



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE COMPLEX

June 29, 2021 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, Keith Palevsky, Tom Stibolt, Willem Stoeller, Irene Vlach.

Staff: Eva Kristofik, Todd McKenney

I. Quorum

We have a quorum (7 directors required).

II. Excused Absences

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. Finance Committee
N/A

C. Restoration Report
Report was submitted electronically.

D. Photo Society Report
Report was submitted electronically.

E. Governance Report
Committee did not meet.

F. IT Report
Report was submitted electronically.

G. Membership Committee Report
Report was submitted electronically.

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

I. Visitor Services Report
Report was submitted electronically.

J. Advocacy Report
Report was submitted electronically.

K. Tualatin River Bird Festival Report
No report.

L. Community Asset Funds
Report was submitted electronically

M. Any additions/supplements to reports.

Motion to approve the Consent Agenda and the Reports:

1. Tom S.
2. Alan

Passed.

Willem recommended that we read his email of 6/24 about the budgeting process and its timeline. He would welcome input from the board members.

VIII. Reports

a. President:

Louis Olivares resigned from the Board on May 25. As a consequence, the position of President Elect is open until October. One option would be to amend the bylaws to allow a nominating committee to fill the position, encouraging board members to apply for the remainder of this fiscal year, as well as for the next one. Willem offered to fill Louis' position to the end of September, while Keith agreed to remain interim finance director until the end of the year. Keith is actively searching a new treasurer. Cheryl has volunteered to be president elect for the fiscal year starting on October 1. Her prospective position as President Elect would require a change in the bylaws because she is at the end of her allowed 3 consecutive 3-year terms.

Michelle encouraged the bylaws committee to rethink the structure of the board leadership positions. The Governance committee will work on this immediately, as the timeline for approving changes to the bylaws at the Annual Meeting is tight. The Board needs to approve amended bylaws at the July meeting so they can be published for our members by the end of August.

Motion to accept Willem's offer to step in to fill the remainder of the term of the President elect:

1. Irene
2. Phyllis

Passed.

Motion to create an ad hoc committee to look at the board succession structure, term limits and other systemic issues that prevent smooth transitions on the board:

1. Phyllis
2. Tom H.

Passed.

Tom H. volunteered to chair the ad hoc committee. Contact him if you are interested in helping on this committee. The committee will be limited to 5 persons.

b. Alan

Alan emailed a revised draft document describing Board procedures for Recruitment, Training and Mentoring. Send him your comments. The final document will be incorporated into the Board handbook.

c. Acting Project Leader – Eva:

USFWS is still working on public access at Wapato Lake NWR. Work on Chicken Creek will probably resume during the 2nd half of August. The staff is preparing to open the store, but no orders to do so have been received at this point. USFWS was notified that the Tonquin Quarry proposal would be issued a permit by DSL.

IX. Old Business

a. Action Items from previous meetings:

- Michelle offered to reach out to Natalie about the status of the volunteer program interviews. Eva offered to keep us posted.
- Status of FLAP grant request: we will be notified when it is submitted.
- DEI training: the next session is delayed with no date set at this point.

- b. Review Keith P. drafted documents re membership and outreach

The Board discussed the document and Keith finalized it. The Fundraising, Marketing and Outreach committee needs to be populated. Next steps are the development of a charter and finding a chair. Bonnie and Irene will work on this.

The Board discussed the creation of a library of presentations about the Friends and the Refuge. We hope to do so in conjunction with the Service that can help with content on Visitor Services, restoration, etc.

- c. Any other old business

X. New Business

- a. *Love is King* community outreach for the Refuge/Friends: Willem and Cheryl

Willem recapped Chad's presentation. The Board decided to postpone a discussion of the presentation until we hear from Todd about the Oregon Chinese Coalition.

- b. Oregon Chinese Coalition: Friends connecting with Community leader Hongchen Zhou on connecting the Chinese community with the Friends and the Refuge

Natalie, Eva and Todd met with Mr. Hongchen who is looking for more education and engagement for the Oregon Chinese Coalition. They are discussing whether the Service can engage the Chinese community on the refuge, maybe already this summer with a habitat restoration project. Todd is envisioning a long-term partnership.

While Chad Brown's services for outreach to minorities come with a substantial cost, partnering with USFWS on a project with the Chinese community would allow us to outreach to minorities without an up-front expense.

Tom H., Irene, Phyllis, and Bonnie are interested a joint meeting between the Service and Mr. Hongchen.

- c. Update on Grants: Bonnie

- \$35K 2021-22 Financial Aid Agreement with USFWS is completed and approved - This provides funding for staff \$31,500 (Carly/ potential seasonal staff in Restoration and Visitors Services) and Admin fees (Bonnie) \$3,500.
- Willamette Water Supply Grant is complete (\$440K).
- City of Sherwood Grant - report due by end of July.
- Metro Nature in the Neighborhood Grant for \$100K - Letter of Inquiry submitted for work on 1P & 2P.
- TREE \$100K- (Bridge work) and INTEL \$400K (\$391K CCRP and \$9K admin fee-Bonnie) grants still outstanding as work continues on Chicken Creek.

d. Change Board / Executive / Governance meeting date back to Tuesdays

The Board agreed to once again schedule meetings on Tuesdays, rather than Mondays. This applies to the Governance Committee (2nd Tuesday of the month), the Executive Committee (3rd Tuesday) and the board meeting (4th Tuesday).

e. Any other New Business

XI. Announcements

XI. Adjourn (8:36pm)

Motion to adjourn:

1. Tom S.
2. Keith

Passed.