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

**Date:** Monday, May 24, 2021 **Time:** 5:30 PM to 7:30 PM

[**Virtual Meeting**](https://us02web.zoom.us/j/89495062105?pwd=OExTYXVEOHVNTmRvTzJmMHpudzdsZz09)

**Attendees**

|  |  |  |
| --- | --- | --- |
| Cathy Kellon, ED | Daryl Houtman-City of Portland BES | Elizabeth Robillard |
| Bob Dolphin | Meei Lum | Scott Schlief |
| Keri Handaly-City of Gresham | Adam Reese-Apex | Kathy Shearin-EMSWCD |
| Emily Henke |  |  |

*Absent: Erwin Bergman; Troy Clark; Carrie Sanneman*

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Lead** | **Due Date** |
| Provide access for Board Members to JEDI documents | Ryan/Rachel | ASAP |
| Send a photo of apparent sewer connection to Adam (share with Alpha Environmental) and Daryl (ask if BES can offer any technical assistance) | Bob | ASAP |
| Move forward with Alpha Environmental ($24K) for Bunn House sewer connection; inquire if they would consider offering a discount and confirm what work is or isn’t needed to connect to sewer | Adam | ASAP |
| Discuss roof leak and what to do next | Cathy/Bob | ASAP |
| Share wish list of Bunn House improvement items to Board (Amazon wish list and requests for in-person work) | Cathy |  |
| Consider how to update Board photo/info in publicly facing materials | Cathy | As possible |
| Provide updates for any assigned action items to Jenn in advance of each meeting | Board Members | On-going |
| Share draft Form 990 with Board Members for review | Cathy | Late winter 2021 |
| June Board Meeting   * JEDI discussion topic TBD * Others TBD | | |
| Parking Lot (topics to schedule at a future Board meeting)   * 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 JEDI Topic**

* Reviewed JEDI survey results
  + Many Board Members indicated they were not sure if certain policies or documents existed
  + Although many were not aware, there is a lot of great work happening on the JEDI front
* Reviewed information that addresses some of the questions/issues identified including:
  + JEDI Committee GoogleDrive file structure
  + Job posting locations and hiring practices intended to increase diversity of CSWC staff
    - [Textio](https://textio.com/) offers a job posting reviewer tool
  + Partnerships with BIPOC/under-represented groups
  + Equity Action Plan
    - Includes goal we’re holding ourselves accountable to
    - Equity Action Plan assessment was conducted in late 2019
    - Confirmed we collect demographic data, but we can improve how we collect and analyze the data
  + Strategic planning consultants will help us integrate JEDI goals into the upcoming organizational planning
  + Might be good to ask BIPOC/under-represented community partners to provide us with feedback about how we’re doing.
    - [Camp ELSO](https://www.campelso.org/) can provide this service re: gathering feedback
    - Suggest being very considerate of partners’ bandwidth and ensure the process to provide feedback is very efficient
    - This could be accomplished during an annual partnership check in meeting where we ask, “What would your organization like us to do in the coming year to support your goals and mission?”
  + Staff is doing a really great job in leading JEDI work

**6:10 Game & Discussion**

* Board Members played a fun Kahoot game with questions about Council programming
* FY 21-22 Budget
  + Reviewed an initial draft budget; will dig into program expenses next and provide an updated budget. Goal is to secure input before the official presentation.
  + Bulk of expenses are personnel and contracts/professional services
  + Event income assumes existing events plus some TBD fundraising event
  + Individual donations, government grants and corporate funding levels represent reach goals; ambitious but think they are attainable.
  + Financial reports summarize unrestricted funding (most budget categories except for foundation and government grants)
  + Would help to better understand comparisons to previous year, how much funding is secured vs. prospective for largest line items, as well as assumptions for each line item

**6:30 Business**

* Approval of April meeting minutes
  + Bob moved to approve; Kathy seconded—approved unanimously
* Action Item review
* [Form 990](https://drive.google.com/drive/folders/1HygGuZun2ywsBNi0t96TQQitOsz5j4PZ)
  + This is the tax return for tax exempt organizations, and Board Members should review annually as best practice
  + The form was already submitted this last year but moving forward the Board will review the draft version developed by the accountant in the late winter. Once finalized, the accountant submits on our behalf and shares a final copy with private information (i.e., largest donors names) redacted to be made publicly available whether by request or via website.
* Q3 financial health dashboard
  + Most metrics are looking pretty good, of which the first four represent the “gold standard”
    - Need to ensure the targets are accurate/realistic.
    - Plan to add in Noncompetitive Grants and Agreements
  + Competitive grants and agreements are not looking good
    - We have a lot of competitive grants/agreements pending and in the pipeline, but we tend to get a lot of small grants (under $30K, mostly restricted funds).
    - Also tend to see spikes in revenue due to timing of quarterly batching of invoices
  + What is the target for operating reserves?
    - We don’t have one yet, but we plan to do so – that’s why the metric is included but greyed out for the time being.
  + Liabilities as % of total assets
    - PPE loan shows up as a liability in Q1 before it was forgiven; second PPO loan did not push us over the threshold
  + So long as reimbursement checks come in on time, we should end the year in the black by ~$3K
  + Unrestricted funding is ~$66K, while restricted funding is ~$119K. This is actually pretty good, but we always want to increase unrestricted funding when possible.

**6:45 Updates, Miscellaneous & Reminders**

* Congratulations to Emily Henke for Portland Business Journal’s “40 Under 40”
* Reminder to complete the advocacy work survey
* Bunn House
  + Sewer connection
    - Did not receive a bid from other contractors so plan to move forward with Alpha Environmental since they have a good reputation
    - Septic tank is located south of the building
    - The next meeting about the sewer connection is scheduled for June 8
  + Acquisition discussions with Parks
    - Maybe the board can issue a letter that demonstrates our collective support for the transfer of this asset.
    - Think the change was likely related to getting current fair market value for a City publicly held asset, even though it was donated to Parks.
    - Also indicated it was politically a bad time, but that we should revisit the acquisition discussion in two years.
  + Roof repair
    - A minor water leak is happening, not sure what the issue is yet
  + Hope to host a party at Whitaker Ponds in the fall

**7:05 Wrap Up**

**7:10 Adjourn**