

Columbia Slough Watershed Council General Meeting Agenda

Date: Monday, June 22, 2020 **Time:** 5:30 PM to 7:30 PM

Virtual Meeting

Attendees*

Cathy Kellon	Bob Dolphin	Meei Lum
Kathy Shearin-EMSWCD	Keri Handaly-City of Gresham	Jenn Bies-Port of Portland
Troy Clark	Daryl Houtman-BES	Adam Reese-Apex
Sunny Simpkins-MCDD	Elizabeth Robillard	

* This list captures only Board Members in attendance

Action Items

Action Item	Lead	Due Date
Review draft JEDI Committee job description (far below) and provide any suggested edits to Meei	Board	ASAP
Secure roof replacement estimate(s) and other relevant info	Bob	Before July Board meeting
View JEDI video ; share reflections at next Board meeting	Board	Before July Board meeting
Work on decision-making framework to guide building discussions	Cathy, Meei, Elizabeth	Before July Board meeting
Recruit additional Finance Committee members and outline a workplan	Cathy and Keri	Goal of 1 st meeting in Q1 of FY21
Include JEDI ground rules on Board retreat agenda	Cathy and Sunny	TBD
Send suggestions to Cathy for short JEDI videos or topics to be viewed/discussed at each meeting	All	On-going
Conduct mid-year Board meeting schedule check in on dates, start times, locations etc.	Board	Summer 2020
Try to identify and host Board for 2 nd DEI training	Port & MCDD	Before April 2021
July Board meeting <ul style="list-style-type: none"> ● Discuss JEDI video linked above ● CSWC Building decision 		
Parking Lot (topics to schedule at a future Board meeting) <ul style="list-style-type: none"> ● Board review of official CSWC letters (preference or required?) ● Vanport placemaking project as JEDI discussion topic (need to think through how to frame this) 		

AGENDA

5:30 Welcome and Introductions

- These meetings often run long, so we will use a Parking Lot to pause topics not on the agenda so we can stay focused and track topics to schedule for a future meeting

5:40 Guest Presentation + Q&A – Chris Remple, Wapato on the Slough

- Presentation can be found [here](#).
- Partnerships are always helpful--access to survey areas and data collection; keeping native perspective in mind for restoration and other activities in the slough

6:25 Business

- Approval of minutes from May
 - Troy motioned to approve; Bob seconded; all approved
- JEDI Spotlight
 - JEDI Committee
 - Meeting held in early June, very few attendees though
 - Pausing JEDI ground rules until more Committee members are in attendance
 - Developed a draft JEDI Committee job description (copied far below) and we're looking for new members
 - Working with Metro to secure demographic data (1990-most recent household survey). Also collecting data about commercial and industrial businesses. This will help us understand patterns within the watershed.
 - JEDI Video: had technical issues so hyperlink was sent out and action item to view the video was assigned to all
- Action item review
 - Removed a few land use-related items from Parking Lot that are being addressed with the intended creation of a Land Use Committee
- Board Approval of Abuse Policy
 - A grantor said we could not get funding until we had a \$1M policy in place; requires Board approval
 - Jenn motioned to approve; Daryl seconded; all approved
- Treasurer's Report (April)
 - Still running a little behind re: year-to-date financial data, but this will be corrected so that we review previous month's data at each Board Meeting
 - Still running a deficit in Expenses vs. Revenue due to COVID impacts; pending is on target but revenue is low
 - Grant cycles are off due to COVID; multi-year government agreements are really helping to stabilize the organization for now
 - Projected May/June to be PPP spending period; really difficult to leverage these funds benefit given the number of restricted funds we rely on. It's been very expensive to get this free money.
- FY20-21 Budget and Work Plan
 - Budget
 - Expected expenses designed to fall within secured restricted funding
 - Goal is to secure unrestricted funding for merit-based pay raises, building repairs and building up cash reserves
 - Took a conservative approach to projecting revenue targets
 - This is the 1st year that we don't have any revenue or expenses associated with Nadaka

- Anticipate COVID will have long-standing impacts, so cash reserves will be very important to managing uncertainty
- Includes cushion for potential COLA pay increases or to not reduce staff hours as much; performance reviews done at end of calendar year; hope to have enough revenue to consider merit pay increases too
- Work Plan includes establishing a compensation policy (goal is to have this done before annual performance reviews)
- Really difficult to anticipate what is to come during COVID; important to track assumptions—be specific about [#% change] instead of less/fewer and integrate comparison with last fiscal year amounts; would be good to schedule regular check ins on financials too
- Jenn motioned to approve; Adam seconded; all approved
- Work Plan
 - COVID is presenting an opportunity to focus on more administrative, internal-facing work

6:55 News & Updates

- Alt Gala
 - Secured ~33% less than in-person gala, but netted 33% more due to lower overhead
 - Majority of funds raised were already booked pre-COVID; online auction was the biggest success
 - Will learn a lot about running virtual events during the time of COVID that can be applied to next year's event
- Oregon Air National Guard PFAS Restoration Advisory Board
 - Community group that is convened to better understand PFAS contamination and cleanup plans
 - Kathy, Cathy and Jenn are members

