

Network of Oregon Watershed Councils
October 26-27, 2017
South Santiam Watershed Council Office, Sweet Home

Summary of Action Items:

- A. Review & Approval of FY17 (through September 30) Financials– *Attachment*
 - a. *Oct. 26, 2017: Karen Moon motioned to approve financials, Cindy Thieman second, motion carries by consensus*
- B. Review & Approval of July 2017 Meeting draft minutes – *Attachment*
 - a. *Oct. 27, 2017: Cindy Thieman moved to approve July 2017 meeting minutes, Karen Moon second, approved by consensus.*

Summary of follow-up to do items and responsible party(ies):

- 1. Dana will send Shawn and Board a template for tracking Board member terms and alumni
- 2. Board member recruitment – people to either contact or get suggestions
 - a. Dana Dedrick suggest Rich M. from UO; **Kristen will connect with him.**
 - b. Jon Souder suggests Kathleen Guillozet from BEF; support for this
 - c. Cyndi Coleman Marshall – retired WC coordinator, **Dana will reach out**
- 3. Work on building board candidate recruitment pool
 - a. **Dana will draft some language** to use for a general board recruitment pool and send to Kelly T. and Shawn.
 - b. **Kristen will resend** old nomination process outreach letter
- 4. Current positions that are ending – to clarify if will continue into new term or not.
- 5. **If there is an opening in your region, begin nomination process** and have nominations ready for January elections
- 6. Share templates for NOWC templates; Shawn will set up Google doc to track offerings
- 7. Submit board match forms after each meeting
- 8. Cindy Thieman will do 4 calls to strategic folks – e.g. Sandy Basin, Johnson Creek, give her 2 more
 - a. Dana will send follow-up to Willamette calls / emails
 - b. Bill will clean-up Google Doc
 - c. Follow-up with Membership Committee and Shawn / Shannon for some logistics
- 9. Cindy T will reach out to a couple contractors re: potential donations to NOWC
- 10. Continue regional interviews – this is still valuable information!

2018 NOWC Meeting Dates

- Q1: January 25 (afternoon) -26 (morning) (via web)
- Q2: April 16 (afternoon, day before CONNECT conference)
- Q3: July 12-13, proposed N. Santiam Canyon (Gates), NSWC possible host
- Q4: October 11-12, proposed Central Oregon (possibly Prineville)

October 26, 2017

Call to order: 1:07pm

Attending: Shawn Morford, Melyssa Graeper, Bill Lehman, Kelly Timchak, Debbi Bunch, Kristen Larson, Jon Souder, Karen Moon, Dana Dedrick, Cindy Thieman

Guests: Eric Andersen, Scout Timchak, Luke Westphal (on the phone)

Full Meeting Notes

- A. Introductions
- B. Welcome and Orientation to the South Santiam Watershed Council – *Eric Andersen*
 - a. Eric Andersen provided an overview of the South Santiam watershed and projects and programs of the SSWC, youth watershed councils, outdoor schools, Partners of the South Santiam program, and other activities.
- C. Confirm / Approve Agenda – *Shawn*
 - a. Logistics / schedule
 - b. No agenda additions
- D. Round-robins – updates from your watershed and region
 - a. Kelly – FIP Capacity grant, almost done, coast and Rogue basin both; and about to enter SIA area with ODA; likely focused on North County
 - b. Bill Lehman – Klamath – working with irrigators, energy and water savings; save water as a result of energy cost-savings; Trout Unlimited, TNC, USFWS Partners Program; National Riparian Service Team, developed brochures; OSU Extension and upland watershed work
 - c. Dana Dedrick – Long Tom WC – working with Native American youth to work on upland habitats – got a small grant and fundraising to build program; and urban stormwater projects and building relationships with businesses and cross basin; joint staff with McKenzie River Trust; Hewlitt Open Rivers – dam removal process at Monroe
 - d. Debbi – John Day – also FIP Capacity working through, and lower John Day – has a OWRD Place-based planning grant also participating in and so does Union County
 - e. Kristen – Willamette FIP; MMT Willamette Advisory Group
 - f. Shawn – Observations from OWEB board meeting and FIPs; OWEB still trying to decide or figure out how much they want FIPs to experiment with “democracy” or to already have their governance figured out; long debate about how formulated should a FIP Capacity grant be
 - g. Cindy – Hood River Watershed Group just approved for a Capacity FIP; Local Forest Collaborative – interested in hearing ideas on Forest Collaboratives- how much people are involved, role for WCs in forest collaboratives; big time investment, but what benefit?
 - h. Eric – follow-up discussion re: forest collaboratives;
 - i. Karen – Harney Basin WC – Harney Basin Wetlands projects, OWRD place-based pilots, HBWC increasing staff with OWRD; HBWC moving to own offices next week
 - j. Jon Souder – with OSU Extension position, took on overseeing 3 paired watershed studies; field work for final study ended at end of water year and ending cooperative at end of calendar year, still outreach component; if want him to do a talk – Jon willing to do talk. Will travel to provide talks; Put together project with OFRI – “trees to tap” – looking at effects of forest management on water supply – quantity and quality. Systematic review, lit review, catalog of municipal water suppliers and make up of source watersheds; OHA and DEQ have done but OFRI wanted to do; interviews and case studies; Riparian stuff – 2 summers of monitoring permanent

