

SAS Board Minutes

March 22, 2016

2110 State St.

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

CALL TO ORDER: 6:00 p.m.

INTRODUCTIONS: Ray introduced Tom Robertson, retired Portland Community College professor who is interested in SAS board membership. Board introductions were made around the room. Tom gave a brief bio and outlined his interest in the SAS organization. He has degrees from Ohio State University and Iowa State University and sought employment in Oregon after vacationing here. He got a water quality job with EPA in Portland and then moved to PCC, where he taught a variety of science subjects. He retired 3 years ago after 20 years with PCC. He and his wife have relocated to Salem and he is interested particularly in helping with programming that might be offered at SAS's new Nature Center.

PREVIOUS MEETING'S MINUTES: Carolyn asked for a motion to approve minutes of the February 2016 meeting. Tim moved approval and Doug seconded. Motion carried.

REVIEW OF ACTION ITEMS:

- 1) The issue of conflicting Facebook pages between SAS and the Nature Reserve has been worked out.
- 2) Thank-you calls to donors were set up and Tim emailed donor names and phone numbers to Board members. In discussion of experiences, Michael said he wasn't finished with his calls but things had gone well. He had spoken directly with some donors and left messages for others. Tim talked to all his donors and got good feedback. Doug did all his calls and talked with 2 people. He reported that one phone was not in service. Ray got mixed responses. Carolyn talked with 3 people and left messages for 3. Feedback from 2 was good; the 3rd was a curmudgeon. Feedback included 1) picking select donors to contact maybe once a quarter just to ask how we're doing and if they have suggestions and 2) listing memorial and honorarium donations in the Kestrel to promote this kind of giving. The curmudgeon just said he doesn't "like you people. I'm a hunter not a birder." The question then, is his wife the donor?
- 3) Naming the Nature Center. This is not on the current agenda. **New action item: Ray will put this on the May agenda.**
- 4) As a follow-up re: foundation funding, the Center for Community Innovation is hosting an information session with Meyer Memorial Trust next week. Ray, Tim and Carolyn are attending. Ray suggested coordination regarding questions to ask.
- 5) Ray has scheduled a meeting next week with Greg regarding Nature Center costs and continuing preparation of the project's Scope of Work. **New action item: Ray, Doug and Michael need to talk about questions to ask.**
- 6) Ray has notified Eugenia of the Board's approval of the Yard/Garden Show pricing and authorizing Eugenia to add items to the price list at a reasonable mark-up.
- 7) Re: SAS insurance coverage, Tim is talking to the agent and has the forms to fill out. The goal is a policy to provide SAS with coverage to satisfy SAS landlords at the woodshop and the office. Tim said the SAS director and officer policy is due in April. The new coverage will have an unplanned budget impact.
- 8) Lowell is working on arrangements for the upcoming visit by the Flying Ambassadors. They arrive at Finley refuge Monday, March 28, and will spend Tuesday visiting elementary schools in Albany and Corvallis. Wednesday Graham will take them on a tour of Ankeny on their way to Baskett Slough, where they'll stay the next 2 nights. Lowell will take them on a tour of Baskett that afternoon, focusing on the conservation easements. He's set Thursday up as an "education" day, starting at Jane Goodall Environmental Middle School and followed by a 1 ½ hour tour of Minto Brown, with Tim and Mike Unger. After lunch downtown, they will visit Laurie Aguirre at Fir Ridge. Friday they will stop at Yoshikai Elementary, which has a large Hispanic population. The two Ambassadors (from Puerto Rico and Spain) are blogging in Spanish and English and their trip from Mexico to Canada celebrates the first bird treaty between the U.S. and Mexico.

TREASURER'S REPORT -- Tim

Tim distributed copies of the month's information and noted that the spreadsheet is the best source of information. He is still working to clarify the P&L and Balance Sheet numbers with the new bookkeeper. **Action item: He plans to talk with Debbie Leahy, who does the books for Straub Environmental, for advice on clearing up discrepancies.**

NATURE CENTER UPDATE – Michael, Doug

They reported on the planning group's recent conference call. Michael said they're assembling forms toward selecting a design/build contractor and have templates from Greg Grannick, engineer at Fish and Wildlife Service. Some documents from ESA design firm will work, too. The Scope of Work is the primary document going forward. There will be a Request for Qualifications for firms responding to the Request for Proposal. A list of contractors to invite has to be worked up and Greg has names of those FWS has used. Ray meets with Greg next week to fill in some gaps. Michael said we might need legal help. **Action item: Michael will contact the attorney SAS used before.**

