

**SAS Board Minutes**  
**October 25, 2016**  
**2110 State St.**

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

**CALL TO ORDER:** Treasurer Tim Johnson called the meeting to order at 6:00 p.m., in Ray's absence

**PREVIOUS MEETING'S MINUTES:** A correction was noted to the dates of the November Oregon Audubon conservation meeting. The dates are Nov. 11-12. Michael also asked for clarification of Scott Walker's SAS membership status. (He is a candidate for a Marion SWCD director position.) Laurie confirmed that he is a current member, not a former member. Michael moved to OK the minutes of the September meeting with those corrections, and Judy seconded, Motion carried.

**Review of Action Items:** Tim said he would address in tonight's Treasurer's report Judy's question from the September meeting about whether interest from the operating income account is enough to cover the withdrawal made to supplement operations expenses.

Since several of September's action items were Ray's responsibility, **Action item:** Carolyn said she would check with him as to the status of: 1) whether he got the Kestrel information on the November public meeting to Doug for the Friends newsletter; 2) whether he shared with the Board notes from the Sept. 28 meeting regarding an initial approach to the public meeting; and 3) if he had had time to follow up with mayor-elect Chuck Bennett about grant fund availability to cities such as Salem through the FWS's Urban Bird Treaty program.

Laurie also distributed a Board binder to Maureen and binder information updates for the other Board members

### **TREASURER'S REPORT**

Tim distributed copies of the September and year-end figures and said other financials would come via email after the meeting. The reports showed the year-end final balances. The final QuickBook reports will go to the CPA so he can begin SAS's tax report.

SAS finished the year with 221 members.

Lowell had a question on how the restricted education funds, specifically the \$2,263 earned by the Educational Endowment Fund, can be used and whether the money might be used to purchase lumber for nest boxes. The recollection was that the Board decided to hold those funds to use on Nature Center programming.

Tim discussed use of Nature Center funds. Most of the funds are in CD's of \$300,000 is in an investment account to provide operating funds for the Nature Center. That account made \$27,084. SAS paid \$31,977 to ESA Design and spent \$422 on public meetings. Bottom line is that SAS used \$5,315 of the Nature Center funds to cover expenses over and above the interest made on the account.

As for the Operating Investment account return, it made \$29,938, more than enough to cover the \$5,000 withdrawn to cover unrestricted operating expenses.

For the year, income fell short \$4,000 from the budget. Expenses were \$1,600 less than budget. The \$5,000 withdrawn was more than enough to cover the difference.

Fundraising – Tim said that SAS needs about \$40,000 to break even each year. The chapter generates about \$5,000 from nest box sales. The new class series Mike Unger is doing will generate about \$1,000. And there are a few new fundraising sources in place, such as the Life Source token program and the Amazon Smile avenue. Ray has advocated instituting a sustaining membership option – encouraging people to sign up for monthly giving automatically with a credit card or from a checking account – in exchange for automatic membership renewal.

Tim asked for a Board discussion of the pros and cons of a sustained giving program, including the concern that donors might consider this the end of their commitment with no need to give further. With 221 members, SAS would need \$158 annually from each member to break even (in the absence of any other funding). If members signed up at just \$5/month, it could leave SAS short funding. Tim noted a couple of dangers – a drop in membership or an unexpected and unbudgeted expense, which would mean each member would need to give even more to allow SAS to break even. An option is to set a higher threshold for a sustaining gift level – perhaps \$15 or \$20 a month.

Judy said that she had no idea how much it took to run the chapter until she was on the Board and added that it might be good to put something in the Kestrel that explains how much it takes to run SAS.

The Board decided to discuss such a program again when all Board members are present. **Action item: Tim will draft something for the Kestrel that would lay out to members SAS's budgetary situation.**

#### **NATURE CENTER UPDATE, Michael**

**DMT call --** The group got updates but the most urgent item was the upcoming Nov. 3 public meeting at 6 p.m. at Pringle Park Community Hall. All Board members are encouraged to be there and to arrive early if possible to help with set up. Samantha is getting the key from the City and will open up around 4:30.