- plots in 14-year old reveg sites; re-measuring old sites. Talking with ODA and Ag water quality program staff in December; Riparian Guidance needs assessment survey – who’s involved with riparian restoration, backgrounds, who work for, knowledge gaps; INR on OWEB projects and effects of tide gates; reviewing draft report, to present at OWEB board meeting in January – to look at restoration projects in PNW – WA, OR, CA projects; Derek Godwin – long-term watershed OSU Extension staff, moved from admin role back into watershed role, and looking for projects to work on, history of programming and watershed training;
- k. Melyssa – North Coast; Possible expand, reorganize Necanicum watershed to add Ecola, to shift Ecola from N. Coast Watershed Association, testing the OWEB rules of N. Coast WA getting smaller, but OWEB might be able to provide exemption to rules; Necanicum WC working on Outreach and education and how to grow this program in face of OWEB changing Outreach grants; Trout Unlimited and Girl Scouts patch program, STREAM program (Scientist lens, angler lens, and artist lens); Nonprofit AF, Nonprofit ED, ED Happy Hour facebook groups
 - l. Luke – working to build momentum for on-the-ground restoration projects in GYWC; City of McMinnville outreach funding, Linn College internships, and match for OCF grant for future outreach; Pesticide Stewardship Partnership program trying to add flow monitoring
- E. Review & Approval of July 2017 Meeting draft minutes – *Attachment*
- a. Tabled for Friday for review
 - b. Kristen noted correct document for OACD joint meeting minutes and distributed electronically
- F. Review & Approval of FY17 (through September 30) Financials– *Attachment*
- a. Shawn’s overview of interpreting financial statements and areas of focus
 - b. Review of Statements of Financial Position, Financial Activities and Cash Flow statement (projected)
 - c. Target for budgeting beyond the OWEB Partnership grant: NOWC needed to raise about \$40K to fill budget. Target was \$15K (Memberships), (\$10K contracts) and \$10K in “recapture”. We will hit this with mix of memberships \$10K, external at \$15K, and recapture will be closer to \$20K (contracts and services with other WCs and other organizations).
 - d. Discussion of how NOWC serving as fiscal agent for the OWEB Partnership Grant impacts the financials and cash flow management.
 - e. Discussion of bank fees and requesting Umpqua bank to waive fees.
 - f. *Karen motioned to approve financial reports as present, Cindy second, motion carries by consensus*

Break

Angie Clegg from SSWC, introduced Youth Watershed Councils and Outdoor school programs

- G. Board Positions and Election Process – *Kelly Timchak*
- a. 7 people up at end of year
 - b. Regional recruitment process and reviewed board terms
 - c. **Dana is going to share a system for tracking board member terms and alumni**
 - d. Discussion of potential at-large position recruitments
 - i. Dana Dedrick suggest Rich M. from UO; **Kristen will connect with him.**
 - ii. Jon Souder suggests Kathleen Guillozet from BEF; support for this
 - iii. Cyndi Coleman Marshall – retired WC coordinator, **Dana will reach out**
 - iv. Thinking about who has historical connections to WCs
 - e. Discussion of terms that will be ending this year. Need to confirm if renewing?

