



## FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

February 26, 2019 Board Meeting Minutes

Note: Action items are highlighted in blue.

Present: Bonnie Anderson, Dawn Carovano, Alan Christensen, Sharon Miller, Mark Newell, Michelle Scholz, Ed Squiers, Willem Stoeller, Irene Vlach.

Excused: Gary Fawver Cheryl Hart ,Tom Hartz, Keith Mays, Michelle Miller, Scott Owen, Peter Paquet.

USFW staff: Eva Kristofik, Tiffany Mancillas, Sarah Williams.

Guest: Niki Iverson, Water Resources Manager, City of Hillsboro Water Department.

### I. Call to Order

### II. Approval of Agenda

**Motion** to approve the agenda:

1. Willem
2. Dawn

Passed, all in favor.

### III. Consent Agenda

A. Approval of January 22, 2019 Meeting Minutes

B. Financial Reports

Reports were 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. It included graphics that may have been rejected by some servers.

F. Membership Committee Report

Report was provided electronically.

**Motion** to approve the Consent Agenda:

1. Alan
2. Michelle

Discussion: [Mark encouraged the committee chairs to highlight successes in future reports.](#) Nathan Kossnar was recognized for his leadership role in habitat restoration and waterfowl surveying.

Passed, with all in favor.

IV. Report

V. New Business

A. Willem: Grant Discussion Chicken Creek: \$250,000/Trees \$100,000

Niki gave the historical background for the Chicken Creek restoration project for which FOR (Friends of Tualatin River National Wildlife Refuge) might receive a grant from Willamette Water Services.

The Friends role as Grantee would be to accept the grant money, pay invoices from Clean Water Services and generate an annual report. Clean Water Services would be solely responsible for managing and executing the construction projects. USFWS

would be solely responsible for monitoring the progress and approving the invoices from CWS. CWS will have a separate agreement with the Friends stating that invoicing will only take place after the friends have received the funds from the grantors. USFWF is completely responsible for the entire project.

**Motion:** to proceed with the Chicken Creek restoration project with the understanding that the restoration committee chair and the treasurer will keep the Board updated on its progress, and to authorize the president of the Friends or a by him designated board member to accept and sign the grant agreement for the \$250,000 construction grant.

1: Ed  
2: Alan

Discussion: Niki clarified that the Water Department is interested in the restoration of Chicken Creek in the context of their resilient water supply program.

Mark inquired whether grants of these amounts might trigger the need to audit our financial statements – they will not as they amount to less than one million dollars. That said, Willem reported that our pro bono tax consultant is not comfortable dealing with such a large budget and we have to search for someone else.

The **motion was amended** to the wording Willem provided by email prior to the meeting: to authorize the president of the Friends or a by him designated board member to accept and sign the grant agreement for the \$250,000 construction grant.

1: Willem  
2: Bonnie

Passed, with all in favor.

The grant agreement should be ready for signing in March.

FOR has also applied to Tualatin Soil and Water Conservation District for a TREE grant of \$100,000 for the construction of a bridge for the Chicken Creek restoration project

**Motion:** to authorize the president of the Friends or a by him designated board member to accept and sign the grant agreement for the \$100,000 construction grant.

1. Willem  
2. Ed

Passed, with all in favor.

## B. Tiffany: Education Update

Tiffany gave a short power point presentation on her background and her day-to-day work.

While grade schools bring their students to the Refuge, Tiffany also travels to various schools. In addition to education, she works on events.

## C. Eva: Refuge update

The construction of bridges and a pump house at Wapato could be delayed until 2020. The funding is secured, but it will take time to review bids and hire a contractor.

An auditor from the Office of the Inspector General visited the Refuge today to examine how the Friends work with USFWS, and what the Friends contribute to the Refuge. The auditor interviewed both Larry and Eva today. Cheryl also had a conversation with the auditor. The visit went well and took less time than expected. It was primarily a fact-finding mission to understand how the funds generated by the Friends were benefiting USF&W. Bonnie and Willem also contributed to the effort. The auditor will provide a report.

