



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

January 22, 2019 Board Meeting Minutes

Note: Action items are highlighted in blue.

Present: Bonnie Anderson, Dawn Carovano, Alan Christensen, Gary Fawver, Cheryl Hart, Tom Hartz, Michelle Miller, Sharon Miller, Mark Newell, Scott Owen, Michelle Scholz, Ed Squiers, Willem Stoeller, Irene Vlach.

Excused: Keith Mays, Peter Paquet.

USFW staff: Andrew Delgreco, Larry Klimek, Eva Kristofik.

I. Call to Order

II. Approval of Agenda

Motion to approve the agenda:

1. Michelle S.
2. Bonnie

Passed, all in favor.

III. Consent Agenda

Motion to [email committee reports no later than the Friday preceding the upcoming board meeting to all board members:](#)

1. Cheryl
2. Alan

Passed, with all in favor

A. Approval of November 27, 2018 Meeting Minutes

B. Financial Reports

Report was provided electronically.

C. Visitor Services Report

Report was provided electronically.

D. Photo Society Report

Report was provided electronically.

E. Restoration Report

Report was provided electronically.

F. Membership Committee Report

Report was provided electronically.

Motion to approve the Consent Agenda:

1. Ed

2. Tom

Passed, with all in favor.

IV. Committee Reports and Updates

A. Scott: Bird Festival Update

Bird Fest will take place on May 18. Save-the-date postcards have been printed and are ready to be distributed. Most activities will take place between 10am and 4pm. The committee is still working on specific activities and their timing. We no longer have access to the Baggenstos wagons for the wagon rides, which were the most popular activity of Bird Fest. The committee is working on finding an alternative.

Bird Fest Sponsorships: the companies listed below were engaged in the past but not in 2018:

Pride

Les Schwab, Sherwood

Dental care of Sherwood

Backyard Birdshop

US Outdoor Store

Al's Garden Center

Biscuits Restaurant, Sherwood

If you have contact with any of those, let Scott know.

Scott brought up the question of how the board pursues sponsorships. Columbia, REI, Providence, New Seasons, Panera and others should be approached, but not just for Bird Fest. [The board should initiate strategic conversations with them about partnerships with the Friends and the Refuge. Scott suggested we discuss this at our next board meeting.](#)

At this point the Bird Fest committee will pursue “small” businesses and wait to approach larger ones until after the board discussion.

Scott also asked that all board members become Emerald patrons for the Festival, i.e. we each contribute \$100 (and get our names listed with the sponsors).

[At the March board meeting Scott will circulate a schedule so we can sign up for specific shifts.](#)

V. Report

A. Other

VI. New Business

A. Larry: Government Shutdown/Inspector General Questions.

On December 26th all USF&W employees were furloughed but the Refuge remained open for activities that don't require a staff. One employee worked (unpaid) throughout the shutdown, first Eva, then Larry. On Jan. 9 the decision was made to open 38 refuges for visitor services activities and for biological considerations. Funding was generated from last year's budget, which allows us to be open for 4 weeks, along with Nisqually NWR, Kilauea Point and Midway Island. Eva and Todd are currently working, as well as Larry, and are getting paid. The staff will get furloughed again on February 1 if no agreement is reached, or possibly sooner if the funds run out. No plans can be made for after February 1.

The contract with the cleaners expired during the shutdown, and therefore the staff is doing all the cleaning.

Board members were reminded that only the board president is allowed to talk to the media, or someone authorized to do so by the president.

The inspector general for the Department of the Interior is examining the financial relationships between Friends groups and the Refuges. He is planning a visit with us – which got postponed because of the furlough. Larry will work on this first with Bonnie, and then with others.

B. Andrew: update on how the job is going so far, projects, help you need, etc.

Andrew updated us on his responsibilities and activities with the help of a Power Point presentation.

C. Bonnie: Notebook Update

Cheryl suggested USFW staff who act as liaison to the board be included in the book. Let Bonnie know on which committees you serve so she can update the list.

