

**SAS Board Minutes**  
**July 26, 2016**  
**2110 State St.**

**Present:** Ray Temple, Tim Johnson, Michael Babbitt, Judy Brunkal, Maureen Leong-Kee, Lowell Spring, Carolyn Homan, Laurie Buswell, administrator **Absent:** Doug Spencer **Guest:** Stephanie Hazen

**CALL TO ORDER:** 6:00 p.m.

Ray announced that Tom Robertson has resigned as a board member to pursue other interests. He also added three discussion topics to the agenda: 1) How we welcome new board members 2) Time for Maureen to discuss volunteer recruiting 3) The informational sign to be erected at Ankeny Overlook to explain habitat restoration efforts there.

**Guest Speaker, Stephanie Hazen on possibly reinstating fundraising door prize drawings at Chapter meetings:**

During the ongoing cleanup at the SAS storage unit, several door prize items were discovered. She said the issue is broader than just the drawings. She needs a backup/helper for the chapter meetings – someone to fill in when she can't be there and handle other aspects while Stephanie runs the raffle, if door prize drawings are to be reinstated.

Issues raised in the ensuing discussion included how can we enlist a helper; the task of securing door prize items and where to store them; the fact that we don't need drawings to fund the meetings now that we have a grant (although additional income is always welcome); timing of the drawings (people didn't want to wait at the end of the meeting); frequency of drawings – maybe just 2 or 3 a year?; quantity and quality of door prize items. Tim said income potential ranges – SAS raised \$400 one year, \$200 another year. One option for income is a donation jar. Birder's Nite has raised anywhere from \$170 one year up to \$600.

Michael suggested holding drawings on an ad hoc basis as worthwhile items come up. Ray said Duck Stamp art is available, and these are valuable items that could be auctioned via eBay. He said he would want the stamps appraised before being put up for auction. Maureen suggested showing a slide of the item at the beginning of the chapter meeting as a way to publicize an auction.

Re: issue of a helper, Stephanie said tasks include introducing the speaker, hosting or arranging dinner with the speaker before meetings, getting the information in the paper, making arrangements with the library, bringing the AV equipment. A backup would be responsible for all of these in her absence and otherwise tasks could be divided up. Stephanie said Barbara offered to help with the next door prize drawing, but that is not a long-term option.

Tim noted that Loucks auditorium doesn't lend itself to door prize drawings. Birder's Nite is in a more intimate, social setting. Stephanie suggested perhaps moving the drawings to Birder's Nite.

It was agreed to put a "helper" request in the Kestrel and go from there.

**PREVIOUS MEETING'S MINUTES:**

**Minutes from June:** Carolyn noted these had been distributed via email. Tim moved for approval and Ray seconded. Motion carried.

**Review of Action Items:**

- 1) **Subaru event resource list posting and emailing** – Done
- 2) **Sending MOA draft to Friends of Refuges board, Doug** – Done
- 3) **Exploring idea of sustaining memberships** – Tim said this would be covered later in agenda.
- 4) **Detailing insurance items and costs** – This is on tonight's agenda
- 5) **Checking National Audubon membership list to see if it indicates when a person became a member, Tim** – Not yet done

- 6) **Sending to board the Letter of Intent to rent new office space, Laurie** – Done. Lease is being prepared; Marion County attorney is reviewing. No problems anticipated. Letter needs to go out now to Fluent Engineering on ending lease. **New Action Items: Laurie to prepare this letter for Ray's signature. Because new office space is larger, and other space is available there, Laurie also to open conversation with Marion SWCD on possibility of storing SAS items there, eliminating need for the storage unit.**
- 7) **Contacting Eugenia re: recruiting volunteers for events, Maureen -- Done** and on tonight's agenda.

## **TREASURER'S REPORT – Tim**

He had updates to emailed information – Unrestricted operating funds = \$5,988.87 in the bank as of end of June. The original figure includes some restricted funds. Also, \$336,328.75 in investment account for unrestricted funds. Wells Fargo has said they can give SAS a better deal than Edward Jones – could charge less to manage accounts and/or offer different types of funds. Tim to meet with them next week.

Account review: 1) Laurie is billing out the CLEAR grant funds and SAS will have about \$500 to carry over to next year. 2) OCF Education Endowment income is now \$2,262.76. Ray asked about plans for these funds. Suggestions: Use at Nature Center, perhaps for sponsoring field trips. Stephanie suggested buying cameras and using them in classes (Panasonic offers a discount). 3) Meeting grant – Funds are left and SAS can reapply in January.

**Fundraising update** – 1) **Summer Appeal letter** – This has gone out, including information on sustaining memberships and using the incentive of automatic membership renewal with a gift of \$10/month or more on a sustaining basis.

Tim said income is keeping pace with expenses and we also haven't had to withdraw anything from the unrestricted operating investment fund to make up a shortfall.

One issue: July/August Kestrel has not gone out. Laurie did distribute via email information on the July 30 songbirds class but nothing went out re: July field trips and no copy has gone out for proof yet. **Action item: Laurie to call Melissa to pin down a release date.**

**Insurance review** – Tim distributed a list of options through the Bliss firm. In reviewing coverage (\$172/month last year for a package that included Directors and Officers coverage), Ray and Tim decided SAS did not need property insurance, but Bliss basically cancelled everything except the Directors and Officers coverage. SAS now does have general liability at \$72/month and D&O coverage (\$1,000/year). Discussion included reinstating auto coverage for Laurie while running SAS errands. Stephanie suggested finding out if general liability covered a possible injury to a field trip participant or while carpooling on a field trip. **Action item: Tim will ask Bliss for an auto policy and will ask about whether employee bonding would cancel the need for some coverage and also about liability during field trips.**

**New database capabilities** – 1) Can now code a member as a monthly giver. Before SAS had no history of a person's membership. This will be helpful when it comes to renewal. In discussion of sustaining memberships, it was noted that the process of setting up monthly giving needs to be spelled out and it's best handled as an autopay transaction through a bank or credit union 2) Tim also eliminated unused queries to clean up the data base.

