

DRAFT MINUTES OF November 28, 2017 FRIENDS OF THE REFUGE BOD MEETING
MEMBERS PRESENT: Anderson, Carovano, Christensen, Kilgore, S.Miller, Nelson, Squiers, Stoeller, Hart, Hartz
MEMBERS ABSENT: Fawver, Mays, Paquet, M. Miller
OTHERS ATTENDING: Larry Klimek, Heather Webster

INTRO DATE	ITEM	ACTION NEEDED/TAKEN	BD ACTION	NEXT REPORT DATE	STATUS	PERSON IN CHARGE
11/28/17	CONSENT AGENDA	Consent Agenda included following items:	Hartz/Stoeller		Approved	
	MINUTES OF OCT MEETING	Draft sent via e-mail		JanBOD		S.Miller
	FINANCIAL REPORT	sent via e-mail		JanBOD		Stoeller
	VISITOR SERVICES REPORT	sent via e-mail		JanBOD		S.Miller
	PHOTO SOCIETY REPORT	Sent via e-mail		JanBOD		Nelson
	RESTORATION REPORT	sent via e-mail		JanBOD		Squiers
	CAMP REPORT	sent via e-mail		JanBOD		Hartz
	MEMBERSHIP REPORT	Not included in Consent Agenda approval. Anderson to e-mail to BOD		JanBOD		Anderson
11/28/17	GRAND RONDE VISIT	Anderson reported on the recent Grand Ronde History and Culture Summit. Several Friends members and staff attended. She stressed that it is important for the Friends to have a presence each year to connect with the tribal community and understand how their stories relate to our education and interpretation program goals. She also encouraged all BOD to attend in future. Also discussed were grant opportunities and partnering with the tribe to host onsite classes, e.g., First Makings.				Anderson

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11/28/17	CLOSED FINANCIAL YEAR	<p>Stoeller reported there is one last task and then the fiscal year will be closed. He also offered BOD the option to receive a QuickBooks Online license to view financials directly.</p> <p>Hartz asked for clarification about the \$22k negative balance amount. Stoeller explained it is because of restricted funds that must be recorded in the year received, but are not used until the following year.</p> <p>Hart posited that the new federal tax proposal may have an impact on non-profit revenue and is something to keep an eye on.</p>		JanBOD		Stoeller
10/24/17	OPEN POSITIONS ON THE BOARD	<p>Hartz reminded all BOD to complete the “sphere of influence” skillset activity presented at the October meeting. This info is important in order to receive NWRA assistance and possible grant money for BOD development activities.</p> <p>ACTION: Send ASAP to Hartz via email.</p>		JanBOD		Hartz
11/28/17	GIVING TUESDAY	<p>Kilgore reported on funds raised in November in association with Giving Tuesday are approximately \$3500 so far. She is hoping to recruit some singers to assist with a custom holiday song to post on social media and website to encourage continued giving through December.</p>				
11/28/17	DECEMBER MEETING	<p>There will be no December 26th BOD meeting. If issues arise or a vote is needed, they may be handled via email.</p>	Hart/Carovano		Motion approved	

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11/28/17	10 <sup>TH</sup> ANNIVERSARY IN VISITOR CENTER	A celebration is scheduled for February 3, 2018. It is a private event for all store volunteers, past and present. It was requested that BOD members attend to show appreciation to volunteers. Nelson will include information about the celebration in the December President's Perch article to assist with contacting those we may not have current address information for.		JanBOD		
11/28/17	NATURE'S STORE OPEN HOUSE	Nature's Overlook Store open house is December 2 <sup>nd</sup> . Gift wrapping, cookies will be provided to shoppers.  S. Miller reported that the Sherwood 4 Kids Sake giving tree is up and ready. Twice as many tags are available this year based on past interest.				
11/28/17	SWOT	A SWOT (Strengths, Weakness, Opportunities, Threats) exercise is being planned with a target date near the end of January. The information collected will be used to assess our organization and to inform our strategic planning. All BOD and a few key personnel will be invited to participate. Nelson is visiting a potential off-site location in Newberg for the exercise.		JanBOD		Nelson
11/28/17	TONQUIN QUARRY UPDATE	No information presented.		JanBOD		Mays
11/28/17	FEBRUARY BOD MTG	Nelson reported that the February BOD meeting will be shifted to Gaston the first week in February if a meeting facility can be arranged. It will be held in conjunction with the FWS general service meeting/open house on the same day. It may include a tour of the Wapato unit prior to the meeting. Klimek is working on confirming a date and location.		JanBOD		Nelson

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11/28/17	FRIENDS WORK PLANS	<p>FWS Work plan for fiscal year 2017-18 is completed. Work will restart on Chicken Creek and Wapato. When reviewing work plan, items were evaluated through these lenses: Diversity of visitors and equity/inclusion efforts; Target audience of 0-5 years old and their caregivers; Outreach for activities, both onsite and offsite; Partnerships.</p> <p>ACTION: Klimek to email copy of work plan to BOD</p> <p>Hart asked about Executive Order 3356 to expand hunting and fishing on public lands and if there were any changes planned for TRNWR. Klimek responded that he was not aware of any changes at this time. <a href="#">Link to order</a></p>		JanBOD		Nelson
11/28/17	P-V WORK PLAN	<p>Hartz discussed the DRAFT of the Portland-Vancouver Friends Urban Refuge Program project plan. The plan includes agreement to submit a grant request to NFWF (draft plan was attached to email from Nelson with agenda 11/27). Participants on the project are Hartz, Nelson, and Anderson. Future tele-meeting is scheduled in December. At this time there is no commitment to additional activities other than to collaborate on the NFWF grant proposal. Hartz requested that the draft be kept internal to BOD until it is finalized.</p> <p>Anderson reminded BOD that it is our turn to host the other P-V Friends groups in Tualatin and we need to find a date and make a plan.</p>		JanBOD		Hartz
11/28/17	OTHER	Volunteer Naturalist training is scheduled for February/March. Dates are: Feb 22, Mar 1, 8, and 15.				

11/28/17	ANNOUNCEMENTS:					
	NWRA CONTRIBUTION	The Friends annual donation of \$500 to NWRA was submitted on November 28 <sup>th</sup> .				
	REFUGE UPDATE	Klimek introduced Heather Webster, FWS Administrative Assistant. Heather sits in the reception area of the staff building. She is the office manager for TRNWR and also manages the budget. She has extensive experience in public service positions in other agencies, as well as, long-time service in the Army Reserve.				Klimek
	REPORT VOLUNTEER HOURS FOR PRESIDENTIAL SERVICE AWARDS	Anderson circulated forms to collect volunteer hours for the month of November and an estimate for December.  ACTION: Those who were not present at meeting, please send your hours to Anderson by December 14th so she can submit them by the December deadline.				Anderson
	E-NEWSLETTER ARTICLES AND DEADLINE	Kilgore announced newsletter articles are due today.				Kilgore
	NEXT MEETING	The next Board meeting is Tuesday, January 23				All