



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE COMPLEX

July 27, 2021 Board Meeting Minutes

The meeting was held via Zoom.

Present: Bonnie Anderson, Dawn Carovano, Cheryl Hart, Tom Hartz, Phyllis Millan, Michelle Miller, Sharon Miller, Keith Palevsky, Tom Stibolt, Irene Vlach.

Staff: Sterling Ash, Eva Kristofik, John Schweitzer.

I. Quorum

We have a quorum (7 directors required).

II. Excused Absences: Alan Christensen; Willem Stoeller

Unexcused: Keith Mays

III. Call to Order (6:30pm)

IV. Welcome, Roll Call and Introduction

V. Approval of Agenda

VI. Approval of last meeting's minutes

Motion to approve the minutes:

1. Keith P.
2. Tom S.

Passed.

VII. Committee Reports Consent Agenda

A. Financial Reports
Reports were submitted electronically.

B. Restoration Report
Report was submitted electronically.

C. Photo Society Report
No report.

D. Governance Report
No report.

E. IT Report
No report.

F. Membership Committee Report
Report was submitted electronically.

G. Store/Visitor Services report
Report was submitted electronically.

H. Visitor Services Report
Report was submitted electronically.

I. Advocacy Report
No report.

J. Tualatin River Bird Festival Report
No report.

K. Community Asset Funds
No report.

L. Any additions/supplements to reports.

- Nominating Committee
Has not yet met.
- Executive Board Review Committee.
Report was submitted electronically

Tom S. will work on a mechanism to post the reports for the August meeting in the Board only tab on our website.

Motion to approve the Consent Agenda and the Reports:

1. Keith P.
2. Phyllis

Passed.

VIII. Reports

a. President:

- Visitor Services is reopening on August 20. We will receive information about opening policies and procedures.
- The first issue of the newly formatted newsletter was sent to our membership.
- For upcoming volunteer opportunities see the document Bonnie emailed along with this meeting's agenda.
- The dates of the Oregon Waterfowl festival are September 18 and 19.

- The budgeting forecasting numbers were due to be sent to Keith P. and Willem yesterday. We will be voting on the budget at the August meeting.
- The August board meeting will be virtual; we hope that the Annual meeting can be in-person. It probably will be hybrid. There won't be a board meeting in September.

b. Acting Project Leader – Eva:

- We have the permission to open the Visitor Center and to resume visitor programming on August 20 if we feel it's safe to do so. The reopening will be a phased approach depending on the national trend and on the state and the county. The FOR volunteers have been trained on the new credit card system. Volunteers will have to be trained as well, both on the credit card system and the Covid protocol.
- The new policy for Friends groups has been released.
- The contract for Chicken creek has been awarded and work will start after Aug. 15. As a consequence, the seasonal trail will close on Aug. 15 because of construction and bridges replacement.
- Larry is returning from detail on Monday His last day will be on August 31st. The whole board is invited to the retirement party. Neither the date, nor the location are set at this time.
- Regional Office is currently reviewing applications for Larry's position. A decision might be forthcoming as soon as September.
- Eva reviewed the USFWS Harassment Free Workplace Policy. It is posted on the Board tab of our website. We have to abide by the policy because we are receiving federal funding. The policy also applies to interactions between volunteers. Report any instance of harassment to Larry, Eva or Bonnie. If comfortable, tell the perpetrator to stop his/her behavior. Board members must review the policy on an annual basis.
- It was suggested that all board members sign the policy once a year.

c. Refuge Staff introductions and Update: John Schweitzer and Sterling Ash

Sterling: she started work at TRNWR last November as an administrative assistant. Previously she worked at Ridgefield and in the regional office. She has a Masters in Art in Biology. She is interested in VS programming as well as biology. She works on budgets and policies and is involved with the VS team's planning for reopening.

John: he works on Refuge maintenance. Recently he worked on oak thinning. Last year he built the trail at Wapato Lake. In the coming weeks he will work on litter pick-up at Wapato Lake.

IX. Old Business

a. Action Items from previous meetings:

- The fundraising, marketing and outreach committee still needs to be put together. Bonnie and Irene will talk. Michelle will be contacting members who expressed interest in volunteering in this field.

- The library of presentations for fundraising, outreach and marketing is ready to be used and will be posted in the board tab on our website. The presentations can be tailored to specific audiences. Todd is working with the VS team to develop a list of people who want to volunteer to give presentations. Contact Todd if you are looking for volunteers. We should again ask members about their volunteering interests when they renew their membership.
- DEI training: Jenna is currently processing the doodle poll. Derron should soon be able to schedule us.

b. Review Alans' mentoring/orientation proposal

Alan is still accepting comments, to be discussed at the August board meeting. He emailed his latest draft yesterday.

c. Update on Oregon Chinese Coalition and *Love Is King*

Todd has tried to reach Mr. Hongchen but so far without success. Send an email to Bonnie if you are interested in the initial conversation.

Love is King: because we don't have a strategic plan, we don't have a structure within which we can evaluate opportunities. We are not sure what we would want Chad to do for us. Alan is interested in having a closer look at his proposal.

d. Any other old business

We need board members interested in being treasurer, president, and president elect. Meanwhile the ad hoc committee has a proposal for changes to the board structure. It will be finalized before the August meeting so it can be voted on at the August board meeting.

X. New Business

a. Annual Meeting Update: Budgets and Reports due; no board meeting in September

The tentative plan for the Annual Meeting is to meet in person, with a zoom contingency plan. Virginia Parks has agreed to help. All reports are due by September 9. The principal of Greenway Elementary has agreed to be our speaker. Boxed breakfast will be served, a photo slide show will run during social time. The president customarily picks the volunteers of the year. Send nominations to Bonnie and Michelle.

b. Bylaw review of Article IV Authority and Duties of Officers

The ad hoc committee proposes the following changes to the bylaws:

- Sect. 4.01, Position of Officers: replace the current system of 3 presidents (elect, acting and past) each with a one-year term, with the following officers: President, Vice-president, Treasurer, Secretary, Parliamentarian.

- Sect.4.03, Terms: the positions of President and Vice-President would have no time limits. They would have to be reelected every year but would no longer automatically term out. The role of the Parliamentarian would be to take the administrative burden of running the meetings off the President. This role can be redefined year to year, depending on the needs. The duties of the President would remain the same as now. The Vice-President would not automatically become president unless they run for the position.
- Sect. 3.05: to be eliminated.
- 3.14, Nominating Committee: the nominating committee needs to meet to decide whom we will ask to fill the 5 executive positions.

The ad hoc committee recommends that the above changes be made now, to be implemented in next fiscal year.

Motion to move this discussion to an executive session to take place tonight after the board meeting has adjourned:

1. Bonnie
2. Cheryl

Passed.

Give Tom feedback on the ad hoc committee's recommendations so they can be sent to the executive committee and then for a vote by the full board at the August meeting.

c. Update on Greenway ES and Friday with the Friends

The work at Greenway ES is going very well, every Friday, thanks to Tom and Phyllis.

Please review Bonnie's document listing board outreach opportunities. (The dates for the Waterfowl Festival are mistaken: it will take place Sept. 18-19). Let Bonnie know if you can help with putting together bags and binoculars and distribute them to youth organizations in the Tualatin and Tigard school districts.

XI. Announcements

XI. Adjourn (8:19pm)

Motion to adjourn and move to an executive session.

1. Tom S.
2. Tom H.

Passed.