



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

June 25, 2019 Board Meeting Minutes

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

Excused: Keith Mays, Peter Paquet.

Staff: Larry Klimek, Sarah William

We have a quorum.

I. Call to Order (6:45pm)

II. Approval of Agenda

Motion to approve the agenda:

1. Ed
2. Willem

Passed, all in favor.

III. Consent Agenda

A. Approval of May 28 Meeting Minutes

Irene got conflicting reports about what grant agreements were brought for Mark's signature at the last meeting. The May 28 minutes will be presented for approval at the July meeting.

B. Financial Reports

Reports were provided electronically.

C. Bird Festival Report

No report

D. Visitor Services Report

Report was provided electronically.

E. Photo Society Report
Verbal report by Willem – see below

F. Restoration Report
No report. Nathan still is on sick leave. See report from Sarah, below.

G. Membership Committee Report
Report was provided electronically.

H. Executive Committee Report
Report was provided electronically

Motion to approve the Consent Agenda, with the exception of the May 28 meeting minutes:

1. Ed
2. Willem

Passed, with all in favor.

IV. Report

V. New Business

A. Sarah Williams Brown: Update

Logs for the restoration of Chicken Creek have been delivered; heavy equipment will be brought to 1P and 2P; preparation work is moving forward at Wapato, with the mapping of invasive species and getting the Refuge ready for planting in the winter. Planting logistics with numerous volunteers will be complicated. Cheryl made a request that the first planting at Wapato be a Friends' activity.

B. Bonnie: Tree Grant (bridge for Chicken Creek), New Employees update.

Bonnie is working on changing some wording in the TREE grant agreement (\$100,000 for the Chicken Creek bridge), as we don't have the authority to act on some of the deliverables. The agreement also needs language describing the responsibilities of the various entities (USFW, FOR, Clean Water Services, Tualatin Soil & Water Conservation District). Bonnie submitted the proposed new wording to Kelly Dawes at the Tualatin Soil and Water Conservation District.

The new employees Carly Hirschmann and Catherine Hudson are seasonal employees. Carly is a former volunteer in the Visitor Center. They both are working on EE, Interpretation, Saturday morning walks as well as tabling. They are supervised

by Todd, Sharon and Tom, and assist Tiffany and Andrew in their programs. Andrew developed a work plan for Carly.

C. Larry: 1P/2P restoration, Urban Funding Agreement (what's new?)

Restoration: Larry distributed maps showing the future plantings for 1P and 2P. They will take place in September and October. Each planting day will require 40 volunteers. Parking will be difficult. The first planting will take place at Wapato. Larry will give us the dates as soon as possible, so we can start planning the event.

Urban funding: the cooperative agreement between USFW and FOR features new language, specifically about reporting requirements for the urban program. The Board expressed concern that the reporting requirements will put an additional burden on our staff already working at capacity. It is not clear who will do the reporting.

Most changes were made in the section "The Recipient Will". FOR is expected to find additional funding, but it is not a requirement

Larry will give Bonnie an electronic copy of the current cooperative agreement, in addition to last year's, for comparison. Bonnie will forward the documents to all board members. Bonnie will share her comments about the agreement. The Board needs to provide feedback on the document within 2 weeks.

Since Ridgefield and Steigerwald are working under the same agreement, it was suggested that the board members who will travel to the Tri-Friends Get Together on Sunday, have a dialogue about this document with representatives of our sister Refuges.

It is not clear with what entity this agreement is made, nor do we know the date by which it has to be signed. The agreement has to be signed if we want the funding.

Board members should submit their comments to Mark by July 8th, with a copy to Larry. He recommended that if we have issues with the process we also include them in our comments.

D. Willem: Photo Society, Financial Officer

5 people attended the Society's June meeting. It was suggested that they entire membership be invited to their meetings rather than exclusively the Society's members.

Willem is serving as treasurer for the 4th year. He would like to transition from his role as treasurer to serving as director of the financial committee and mentor of the

new treasurer. The treasurer does not have to have a financial background. We need to recruit potential new board members, including someone interested in being treasurer if no one from the current board wants to do it.

Irene expressed discomfort about her lack of understanding of our finances and her difficulties in reading the financial reports. It was agreed that we would take 45 minutes at an upcoming board meeting for training on the financial reports.

E. Alan: Diversity, Equity, and Inclusion Update

FOR has \$13,000 budgeted for diversity training for this year, with more funding available for next year. Alan proposed for Derron to come to another board meeting to help us decide on the specifics of the training. Scheduling the training sessions will be challenging – the training could possibly take place in conjunction with the board meetings. The contract with Derron Cole should be signed within the next 2 months if we want to use the funds allocated for this fiscal year.

Mark, Larry and Alan will draft a proposal and submit it to the board.

F. Tom: Mentoring Goals Check in

The next conference call is scheduled for July 23 at 2:30pm. Tom will send the minutes from last call. The mentors were impressed with what we already achieved. At each future board meeting we will discuss our progress towards the goals.

G. Mark: Search for President Elect/new Board Members/Corporate membership – personal development opportunity/Mentoring Check in #2 June 27, 2:30-3:30.

If no current board member is interested in becoming president elect, we need to recruit someone from outside the board.

VI. Unfinished Business

Tri-Friends Get Together at Steigerwald: Willem, Tom, Cheryl, Irene and Michelle. are planning to attend. A carpool will leave Sherwood at 12:30. Tom and Willem offered to drive.

Michelle reminded us about signing up for tabling in August. She also would like a few representatives of the Friends to march in the Robin Hood parade on July 20. She needs our commitment by July 8th. Michelle reported that the member survey indicated that they would welcome the opportunity to go on field trips. Larry thought it would be possible to take a group to Wapato.

Alan: the bylaws committee is making progress in its revision of the bylaws. The proposed amendments should be discussed at the next board meeting.

Irene suggested forming a nominating committee tasked with recruiting candidates for the board.

VII. Announcements

- A. Other Announcements
- B. [Report Volunteer Hours to Bonnie.](#)
- C. E-newsletter articles and deadline. Articles due! ASAP.
- D. Upcoming meeting dates: July 23, 2019, 6:45pm.

VIII. Adjourn (8:20pm)

Motion to adjourn:

1. Alan
2. Dawn

Passed with all in favor.