- i. Rob Russell
 - ii. Cindy K.
- f. Could send out a note to all WCs around the state – building a board candidate pool – describe the role and benefits of participating; and that Coords., staff, and board members can be eligible to serve
 - i. Testimonials
 - ii. **Dana will draft some language to use for a general board recruitment pool** and send to Kelly T. and Shawn.
 - iii. **Kristen will resend old nomination process outreach letter**
- g. **If there is an opening in your region, begin process and have nominations ready for January elections**
- H. Bylaws review
 - a. Review history, draft language, proposed regions
 - b. Discussion of selection process – should we define that in the bylaws more clearly or have that stay undefined or create a policy about it? Discussion having a policy or guidance – but not include in bylaws.
 - c. Discussion of next steps; **Kristen will send out draft revised bylaws, map and list of councils. Board members to give feedback by Nov. 9 to Kristen.**
- I. ED update and minutes approval moved to Friday morning

Adjourn: 4:20 PM

October 27

Call to order: 8:30am

Attending: Shawn Morford, Melyssa Graeper, Bill Lehman, Kelly Timchak, Debbi Bunch, Kristen Larson, Karen Moon, Dana Dedrick, Cindy Thieman

Guests: Scout Timchak

- J. July 2017 Minutes
 - a. *Cindy moved to accept the minutes from July 2017, Karen Moon second. Approved by consensus.*
- K. Financials Revisited – call with Shannon S. to review questions from yesterday
 - a. Questions – other expenses on P&L – what is this for ~\$2033.50
 - i. Payment error in 2Q to IRS and waiting for repayment
 - b. Bank Fees
 - i. Checking account not have fees; reflects fees when people pay with PayPal
 - c. Figure out why actuals on Cash Flow statement don't line up with Balance sheet
 - i. Not looking at the detailed reports, but likely related to differences in that the financial reports (P&L and Balance Sheet) are in accrual basis and the cash flow statement is cash basis. So revenue shows up on reports when invoiced, but cash shows up on cash flow when received.
- L. ED Update
 - a. Shawn will continue to distribute ED narrative
 - b. OACD ED Search status update
 - i. Updated the job description, redistributed, received 4 applicants, conducting interviews, Shawn will be on interview panel
 - ii. Pat has really worked hard to fill in the gap, but is currently in harvest. Also having to focus on RCPP project right now with NRCS negotiations.
 - c. Deliverables update
 - i. Promised 4 webinars, and did 11
 - 1. Easy and popular, and others are coming to NOWC to use the webinars as a venue for distributing information

2. Average 34 viewing a webinar; 373 people over 11 webinars
3. Upcoming – promising monthly webinars
- d. Oregon Conservation Partnership (OCP) OWEB Grant
 - i. Submitted, increased to \$500K request
 - ii. Review of what’s new in this biennium’s grant
 1. Funds for contract for event planner for CONNECT
 2. Communications contractor help OCP and tools for constituents
 3. Regional meeting
 4. Summer tours
 5. Gov’t Relations tool kit – for year 2
- e. Continue to hear that WCs want templates
 - i. OCP other partners do not want to take this on
 - ii. NOWC will take this on its own – but is a big job
 - iii. Shawn has a list of templates that looking for – if feel have high level good example, please share
 1. Offer as members’ only benefit
 2. Please sign up to share docs you feel you have worth sharing. **Shawn will set up Google doc to track these offerings**
 - iv. CONNECT April 17-19, NOWC Board meeting afternoon of April 16 in Seaside
 1. Proposed to have a short 3-way joint board meeting – short meeting, evening meeting perhaps of April 16, meet and greet, etc.
 - v. 2018 NOWC Board schedule
 1. Proposal – agree January meeting be video conference – afternoon 3-5 pm and 9-12pm on next day – Proposed Jan 25 – 26
 2. April 16 CONNECT conference / Seaside
 3. July 12-13 – proposed N. Santiam Canyon – meeting in Gates, ask if NSWC will host
 4. October 11-12, central Oregon, look at Prineville
 5. **Need Board match form and submit each meeting**