Doug has received information from the Tamarac nature center in Minnesota that should be helpful in preparing a letter to be sent requesting proposals. One issue: the Davis-Bacon Act, which requires that locally prevailing wages and fringe benefits be paid on projects built by federal agencies on federal land, which would drive up the cost of the Nature Center project. However, at Tamarac, FWS Region 3 officials decided that the project was exempt because it was overseen by the local Refuge Friends group. The relationship of the Friends group as project overseer had to be spelled out in the Memorandum of Understanding with the FWS. **Action items: 1) Doug will share the note he received with the planning team. 2) Action item: Ray will prepare a formal request for a policy call on this from our FWS Region 1.** Doug noted that one good sign is that Robin Thorson was the Regional Director in Region 3 when Tamarac was built and she is Region 1's director now.

DECISION TOPICS

Sponsorship of Strategic Plan objectives – Ray had emailed Board members about taking responsibility for various areas of the strategic plan in order to bring focus to efforts to achieve the goals. Michael and Doug are sharing the Nature Center items with Ray. Ray has signed up for the Nature Reserve coordination. Tim takes the Finance Committee and works with David Harrison on conservation. Carolyn agreed to help with various fundraising items.

It was noted that Maureen has expressed interest in Volunteer Management. Ray said SAS needs to ID the kind of volunteers required and should write out our expectations. **Action item: Laurie is to assemble a month by month calendar of events that require volunteers throughout the year. Ray asked that it include the number of volunteers needed for each event and who's been in charge.**

Ray confirmed that Board members could study the plan and let him know what sections they're interested in. Tom said that he's interested in several areas that have Ray's name on them, but he's willing to help and he also is interested in the Nature Center program areas, as is Lowell. Judy said to put her down for 1B, regarding membership. She will staff a table at Birder's Night to promote memberships and could also follow up with people ID'd through field trips.

As a side note, Judy voiced a concern regarding the language around the Statesman Journal articles promoting Birder's Night, which say that the meetings are free but a \$2 donation is suggested. **Action item: Judy will contact Eugenia about modifying the language to clarify that meetings are free.**

INFORMATION TOPICS

Maureen's email re: expense reimbursement for Board member travel – The discussion arose because Maureen is representing SAS at the Oregon Audubon chapter meeting in Bandon. It was noted that Board expenses have some tax deductibility, although Tim said there's a big deductible. Most felt that a registration fee might be covered, but other travel expenses raise some issues. Tim noted that any money spent has to be raised and right now, Board

expenses is not a budgeted item. It was agreed it was hard to draw the line re: what to pay for. It was decided to make no policy other than to decide on a case-by-case basis.

Email from the “bug lady” – SAS received an email from Suzanne Tegroen, a student at Chemeketa who is looking for a partner organization for an “insectopia” project she’d like to launch. **Action item: Ray will respond that SAS can’t take on any other projects at the moment.**

Upcoming events – 1) Finley Refuge open house 10 a.m. to 2 p.m. May 14 – Doug said the Refuge Friends group is sponsoring the “Prairies in Bloom” themed event. He said some historical buildings on the refuge will be open, prairie walks will be held (the Overlook Prairie is an original, unplowed prairie), kids activities are planned and they will try to get a band. He said it might be a chance for SAS to have a table and introduce the Nature Center. Ray said an article in the Kestrel would be appropriate. **Action item: Doug will send information to Laurie ASAP (deadline is April 15) for the May Kestrel and Tim will pick it up for the website.**

2) Capitol Subaru event – Michael reported that plans are being finalized for the April 21 event, which will start at 7 p.m. at Capitol Subaru on the Salem Parkway. He said a fourth person has joined the panel: Rebecca McCoun, with North Santiam Watershed Council. Information has run in the Kestrel and Michael wants to get an item in the Statesman Journal. He was advised to talk with Stephanie Hazen for tips about working with the paper. Doug requested a copy of the information flyer to get an item in the new Finley Friends newsletter.

Questions included whether to sell things at the event. **Action item: Michael to talk with Carrie Casebeer about it when they meet next week to make sure Capitol is OK with it.**

Michael noted that presenters need the capability for PowerPoint. Tim said SAS has new computer equipment that will accommodate that. Michael needs to ensure that Capitol has a screen and a table to hold the equipment.

Adjournment – 8:25 p.m. **Next meeting** – 6 p.m. April 26. Tim will chair the meeting in Ray’s absence.