



FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE COMPLEX

February 28, 2023 Board Meeting Minutes

The meeting was held via Zoom.

Present: Dawn Carovano, Alan Christensen, Cheryl Hart, Tom Hartz, Phyllis Millan, Sharon Miller, Tom Stibolt.

Staff: Rebecca Gómez-Chuck, Eva Kristofik.

Guests: Steven Perry, Karen Strickland, Jane VanKuren.

I. Quorum

We have a quorum (6 directors required).

II. Excused Absences: Bonnie Anderson, Michael Boreing, Keith Mays, Willem Stoeller, Irene Vlach

III. Call to Order (2:00pm)

IV. Welcome and Introductions

V. Kudos

VI. Approval of Agenda

VII. Consent Agenda

1. Standing Committee Reports
 - Advocacy Report
 - Financial Reports
 - Store Report
 - Executive Director Report
 - Membership Reports for Jan. and Feb.
 - Retreat Follow-up Notes
2. Draft Minutes of the meeting of 1-24-23

Motion to approve the Consent Agenda and the Reports:

1. Tom S.

2. Alan
Passed.

VIII. Reports

a. President – Cheryl Hart

- Geoff Haskett, President of NWRA, will be at the Refuge on March 24 and would like to meet with Board members who are available. He expects to be here around 10:30 AM, although that might change.
- Volunteers are needed to staff tables at the Wapato Lake Opening event on March 18. Friends will have a table at the school between 10:00 – 10:45 AM and at the refuge itself between 10:00 AM and 1:00 PM.

b. Executive Director – Bonnie Anderson

- Bonnie was attending the Public Lands Alliance conference and was not able to be at the Board meeting. She provided a written report that was part of the Consent Agenda.

c. Deputy Project Leader Eva Kristofik and Rebecca Gómez Chuck: Refuge Updates

- Eva provided an update on the parking lot changes, the Wapato Lake event on March 18 and the naturalist training starting in March.

IX. Old Business

Action Items from 1-24-23 Meeting

- Continuing to plan for opportunities to publicize the Friends' 30th anniversary.
- Carly's position has been advertised, and interviews will be held in March.
- Volunteers still needed for March 18. Contact Bonnie.
- Beer Festival planning is ongoing. See ED Report for details.
- Meeting to discuss Michael's Board interviews findings is not yet scheduled.
- Friends Agreement has been sent to the Friends Coordinator at Regional Office for approval.
- Pre-Board meeting financial Q and A to start in March?

a. Possible Bank Change

Dawn is researching banks and credit unions to compare their programs to those offered by Home Street Bank. She plans to bring a recommendation to the next Board meeting.

b. Any other old business

N/A

X. New Business

a. Confirm Email Vote on ERTC

Motion was made by Willem on 2-3-23 for Cheryl Hart to sign a consulting agreement with Cynthia Moore that authorizes her to apply for an Employee Retention Tax Credit for the Friends. Financial risk is minimal since her fees will be 3% of the amount received payable upon receipt of the IRS refund for ERTC. Motion seconded by Dawn. Passed unanimously via email by the 2-6-23 deadline.

Motion to confirm the above vote.

1. Tom H.
2. Dawn

Passed.

b. Any other New Business

N/A

XI. Announcements

- Verification has been received that there will not be a penalty from the IRS for the issues with last year's 990.
- Phyllis thanked the Rotary for providing the cloth bags for the Plant Sale.
- The Youth Climate Summit is scheduled for April 15. Board members who are interested may attend.
- The Friends' BBQ at the Dennis Unit will be June 22. This is one of the 30th anniversary events.

XII. Adjourn (2:45pm)

Motion to adjourn:

1. Tom S.
2. Tom H.