

## **SAS Board Minutes**

**April 24, 2018**

**338 Hawthorne Ave. NE**

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

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

**Guest speaker, Chet Zenone, SAS wood shop –**

Ray invited Chet to speak about SAS nest box pricing. The wood shop makes more of the larger boxes now (wood duck, owl, etc.) and they require more material than the smaller chickadee, wren, etc., boxes. The current prices are so low that SAS is effectively “giving the boxes away,” he said. He shared a pricing sheet that listed current prices, approximate cost of materials and comparative prices he found online. Wood duck boxes are priced by SAS at \$30, barn owl at \$45. The approximate cost of materials is \$27 for wood duck and \$35 for barn owl. Online, wood duck boxes can be found for \$55 to \$70 and barn owl for \$125 and \$90 for a smaller box in kit form.

Ray said our boxes for educational programs should go at about our cost (they are \$4 now) but boxes sold on contract should be priced higher. A 2- or 3-tier, formula-driven price list was suggested. Chet's pricing list also included a box sales pricing formula, per SAS Board action in 2011: Educational groups= materials cost x 1.5; private/commercial groups or individual special order= materials x 2.5.

Tim moved to apply the suggested multipliers to materials costs to update the SAS price list and also investigate getting a wood-burn stamp in order to affix a “handcrafted by SAS” label to the boxes. Lowell amended this to include rounding prices to the nearest \$5 and \$10 and exempt boxes for in-class programs and special events such as the Silver Falls nest-box building. He seconded the amended motion. Motion carried.

**Action item: Ray asked that the price list be redone and brought back for Board review. (Not sure who was tasked with this. Chet? Tim?) It was suggested pricing should be reviewed annually and updated as needed.**

**PREVIOUS MONTH'S MINUTES – Carolyn**

Michael moved approval as submitted; Doug seconded. Motion carried

**Review of Action Items –**

1. Language for policy manual on the need for SAS committees to keep minutes, Tim: Tim said he hasn't written language yet but has contacted committee chairs for two of the three relevant groups – Birder's Nite, Field Trips and the Nature Reserve. Eugenia is fine with it as is Glen. Tim still needs to talk with Lee Slatum.

2. Michael to make calls re: needed membership renewals: Michael said there was a problem generating the list from the database. The issue is being corrected. **Action item carries over.**
3. Doug to check on arranging a facilitator for an issue identification/resolution discussion by the Board – Doug said Fish and Wildlife folks thought this discussion was premature. It was decided to postpone any action.
4. Doug to check on a speaker re: conservation easements – Done. He said Fish and Wildlife Service is the best source. He has a contact who could present to the Board in May. Suggestion: That we use the email alert system and Facebook to let members know in case any are interested in attending.
5. Board members to pursue Board member candidates – Tim said he's talked to some people but all have just said they will “think about it.” Carolyn contacted Salem Electric (in addition, a \$500 donation is coming). The Salem Electric contact will share the information that SAS is seeking Board candidates. Michael is pursuing some Oregon Department of Agriculture retirees who might be viable prospects.
6. Tim to develop a one-page financial report for the annual Chapter meeting – Draft done and shared with the Board. He also shared a fundraising message that would be good for members to see. Carolyn suggested combining the two. **New action item: Carolyn and Tim to work on editing the fundraising message for use with members. Suggest that the message be shared on Facebook and the web in advance of the annual meeting.**
7. Carolyn to check with Salem Electric re: a speaker – Done. Engineer Adam DeShon is to call her regarding speaking to the Board about Salem Electric's work to protect birds, including a new osprey platform in West Salem that also has a bird cam attached.
8. Ray to circulate list of design alternatives for Nature Center – Done. More discussion later in the agenda.

## **TREASURER'S REPORT, Tim**

Tim shared copies of his financial report email. He said membership renewals still lag last year and we probably will not make up much ground, except for gains Michael might make through his phone calls. Since we are coming to the time of year where there is less potential to gain income, he estimates the need to draw about \$5,000 from our investment income. Ray noted that having an income buffer is a good position to be in.

## **DISCUSSION TOPICS**

1. Nature Center contracting update – Ray referred to his email from the DMT meeting, which included a list of design options that had been offered to reduce the estimated cost of Phase 1. The cost estimate stands at approximately \$692,500, just \$2,500 over the original estimate. Damien offered that the cost overage is coverable if a similar overage persists after we get answers to questions re: metal roofing and whether the proposed cost includes an estimate for constructing Phases 2 and 3.

SAS also has received an encouraging email from the architect re: contacting subcontractors about donations. Labor might be an issue (bringing federal Davis-Bacon law into it) but materials and profit are possibilities where donations could bring costs down.

Ray said the contracting effort is coming along well, the schematics look good and the proposal is reasonable. However, the cultural assessment is hung up at FWS's Regional office. That has to move before the project can advance.

2. Changing the SAS business meeting to the fall – With no one stepping up to coordinate the monthly SAS Chapter meetings, Ray would like to move the annual business meeting to the fall, revise the by-laws to reflect that and use the meeting as a Volunteer Appreciation event, as well as election of officers. Lowell said he'd rather see the volunteer recognition portion be every two years rather than annual. Ray moved that SAS revise its by-laws to reflect holding an annual business meeting in the fall starting in 2019. Michael seconded. Motion carried. **Action item: Ray will look at the by-laws to see what wording needs to be changed.**

### Information items

1. Doug reported on the Earth Day event at Oregon Garden. He was there with the Friends of Willamette Valley Wildlife Refuges group but devoted a table to the Nature Center. He said there were probably 5,000 people at the event and there was a constant stream of people visiting the tables. There was lots of interest in the Nature Center.
2. Ray said he and Stephanie had a booth Saturday at Riverfront Park at the Mission Street Conservancy group's plant sale. He also had a display and information on the Nature Center and said there were more people interested in the Nature Center than he'd seen at any other event.
3. Tim shared a final financial report from the Yard/Garden Show. Contrary to his previous estimate, SAS netted about \$700, which was better than last year.
4. The SAS IT update – Tim said this has taken a lot of time and it's not finished, but it's progressing.
5. Insurance requirement for language for the SAS by-laws re: inappropriate sexual conduct – He shared a draft of language for a new section in the policy manual. This addresses SAS volunteers and staff who might be in close contact with at-risk populations (elderly, disabled, etc.) Doug said the policy needs to spell out “remedial actions.” Another question arose re: referencing what “timely response” would be. **Action item: Tim will revise the draft to reflect what actions would be taken, who's responsible and the time frame involved.**
6. Michael said Capitol Subaru has contact us about their interest in sponsoring another event of some kind with SAS. He said he has mixed feelings because past events haven't seen a lot of success. Carolyn said SAS needs to spell out what a successful event would be from our perspective and what we expect to get out of any collaboration. She said she could accompany Michael when meeting with Capitol to discuss a possible event.

**Next meeting** – 6 p.m., May 22, 2018 at 338 Hawthorne

**Adjournment** – 7:55 p.m.