTWC") are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as legal records, tax documents, Board of Directors minutes, an e-mail, a contract, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires LTWC to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and LTWC to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place LTWC in contempt of court, or seriously disadvantage LTWC in litigation.

The Long Tom Watershed Council expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or LTWC informs you, that LTWC records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until LTWC's Executive Director determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Executive Director.

LTWC establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving key information and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- a) Board of Directors Materials. Board of Directors Meeting minutes should be **retained permanently**.
- b) Calendar of Appointments. LTWC employees shall maintain entries in a calendar (electronic or hardcopy) for a **minimum of one year**.
- c) Contracts. Final, fully executed contracts entered into by LTWC should be retained **for at least seven years beyond the life of the agreement or permanently if the contract is subject to lawsuit or claim**.

- d) Electronic Mail. E-mail correspondence pertaining to the substance of a grant or contract, or the requirements of the contract, should be retained for a **minimum at least seven years (see item c)**. Retained email records should be either:
- Printed in hard copy and kept in the appropriate file; or
 - Downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy. **In general, correspondence should be kept a minimum of three years unless the email pertains to a financial record, in which case it should be kept at least seven years.**

- e) Employment Records/Personnel Records. State and federal statutes require LTWC to keep certain recruitment, employment and personnel information. This includes timesheets as well as personnel files that reflect performance reviews and any complaints brought against LTWC or individual employees under applicable state and federal statutes. LTWC should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. **Employment and personnel records should be retained for a minimum of seven years.** Personnel employment applications should be kept for a minimum of **two years after the closing of an application period.**
- f) Financial Reports All financial reports produced via LTWC's financial software, including records produced for monthly Treasurer's Reports, should be **retained for a minimum of seven years.**
- g) Financial Statements. Financial statements, such as those from bank accounts, **should be kept permanently.**
- h) Fundraising Documents. LTWC should keep a copy of all marketing and fundraising documents, including copies of donation receipts, for a **minimum of seven years.**
- i) Grant Expenses/CIRs. All expense reports attributed to a specific grant or project should be **retained for at least seven years.**
- j) Insurance Records. All insurance documentation should be retained for **at least 10 years.**
- k) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but **legal documents should generally be maintained for a period of ten years.** This includes, but is not limited to, all documentation showing

proper handling of conflict of interest, suspicious circumstances, or anything subject to lawsuit or claim.

- l) Licenses and Permits. LTWC should **permanently retain** all licenses and permits.
- m) Press Releases/Public Filings. LTWC should **retain permanent copies** of all press releases and publicly filed documents under the theory that LTWC should have its own copy to test the accuracy of any document a member of the public can theoretically produce against LTWC.
- n) Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning LTWC's revenues. **Tax records should be retained for at least seven years from the date of filing the application return.**

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to LTWC's Executive Director, who is in charge of administering and enforcing this policy. All updates to this policy will be determined by the Executive Director and voted and agreed upon by LTWC's Board of Directors.

I, _____, have read, understood, and agreed to this Document Retention Policy of the Long Tom Watershed Council.

Employee's Signature

Date