



North Coast Watershed Association Board of Directors Meeting Notes

September 22, 2020, 4:00 pm - 5:30 pm (via Zoom)

Members Present: Carla Cole, Melissa Reich, Ty Williams, Mike Seppa, Carolyn Propst, Chris Farrar, Carolyn Propst

Staff Present: Kelli Daffron, Celeste Lebo

August Meeting Minutes. Carla called the meeting called to order at 4:05 and welcomed everyone. She asked for a review of the August meeting minutes and a motion to accept the minutes as presented. Approved.

Fiscal Report. Jenn presented our current financial statements. She shared that she thought we are on track for spending at this point in the fiscal year and didn't see anything concerning regarding our income versus expenses.

FY2019-2020 990 review. The board reviewed the draft of our 990 form as presented by Jenn. There were some edits on page seven to correct officers and name spellings. With those corrections, the 990 was approved.

Donation software. Jenn and Celeste requested a review of our approach to tracking donors because we currently have to manually input recurring donations for one of our donors. The board agreed that since we don't have a large number of donors, we can continue to use the free software. We will use Mail Chimp to track contacts and DonorBox for donations.

NCWA Council Reports.

- River Council – Is there interest to host an in-person outside meeting on October 8th?
Yes! We are hosting the River Council meeting in Alderbrook to weed around a planting project that was completed several years ago.
- Coastal Council – The September 21st meeting was well attended. It was great to bring everyone together to talk in person.

NCWA Staff Report (please review NCWA Staff Update for August). Staff report attached.

Council and Board meeting schedules. Council/Board recruitment.

Individual check-ins with Board members.

Celeste presented a new meeting schedule to the board. Reasons for changing the schedule were to allow for at least one council meetings to take place before the board meeting to ensure we can
NCWA Meeting Schedule:

- Board of Directors: meets every month on the LAST Wednesday of the month (4:00 PM – 5:30 PM). Next meeting October 28th.
- Coastal Council: meets during odd-numbered months on the 3rd Monday of the month (5:00 PM - 6 PM). Next meeting November 16th.
- River Council: meets during even-numbered months on the 2nd Thursday of the month (5:00 PM - 6 PM). Next meeting December 10th.
Nature Matters is held on the 2nd Thursday of every month from October to May.

Final Review of NCWA policies and plans. (Carla and Celeste)

- Personnel Policies – reviewed and approved
- Bylaws – draft not approved. Celeste was working off the incorrect version of the latest draft so the review of the bylaws will be deferred to the October board meeting. The board also agreed to add to the bylaws a limit of for cash withdrawals without a signature. Added to the bylaws will be the following statement: “Any amount of cash withdrawn from the NCWA bank account above \$1,500 will require the signature of two board members.”

Strategic Action Plan / Work Plan review. Reviewed and approved.

Limit for cash withdrawal from NCWA banking account? The board agreed that requiring the signatures of two board members for cash withdrawals of over \$1,500 should be added to the NCWA Bylaws.

How do we integrate diversity, inclusion, and equity in our work? Celeste related that more and more funding opportunities are requesting information from organizations about how they integrate diversity, inclusion, and equity into their organization. While everyone agreed that taking steps to address diversity, inclusion, and equity in the NCWA shouldn't be done just to meet grant program requirements, it also gives us an opportunity to make this process a priority in the organization over the next year. Celeste will reach out to the North Coast Land Conservancy about their process since they have recently been working with their board on this same topic.

Website encryption (\$73/biennium). Kelli shared that right now when someone Google's our website, a warning pops up that says it is not secure. If we have our website encrypted, then it will show up as a secure (safe) site. The board agreed that this would be a good step to take.

Work agreement for Wendi Agalzoff. Updated job description for Kelli Daffron.

Work plans for Kelli and Celeste. Celeste has completed a revised work agreement for Wendi Agalzoff. She is still working on a job description for Kelli. And both Kelli and Celeste plan to have their work plans completed by the November board meeting for review.

Public Comment. No one from the public attended the meeting.

Good of the Order. Carla mentioned that she asked David Bagley to join the NCWA board, but that he declined. She also asked Jason Smith with CREST and he said yes, he would be happy to join the NCWA board beginning in November or December, when he is less busy. Carla also shared that if she was permanently promoted to her current position at Lewis and Clark National Historical Park she would be stepping down as NCWA Board Chair at the end of the year. And Tessa also shared with Celeste that she would like to step down from the board at some point.

Adjournment. Meeting adjourned at 5:30 PM.