

SAS Board Minutes
January 24, 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

Call to Order: 6:00 p.m.

Volunteer program – Ray asked Maureen how efforts were going. She said she has created a Google Group to communicate with SAS members about volunteer opportunities. She said this could be put on the website, as well, and can be shared. She had sent to Board members an email showing the invitation to join the group. She said the website notice could advertise for volunteers and provide information on how to get involved. Ray suggested revisiting the issue at each Board meeting to refine the process.

Previous meeting's minutes: Carolyn asked for a motion to approve minutes of the Nov. 22, 2016 meeting. Michael moved approval and Tim seconded. Minutes were approved.

Review of action items:

- 1) Kestrel article re: SAS budgetary situation – Done for January issue. Tim said Ray's message for February will continue the conversation.
- 2) Insurance for volunteers – Tim said this will be done by next month. Michael said he had not contacted the Insurance Commissioner but wanted to review the general liability policy first anyway. **New action item: Laurie to get the policy and its disclosure statement for Tim and Michael to review.**
- 3) Listing benefits of sustained giving in the Kestrel budget message, Tim – Done. Tim said no new monthly sustainers have signed up.
- 4) Ask Samantha to contact Charlotte Hoppman for neighborhood input regarding Nature Center uses/physical features – Not done. He will follow up.
- 5) Thank you to FWS for arranging additional Nature Center funding, Ray – Done
- 6) Project with North Salem high school teacher, Lowell – Lowell has sent a list of topics for Emily Parent's students to research and they have begun projects. This will take place over a period of time. He has discussed making posters or displays and digitally copying them so they can be printed as engineering prints – \$5.89 each at Staples. They also asked about getting photos of birds. Guide to North American birds/Audubon is a source. He also said he has a Monday meeting with Heather Nabb, site coordinator for Salem-Keizer Education Foundation about possible programs. He said SAS last year gave 64 programs, 16 nest box programs and 480 nest boxes. He said this year Yashida school wants 99 nest boxes. Also, a home school group wants to schedule programs at Broadway Commons. And a couple of programs already are scheduled including one at Marion County Detention Center.
- 7) The Chapter meeting on the Nature Center has been moved to May 16 from February.
- 8) List of Oregon Audubon fall meeting conservation issues, Ray – Has been sent to the Board.
- 9) Ray and Carolyn to meet with Melissa Young, Kestrel editor, about possible Board service – Still needs to be scheduled.

Treasurer's Report – Tim

IRS filings: Tim has 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 Feb. 15. He will share the form electronically for Board review.

Quick Books reconciliation: Tim noted the long-standing problem with reconciling SAS records and Quick Books. The problem, it was recently discovered, was that the bookkeeper has been getting the expense and income account numbers, but not the asset code. The asset code is necessary to properly reconcile the records. This has been corrected and a reconciliation chart created. No explanation as to why the previous or current bookkeeper brought this up. Tim said he probably will have to take some money out of savings to reconcile balances.

Action item related to budget: Ray said he is going to start pursuing another CLEAR grant for meeting expenses. SAS owes more right now than we have. Laurie said she would pay United Methodist for the fall quarter meetings and hold off paying the rest. She said quarterly payments have been fine with the church.

Ray also said he needs the room rental and stipend expense break-outs for Birder's Nite and Chapter meetings for the accounting that is due to Marion Soil & Water Conservation District before he can apply for a new CLEAR grant.

Tim said he will ask for approval of the 2017 budget at the February meeting.

Fundraising: Tim displayed the intarsia wood sculpture created by his friend Bob Karau and donated to Salem Audubon as a fundraising opportunity. It is valued at \$275 and Tim suggested a raffle. Prices were discussed, with \$1 to \$5/ticket suggested. The group settled on \$1/ticket or 7 tickets for \$5 and 20 tickets for \$10. It was suggested having the drawing at the May Birder's Nite, but since the Chapter meeting in May will discuss the Nature Center, it was decided to have the drawing then.

Tim asked for help selling the tickets. Opportunities include SAS meetings, field trips, Mike Unger's bird ID classes, the Yard and Garden show and others.

