

**SAS Board Minutes**  
**November 22, 2016**  
**2110 State St.**

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

**CALL TO ORDER:** Ray called the meeting to order at 6:05 p.m.

**PREVIOUS MEETING'S MINUTES:** Two typographical corrections were noted, both on Pg. 3: The first item under Event notices for the Kestrel should read "The" (T is missing) and the Audubon office address is on Hawthorne (e was missing.) Lowell moved to approve the minutes as corrected and Michael seconded. Motion passed.

**Review of Action Items:** Regarding the September items that were Ray's responsibility, he did get information on the November public meeting to Doug for the Friends newsletter; He has not shared with the Board notes from the Sept. 28 meeting about the public meeting; and the meeting with mayor-elect Chuck Bennett about grant fund availability to cities such as Salem through the FWS's Urban Bird Treaty program is postponed because Ray wasn't driving post-surgery until today.

Re: A Kestrel article laying out to members SAS's budgetary situation – Tim. He outlined ideas and will get a draft to the Board in the next couple of weeks.

Action items re: the public meeting were handled. Doug said the Friends of the Refuge group paid for the refreshments and already have set aside money for the whole year to cover meeting refreshments, in case there are further such meetings.

### **TREASURER'S REPORT**

**Financial status** – Tim shared account balances for September and October and the current balance sheet. He said he's still finalizing year-end figures and will start building next year's budget when he has them. The basics are that SAS needs about \$40,000 to operate. Of that, \$10,000 comes from fundraising and the rest from membership, programs, grants, etc. Costs include \$22,000 for staffing, \$5,000 for the bookkeeper, \$2,000 for insurance, \$6,000 for rent (office and the storage unit), \$1,000 for the Nature Reserve and \$3,000 for the Kestrel. He said the wood shop is basically a profit center.

**Insurance for volunteers** – He asked Bliss (our broker) if our general liability covers the woodshop. Apparently general liability covers property and legal costs but not medical for injuries. Bliss is recommending volunteer coverage for accidents. Cost would be about \$660 a year. Tim is getting the liability policy. **Action item: Tim and Michael will review that policy and Michael will contact the Insurance Commissioner or other state office if there still are questions.**

**Fundraising** – 1) The year-end appeal letter just went out. Funds raised will go toward the 2017 budget.

2) **Monthly sustainers** – Tim talked with the Marion-Polk Food Share director at an event and learned that MPFS raises 20% of its funding from monthly givers, up from 5% 7 years ago. The "industry standard" for nonprofits for this "sustained" giving is 5%. **Action item: Ray asked Tim to include benefits of sustained giving in the budget message for the Kestrel.**

3) **Auxiliary fundraising efforts** – Tim has put a reminder about the Amazon Smile program as it relates to Christmas gift buying in the Kestrel. Purchasers can designate a percent of their transaction to be donated to SAS. SAS is also in line to participate in the bag token program at Life Source. He is also exploring the Community Rewards program at Fred Meyer.

4) **Fundraising events** – Birds and Wine income was down this year (\$550 total, with half to SAS, or \$275) and Tim would like to reach out to other venues. Ankeny and VanDuzer wineries were mentioned.

**Bilingual field trips** – Tim has communicated with Beatrice, Fish and Wildlife intern, and Sam about the possibility of setting up bilingual field trips. Part of Beatrice's job is to reach out to the Latino community.

## **NATURE CENTER UPDATE – Michael, Doug and Ray**

Ray said DMT call notes were emailed to the Board this morning. Re: the public meeting and the NEPA process, Ray said a summary of comments should come from FWS soon. The comment period ends Nov. 29. Refuge staff estimate a decision in January or February.

Education/Interpretive Committee is interviewing various potential user groups in relation to expectations about use of the center and how uses might relate to the physical features. Doug wondered what the neighbors in the area are looking for. Tim said Charlotte Hoppman (sp?) would be a good contact because she is involved in the neighborhood association. **Action item: Lowell to ask Sam to contact Charlotte about this.**

Two pieces of great news!: Doug said the FWS engineering staff is talking about hiring an architect firm to handle finalizing the plans for the Design-Build contract and manage project oversight. According to a late email from Graham today, FWS has found \$100,000 to put toward this expense. This will cover writing solicitation documents and securing a third party for construction oversight. These funds are in addition to \$95,000 addressed in the DMT call. These are Visitor Enhancement Program funds that were allocated to the Atlanta FWS regional office, but which they were unable to use. This funding will be used to pay for exterior features in Phase 1: oak tree overlook, entry kiosk, discovery elements (like goose silhouettes, nature explore area and others), and site identification signage. Ray said these developments mean we will have expertise in place for professionally prepared construction documents and project oversight and this will expedite the process as well. **Action item: Ray said we need to craft a thank you to the people who made this possible.**

## **DISCUSSION TOPICS**

**Project with Salem high school teacher, Lowell** – This involves proposed Nature Center interpretive topics. **Action item: Lowell will send the list to the Board.** He is working with Emily Parent, a teacher at North who was looking for something to do with a natural history class. He suggested they take these topics, research them and write narratives for display at the Center. She is interested in pursuing this.

**February Chapter meeting on the Nature Center, Ray** – Ray, Doug, Michael and Graham will talk about what to present and the Board should talk about this at its January meeting. Topics to cover include where we are in the process and the MOA re: our relationship with the FWS. Ray sees this as an important opportunity for outreach and wants to encourage non-members to attend. There should be a question/answer period.

**Volunteer solicitation/management, Maureen** – She said it's slow going but she envisions starting with how to cover events, such as the Yard/Garden show. It would be good to set up a calendar – a Google calendar was suggested so it can be shared. She said it's important to have information on needs well in advance.

Ray noted that we get requests we can't fulfill. Laurie confirmed that these often are out of the blue and on short notice so we can't respond. Ray suggested developing a small pool of people to call on short notice to respond to some of these.

Maureen wants to solicit people as new members. Laurie said the online form does ask for information on their volunteer interests. Action item: We need to add a list of volunteer interest to our membership form in brochures, etc.

Tim suggested using Google Groups to advertise volunteer opportunities. He said he can help set one up.

Other topics to consider are how we account for volunteer time and how to celebrate and honor our volunteer efforts.

**Oregon Audubon Chapter fall meeting, Ray** – Stephanie and Ray attended this session in Corvallis. **Action item: Ray will forward to the Board a list of conservation issues discussed.**

Public lands management was added as a conservation topic this year. Ray will ask David Harrison for a list of the issues SAS signed onto in the past year. Among the issues discussed were the Elliot Forest sale, Klamath refuge water issues, etc.

**First National Audubon subscription = local membership, Ray** – At the Corvallis meeting, Art Winn (?), chapter services regional director, talked about a benefit of National Audubon being membership in your local chapter. Ray said he is not sure how this works.

Possible Board member candidate, Michael – Eugenia has mentioned that Melissa Young, our newsletter editor, has expressed interest in Board service in general (not specifically with SAS). She did not mention this when Ray, Carolyn and Laurie met with her earlier this year. **Action item: Ray and Carolyn to set up another meeting with her about her interests.**

**December Board meeting** – Ray suggested skipping the December meeting and the Board agreed. Tim said he will email the budget before the January meeting. Ray also made a note to put a discussion of the February Chapter meeting on the Board's January agenda as well.

**Next meeting** – 6 p.m. January 24, at the SAS office, 338 Hawthorne Ave. NE.

**Adjourn:** 7:45 p.m.