

SAS Board Minutes
February 28, 2017
338 Hawthorne Ave. NE

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

Call to Order: 6:00 p.m.

Guest Speaker, Jon Pope with proposal for Salem Audubon to establish Green Award category for Land Stewardship, beginning in 2017 – Jon presented background on the proposed award to honor Sam Lea, a landowner in the Lake Labish area for habitat improvements benefiting birds on his 67 acres that formerly produced onions. Jon nominated Sam for a Green Award, an environmental honors program sponsored by Straub Environmental Center. But there is no category for land stewardship and Sam's work didn't fit well in existing categories. Straub representatives suggested Salem Audubon create an award, in partnership with Marion Soil and Water Conservation District, and present it annually. Jon emphasized that Salem Audubon would gain a connection to the area's "green" community, individuals and funders, through involvement in the awards banquet. He also sees the award as a way to make sure the land stewardship concept is being publicized. He offered to make the selection for the first two years, should the Board approve involvement.

Discussion ensued regarding the banquet itself (about 250 people attend; cost is \$60); how future nominees for the Land Stewardship award might be identified; how selection criteria might be developed, etc.

Lowell asked if Mr. Lea's project is part of a conservation easement and if he received any compensation for creating it. Jon said Lea was assisted by Ducks Unlimited. Lowell said he raised the question because there are easements on lands around Baskett Slough and the names of the owners are not released so any landowner involved there couldn't be identified as a potential award nominee.

Ray said he sees this as a two-part issue: 1) action before the Green Awards this year, which will be held March 11, and 2) something longer term.

Doug asked what the honoree would receive. Jon said he could create a certificate and perhaps Audubon could offer a birding outing, if the honoree is interested. Tim suggested including an SAS hat.

Michael asked what geographic area future nominees might encompass, since SAS serves two counties.

Carolyn asked if anyone knew the history behind why Salem Audubon, which at one time sponsored the Green Awards, gave that up. Michael said that Straub came on board as a partner and then just eventually took over organization of the awards.

Judy made a motion that Salem Audubon be part of the Green Awards and that Jon would develop the criteria for use in selecting future nominees. Michael seconded. Motion was approved.

Jon said he would get a certificate made for Ray's signature. It was decided to also present an SAS hat, a year's membership in SAS and a birding trip of Sam's choice.

Ray suggested Jon work with someone, perhaps a Board member, to develop the criteria. Judy and Michael volunteered to help. Jon asked the Board to let them know if anyone has ideas on criteria.

Previous meeting's minutes

Carolyn asked if there were any corrections to the January minutes and if not, a motion to approve them. Ray had one correction under review of action items – that Tim said the IRS expects the Board to **sign** (not sing) a conflict of interest policy. **Lowell made a motion to approve minutes as corrected. Doug seconded. Minutes were approved.**

Review of action items:

- 1) Laurie got the chapter's liability policy for Tim and Michael to review.
- 2) Ray finished the CLEAR grant proposal and approval should be forthcoming.
- 3) USFWS order regarding lead ammunition – Tim has shared this with the Board.
- 4) Re: a proposal to Heritage Seedlings for bluebird and wood duck boxes – The proposal was accepted and the boxes are done. Ray said he's working with Linda Boyer to find a time to get the boxes up. Ray said he and the shop guys are still looking at sources of wood and prices for Douglas fir vs. cedar, etc., to try to save money.
- 5) Maureen created a solicitation via Google Groups for volunteers to investigate and manage PR outlets and the Kestrel article is done as well.
- 6) Ray emailed Stephanie, Mike, Teresa and Eugenia about how they use the SJ, Facebook, etc. There have been no responses. **New Action Item – Ray will remind them.**

In regard to another past item, Lowell said Charlotte Hottman got back to him regarding the neighborhood association near the Nature Center (she is on the Board). The association meets quarterly and Lowell queried her regarding any comments regarding the Nature Center. He said the association board felt they had had ample opportunity for input. Their main questions now are where will the entrance be, does the project involve more than a shelter and will it be built “by the end of the century?” And the final input was that whatever is done, they would like it to be a place they would want to take family and friends to visit more than once.

Lowell responded to Charlotte. **Action Item: He will share that email with the Board.**

Ray asked whether SAS should extend to them an invitation to the May Chapter meeting, which will focus on the Nature Center. Doug said he felt they are waiting for action, not more information.

Action Item: Ray will follow up.

Nature Center update/DMT call – Doug, Michael, Ray

Doug said a new development is that Graham talked with the Service archaeologist about doing sampling at the site. He said there's nothing new on NEPA but it should be done by the Chapter meeting, along with the Memorandum of Agreement. Ray, Michael and Doug will meet with Graham in the second half of March to talk about the Chapter meeting.

Lowell asked whether archaeological sampling was just related to Native American items. Doug said no, anything older than 50 years would be documented.

Michael said he was happy that Scott Roberts is coming on board to handle contract management on the project. The Service is paying for that.

Treasurer's Report – Tim

1) Proposed budget: He distributed copies of the financial summary for the period ending Jan. 30, 2017 that also shows the comparative finals for the past three years. He projects he will need to take \$5,805 from savings to balance the 2017 budget, clarifying that is from interest, not principle.

