# **Columbia Slough Watershed Council General Meeting Agenda**

**Date:** Monday, September 28, 2020 **Time:** 5:30 PM to 7:30 PM

[**Join the web meeting**](https://us02web.zoom.us/j/89495062105?pwd=OExTYXVEOHVNTmRvTzJmMHpudzdsZz09)**:**

Meeting ID: 894 9506 2105 | Passcode: 179302

**Optional dial-in:**  +1 669 900 6833

**Attendees\***

|  |  |  |
| --- | --- | --- |
| Cathy Kellon | Keri Handaly-City of Gresham | Bob Dolphin |
| Sunny Simpkins-MCDD | Daryl Houtman-City of Portland BES | Scott Schlief |
| Troy Clark | Meei Lum | Kathy Shearin-EMSWCD |
| Emily Henke | Adam Reese, Apex | Jenn Bies-Port of Portland |

*\* This list captures only Board Members in attendance*

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Lead** | **Due Date** |
| Complete Board Retreat Doodle polls:   * <https://doodle.com/poll/8ud5aaq9w3caseu5> * <https://doodle.com/poll/dptss862n55xf9he> | Board Members | ASAP |
| Save Zoom chat content to Google Drive | Cathy | ASAP |
| Send link to list of JEDI videos to Board members to solicit additional suggested resources (<https://docs.google.com/document/d/1laiY6AodWdJgm1e2Q5nfV-60z7IlwC_YxuNPc3oy9dw/edit?usp=sharing>) | Cathy | ASAP |
| Share respective agency’s JEDI resources/roadmaps with Meei | Jenn and Kathy | ASAP |
| Share draft JEDI roadmap with the Board for feedback | Meei and JEDI Committee | Fall TBD |
| Inform Cathy if willing to share a short JEDI video or topic to be viewed/discussed at a Board meeting | All | On-going |
| Try to identify and host Board for DEI training | Port & MCDD | Before April 2021 |
| October Board meeting topics   * Board officer elections * Others TBD | | |
| Parking Lot (topics to schedule at a future Board meeting)   * Include JEDI Ground Rules on TBD Board retreat agenda * 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**

**5:40 Business**

* Action item review and discussion
* Bob Dolphin motioned to approve the July Board meeting minutes; Adam Reese seconded; all approved
* Board officer elections for 2 of the 4 positions for 2-year term renewal to get us back on track
  + Delayed until the October Board meeting

**5:55 Finances Review & Discussion**

* EOY 2019-20 financials
  + Balance sheet: we’re currently showing a deficit of ~$90K, but timing of reimbursements is a factor, as is that the PPP loan is considered a deficit until it is officially forgiven. Assuming we recoup some reimbursements and get PPP forgiven, we could end the year “in the black”
  + Total liabilities and net assets are steady from FY19-20 to FY20-21
  + Seeing a large reduction in net assets without donor restrictions in FY20-21. Still need to dig into this to understand why – partially due to new bookkeeping protocols, loss of Nadaka, not sure what else.
  + Variations and complexities in historic bookkeeping protocols make year-over-year comparisons tough. Cathy’s focus on creating standardized bookkeeping systems and protocols is intended to eliminate this issue moving forward. She is still working to ensure bookkeeper understands nuances and complexities that are unique to CSWC and tweaking the protocols accordingly, but overall, the data quality will be much better.
* Introduction of financial health indicators
  + Working to align on metrics to better evaluate financial health throughout the fiscal year, to be viewed in a dashboard format quarterly.
  + Some metrics are standard best practice and will likely remain constant but expect to adjust the other goals annually given how much the financial landscape can change from year to year. Finance Committee will recommend any changes for Board or Executive Team approval.
  + Suggest using red-yellow-green highlights to make it easy to absorb overall performance.
  + Think of this first year as a work in progress, so feedback and suggested changes are welcome anytime.

**6:20 Annual Board Work Plan**

* Share the work calendar for the fiscal year
  + Suggested changes to format and content are always welcome
  + JEDI Committee will bring staff workplan to Board meetings periodically to keep everyone informed and aligned

**6:35 Bunn House**

* Updates on repairs and acquisition
  + Have new contractor on board; will resubmit permit application.
  + Flat roof coating needs to be applied in warm and dry weather, so rounded up some volunteers to pressure wash and coat this week. This should resolve leaks for a period of time and save some money.
  + There is no hot water currently on site; was looking into this pre-COVID but have to focus on other priorities for the time being.
  + Working on clarifying how to route our official request to Parks for purchase of Bunn House. So far, communications have been going well.

**6:50 Board Retreat**

* Schedule and goals for a board retreat this fall
  + Delayed due to COVID in March, and now shifting to a virtual format instead
  + 1st retreat: align on Board responsibilities and expectations and how we work together
  + 2nd retreat: focus on strategic topics
  + Some pre-work is expected to maximize the value of our time together

**7:10 JEDI Spotlight**

* Viewed a video on the [History of whiteness](https://youtu.be/bmHct5IHxrA)  followed by discussion
* Need to finish Phase II JEDI training by April 2021; waiting to hear if we can get some grants to facilitate a training. If that does not come through we’d have to deliver our own training.

**7:30 Adjourn**