7:15 Business & Updates

- Vote on new Board Member - Scott Schlieff
 - Cathy and Sunny met with him and think he would be a great addition as Neighborhood representative (lives in Kenton)
 - We should recognize all of the volunteering he has done
 - Troy motioned to approve; Bob seconded; all approved
- Building & July Board Meeting Update
 - Need to decide what to do about the CSWC building – we cannot delay roof replacement—either invest in Bunn house or purchase another house; it's possible that Parks would let us buy the Bunn house due to COVID financial impacts (exploring all options to keep staff employed)
 - Will dedicate July Board meeting to this very important discussion; goal is to develop a decision-making framework to support our discussions

7:30 Adjourn

***DRAFT* JEDI Committee Job Description**

Position: Justice, Equity, Diversity & Inclusion (JEDI) Committee Member

Time Commitment: 2-hour quarterly meeting, 2-4 additional hours per month

This is a volunteer position and is not compensated.

Organization Background:

The Columbia Slough Watershed Council is a diverse group of neighbors, property owners, businesses, environmental groups, recreation advocates and government agencies who work to restore and enhance the 60 miles of waterways, wetlands and slow-moving channels known as the Columbia Slough. The Council is a non-profit organization with a mission to preserve, protect and enhance the watershed. We conduct restoration of public and private lands near the Slough, educational events and workshops large and small, canoeing and kayaking events and nature festivals and manage a robust youth education program. The Council provides numerous low to no-cost opportunities to play and learn in the watershed.

Our office of 5-8 staff members is located in Northeast Portland adjacent to Whitaker Ponds Nature Park. We value diversity within our staff, board, committees and our communities. We are committed to being an inclusive, anti-racist organization that reflects and meets the needs of our community in makeup, priorities, operations, and programs.

Our Racial Equity Vision:

The Columbia Slough Watershed Council recognizes that human diversity is a fundamental strength of our community, that racism and oppression have caused long-lasting and grievous harm, and that this is fundamentally relevant to our work. We must meet our mission in a way that builds equity across cultures and races in order to be successful.

Position Description:

The Justice, Equity, Diversity & Inclusion (JEDI) Committee Member position is open to community members who hold strong justice-oriented values as well as work or life experience in working towards justice and equity, especially in the context of Portland, Gresham, and Fairview communities and the environmental sector. The Council leads with racial justice in pursuit of its equity goals, and centers intersectionality, with an understanding that both privilege and oppression are based in overlapping axes of identity.

JEDI Committee members guide the equity work of the Council. The Council has an Equity Action Plan (EAP) with organizational goals outlined [here](#) and will soon be embarking on an organizational 5-year strategic planning process with a strong equity focus. JEDI Committee members will meet quarterly to hold discussions on how to progress the Council's equity work in order to meet the EAP goals and will play an active role in guiding the organizational strategic planning process. In addition to the quarterly meeting, committee members will be expected to contribute an additional 2-4 hours per month as needed to complete tasks in furtherance of the committee's work, such as editing documents, research, and community outreach and networking.

The Council is an environmental conservation 501(c)3 non-profit with three main program areas: education, stewardship, and community engagement. The Council seeks to improve equity and inclusion internally, within staff, board, committees and internal operations, as well as externally through program delivery. Currently, the Council's staff, board, committees, and volunteers are

mostly white, and for the majority of the Council's history, it has worked toward its mission without clarifying a racial equity vision or goals. The Council established its Racial Equity Vision and its Equity Action Plan (EAP) in 2015 and currently seeks to move the organization forward in achieving its equity goals and becoming a more equitable and inclusive organization.

Desired Qualifications:

- Experience working to advance justice, equity, and inclusion within the context of communities, nonprofits, businesses, or grassroots organizations
- Experience working with people of diverse ethnicities, genders, abilities, sexual orientations, religions, and life backgrounds
- Experience working with particular culturally-specific communities that have large populations within the watershed
- Ability to speak multiple languages, especially Spanish, Russian, Vietnamese or other languages commonly spoken in the watershed
- Experience with community organizing work and building relationships, especially within Portland, Gresham, and Fairview communities
- Understanding of racial and social justice issues, intersectionality, privilege, and systematic oppression
- Ability to be a spokesperson on behalf of CSWC - JEDI at events or in the community.

Duties and Responsibilities:

- Participate in quarterly 2-hour JEDI Committee meetings
- Complete an additional 2-4 hours of committee work as needed to advance committee goals and activities, for example, editing documents, research, community outreach and networking
- Guide the Council's efforts to achieve its Equity Action Plan (EAP) goals
- Guide the Council's organizational strategic planning process with a strong focus on equity
- Participate in the Council's annual equity retreat with staff and board

The Council understands that including people of diverse backgrounds in our work adds value, different perspectives and ideas, and makes us more resilient and effective. We value diversity in recruitment for this committee as well as other positions.