M. Committee Reports

- a. Membership Committee (*Bill Lehman*)
 - i. Would like to have broader discussion of Membership in the future (beyond an update)
 - ii. Review – July – Bill and Jon Souder joined Membership Committee
 - iii. Questions – not being a membership organization in the legal sense, confusion about obligations for all councils in general vs. members.
 1. Discussion of have list of at least 5 things that only members get
 - iv. Currently not meeting target of paying members
 - v. NOWC can do better at approaching new coordinators in offering what membership provides, here are resources, and help them recognize the value of NOWC – show them value of NOWC early in career
 - vi. Discussion of insurance; people really want help with this. Need to be able to articulate better why can’t offer insurance benefits to WCs because is such a common request. **Kristen will follow-up with her agent who was researching this topic.**
 - vii. Need to make better available the brochure that articulates benefits
 - viii. Example of Melyssa providing calculations of financial cost-savings and look at it transactionally rather than more intangible benefits – e.g. 10% discount

on CONNECT, D&O insurance discount at WSC, Experticity discounts, access to GoToMeeting and GoToWebinar, Survey Monkey Pro, etc.

1. What are biggest priorities for Shawn to do to highlight value?
 - ix. Conduct salary and benefits survey and costs
 - x. Can we offer nonprofit training – so many coordinators that are working to learn how to manage nonprofits when many have science backgrounds. Many other orgs. provide this kind of training – can NOWC help get WC staff and board members there and help defray costs (registration / travel)?
 - xi. Is there a way to adjust deliverables to OWEB to reduce OCP webinars and then offer others as members only?
 1. E.g. Coordinator training, HR, payroll, etc.
 - xii. Think about cost / benefit of what financial gain on creating members only benefits in future and extra work for Shawn to manage that, versus financial gain. But also need to think about why Councils aren't valuing NOWC
 - xiii. Also **important for Board members to reach out to the members in their regions** – check in on how they are doing, any messages to bring back to the board
 - xiv. **Cindy Thieman will do 4 calls to strategic folks – e.g. Sandy Basin, Johnson Creek, give her 2 more**
 1. **Dana will send follow-up to Willamette calls / emails**
 2. **Bill will clean-up Google Doc**
 3. **Follow-up with Membership Committee and Shawn / Shannon for some logistics on final push**
- b. Business Development Committee (*Cindy T.*)
- i. Talked about opportunities, low hanging fruit, to get donations from companies that wouldn't normally donate to an individual council but work with many councils – e.g. Interfluve, River Design Group, John Ruyon, etc. Benefited a lot from WC business. Make an ask. What is package they are getting?
 1. Making WCs stronger helps their businesses do better
 2. What acknowledgement would they get?
 - a. Create levels and what recognition would they get?
 - ii. How could we fundraise to benefit WCs? Raise money for councils but how do this without competing for funding.
 1. Want to learn what Land Trusts access? Mini-grants available from Land Trust Alliance? Is there a long-term opportunity for an endowment or some fund at OCF (for example) to do this?
 - a. To focus on increasing pie for watershed councils – what model is useful and efficient?
 - b. Thinking longer term
 2. Short-term
 - a. List of businesses that can ask for money and bring in funding
 - i. Offer name on web site,
 - ii. Can they sponsor some kind of deliverable – e.g. the templates offering
 - b. Cindy Thieman – will reach out to a couple contractors she has relationship with.**
 - iii. Focus on what can we do and what can do well. Chose specific priorities and focus on how to dedicate limited staff time to them.

