



## FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

November 27, 2018 Board Meeting Minutes

Note: Action items are highlighted in blue.

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

Excused: Gary Fawver, Tom Hartz, Keith Mays, Scott Owen, Peter Paquet, Willem Stoeller.

USFW staff: Larry Klimek, Eva Kristofik, Pat Stark.

### I. Call to Order

### II. Approval of Agenda

Bonnie requested that as we review the treasurer's report, we discuss which board members should be authorized to sign checks on behalf of the Friends. With the change in elected Executive Board members we need to update our signature card with the bank.

Motion to approve the agenda:

1. Ed
2. Bonnie

Passed, with all in favor.

### III. Consent Agenda

#### A. Approval of October 23, 2018 Meeting Minutes

The minutes were amended to list the Board Members who were excused from the October 23 meeting. [The amended minutes will be emailed to all.](#)

Motion to approve the amended minutes:

1. Alan
2. Mark

Passed, with all in favor.

B. Financial Reports

Report was provided electronically.

C. Visitor Services Report

Report was provided electronically.

D. Photo Society Report

No information about the status of the Photo Society at this point.

E. Restoration Report

Report was provided electronically.

F. Camp Committee Report

No report submitted.

G. Membership Committee Report

Michelle S. scheduled a meeting of the membership committee but nobody showed up and therefore no progress was made. [She will soon schedule another meeting.](#) Michelle is watching Wild Apricot webinars on ideas on how to increase membership. She would like to use the promotion and signing of a new birding field guide by Dave Irons, American Birding Association Field Guide to Birds of Oregon (Nov 2018) as a member recruiting event. [Michelle and Jennifer Bennett \(volunteer in charge of ordering books\) are planning to organize this event to be held in the spring,](#) before Audubon holds their book signing event. Sharon stressed the importance of aggressive advertising of the event to ensure good attendance.

Motion to approve the Consent Agenda:

1. Cheryl

2. Alan

Passed, with all in favor.

IV. Report

A.

## V. New Business

### A. Cheryl: Life Cycle discussion

The mentoring will be a year long process and we need to provide our mentors with info about our organization. Each of those present at today's meeting completed an assessment of the Friends' life cycle, rating the various components as to their stage in the cycle.

[We will have to decide as a group what we want to be mentored on.](#) A planning session is scheduled for December 19, at 6pm at the Refuge (Mark will let us know if he opts for another location). At that time the Directors will review the SWOT analysis and start discussing the priority issues for the mentoring. The more guidance we can give the mentors, the more productive the process will be. [The mentors will visit on March 15 and 16.](#) On March 15 (Friday) the mentors will meet with the Friends' and Refuge staff in the morning, and with a core group, i.e. the Executive Committee and other interested persons in the afternoon. [The entire Board is asked to attend the evening social event on the 15<sup>th</sup>, as well as participate all day on Saturday March 16.](#) Follow-up phone calls will be scheduled after the visit.

### B. Alan: Presentation materials (video), Christmas Bird Count

Alan was asked to speak to Master Gardeners in the spring. When he asked Larry for an available presentation on the Refuge – he found out that none exists. Alan would like to have us create a 10 minutes video specifically about our Refuge and the Friends, possibly with the help of the Photo Society.

Pat reported that the USFW has a contract with a company that produces videos on urban refuges. We are not on the lists of Refuges to qualify for such a video because our urban program is already well funded. [Nevertheless, he will try to have TRNWR added to the list.](#) If we are not accepted for that list, we will have the flexibility to create what we want. We will have to identify the target audience for the video. [Pat will provide sample videos.](#) Larry cautioned that a video is a static document that cannot be easily amended to reflect changes. A Power Point presentation would be more easy to adapt to various audiences.

Alan reminded the Board that the Christmas Bird Count will take place on December 16.

### C. Eva: FWS rules and regulations

Eva reminded the Board of the Partnership Agreement between the Service and the Friends. This document gives the Friends the right to have projects and programs on Refuge. It is to be renewed every 5 years. Wapato is included in the document. The scope of work of the partnership is in the green binders.

Michelle M. inquired about the dates of the current 5 years performance period, as there is no date on the signed memo.

Eva confirmed that our agreement is signed and Cheryl added that we are compliant – any changes we made to the document are allowed. We therefore should be covered until a new template agreement is issued.

Anti harassment policy:

Eva and Larry have 24 hours to report any issue that is brought to their attention. This policy also covers Friends' employees. Larry or Eva will notify national staff who will then work with the Friends. The Service currently trains new hires on harassment. It will also be addressed in volunteer training. Anybody who is harassed can talk to the person of their choice, but that person then has to notify Eva or Larry. Volunteers working on a program off-site, are also covered by this policy.

C. Larry: wetland review

Larry offered the Friends to become actively involved in the management of the 1P and 2P units and to take on their restoration. A restoration plan has to be developed. It would be an opportunity for us to capitalize on on-going projects. We should be able to secure funding for the restoration. Larry asked whether the board is interested in pursuing, this, being involved in to the degree we chose.

[Motion to pursue Larry's offer to be involved in the restoration of 1P and 2P:](#)

1. Ed
2. Cheryl

Discussion:

- Michelle S. inquired whether the environmental coordinator would have time to be involved in such a project;
- Cheryl stressed that it would be healthy for the organization to have a project to work on, as we didn't have any last year. Such an undertaking could reenergize us.

Motion passed with all in favor.

Alan and Ed are interested in being part of a committee to work on this or to serve as liaisons.

D. Mentoring (Long Form) meeting: December 19, 6:00pm (Refuge)

E. SWOT, Strategic Plan, Mentoring Application: Discussion postponed to Dec. 19.

F. Other new business

Cheryl: Fly-in to Washington DC

March 31: travel

April 1: training

April 2: appointments on the Hill

April 3: possible appointments with staff of the Administration.

The Friends have the budget for one board member to attend the fly-in, covering travel and hotel, possibly also some meals. [Those interested should contact Bonnie](#). For questions, contact Cheryl. It is imperative to be very familiar with the organization, its mission and its programs. Larry stressed that above all you have to be passionate about the Refuge.

Bonnie: Dec. 6 training for non-profits.

Contact her for more information.

Bonnie: Banking signature cards

The Board has to approve who can sign checks. Usually the President and the Treasurer are authorized to do so. Best practices dictate that neither Bonnie (who writes the checks), nor Dawn (the bookkeeper) are authorized to sign. Bonnie proposes to authorize Alan, Tom and Willem.

Motion: Alan, Tom and Willem be approved to be signers of Friends checks.

1. Bonnie
  2. Ed
- Passed, with all in favor

#### VI. Unfinished Business

None.

#### VII. Announcements

##### A. Other Announcements

Sharon reminded the Board that the Visitor Center's open house will be held on Saturday, December 1 from 10am to 4pm. Friends members get 20% off and free gift wrapping will be offered.

##### B. [Report Volunteer Hours to Bonnie for Presidential Service Award](#)

##### C. [E-newsletter articles and deadline: send to Bonnie ASAP.](#)

##### D. Next meeting date: Jan 22, 2019

Executive Committee Meeting: January 15, 5:30pm, location to be determined.

## VIII. Adjourn

Motion to adjourn:

1. Irene
2. Ed

Passed with all in favor.