

SAS Board Minutes
Nov. 27, 2018
338 Hawthorne Ave. NE

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

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

Previous month's minutes – Tim moved that the minutes be approved as submitted. Michael seconded. Motion carried.

Review of Action Items – 1. Tim to check on whether builder's risk insurance covered theft of tools from Dalke Construction. It does not.

2. Discussion of changes to bylaws. Tim said he postponed further work until he attended a board training workshop* (Carolyn and Tim reported highlights and filed a report, which is attached to the minutes) which covered bylaws to an extent. He learned SAS needs to file revised bylaws with the Oregon Department of Justice and that our bylaws need to address the issue of dismissing a member (they don't now). Also, the concern that the IRS 990 form asks about committees filing reports, but a presenter at the training said it's not a worry. We also need to change "monthly meeting" in the bylaws since we have discussed meeting every other month. **New action item: Tim will prepare a package of changes for Board review and adoption.**

3. Ray to get contact information for Jon Janosik to Tim and Carolyn. Done.

Fiscal Report

Adequacy of SAS accounting to handle large fund raising – While he doesn't think we could provide Quick Books to a funder (too confusing), Tim believes the revised fiscal forms he's created would suffice. The forms use the Quick Books account numbers and show the monthly reconciliation of Quick Books with the funds in the bank. That should be acceptable to foundations, other grant funders or individual donors. His forms show revenue streams and expenses for four years back.

Overall, SAS is in good shape financially and the investments continue to grow.

RE: Nature Center budget reconciliation, Ray said he will have better numbers this week as to how much will be needed from contingency funds to complete Phase 1. As for the \$296,000 set aside for operating the Nature Center, that amount may not be necessary. Any excess can go toward the next Nature Center phases – an appropriate use of the remaining Gehlar funds.

Discussion topics –

Outdoor School meeting at Oregon Garden – Judy attended. This is the effort led by Jon Yoder to have a pilot program in fall 2019. Three schools are involved; students are all 5th graders. He is looking at a 3-day program with no overnights. Kids will be bused to each site – Minto Brown, Ankeny and the Oregon Garden. The State of Oregon provides \$100 per student if their criteria are met – the Next Generation Science Standards. Among other groups represented at the meeting – OSU Extension, Oregon Fish and Wildlife, Oregon Forestry Dept., Marion Soil and Water Conservation District, Oregon Forest Research Institute, City of Salem and U.S. Fish and Wildlife. Judy said representatives are to meet in January to list activities for each site and then will meet again in February. Essential element is how living and non-living components interconnected. The plan is to meet with teachers on lesson plans. Judy will report at Board meetings as planning progresses.

State bond funding of Phases 2 and 3 of the Nature Center – Ray said it's a no-go. The grant agreement bans giving the money to a third party so SAS would have to oversee the contract and “own” the project at the end, a non-starter for us.

Friends and SAS roles in fund raising, fund management, conveyance to the Service going forward – Doug and Ray met with Dave Lankamer of Friends re: conveyance of funds, etc. The Service could do contracting with money from SAS held in the Friends account, just as if it's coming out of their budget. SAS could hold the money to make interest on it until the Service needs it. But this way it doesn't get tied up in the federal Service budget, with requirements that it be spent in a certain year.

Re: fundraising, the Gloria Marshall meeting is in the works. We may be able to invite her to the building dedication and tour at 1 p.m. Jan. 7.

Other updates: Ray said the Federal Highway Association will have drawings soon on the entry way, trails, and refuge roads, a volunteer building, etc. Also, Alchemy is working on the information kiosk, signage, etc.

Operations decisions – Ray said the January tour will be an opportunity to ask about the facility operations and management agreement and how the three partners will interact. We will need a Facilities/Operations Committee and a planning meeting is needed in January to talk about this and ensure a smooth transition.

Misc. Items

1. Ray and Stephanie met with Barbara and Bruce Stermer, who recently moved to Salem from Cottage Grove. She has coached nonprofit boards and also is a birder. She is interested in being involved with SAS.

Adjourn: Meeting adjourned at 7:50 p.m.

Next Board meeting: Jan. 22, 6 p.m., at 338 Hawthorne NE.