1. Discussion of how staff will work with committees to help answer questions about what is feasible, logistics and best practices for committees. Staff balancing work load and supporting board / committees.
 - c. Outreach Committee (*Melyssa*)
 - i. CONNECT planning call on Tuesday 10/31, Karen will participate in
 - ii. CONNECT call for abstracts closes on Tuesday.
 1. Some didn't see the email go out
 - iii. Will do CONNECT brainstorm next agenda item
 - iv. Discussion of O&E reps on CONNECT planning team
 - v. Discussion of difference b/w Membership and Outreach Committees
 - d. Government Relations
 - i. Haven't met since Legislative session. No update.
- N. CONNECT Conference brainstorming things important for April 2018 conference for WCs
- a. Review last year's tracks
 - b. Themes for current tracks
 - i. Practical Skill based
 - ii. New Ideas or Innovations
 - iii. Partnership and Collaboration
 - iv. Leadership
 - v. Administration
 - vi. Legislative and Regulatory
 - vii. Key Note Speakers ideas
 - c. New Coordinator Training
 - d. Fiscal / Nonprofit
 - i. Timesheets
 - ii. Quickbooks
 1. Set-up, Classes, Chart of Accounts
 - e. Speed consulting
 - f. Retirement benefits – new requirements to facilitate employee savings
 - g. Pay equity act (legislative)
 - h. Risk Management Insurance
 - i. Organizational Policies for WCs
 - j. FIP sharing session - cross and for new people coming in or thinking about applying
 - i. FIP lessons learned – Capacities get to talk to Impl. FIPs
 - k. State and National Grant opps for WCs
 - i. Resource round-up? Or a session
 - l. Experience in raising match funds
 - m. Landowner negotiation techniques
 - n. Small dam removal
 - o. Managing consultants; contracting / consultants
 - p. Supervisory refresher / HR / managing people – supervision techniques / best practices
 - q. Beaver dam analogs,
 - r. Making case for WC support (NSWC – Rebecca)
 - s. Field Trip questions?
 - i. Dam removal?
 - ii. Partnership tour – Circle Creek
 - t. Collaborative group – effective collaboratives
 - i. Lessons learned (Forest Collaboratives, OWRD)

- ii. Partnership Learning Project- Jennifer Arnold, Reciprocity
 - iii. Aaron Wolf – potential key note – water and collaboration
 - u. From last year’s topics – looking for a follow-up – e.g. place based planning
 - v. Climate change? Should we cover this topic in WC only or how do we talk about this
 - w. Water conservation
 - i. Water bank feasibility study
 - ii. Energy / water efficiency
 - x. Reach out to OWEB RPRs about cutting edge projects around the state for ideas
 - y. Planning for climate change? “Resiliency planning”
- O. Strategic Planning (*Shawn*)
- a. Original target was to adopt in Jan.; likely not going to be ready for several reasons
 - b. Review of process – July retreat, interviews with regional folks (ongoing), EC writing retreat
 - c. Shawn will review framework today and sketch of logic model, review in January, and push out to adopt in April
 - d. Logic model will encompass the “meat” of the SP; narrative giving more information
 - e. Shawn - overview of logic models and capital framework – see presentations and handouts
 - f. Discussion of timing of audiences over course of life of the Strategic Plan
 - g. Discussion of taking time to discuss and state NOWC’s values. It’s worth discussing these statements and having them documented for member recruitment (*examples*)
 - i. We believe in the local grass-roots model of WCs to achieve restoration
 - ii. We believe that individual councils feel like they’re part of a team
 - iii. We believe councils are stronger if they are organized on a statewide scale
 - h. Discussion of role of OWEB – they are not an audience – but should be ambassadors for NOWC. Should be directing new coordinators to NOWC as a resource
 - i. Discussion of Service areas:
 - i. Discussion of Fundraise Area
 - 1. Add language – about searching for statewide opportunities not otherwise available to WCs
 - 2. Remove pass-through granting – is this realistic right now and is this what we’re trying to do?
 - j. Reviewed draft logic model and some suggested edits
 - k. **Shawn will take notes and edits and incorporate and distribute to Board**
 - l. **January meeting will spend time on Activities**
 - m. **By the end of Nov. Board members will review revised Short, Medium, Long-term Outcomes and Goals, and give feedback to Shawn**
 - n. **Please still do interviews if you have them to do and get that information into the Google doc**
- P. Thank yous
- a. Dana for her interim board service
 - b. Debbi for donating her time!
 - c. Kristen is stepping down as secretary. Officer elections in January, please consider stepping in to this role!

Adjourn: 12:15