



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

January 28, 2020 Board Meeting Minutes

Present: Bonnie Anderson, Dawn Carovano, Alan Christensen, Cheryl Hart, Tom Hartz, Michelle Miller, Sharon Miller, Louie Olivarez, Michelle Scholz, Willem Stoeller.

Excused: Gary Fawver, Keith Mays, Mark Newell, Peter Paquet, Irene Vlach.

Staff: Larry Klimek, Todd McKinney

Guests: Joe Edgerton, Phyllis Millan.

We have a quorum.

I. Call to Order (6:45pm)

II. Approval of Agenda

Motion to approve the agenda:

1. Willem
2. Cheryl and Michelle M.

Passed, with all in favor.

III. Consent Agenda

A. Approval of November Meeting Minutes

Motion to approve the minutes of the meeting of November 26, 2019:

1. Willem
2. Tom

Passed, all in favor.

B. Financial Reports

Reports were provided electronically.

C. Visitor Services Report
Report was submitted electronically.

D. Photo Society Report
Willem reported that meetings are set for February through May and for October and November 2020.

E. Restoration Report
No Report.

F. Membership Committee Report
Report was provided electronically.

Motion to approve the Consent Agenda:

1. Tom
2. Willem

Passed, with all in favor.

IV. New Business

A. Introduction and addition of a new Board member

Phyllis introduced herself and outlined her involvement with the refuge as a trail rover, volunteer naturalist, summer camp volunteer, working with alternative outdoor school, and as a qualified Master Naturalist through Oregon State University.

Motion to add Phyllis to the FOR board.:

1. Tom
2. Willem and Bonnie

Passed, with all in favor.

Her appointment will be ratified at the FOR annual meeting.

B. Budget Procedures and Overview/How to Understand Reports - Willem

Willem presented a PowerPoint on how to read FOR financial reports (previously submitted to FOR board). Dawn offered to clarify information if board members have additional questions.

C. Board Roles Overview and Initial Discussion

Alan presented a summary of refuge statistics including:

- FOR has approximately 450 members
- FOR has been in existence for more than 25 years
- The refuge welcomes 150,000 visitors annually
- \$5 million is generated for the local economy
- 10,500 volunteer hours are contributed annually which equates to 5 full-time equivalent staff
- 5,000 children are reached with education programs
- Over \$500,000 in grants were awarded last year

Alan highlighted the significance of the work of the board and reiterated the need for:

- effective communication such that all are welcomed
- being present by showing up for events, board meetings, etc.
- understanding what FOR is about in terms of e.g. finances, and our partnership with the USFWS
- Tom emphasized the monetary value of the refuge to the county.

Bonnie stated that she is one of 4 FOR employees. Her role is to facilitate the business of the Friends and to manage and administer grants for the other 3 employees. Environmental Education and Interpretation jobs are funded through USFWS' Urban Programs grants through a 5 year award agreement. Residual USFWS money goes to seasonal employees. The Restoration position is funded through a USFWS award agreement and some FOR funding. We also received \$20,000 from Willamette Water Supply and \$400,000 from Tualatin Valley Water District for Chicken Creek. \$20,000 is awarded for managing the grant. There are specific requirements for restoration positions in the funding.

FOR board supervision is undertaken by Alan who reports to USFWS staff for specific tasks. Eric is under the supervision of Tom Hartz and interpretation/visitor services is overseen by Sharon. Tom reiterated that FOR supports the mission of the USFWS and FOR board provides an extra level of protection/liability.

There was a discussion on liability issues (Bonnie, Michelle M., Louie). Bonnie attended professional development courses in human resources. Currently options for renewing the 5 year grant are being considered.

The Executive committee is sending personal notes to potential new board members.

Todd McKinney:

- Started his new administrator position 2 weeks ago
- Will assist with Birdfest as USFWS representative
- Previous role was temporary
- Environmental Education program and visitor services were improved under his tenure

D. Board Committee Configuration/Functions/Membership-Michelle Miller

Michelle distributed information on existing committees and roles, and a board orientation chart. She opened a discussion on how we want committees to look, function, and be named.

The Governance committee should consist of board members;
The roles of the membership committee were discussed including separate roles for administration vs marketing of the Friends;
Tom clarified that the Environmental Education committee role has changed since the camps ended. EE is transitioning to a support team for trained naturalists;
Bonnie reminded us that we need to distinguish between FOR and USFWS business;
The Human Resources committee is needed for compliance and meets when needed;
Larry clarified the distinction between volunteers for the USFWS and FOR volunteers;
Tom's role could be seen as liaison (clarification needed);
There is a need to preserve institutional knowledge;
Michelle M. will update the handout.

E. Wapato Planting on February 8, 2020 Plans and logistics - Larry

Although the water levels are high, the planting schedule is still on. The Grande Ronde Tribe will conduct a blessing ceremony. A car pool will be arranged. Alternate date is February 15th. Restrooms, trails, and parking have to be built before September 26th, 2020. The Environmental documentation for public use is being finalized. There will be a celebration for the completion of the Chicken Creek project (help will be needed). Baseline surveys are being done for Tonquin Quarry. Mitigation for the Wapato lake bridge is being carried out (one of 2 bridges) The pedestrian bridge is installed. Opening up hunting at Wapato lake is a top priority for USFWS. FOR should capitalize on the opportunity to promote the Friends at Birdfest and the native plant sale

F. Employee Update and Related Discussions-Bonnie (not addressed)

G. Mentor Call on January 29 @ 10AM, Alan sent out the information to the board.

H. Grants Activities and Updates - Bonnie :there are a couple with Washington County.

V. Unfinished Business

VI. Announcements

VII. Adjourn (9:15)

Motion to adjourn:

1. Phyllis
2. Willem

Passed, with all in favor.