Michael said they plan for several informational tables to be set up: Education and Interpretation, staffed by Matt Hastie and Samantha from FWS; Habitat Restoration, staffed by Brian Root; Partnerships, staffed by Michael, Doug and Damien (representing SAS, Friends of the Refuge and FWS); Building, staffed by Ray and Graham.

Michael said they need volunteers for the Refreshments and Welcome tables. Tim and Carolyn volunteered for Welcome and Judy and Laurie for Refreshments. **Action item: Michael will find out about name tag provisions and arrangements for sign-in, which will be important in order to communicate with attendees.**

Michael said Doug was going to check with the Friends group about paying for refreshments for the meeting. SAS is paying for the Pringle rental. Judy said she and Laurie could staff the refreshment table but **they would need to know soon if they needed to get and pay for the refreshments (or are the Friends doing this?) and how many to plan for.**

Doors open at 6 and Graham will make a PowerPoint presentation starting about 6:30, with attendees asked to break out and visit the informational tables after. The Board discussed possible items for the Partnership table: SAS brochures, Kestrels and possibly some SAS display boards. Tim was encouraged to share information on the Birds and Wine event Nov. 12 at Left Coast Winery.

**Action item: Michael will firm up details ASAP.**

In other news from the DMT meeting, Michael said the Education and Interpretation Committee has a final quote from Alchemy of Design and the committee is assuming planning now. There is a committee meeting Nov. 10 at the SAS office to finalize the education draft so that there's something to use going forward to seek funding.

On the Memorandum of Agreement, everyone is still waiting on the FWS solicitor's office to weigh in. Apparently the office has been short-handed due to staff illnesses.

On engineering, Graham, Damien and Ray met with Monique and Charlie (Mike Markson's replacement) met recently re: design/build firm process. The approach will start with a Request for Qualifications from a variety of firms, and from those who respond, a smaller list will be created to receive Request for Proposal letters. Ray said he is pleased to be working with Monique, who is enthusiastic about the project.

The Habitat and Restoration report noted that burning and spraying has begun at Ankeny and exotic tree and shrub removal will begin this winter along Ankeny Hill Road.

The final steps before the Nature Center project can proceed include the public meeting. The Service will put out the Environmental Assessment. Michael said it's on line and, **Action Item: Michael will send the link to the EA to the Board.**

Lowell asked about PR for the meeting. It will be in the SJ and on Facebook. Tim will put the document on the SAS website. Maureen said it is not yet on the Audubon event list on the website and Tim said he'd get it there. Sam has it on the Ankeny website home page and has sent information to the Service media and contact list. Informational brochures were distributed and an announcement made at the recent Chapter meeting. **Action item: Laurie to send meeting information to the SAS email list and will ask Eugenia to send the information to her Birder's Nite list.**

**Action Item: Laurie will check with Sam re: name tags and getting the keys to the facility.**

FWS representatives will be in work uniforms. SAS representatives encouraged to wear hats/gear/name tags ID'ing them as SAS members.

## **DECISION TOPICS**

**Event notices in the Kestrel** – Tim said Ray would like a policy regarding requests from outside groups and how we choose to notify our members. The Board discussed setting some criteria for acceptance: 1) the requesting group be a nonprofit 2) The group have a shared mission with SAS (such as Straub Environmental) 3) The group have some strategic relationship or partnership with SAS and 4) Do we think it would be of interest to our members?

These were discussed as guidelines for acceptance in future and that if there are questions about a particular request, the matter be brought before the Board for a decision.

## **INFORMATION TOPICS**

**Christmas Bird Count** -- It will be held Dec. 17. The chapter is holding a CBC workshop for participants from 10 a.m. to noon on Nov. 19 at the ODFW building, 4034 Fairview Industrial Drive SE, in Salem.

**Board recruitment** – Tim asked Board members to keep this in mind and invite those who would be valuable additions to the group to consider it.

**Fundraising** – Results of the second appeal are unknown (Laurie has been on vacation). The final appeal is scheduled to go out in mid-November.

**Next meeting** – Nov. 22 at the SAS office, 338 Hawthorn Ave. NE.

**Adjourn:** 7:40 p.m.