



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

August 25, 2020 Board Meeting Minutes

The meeting was held via Zoom.

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

Excused: Keith Mays.

Not present: Michelle Scholz.

Staff: Eva Kristofik.

Guest: Keith Palevsky Tom Stibolt.

We have a quorum (7 directors required).

I. Call to Order (6:35pm)

II. Approval of Agenda

Motion to approve the agenda:

1. Irene
2. Phyllis

Passed.

Consent Agenda

A. Approval of July Meeting Minutes

B. Financial Reports
Reports were submitted electronically.

C. Visitor Services Report
Report was submitted electronically.

D. Photo Society Report

No report, as no meetings are held during the summer. There might not be any meeting in September either, as the booked presenter was not comfortable doing the program on Zoom. Willem is trying to find an alternate presenter.

E. Restoration Report

Report was submitted electronically.

F. Membership Committee Report

No report.

G. Any additions / supplements to reports

Motion to approve the Consent Agenda and the reports:

1. Tom
2. Phyllis

Passed.

III. Business

1. Refuge update: Wapato Trail, Park Ranger positions: Larry

Work is progressing at Wapato Lake NWR. Hunting is scheduled to start in December and Larry is hoping to have a soft opening of the Refuge before it opens to hunting, i.e. in November.

Park Rangers: Hopefully the hires will be completed by end of September or early October. Eva is checking references and will have to make a selection by September 2.

At this time there are no plans to reopen Visitor Centers in the Region. Larry is currently reviewing plans for a restricted opening out-of-doors.

Bonnie and Sharon drafted a plan for Carly to set up an interpretation station on the plaza twice a week for 4 hours (with a break), with appropriate safety measures (plexiglass, masks, gloves...). The store committee is hoping to start selling selected popular items from the store at an outdoor table with a plexiglass screen for four hours on Saturdays. Additional merchandise would be displayed in the windows. The plan calls for the computer, cash register and credit card reader to be moved to the front of the store. If an outside table is not possible, then we will do more aggressive marketing on social media for online sales.

Bonnie reported that someone from the Washington County Visitors Association will visit Wapato Lake NWR to make sure the trails are in compliance with the terms of the grant and to authorize a reimbursement of \$30,000 for our expenses.

2. Proposed Budget for FY21: Willem

To develop the budget for next fiscal year Willem based his assumption for individual donations and memberships on the revenue received between March and July of this year. He took the average of these 3 months and arrived at the conclusion that for next year we could expect only 29% of this year's income from donations and 60% from memberships. This scenario would significantly reduce our income of unrestricted funds. For income from the store, he made the assumption that it would amount to zero for the first quarter, to 25 % of this year's income for the second quarter, and to 50% of this year's income for each of the 3rd and 4th quarters. He does not anticipate us to receive a general support grant and therefore the expectation is that we will use between \$28,000 and \$29,000 of our saved unrestricted funds. Currently we have about \$83,000 of unrestricted funds and Willem expects us to finish the FY with approximately \$70,000 to carry over into next FY.

We anticipate to have a Plant Sale next year – and the raised funds would be allocated to the Bird Festival. The Bird Festival itself is a community event, not a fundraiser.

Going forward we need to be more aggressive to raise unrestricted funds from memberships and donations.

Motion to approve the budget:

1. Tom
2. Louis

Willem and Bonnie recused themselves.

The Marketing Committee will have to focus on how to generate year-end giving. It will bring proposals to the board before going public with their asks. All activities will have to try to fundraise for themselves and the strategies of all committees should include supporting marketing and fundraising.

Passed.

3. Proposed Bylaw changes: Michelle M. and Bonnie

We propose the following changes to the bylaws:

Section 1.02: *The Corporation is organized for charitable and educational purposes in*

*support of the Tualatin River National Wildlife Refuge **Complex**.* Adding the word “Complex” will allow us to include our work on Wapato Lake NWR in our stated purpose without having to change the name of the organization, which is a time-consuming process.

Section 2.04A: the proposed language brings us in compliance with ORS 65.205 for the option of holding the Annual Meeting remotely.

Section 2.05A: delete “*physically*”.

We agree to hold the 2020 Annual meeting remotely, as allowed under ORS. The invitation will be sent to members tomorrow. Participants will have to RSVP to obtain the Zoom access code. This will allow membership to be verified for voting privilege.

Motion to approve the 2020 Annual Meeting to be held remotely:

1. Michelle
2. Phyllis

Passed.

Motion to approve the above changes to the bylaws to be voted on at the Annual Meeting:

1. Michelle
2. Willem

Passed

4. Annual meeting needs and timeline: Bonnie

The Annual Report will be ready mid-September and posted on our website. The proposed bylaw revisions will also be posted on the website.

Agenda for the Annual Meeting:

- 8:30am: open Zoom for socializing
- 9:00am: start the meeting
- Establish quorum (3 members required)
- Reading of the minutes of the 2019 Annual Meeting
- Business:
 - Vote on proposed bylaws amendments
 - Election/reelection of Board Members
- Presentation by Larry
- Entertainment trivia by Carly

5. Committee lists and next steps /objectives: Alan/Bonnie

Each committee should start developing objectives reflecting the goals with a one-year time frame. This will lay the groundwork for specific actions for next year. Each committee should assign a chair.

Let Bonnie know by Friday on which committee you would like to serve.

6. Board recruitment update: Alan

The slate of Officers is as follows:

Michelle M: President

Louis: president elect.

Irene: Secretary

Willem: Treasurer

If Keith P. is interested in being treasurer, Willem will work with him to introduce him to the responsibilities of the position, thus providing a transition between treasurers.

To be elected: Louis, Phyllis, Keith P., Tom S.

To be reelected: Sharon, Tom H. and Alan.

7. Update on potential store sales: Sharon

See above.

8. Other topics

Dawn: every month she checks for lapsed memberships and sends reminders by USPS. She stopped mailing these letters at the beginning of the Covid pandemic. Now she struggles to keep up with the mailings and would like help. Furthermore, the letter itself needs to be updated. Complementary memberships will be offered to people who undergo financial hardship. Phyllis offered to help.

Motion to extent free memberships to lapsed members who cannot afford the dues in order to retain them as members.

1. Alan

2. Tom

Passed.

IV. Announcements

Larry is committed for find funding for continued DEI work. Urban funding is used to develop a contract with Derron for both refuge complexes.

Willem reminded us that after the amended bylaws are approved, we might want to create a DBA to reflect our commitment to Wapato Lake NWR. This will allow us to post to our website the organization's name with "Complex".

The marketing committee will develop PR materials reflecting the inclusion of Wapato Lake in our work.

V. Adjourn (8: 25pm)

Motion to adjourn:

1. Irene
2. Phyllis

Passed