

Monday, October 7, 2024  
6:00-8:00 PM



To join Zoom Video Conference:

<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WV0UmJIWEFBcDIHUT09>

Phone: 1-669-900-6833

Meeting ID: 844 6825 0202; Passcode: 640956

## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, Eliza Mason, David Barron, Greg Jones, Aubrey Cloud, Kerry Hastings

Board Members Absent: None

Associate Directors: Rana Foster

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Sara Roberts (minutes), Cierra Dawson

Others Present: Ty Terlaak, Stephanie Rice, Henry Pitts, Garrett Terlaak

### Call to Order - Johnson (6:02pm)

### Introductions, Public Comments, Announcements, Additions/Changes to Agenda

**Introductions:** Each introduced themselves and their roles.

**Public Comments:** none.

**Announcements:** David: Philomath HS football team is 5-0 and field is being watered and the soil managed very well.

**Additions to agenda:** Nate: reminder of required online trainings for directors, addition of Cierra's introduction/discussion of new position. Holly: Ty's student Associate Director application didn't make it into the packet but will be screen shared during that agenda item.

### CONSENT AGENDA

- **Approve draft Minutes from September 9, 2024, Board Meeting**
- **Approve Financials (8/31/24)**

Discussion: Nate Johnson gives a quick overview of this agenda item and its role in our meetings.

MOTION: Nate Johnson Second: Eliza Mason

Results: Pass 6/0 (Temporarily left the meeting: David Barron)

### REGULAR AGENDA

- **Michael introduces Cierra Dawson and the new Conservation Outreach Program Assistant position**
  - Work thus far: Bulb and Seed Sale, site visits, overview of Sara/Michael programs and projects, Salmon Watch training
- **Executive Director Recruitment Update:**
  - Marcella Henkels provided some updates - Trudy (from Cascade Employer's Association-the firm hired to help) attended the recent PFC meeting where they discussed what they'd like her to help with for recruitment. The current task is

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

finalizing the job description and creating a job posting/announcement (to be posted Oct 15, closing October 31<sup>st</sup>). Holly Crosson will publicly announce her retirement in the next few days – just a quick notice, and Holly will draft a longer farewell letter later in the year. PFC will start pre-screening of applications Nov 1<sup>st</sup>, select candidates for interviews (1<sup>st</sup> round Zoom, 2<sup>nd</sup> round in-person). The offer could be made as early as Dec. 9. Holly will stay on for some time after new ED hire to help with the transition, if requested.

- **Budget Resolution FY2024-2025-02 Correction**

Discussion: Michael Ahr explains it's a minor error and this will replace the last version of the resolution.

MOTION: Nate Johnson Second: Greg Jones

Results: Pass 6/0 (Temporarily left the meeting: David Barron)

- **Budget Resolution FY2024-2025-03**

Discussion: donation of \$500 for Youth Education from Carol Carpenter.

MOTION: Nate Johnson Second: Kerry Hastings

Results: Pass 6/0 (Temporarily left the meeting: David Barron)

- **Associate Director Criteria Discussion**

Discussion: clarifying particular requirements. Background: Holly Crosson did some research with ODA and discovered there's no statutory requirement for associate directors. Discussion: do we want to have any kind of requirement (residency etc.) for associates to serve on our board?

- Greg Jones says the less restrictions the better. Kerry Hastings says most important is interest in conservation rather than age. Nate Johnson says that someone not local likely wouldn't have interest, but we can cross that bridge if we come to it. Holly Crosson clarifies that associate director applications don't go to ODA for review.
- ACTION: Nate Johnson moves that associate directors should have no requirements; appointments are at the discretion of the board. Second: Greg Jones. Results: Pass 6/0 (Temporarily left the meeting: David Barron)

- **Overview of NAYPW Student Association position (Henry Pitts), and introduction of Ty Terlaak, nominee for Student Associate Director**

Discussion: Great application, general support for having youth on our board. We've now had 4 student associates and it's been a positive experience for all. Thanks to Henry! Henry shares that this position at Benton SWCD was mentioned in a UN report about youth participation that was shared across the world!

MOTION: Nate Johnson Second: Kerry Hastings

Results: Pass 6/0 (Temporarily left the meeting: David Barron)

- **Native Bulb and Seed Sale Recap**

- Sara Roberts shares a summary of sales, volunteers, comparison to last year.
- Michael Ahr talks about inventory decisions and possible changes for next year.

- **Office Water Leak Remediation Update**

- Holly Crosson: all repairs are complete! There's new laminate flooring in Candace's area which looks great. The only thing we're still waiting on is a few pieces of furniture that needed replacing. PuroClean did a great job and were good to work with.

- Kerry Hastings asks if they got to the root cause to ensure it won't happen again? We hope so... the resident above us who caused the flood was spoken with, but we're not sure if there are other issues.
- **Salmon Watch Volunteer Reminder**
  - Sara Roberts shares this year's dates and the link for how to sign up to volunteer or shadow.
- **Questions from Board on BSWCD and NRCS activities-**
  - Stephanie Rice (NRCS): Still have acting conservationist, Jan, but by next month we should have a permanent person. Just finished FY24, numbers are in packet. Hoping to get deadlines for FY25 soon, EQUIP deadline should be early November. Let Stephanie know if she can help with any site visits etc. New permanent state conservationist for Oregon is Greg Becker.
  - Nate Johnson: CC bills - some items on statements were not initialed. We ran through those items and confirmed those not initialed. Holly Crosson explains that sometimes there are no initials because statements arrived prior to when CCRs are submitted.
- **Mandatory training for Directors**
  - Nate Johnson asks everyone to look in the packet for the list of online training webinars. He'll send reminders to get set up and sit through these trainings. Marcella Henkels notes the first available she could find was November 19<sup>th</sup> - they seem to fill up quickly. Check out the website for available dates when registering - see link in packet (page 2).
- **Other Board Business-**

**Meeting Adjourned - Johnson (7:11pm)**