Nature Center update, Doug, Michael –

- The DMT call was postponed until Thursday. The notes will be shared with the Board via email following the call.
- Doug said the Service has responded to all comments from the public meeting. Neither Ray or Doug sees anything that will impede the NEPA process.
- The Memorandum of Agreement has been reviewed by the Service's solicitor and the Regional supervisor has commented and returned it to the solicitor. Doug estimated it could be out by next month.
- Habitat restoration at Ankeny has been stalled by the recent bad weather.
- Doug said there is talk of an event at Ankeny in the fall to honor Doug Marshall.
- Doug said Pacific Region I refuge managers and project leaders will be meeting in Corvallis the week of February 20 and will be touring area refuges. SAS reps may want to meet with them when they are at Ankeny to talk about the Nature Center.

Information topics

Willamette Valley Bird symposium at Oregon State – Ray asked Tim for highlights. Lead in the environment was a major topic. Tim said a speaker noted a recent order sent out by the U.S. Fish and Wildlife Service Director US Fishing and Wildlife Director's Order requiring the use of nontoxic ammunition and fishing tackle for all activities on Service lands, waters, and facilities by January 2022. **Action item: Tim will share the order with the Board.**

Heritage Seedlings proposal – Ray sent a proposal to Heritage Seedlings (which he had shared with the Board via email) for 6 bluebird boxes, which he will make, and 6 wood duck boxes, which the SAS shop will make. He said he thinks Heritage will get the proposal and just decide to have their own crew build the boxes, but it's worth it as an experiment. The board had no objections to the proposal or pricing (\$360 total for the wood duck boxes and \$210 for the bluebird boxes).

He talked to Chet about cedar for the shop, which is getting harder to obtain. Ray said he guys 1x6's in 4 ft. sections from a Corvallis outlet and the price is better. He proposes seeking a bid on 700 cedar boards from selected suppliers (Parr and others) and test the market to see if we can get a better price. This would save time for the volunteers.

Ray also wants to explore how long Douglas fir would last because it's a second-growth source and less controversial. It might last as long as cedar, but would still be decent. Lowell suggested making the bird box roofs out of cedar and the rest of the box from fir.

Ray said he wants to explore the longevity of Douglas fir before making a switch but thinks it's worth exploring. Having a sustainable, locally sourced product, rather than old growth, could be an important marketing element.

Action item: Ray will look at this and come back with a proposal.

Turtle project grant – Ray has written a letter of support for a grant proposal for turtle research to be managed by Oregon Department of Fish and Wildlife. There were no Board objections to the letter of support. If ODFW gets the grant, Ray said, they will put out a call for volunteers to help trap and remove invasive turtles. The work will be done at Minto Brown.

Michael said he could see potential problems with people upset over trapping and removing turtles. Ray said the project will be permitted by ODFW. As volunteers, SAS doesn't have to participate in that portion. He said the City of Salem is on board.

Publicity for events – Changes at the Statesman Journal have decreased publicity outlets for SAS meetings. With the SJ calendar appearing only once a month, it's hurting the ability to inform people of upcoming meetings. The Board discussed options.

- Soliciting volunteers to do PR for events
- Seek out new outlets. Tim said Teresa Byrne has been using NextDoor to publicize things. Maureen said MeetUp could be an option. Wild Birds has an email list and perhaps would be willing to share SAS information with their customers. Facebook is a good outlet and could be used to feature Birder's Nite and Chapter meetings. Maureen suggested asking Mike if he uses the "Events" feature of Facebook as well as the calendar.
- Twitter – Need to get an SAS account.
- Marion Soil and Water Conservation District also invited SAS to provide meeting information for the SWCD quarterly newsletter.

Action item: Maureen to create a solicitation via Google Groups for volunteers to investigate and manage PR outlets. Maureen and Laurie will work on an item for the Kestrel as well.

Action item: Ray will email Stephanie, Mike, Teresa and Eugenia about how they use the SJ, Facebook, etc.

Adjournment – 8:10 p.m. **Next meeting** – Feb. 28, 6 p.m.