



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE COMPLEX

December 12, 2021 Email Board Vote Minutes

Motion: that we approve going ahead with the grant proposal as described by Bonnie Anderson.

The request to apply for the One Tree Planted grant was presented by email on December 10, 2021 by Bonnie Anderson:

We would like to submit for a \$100k grant to One Tree Planted for continued restoration work in the two permanent wetlands on the main unit. We have applied for and received this funding in the past. The grant is due January 1, so a quick turn-around is needed from the Board. We will be working again with Ash Creek on the purchasing of plant materials. Carly is beginning the grant process and I will work with her. This request is approved and supported by the Refuge. We will ask for \$10k administrative fees.

The motion was made by Cheryl Hart by email and seconded by email by Tom Stibolt, both on December 10.

Willem Stoeller requested an opportunity for the Finance Committee to review the actual grant agreement (if we are awarded the grant) before we sign the agreement.

The motion passed on December 12 (voting was done by email).

January 11, 2022 Board Email Vote Minutes

Tom Stibolt proposed that the Board send comments in the name of Friends of Tualatin River National Wildlife Refuge Complex in support of Option A as put forward in the Draft Public Access Plan.

The Board approved Tom's proposal by a majority vote. Tom submitted the comments to USF&WS on January 12.

January 25, 2022 Board Meeting Minutes

The meeting was held via Zoom.

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

Staff: Natalie Balkam, Eva Kristofik.

I. Quorum

We have a quorum (8 directors required).

II. Excused Absences: Phyllis Millan

Unexcused: Keith Mays.

III. Call to Order (6:23)

IV. Welcome, Roll Call and Introduction

V. Approval of Agenda

VI. Approval of last meeting's minutes

Motion to approve the minutes of the meeting of 11-23-2021 as well as the minutes of the Executive Session of 11-23-2021:

1. Keith
2. Tom H

Passed. (Bonnie recused herself).

VII. Committee Reports Consent Agenda

The following reports were upload for review by Friday January 21:

Standing Committee Reports:

- Financial Reports
- Finance Committee Report
- "Photo Society" Report
- Governance Report
- IT Report
- Membership Committee Report
- Store Manager Report

Reports from Refuge:

- Visitor Services Report

Additional Reports:

- No additional reports.

Motion to approve the Consent Agenda and the Reports:

1. Alan
2. Keith

It was decided that in the future the agenda will again list the expected reports. The Secretary will verbally list the reports that were received before a motion is made to approve the Consent Agenda. The reports will be uploaded to a dedicated folder in the Google drive, separate from other documents pertaining to the upcoming meeting. We reaffirmed that all documents are to be uploaded to the Google Drive no later than the close of the business day on the Friday preceding an upcoming board meeting. The uploaded documents are to be labeled with the subject matter (name of committee) preceding the date, for ease of identification.

All board member received a copy of Form 990 for 2020. Willem is assuming that there will not be any further comments on the 990 and that he can submit it to the IRS.

A motion will be made at the February meeting to officially transition the role of treasurer to Michael Dunlap, as the formal training of Michael for his role as treasurer has been completed.

Passed.

VIII. Reports

- a. President – Tom S.

Tom has not yet been able to meet with Rebecca Chuck.

- b. Project Leader Rebecca Chuck and/or Deputy Refuge Project Leader Eva Kristofik

- The return of USF&WS staff to the office has been pushed back to the end of April.
- The restoration of Chicken Creek is completed.
- Hunting at Wapato Lake will be ending at the end of the month. Tomorrow, January 26, Rebecca will do a Zoom presentation on the Public Access Plan, followed by Q&A.
- Going forward, communicate with USF&WS staff through either Bonnie, or Tom S., unless the subject matter is related to a project on which you are working within an existing team including USF&W staff.

- c. Refuge Staff introductions and Update: Natalie Balkam

Natalie is working with Todd on a plan to bring back volunteers to the Refuge when the pandemic allows to do so. The Service will unveil a new website next month.

d. Board Governance Training – Reading our Financial Reports: Keith P.

Keith made a presentation on financial statement as part of on-going training for board members.

He will present the second part of his material at the February meeting. He will send the presentation to all.

IX. Old Business

a. Action Items from previous meetings:

Items that were not dealt with electronically:

- Was Tom able to meet with Rebecca?
- Any news from Chad Brown? Letter drafted by Alan, Keith and Tom H.?
- Need to get cost from Chad. Letter is drafted. A copy is in board folder. Comment to Tom. S.
- 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 are currently reviewing the forms.
- Find contact at the City of Sherwood
- Address implementation of Board of Directors Recruitment, Training and Mentoring Guidelines – done?

Keith reported that the draft of a letter to Chad Brown is completed. The letter is asking for his help in identifying potential areas of engagement and inquiring about the cost for his services. It is in the Google drive folder. Please submit comments on the draft to Tom S.

b. All Board Retreat (3/6/22): Discussion on comfort level of meeting in person – do we move to a new date? Tom S.

The board members are not comfortable meeting in person in early March. Bonnie will send options for alternate dates in April.

c. Update on Tonquin Quarry: Cheryl

Motion to approve sending a letter to our national delegation seeking their assistance in protecting the Refuge:

1. Cheryl
2. Tom H.

Passed.

Eva will work with Bonnie on organizing a field trip to the unit adjacent to the proposed quarry.

d. Update on WLNWR Public Use Comments: Tom S.

Tom sent comments on behalf of the Friends reflecting the support of the majority of the Board for Alternative A.

e. Any other old business

X. New Business

a. Ratification of vote of Board Member Michael Boreing (assignment of mentor)

Motion to appoint Michael Boreing to the Board of the Friends:

1. Irene
2. Keith

Passed (Michael B. recused himself).

Alan will serve as a mentor to Michael. Bonnie will also meet with him.

b. Procedure for urgent email voting: Sharon

Motion to accept the Procedure as drafted:

1. Keith
2. Willem

It was emphasized that email voting should be a last resort when it is impossible to convene an emergency Zoom meeting.

Passed.

c. Board Skill Set: Timeline for Recruitment and Mentoring: Alan

Board members are asked to fill out the form for the self-assessment of the skill set sent by Bonnie and to return it to her by February 15. Feel free not to answer all questions, or to add additional information. The information of these documents will be used at the retreat. Only record skills you are willing to use in the context of the Friends.

d. Annual Conflict of Interest is Due to Bonnie – email signature by 2/1/2022

e. February 5th Walk for Directors – Chicken Creek Project: Bonnie

Please RSVP ASAP to Bonnie. Meet at 9am on the plaza.

f. Postponement of the Tualatin River Bird Festival 2022 – under consideration

Bonnie will meet tomorrow with Refuge staff to make a decision.

If we want to hold a plant sale even if BirdFest is canceled, we need to have a conversation with the Refuge staff.

g. Any other New Business

Keith would like to invite a potential new board member to the February meeting. He reached out to Pacific University to start a dialogue on potential interest by faculty, staff or students to serve on our board, on committees or as volunteer in field studies. The University has a Natural Sciences College offering several degree programs in the environmental sciences and biology. It has an ethnically diverse student body.

XI. Announcements

- Tom S, Willem and Irene will not be able to attend the February meeting. Irene will work on possibly finding an alternate date.
- Bonnie is working with Hongcheng on an award ceremony for the art contest. It will be held in early February in Chinatown. We are invited to attend. Let Bonnie know if you are interested.

XI. Adjourn (8:23)

Motion to adjourn and move to an executive session.

1. Keith
 2. Willem
- Passed.

The Board moved to an Executive Session.