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

**Date:** Monday, June 28, 2021 **Time:** 5:30 PM to 7:30 PM

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

**Attendees**

|  |  |  |
| --- | --- | --- |
| Adam Reese-Apex | Daryl Houtman-City of Portland BES | Elizabeth Robillard |
| Bob Dolphin | Meei Lum | Scott Schlief |
| Keri Handaly-City of Gresham | Jenn Bies-Port of Portland | Kathy Shearin-EMSWCD |
| Emily Henke | Carrie Sanneman-MCDD | Troy Clark |

*Absent: Erwin Bergman;* *Cathy Kellon*

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Lead** | **Due Date** |
| Engage Cathy to discuss POCO fiscal sponsor role | Emily | ASAP |
| Share wish list of Bunn House improvement items with Board (Amazon wish list and requests for in-person work) | Cathy | ASAP |
| 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 |
| July Board Meeting   * JEDI discussion topic (deferred from June meeting) * 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**

**5:45 JEDI Topic**

* Due to extreme heat conditions, the decision was made to delay this topic until July so that we could end the meeting early.

**5:50 Business**

* Approval of May meeting minutes
  + Carrie moved to approve; Meei seconded—approved unanimously
* Action Item review
* Provisional FY2021-22 Budget and Work Plan
  + Corporate projections look higher than usual, but the revenue total is tracking about the same year over year. The variations in revenue categories are often due to items being coded inconsistently
  + The bulk of expenses are in salary and wages
  + The goal is to have an emergency fund with at least 3 months of cash flow on hand to cover salary and wages if funding falls short in any year. We have $21,000 currently.
  + Overall, the organization is doing well, if we control expenses and achieve more ambitious fundraising goals, we’ll be able to contribute to the emergency fund
  + The Council agreed to be the fiscal sponsor for People of Color Outdoors, but if they are successful in being awarded any large grants it will make it difficult to analyze out financials. We cannot differentiate their financials from the Council’s at the more detailed revenue and expense category levels.
  + $290,974 needs to be raised; about 88% of this is considered high probability
  + This will be the 2nd year with very high expenses for Contracts and Professional Services which are intended to build organizational capacity
* Executive Committee Charter
  + This was developed by the Executive Committee to clarify governance best practices and associated roles and responsibilities
  + No questions or comments were raised at this time
* Bunn House
  + Discussions with different staff at Portland Parks and Recreation have changed tone/direction, and the pathway forward is unclear at this time
    - A cost/benefit analysis was requested to justify our request for a no-cost lease
    - This may not be as much of an obstacle as we initially assumed
  + The sewer connection is currently on hold, as we don’t want to make such a large investment unless we can lock in occupying Bunn House for the next 10 years with a no-cost lease

**6:20 Wrap Up & Adjourn**