

WRC&D Annual Board Notes

Zoom Meeting Space

April 28, 2020

10 am – 11:15 am

1) *Introductions*

Mike Tobin, Ryan Anderson, Reese Lolley, Anna Lael, Tom Coleman, Terry Lawhead, Phil Rigdon, Ken Tolonen. Staff: Deysi Gonzalez, Tessa Vermeul

2) *Agenda Review*

No amendments were added to agenda. **Mike Tobin moved to approve agenda as presented. Tom 2nd. Passed**

3) *Minutes*

Minutes from previous board meeting were reviewed- **Terry moved to approved minutes as presented. Mike 2nd. Passed**

4) *Finance reports*

The Financial reports for 1st Quarter 2020 were presented. There were questions regarding accounts receivables. No further actions were needed. **Tom made motion to approved reports as presented. Terry 2nd. Passed**

5) *Election of Officers*

Mike will follow up on selecting a temporary VP. No further discussion until next board meeting. **Tom moved motion for temporary VP and no action taken. Anna 2nd. Passed**

6) *Executive Director Updates*

Updated on COVID-19 Operations impacts to WRC&D Response: Ryan mentioned the staff working from home remotely. The use of ZOOM for staff weekly meetings. A schedule plan was set for staff to go to the office for printing and general bookkeeping procedures.

WRC&D Insurance: Ryan mentioned about the new insurance policies based of the scope of work. Due to the company's classification of coverage, the policy is higher.

Blue Mountain RC&D request: Ryan mentioned about the zoom meeting that participated but as conservation continued the implemented activities and services were not implemented as WARCD. No further action is needed.

Ryan mentioned about the new sick leave accumulation for employees per Auditor recommendation. Sick Leave was drought from the WRCD unrestricted funds and placed on the new class code for grant tracking purposes. An easy way to count when requesting on grant requests. Need approval from Board to do it and placed a draft on the Personnel Policies. A description of how the Sick Leave will accumulated and be tracked will be presented on the next board meeting and add to the accounting policies as part of bookkeeping purposes. Employees existing balances will not be impacted by this method.

7) *Policy Changes*

Ryan also mentioned about the annual dues for board members and the conflict of interest forms with a few updates this year. Follow up will be done on sending Invoices for the dues Mike recommended to use a different verbiage on the invoice. **Mike made motion to approve conflict of interest updates and adopt the Sick Leave. Tom 2nd. Passed.** Follow up on the Fraternization on next board meeting

8) *Fiscal sponsorship approved updates*

Tapash Sustainable Forest Collaborative requested motion to approve with the development of the agreement, north zone coordination, networking with members for more funding, transitioning, and analyzing the budget with WRCD and Tapash. Final development of the agreement on the next meeting. No further action needed until next board meeting.

Follow up items

- Mike board recruitment
- Send members invoices and use different verbiage
- Fraternization on next board meeting
- Tapash Fiscal Sponsorship agreement

The meeting was adjourned at 11:15 am