It also was suggested that the documents in the book be dated so we know when they were last updated. Let Bonnie know if you think something should be either added or subtracted from the book.

Dawn suggested Bonnie add a couple of pages about the Refuge. Andrew will send to Bonnie the fact sheet.

Someone asked about the process to amend the bylaws. This is done by the Governance committee, of which Michelle Miller is chair. Any changes need approval from the membership. Both the State of Oregon and the IRS also have to approve changes in the bylaws. It was pointed out that non-active people are on the Governance and someone wondered whether we need to increase the number of volunteers who serve on it. [Let Bonnie know if you want to be on the Governance committee.](#) This committee will review the bylaws. It is also tasked with board recruitment and the writing of the strategic plan.

Any changes to the bylaws have to be posted 30 days before the annual membership meeting, i.e. at end of August.

[If the committee of which you are chair does not have a charter, please write one and submit it to the board.](#)

D. Mark: Mentoring Update

The March mentoring weekend might be postponed because of the government shutdown.

Mark reminded us of the 3 priorities we decided to focus on at the December 19th meeting:

1) **Building Human Capital:** (This includes the following in the order of importance to us/a=most important e=least important)

- a. Recruiting Volunteers
- b. Engaging Members
- c. Increasing Membership
- d. Expanding Community Partnerships
- e. Recruiting Board Members

2) **Communication and Joint Partnership Elements:**

- a) Enhancing the organization's and Service site's public standing
- b) Understanding and appreciating personal styles
- c. Defining and communicating roles of the Board and Service Staff
- d: Celebrating and recognizing our accomplishments
- e. Enhancing meeting effectiveness
- f. Developing an orientation plan
- g. Defining the partnership

h. Using a facilitator to help with communication

3) Building Financial Capacity:

- a. Raising Funds to support organizational goals
- b. Increase programming
- c. Diversifying revenues
- d. Pursuing and writing successful grants
- e. Ensuring adequate financial resources to fulfill the Friends plans
- f. Developing and managing a nature store

E. Alan: Diversity Discussion

Alan and Sarah attended a training provided by The Intertwine Alliance Equity Program He liked it a lot and [would like to report on it](#).

It was suggested that if the visit of the mentors had to be postponed, we could undergo Diversity training on the same day, March 18.

F. Bonnie: Tualatin Soil and Water Conservation grant

The deadline to submit a proposal for \$100,000 to Tualatin Soil and Water Conservation district to buy a bridge for Chicken Creek is February. 1. Ask Bonnie for the details.

Larry let the Board know that on Friday (January 25) he would meet with staff from Clean Water Services. They are the lead in the restoration of Chicken Creek. Larry asked that one representative from the Board attend the meeting.

A motion to pursue the application for the grant was postponed until after the Friday meeting. It will be done by email. [Alan will attend the meeting on Friday](#).

G. Wapato

The question came up on whether the Friends of TRNWR would expand to also cover Wapato Lake NWR. This might already be addressed in the Friends/Service agreement.

VII. Unfinished Business

1. Presentation (PowerPoint/other)
2. Corporate Sponsorship/membership
3. Training the Ask
4. Board Membership
5. Diversity training for the Board

Alan will contact the trainer to inquire about his availability on March 18 and how much he charges. Refuge staff is invited to also participate in the training.

VIII. Announcements

- A. Other Announcements
- B. [Report Volunteer Hours to Bonnie](#)
- C. [E-newsletter articles and deadline: send to Bonnie ASAP.](#)
- D. Next meeting date: February 26, 2019

Executive Committee Meeting: February 19, location and time to be determined.

[Email Bonnie for ideas as to where to meet in case the government still is shut down.](#)

VIII. Closed Executive Session

The notes of the closed session are provided to Board members in a separate document.

IX. Adjourn

Motion to adjourn:

1. Alan

2. Dawn

Passed with all in favor.