



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE COMPLEX

November 23, 2021 Board Meeting Minutes

The meeting was held via Zoom.

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

Staff: Sterling Ash, Rebecca Chuck, Eva Kristofik.

I. Quorum

We have a quorum (8 directors required).

II. Excused Absences: Michael Dunlap.

Unexcused: Keith Mays.

Guest: Michael Boering

III. Call to Order (6:31pm)

IV. Welcome, Roll Call and Introduction

V. Approval of Agenda

VI. Approval of last meeting's minutes

Motion to approve the minutes:

1. Keith
2. Willem

Passed.

VII. Committee Reports Consent Agenda

Standing Committee Reports:

A. Financial Reports
Reports were submitted electronically.

B. Finance Committee Report
Report was submitted electronically.

C. Governance Report
Report was submitted electronically.

D. Membership Committee Report
Report was submitted electronically.

It was suggested that the monthly Membership Report also show the number of members in the prior period (both the previous month as well as the previous year) in order to see the trend.

E. Store Manager Report
Report was submitted electronically.

Reports from Refuge:

F. Visitor Services Report
Report was submitted electronically.

G. Restoration Report
Report was submitted electronically.

Additional Reports:

H. Advocacy Report
Report was submitted electronically.

I. Community Asset Funds
Report was submitted electronically

The Greenway ES program is very successful. It would be helpful to recruit additional volunteers but this is difficult given Covid restrictions don't allow for training.

Motion to approve the Consent Agenda and the Reports:

1. Irene
2. Tom H.

Passed.

VIII. Reports

a. President

Tom will have a face-to-face meeting with Rebecca early next year.

- b. Refuge Updates: Project Leader Rebecca Chuck and/or Deputy Refuge Project Leader Eva Kristofik:
- Rebecca challenged us to figure out how the visitors to the Refuge, the USF&WS and the Friends' staff, as well as the Friends as an organization, can represent the diversity of the community around us. She is planning on joining the monthly conversations offered by Jenna and Charissa. Next week Rebecca and Kim Strassburg will have a conversation with Derron Cole about continuing DEI training.
 - Chicken Creek: the restoration project should be completed by mid-December.
 - Next week USF&WS will be working on the Annual Work plan. Bonnie and Carly are participating in the effort.
 - Both the Regional Director and the Deputy Regional Director will be visiting Wapato Lake NWR next week. The public access package has been signed and the public commenting period will be Dec. 1 – Jan 15. Eva will share the document with the board when it is available to give us the opportunity to comment, both as a board and as private citizens.
- c. Refuge Staff introductions and Update: Sterling Ash (Administrative Assistant):
- New water fountains including water bottle refilling stations were recently installed near the EE shelter and in the VC.
 - At the end of September and early October she spent much of her time working on budget issues.
 - Procurement is significantly complicated by a new federal policy requiring all vendors to certify that they don't source from one of 5 banned Chinese companies.
 - Sterling is overseeing the welcoming booth. At this point she has only one volunteer to staff the booth, although 3 were trained. Visitors to the Refuge seem pleased to have the opportunity to ask questions. The staffed booth allows for the tracking of visitors – we still get many first-time visitors.
- d. Board Governance Training: State and IRS Laws & guidance for Non-profit Board members - Willem

See the Governance Committee report for a list of upcoming trainings.

Willem walked us through a Power Point presentation on the restrictions due to our tax-exempt status. He will upload the presentation to this meeting's Google file.

IX. Old Business

- a. Action Items from previous meetings:
- Set up of a fundraising, marketing and outreach committee.
 - Are we asking members to again indicate their interests in volunteering when they renew their membership? Phyllis and Dawn determined that the current forms are

outdated. They are currently updating the forms to make sure we capture relevant information.

- Follow-up with Chad Brown: Alan contacted him twice but did not receive a response. Alan, Keith and Tom H. volunteered to draft a letter in the name of the board, asking for his rates and stating our wish that working with him would be contingent on him helping with the fundraising goal for the project. The letter will also inquire whether he is expecting a specific proposal from us. The draft letter will be available for the January meeting. Tom H. will bring up our wish to work with Chad at tomorrow's DEI conversation with Jenna. We will also mention it to Derron, since they know each other.
- Sherwood representation on the board: Alan contacted Keith Mayes who is working on finding someone.
- Tonquin Quarry decision: no news.

b. Any other old business

X. New Business

a. All Board Retreat March 6, 2022 – create ad hoc planning committee

Tom Stibolt offered the use of his house in Sherwood. An ad hoc Planning Committee was formed with: Tom S. (chair), Irene, Bonnie and Keith.

b. End of year giving & #GivingTuesday – review Give and Get from NWRA

November 30 is Giving Tuesday and all members of the Friends board are encouraged to make a monetary donation, either on the Friends' website or on Facebook (website is preferred to Facebook). It is expected that board members give above and beyond the basic membership fee.

Giving Tuesday donors will be entered for every \$20 increment into a raffle for a picture. Board members and staff are not eligible for the raffle.

c. Create ad-hoc committee to discuss Photo Society

USF&WS needs to integrate photography into the Education program (more visitors are taking pictures than hunting).

Willem (chair), Alan, Phillis and Irene volunteered for the ad-hoc committee. Hopefully a USF&WS staff will also join.

d. Any other New Business.

We will discuss Michael Boering's candidacy to the board during the executive meeting. If he is elected to the board, he would be interested in joining the Marketing, Fundraising and Outreach Committee. He is also interested in working on the March retreat and on a strategic plan.

XI. Announcements

The Holiday Market will be open on December 4 and 5. If you cannot visit the Market at the Refuge, you are encouraged to order items online.

XI. Adjourn (8:16pm)

Motion to adjourn and move to an executive session.

1. Keith
 2. Willem
- Passed.