

**SAS Board Minutes**  
**Sept. 26, 2017**  
**338 Hawthorne Ave. NE**

**Present:** Ray Temple, Tim Johnson, Michael Babbitt, Carolyn Homan, Judy Brunkal, Doug Spencer, Maureen Leong-Kee, Laurie Buswell, administrator **Guest:** Garry Falor, SAS investment adviser at Edward Jones **Absent:** Lowell Spring

**Call to Order:** Ray called the meeting to order at 6:00 p.m.

**Guest presentation, Garry Falor,** – Tim introduced Garry, who has been the SAS investment adviser since 2014. He explained his philosophy of investing and the process used for the Nature Center funds and the long-term financial health of SAS. A program of laddered CDs was set up to provide safe, short-term access to the bulk of the Nature Center funds in order to facilitate use during the center's construction period. About \$750,000 is in CDs. Another \$275,000 is in a longer term investment program of mutual funds, with the expectation of 6 to 8% growth. He said the idea is to pay close attention to risk but also overall rate of return.

Ray updated Garry on the Nature Center progress. A contract is anticipated December/January and payments would space out through the life of that contract. We will plan to talk with him about scheduling CDs to handle those payments after the contract is signed and timelines become clearer.

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

Doug said the Memorandum of Agreement has been split into two – a Design/Construction agreement and a Facility Use/Operation Agreement. The federal solicitor is reviewing both, then Damien will review. SAS may get to see it by the end of next week. There may be an insurance component before everything's finalized in order to cover risks and have a building that meets federal standards.

Michael said there's a lot to do in the next month and the schedule is tight. We're still awaiting signatures on the Environmental Assessment, too, but once that and the MOAs are signed, we can put out the RFP for the design/build contract.

*Decision making during design/build* – Ray said SAS will be involved in cost decisions. We will need to sort out where Ray can make decisions unilaterally and where the Board should weigh in. It will be a busy year ahead for the entire Board once the contract is let. Prompt response time will be necessary to keep the project on target.

*Funding complete design of the Phase 2 building* – We have \$600,000 for Phase I, including design of the building. Ray asked if another \$90,000 can be found to cover design of the entire project in order to provide continuity between the various pieces of the project and a better overall design. Another benefit: the next project pieces would be shovel-ready if the USFWS gains access to additional funding. SAS probably would not have to provide the entire \$90,000 to cover the full-design component. The Board needs to think about how much SAS could invest and talk about it with a proposal in hand.

*Ankeny open house and Dave Marshall event* – Ray recapped the Dave Marshall recognition ceremony and said that in visits with members of Portland Audubon and the Marshall family who attended, it was clear they are willing to help with funding the project. The Dave Marshall outdoor classroom is an obvious target, but they were interested in the entire project. Ray said SAS needs to do its homework, talk to Portland Audubon about ways to cooperate and fund-raise for the Nature Center.

Ray asked how the Ankeny open house went and how it could go differently. Maureen said people were engaged with the SAS booth and described the materials and activities used, including binoculars, coloring books and a bird habitat game and a “how to draw a bird” activity she came up with. Materials included field and refuge guides, some gardening and landscaping information, Kestrels, and general SAS information.

Ray said the Nature Center table drew few people. He suggested having a Nature Center display at the SAS booth that would draw people in who then could be directed to the Nature Center table for more information.

An owl pellet booth organized by Oregon State University students, sponsored by USFWS, was very popular. Lowell has similar materials that really engage children and SAS should take advantage of this resource.

Publicity was discussed. Tim said the Friends of Ankeny National Wildlife Refuge Facebook page can be used for PR, as well as the SAS page.

## **DISCUSSION TOPICS**

***Land Stewardship award, Judy*** – The Board OK'd sponsoring this award this spring as part of Straub Environmental Center's Green Awards event. Judy, Michael and Jonathan Pope volunteered to take this on, develop criteria and a nomination process. She said Michael and Jonathan met this summer while she was in Alaska and that all three have met this fall.

She shared a draft nomination form that might be used and a recap of some of their discussion so far on issues such as possible criteria, eligibility, how to solicit nominations, should there be one award or separate awards for Backyard (homeowner) and Agricultural, etc. Jonathan thinks SAS members should not be eligible to apply. The Board disagreed and supported allowing Audubon applicants (the exception being Board members and anyone judging the applicants)

Ray said we need to interact with Straub to get more time at the awards event so that the winner or winners can share some slides and/or information about their projects. This would make the award process more educational. This year's event was limited to a certificate presentation, with no time for any remarks by the winner.

In terms of one or multiple awards, Tim said it makes sense to focus on one presentation for now. Michael suggested alternating years. It was agreed we should “start small.”

To get nominations, suggestions included using the Kestrel, Facebook, working with Marion Soil and Water Conservation District, Heritage Seedlings, Oregon Farm Bureau, Ducks Unlimited, OSU Ag Extension and the LIVE certification program for area vineyards. Nominations from Marion and Polk counties (SAS service area) should be accepted.

It was suggested checking Portland Audubon's website for their criteria for the Backyard Habitat certification program as one guideline to use.

The committee was commended for great work so far on this effort. Judy said she will take the suggestions back to the committee and report back to the Board.

***Special award for Mike Unger*** – Ray shared a framed photo (taken by Stephanie) of a swallow on a barbed wire fence that he will present to Mike Unger Sept. 30 at the next bird education workshop to thank Mike for his work on these classes. All fees collected go to SAS and the workshops have been very successful.

## **PREVIOUS MONTH'S MINUTES – Carolyn**

Carolyn asked for any corrections and a motion to approve. Tim said the sentence on future appeals planned should be changed to read “two more appeals are planned” for the year. He then moved to approve the minutes as corrected. Maureen seconded. Motion carried.

## **Review of Action Items –**

- 1) Ray has scheduled Oct. 12 for a trip to one of Grand Ronde tribe's mitigation properties in the North Santiam area. He and Tim will make the visit and all Board members are welcome to join in.

- 2) Sourcing a wing-span poster for use at events – Ray said he will work with Samantha and he thinks we can get access to one to print out.
- 3) Proposed personnel policy amendment – Tim. This is on tonight's agenda
- 4) Looking into getting a projector screen – The projector was purchased but we are holding off on getting a screen because it's not needed at the moment.
- 5) Ray sent Tim the Corvallis Audubon contact's email and Tim followed up re: the proposed Corvallis land development issue.

## **DECISION TOPIC**

### **Proposed personnel policy change – Tim**

He had researched the policies re: no payout at the end of employment for vacation hours and no rollover allowed year to year. He found a conflict in the actual policy on allowed accrual of vacation time and recommended going with the maximums shown on the policy's chart. **Action item: He will revise the policy and bring it back to the next meeting for approval. Ray asked that a sentence be added defining accrual.**

### **Treasurer's Report – Tim**

Tim had emailed a summary and shared items from the detailed spreadsheet. SAS should finish the year a about \$2,000 in the black. Purchase of the projector cut into the surplus. He said Mike Unger's bird ID classes have been a big boost to the budget. Ray cited our management of expenses and income as more stable and conservative than in past years. Tim said that we also are drawing on a portion of the proceeds on our investments, which are earning 6 to 8% We only draw 4% or so in order to keep the process sustainable. We now have seven sustaining members, which provides \$127 a month. We continue to promote this in our appeals. Ray said he would like to see this effort grow.

The Bottle Drop program begun in February has netted \$292 to date. It seems to be popular with members.

**Next meeting** – 6 p.m. Oct. 24 at 338 Hawthorne.

**Adjournment** – 8:15 p.m.