

COAST FORK WILLAMETTE WATERSHED COUNCIL

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors met on October 8th, 2009.

The meeting was held at the Old City Hall, Cottage Grove, Oregon.

The meeting was called by the Board of Directors.

The notice for the meeting was given more than two days in advance by phone or in person or more than seven days in advance in writing and mailed by first class mail.

The directors present for the meeting were Brian Forge, Dave Cunningham, and Larry Weaver.

The other people present at the meeting were Pamela Reber, Kelsey Green and Keith Schneider.

A Quorum was not present, only three directors were present at this meeting. A follow up consensus decision email will be used to finalize the recommendations made at this meeting.

I REPORTS AND DISCUSSIONS

Round Robin:

- Brian: Going after Japanese knotweed.
- Dave: Mix up of Star Thistle (Invasive), Tar weed (Native)
- Keith: Infrared Heat for burning invasives. Contact: Craig Pruel in Eugene. Process works best when coming back for sprouting. Could also work with blackberries. Good for tender forbes (Ex. shining geranium)? Keith to send Pam contact info.

Report on Programs and Activities: A report was given and discussed regarding the Corporation's programs and activities.

- Wendy Hudson, our OWEB Representative, was updated on all activities. Budget adjustments were made to two project grants for accuracy.
- Hollyer Grant mostly complete.
- Finishing final reports.
- Hill Creek: Related feedback from Technical Committee, meeting with Faye Stewart & Mark Shrives on the issue.

1. Fiscal Management: Quarterly financial reports were available at this meeting. The Board reviewed the reports.
 - Balance Sheet & Profit and Loss
 - Board approves of financial forms; would like to see a document with net assets listed (not on P&L). Also, possibly a Budget to Actual for all grants once the individual budgets are set up.
2. OWEB October Grant Cycle: A few changes to grant proposal since tech committee last met. Broad scale herbicide discussed.
 - **Resolution to approve submission of the Hollyer grant will occur via email for a quorum.**
3. Lane County Bridges Project: Board Fundraising activity.

Board members & volunteers will plant 25 trees at 3 riparian bridge sites. Sites: Sharps Creek, Row River, London Road. Weekdays identified as ideal, wait until November. **Brian to coordinate; Pam to provide details.**
4. Briefing Paper: Dorena Issue Briefing Paper from John Steele. Forwarded to tech committee in regards to a request from John Steele to discuss mercury issues. **He will be invited to the November 10th Technical Committee meeting.**
5. Personnel policies & Fiscal procedures: The Board was introduced to these pieces of the organization necessary to function & staff sent draft version of both.
 - **Larry working with staff on fiscal procedures.**
 - **Cynthia agreed to look at the Personnel Policies**

6. Development/Storefront Office Discussion: Renovated space available on Main Street in Cottage Grove.

- \$500/mo rental, negotiable. - \$650 - \$700 total with utilities
- Brian commented that is a more 'joyful' space (as opposed to the current office being the old jail!) Increased visibility may be an advantage for fundraising.
- Development discussion with some consensus that membership dues would exclude some people. Donors might be an important piece. **Board would like a development plan.**

7. Agenda Items for Next Meeting:

- Upcoming Events: November Open House November 18th
- Council evaluations: **Pam to begin edits on evaluations, send to Board for edits.** Dave & others had input about how to revise to reflect feedback about specific processes and what went well & what didn't. Revise so it will benefit us in the future and reflect our growth & lessons. **Brian agreed to compile the evaluation again this year.**
- Board Strategic Planning Session - January 2010
- Conflict of Interest Paperwork: **Everyone has received copies, they should be returned to the next meeting.**

II CORPORATE ACTIONS

1. Next meeting will be November 5th at 6:30pm at the office.

2. Tabled to Email:

- Last month minutes
- Hollyer grant.

Adjournment: There being no further business, the meeting was adjourned.

Signature of Secretary _____ Date: _____
Dave Cunningham