**Fundraising opportunities** – **Continuing Action items:** Tim will pursue Fred Meyer's program allowing shoppers to designate a nonprofit to receive donations, as well as the programs at Life Source and Amazon Smile.

**Nominating Committee** – Tim distributed information for an approach to prospective Board members. He plans to have it on the web and Facebook as well. The goal is to help prospects know what Board service might entail. The Board also discussed making meetings more social and how to welcome new members, what to brief them on and what materials they need, including a Board book. (Maureen did not get one.) **Action item: As the newest member, Maureen to send an email to the Board about how to better welcome new members.**

Regarding the Nominating Committee idea, the strategy of recruitment includes getting other Board members and other SAS and community members to suggest names of potential people. Tim volunteered to call people whose

names are passed along. Judy complimented Tim on the informational handout. **Action item: Tim will send the information item out via email so Board members can use it and personalize it.**

**NATURE CENTER UPDATE, Ray** – Re: the National Environmental Protection Act assessment, Ray said Graham is looking at opening the public comment period Oct. 1 or so, with a public meeting in the first 2-3 weeks. The comment period would end mid-November. Following completion of the NEPA process, SAS can begin to solicit a Design/Build contractor. Ray said Greg Hranick, with FWS Regional, has developed a new project timeline. The new dates push the project into 2018. **Action item: Ray will send the timeline to the Board.**

Samantha has emailed the sign to be posted at Ankeny Overlook regarding habitat restoration underway at the refuge. **The Board is asked to make comments and get them back to Ray ASAP.**

The draft Memorandum of Agreement goes to key Refuge people and the Regional FWS Office on Thursday. It sets up expectations of FWS and Ray said he expected knowing by Monday how the MOA will look from the FWS side. Issues include construction oversight – the MOA proposes that FWS work with Ray to review documents, to help with design/build solicitation and handle the actual project management oversight. These are major issues that will inform the Nature Center process going forward.

Another issue is a list of dates for a site visit to the overlook. When it's finalized, invitations will be sent.

Lowell suggested the overlook sign providing habitat restoration information be printed as a brochure and put out at Eagle and Pintail marshes so there are more opportunities for people to see it.

## **DISCUSSION TOPICS**

- 1) **Nature Center programming; public use of the center, Lowell** – Lowell met with Samantha soon after she arrived at Refuge complex about 13 months ago. They urged developing kits for teachers and others on various aspects of what kids would see at Ankeny. Nothing happened. About a week ago, Alchemy of Design released a 32 page “proposal,” of which 8 pages covers themes and messages. Alchemy compiled historic information to devise themes. Lowell sees it as a “Visitor’s Center” approach. Lowell’s idea is a nature interpretation approach. Ray said that the Alchemy draft doesn’t say anything about the kinds of programs to offer. Lowell said that will be the work of an Interpretive Committee.

**Lowell offered a list of things the Board could discuss:** a) the Nature Center is remote from the marshes where most of the activity is. One possibility is to have volunteers at the marshes with binoculars and spotting scopes to assist visitors in observing waterfowl and other birds and wildlife b) Vision for permanent displays at Nature Center. Stephanie suggested a mural. Judy suggested a focus on the kinds of geese on the refuge, including taxidermy specimens, since that’s the reason the refuge was created. Should include a map of migratory routes. 3) Lowell mentioned the issue of global warming and how this should be handled.

**Other points:** Including the sounds of the marsh, sequenced with the seasons. Having “something interactive” as part of permanent displays. Having nest boxes? Volunteers: the Friends of the Refuge group and FWS have both committed to help with volunteers. Ray said the MOA sets the stage for partners in that but the details have to be spelled out.

**Action items:** 1) Ray asked Board members to email programming ideas to him so they can get into the planning process 2) Ray to talk to Graham about idea of nest boxes at the center and if there are policy issues to prevent this.

- 2) **Volunteer management concepts and implementation – Maureen**

She met with Eugenia, long-time coordinator for the SAS Yard/Garden Show booth. Maureen thinks the process Eugenia uses works for big events and can be scaled to smaller events. The training can be adjusted to other events, too.

Recruiting and keeping track of people are issues. Maureen needs local contacts from Laurie for colleges, etc. Maureen asked if the database can be adapted to track volunteers. Tim thinks so. Laurie does have a spreadsheet of volunteer names. Stephanie suggested Meetup website. Other recruiting suggestions: Birder's Nite; announcements at field trips; Facebook and the website; the Kestrel. The calendars (website, Kestrel) should show future volunteer opportunities, but a few months at a time, not the whole year. Ray said we need to be definitive about volunteer opportunities, the skills needed and the time involved.

Maureen favors having a volunteer appreciation event as SAS builds its volunteer base.

## **INFORMATION TOPICS**

### **Review of strategic plan progress – August**

**Turtle signs at Minto** – Ray said these are a go and Audubon will get the credit. He also asked how best to interact with the city when an issue arises but there is no formal process to address it: Send ideas to the proper parks person and go from there, building on relationships SAS has developed.

**Next meeting:** 6 p.m. August 23 **Adjourn:** 8:45 p.m.