He said he's created the new budget by looking at the comparative figures of the past three years. He's talked with Chet re: the wood shop and Lee re: the Nature Reserve to get their expense projections. As for income, Mike Unger's new bird classes are providing income to replace the Beginning Birding Class, but it looks like the Begging Bird Class may still happen thanks to Maureen and Nick. They are willing to take it over and Wes is fine with it. The timing is to be decided.

It was noted that the headers on the financial summary reflected the wrong years and need to be updated by a year. **Michael move to accept the proposed budget, with the corrected headers. Doug seconded. The motion was approved.**

2) Proposal to obtain volunteer insurance coverage: Tim reviewed SAS coverage. Chapter has no property insurance because cost is \$391/year and we have little of much value.

Chapter has no crime insurance. It does have general liability, which costs \$919/year and provides \$1 million per occurrence. We are covered due to negligence of an employee or volunteer or due to a condition of our premises. In most cases, payment would come due to negligent behavior.

The agent provided an 82-page summary of coverages. **Action item: Tim and Michael will report at the next meeting.**

One question involves the wood shop. The owners require aggregate liability of at least \$1 million and we are not sure if we are covered. The agent recommended accident insurance for volunteers. The proposal is coverage for 300 volunteers (??) at \$660. Discussion centered on the number of volunteers. It was decided we only need coverage for 100 volunteers at a cost of \$300.

Lowell made a motion that we select volunteer accident insurance for 100 volunteers at a cost of \$300. Tim seconded. Motion was approved.

The agent also proposed Director's and Officer's coverage at a cost of \$1,067. This covers management malpractice, misappropriation of funds, HR errors and omissions, benefit errors and omissions. Ray questioned whether we have enough information to make a decision.

Action item: Carolyn will email her agent about this coverage, because he has strongly recommended it.

A decision on D & O coverage was postponed until next month.

3) Office 365 subscription – Tim said this provides technical assistance, a subscription to Office products and a terabyte of backup on the Cloud. It costs \$2/month for nonprofits and he is going to subscribe.

4) Supporting Salem Audubon column for the Kestrel: Tim said he is starting this column, which will appear every month to highlight our events, appeals and other opportunities to support the chapter. The raffle for the intarsia wood sculpture of a heron will be featured in March. He said he's sold \$135 in tickets already.

The bottle drop program is in place. He has the specially tagged bags for use in redeeming containers so that the proceeds benefit Salem Audubon. Starting in April, the basic redemption amount goes up to 10cents. To redeem, just take the bag to a redemption center, hold the tag up to be scanned which will open the drop door, slide the bag in and it's done. The money will be directed to Salem Audubon.

5) IRS filings: Tim had to ask for an extension but said he should be getting the chapter's return from the CPA by March 7 for Board review.

been meeting with the CPA re: Audubon's tax filing. He said the IRS expects the Board to sign a conflict of interest policy form every year. Laurie distributed copies for member signatures. There was discussion of what constitutes a conflict of interest.

Tim also said that the approved process is for the Board to have a chance to review the filing before it's submitted. The deadline is May 15. He will share the form electronically for Board review.

6) Membership update: Tim said we have 192 members, but more are coming in. Last year's total was about 220. About 100 members need to get another reminder post card. Those who have not yet paid will not get the March Kestrel. Tim will deliver reminders at the Birder's Nite and Chapter meetings, as well.

Maureen noted that she does have some bird books that could be used as an incentive for people to renew. Anyone renewing or joining by a certain date could be entered into a drawing.

Proposal regarding Audubon properties

Ray recapped a proposal from Mark Wiig regarding possible sale of Audubon's Nature Reserve and Minto properties to the City of Salem. Ray contacted Patricia Farrell at the city and she knew nothing of the proposal.

Ray said he thinks there's no good reason for the city to buy the Minto piece and it certainly is not going to be developed. He suggested Audubon do nothing until it's approached by the city to sell it.

Michael said he thought Audubon got the property via Nature Conservancy and if so, there should be records as to whether there might be conditions on any transfer.

Action Item: Ray will email Mark and copy the Board, telling him SAS will wait for a proposal from the City about a possible purchase.

Pricing schedule for 2017 Yard and Garden Show – Carolyn

Carolyn shared the proposed price list for bird boxes and other items at the upcoming Yard and Garden Show. The list was approved by Chet and the wood shop crew and was forwarded by the Yard and Garden organizing committee.

Tim moved to approve the list and Michael seconded. Motion was approved.

Action item: Laurie will print out new price stickers reflecting the new changes. She will email Mike Unger to get the new price list.

Follow-up points from CCI Board Development Workshop – Ray and Carolyn

Ray said he had gleaned pertinent information that indicates SAS has some work to do in several areas, mostly relating to policies, procedures and customs re: adherence to Oregon law. This includes some elements of bylaws and Articles of Incorporation and factors relating to SAS as a membership organization and a chapter of a national organization.

One example: Do we need permission from National Audubon to change our bylaws? He also learned that Board meetings by email are illegal in Oregon, although Skype probably would work.

He got some good ideas on welcoming new members are another session.

Carolyn said she thought the introductory speaker was good and that the session on fundraising was helpful. A session on understanding financial information was interesting and she will share that Power Point with Tim. Her session on welcoming new board members was less helpful.

Action item: Carolyn will summarize the fundraising highlights and other information and share it with the Board via email.

Next meeting – Ray said that Patricia Farrell will attend and talk about the city's new Migratory Bird policy. The meeting will be at 6 p.m. March 28 at 338 Hawthorne.

Adjournment – 8:35 p.m.