The question arose whether an Audit Committee should be activated. Willem offered to write an internal audit policy. Sharon expressed concern about the lack of oversight of the store finances. Dawn also offered to help the Board get a better understanding of the Friends' finances. Irene suggested a short tutorial during an upcoming board meeting.

[Mark will encourage the formation of a finance committee after Willem will have written the audit policy.](#)

Most of the work for the restoration of Chicken Creek is contracted so there will be limited need for volunteer work. The project will be managed by Clean Water Services. The Friends can champion the restoration of 1P and 2P. 1P and 2P might have extra soil that will be needed for Chicken Creek. The restoration committee is already involved and there will be many opportunities for volunteers.

## D. Alan/Sarah: Diversity Training Update

Alan and Sarah attended the first of 6 training sessions offered by The Intertwine. The board expressed interest in also receiving diversity training and Alan suggested a few dates in May on which the trainer is available. However, the board felt that there already is too much happening this spring with the mentoring and that diversity

training should be pushed back to the fall. While multi-day training would be ideal, we probably should start with a one-day program. [Alan will invite Derron Cole to attend a Friends' board meeting to discuss options.](#)

E. Willem: Photo Society Funds: \$3,000

At the February 7th Photo Society meeting the present members elected to not pursue a youth photo camp this year. Subsequently Willem contacted Don Nelson regarding a restricted donation for more advanced cameras. Don agreed to change the restricted funds to general use by the Photo Society. In addition the board had voted last FY to designate \$3,000 for the same goal: to acquire more advanced cameras. Since there will be no youth photo camp activity this FY, Willem offered the following motion.

**Motion:** to undo the designation of \$3,000 for more advanced cameras and to return these funds to non-restricted, non-designated funds.

1. Willem
  2. Ed
  - 3.
- Passed, all in favor.

[Dawn will make the necessary changes in the books.](#)

F. Bonnie: Webmaster discussion/ Ongoing Board Orientation (raising money)

Tom Stibolt who donated the original land to establish the Refuge and long time Friend, offered to be our web master. He is familiar with Wild Apricot. [He offered to meet with Sharon, Willem and Bonnie.](#)

Bonnie highlighted some restrictions on fundraising activities, referring to Chapter 1, section G (2) :

Fundraising: we are not allowed to do:

- sell raffle tickets or offer door prizes.
- raise funds towards a specific purpose without an agreement with USF&W – talk to Eva before making any request for funding.

Scott asked that each board member make a contribution towards Bird Fest – ideally \$100, which will qualify the donor as an Emerald donor.

G. Mark: 2 hour max meeting/Start time 6:45?/Newsletter (content providers and editor Committee)

Going forward board meetings will start at 6:45pm. We will continue to have snacks.

VI. Unfinished Business

VII. Announcements

A. Other Announcements

Sarah made a request for funding for an appreciation event for the 50-60 volunteers who participated in the amphibian egg mass survey, for the rental of a venue and a token gift (of a value of less than \$10) for the volunteers. Mark has the authority to allocate small sums without a motion and it was decided that we would contribute.

B. [Report Volunteer Hours to Bonnie](#)

C. E-newsletter articles and deadline.

The Board is looking for volunteers interested in forming a newsletter committee. [Alan will submit an article on the two grants.](#)

D. Upcoming meeting dates:

- March 15-16, 2019 (Mentoring Weekend). Despite the fact that we don't have a food budget, the Friends will use unrestricted funds to offer lunch to all participants on both days. We will also pay for the Friday night dinner – to be catered to the Refuge.

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**Motion:** to spend up to \$2,000 for food for the mentoring weekend.

1. Ed
2. Willem

Passed, all in favor.

- March 26, 2019 (Board Meeting)

VIII. Adjourn

Motion to adjourn:

1. Ed

2. Alan

Passed with all in favor.