

Washington Resource Conservation & Development Council

Annual Board Meeting Minutes

March 6, 2018 | 9:30 a.m. – 12:30 p.m.

Attendees: Anna Lael, Kittitas Conservation District; Frank Hendrix, North Yakima Conservation District; Ken Tolonen, Master Gardeners; Tom Coleman, Rabbitbrush Ranch (for part of the meeting); Reese Lolley, The Nature Conservancy; Brady Kent, Yakama Nation; Ryan Anderson, Brian Miller, Kara Karboski, and Heather Hadsel, WA RC&D

1. Introductions

Frank called the meeting to order and introductions were made.

2. Agenda

An additional item, Fiscal Sponsorship, was added to the end of the agenda.

3. Minutes

The minutes from the November 9, 2017 meeting were reviewed. *Ken made a motion to approve the minutes as presented and Anna seconded the motion with the approval of all present.*

4. Budget Reports

The WA RC&D financial reports for 2017 and 2018 through February were presented to the Board. *Ken made a motion to adopt the balance sheet and the Profit and Loss Statement. Reese seconded the motion; motion carried.*

5. Election of Officers

- President – Reese nominated Frank to remain in his position as President. Tom seconded. Motion passed with the approval of all present.
- Vice President – Frank nominated Reese to remain in his position as Vice-President and Tom seconded the motion. Motion passed.
- Secretary/Treasurer – Reese nominated Tom to remain in his position. *Motion passed.*

Rebecca Wassell has stepped down as a board member, but would like for Mid-Columbia Fisheries Enhancement Group to maintain membership with the RC&D. The board will discuss at a future time what benefits to provide to a larger membership.

6. Policy Updates

Ryan presented an edited version of the bylaws that update all policies and procedures with the RC&D's new name and contact information.

The personnel manual was updated to reflect the new labor law including sick time for temporary and part-time employees. The personnel policy that disallows alcohol on the premises or during working hours was suggested changed by Ryan to include an exception for fundraisers and networking socials. Reese will look up the language used by The Nature Conservancy in its policies and Frank will look up the policies for WSU. The item was tabled for further discussion.

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The accounting policy was updated to change the threshold for hiring services/purchases under \$3500 will not need to collect 3 quotes. This is consistent with federal rules.

Frank and Reese suggested that a probationary period should be added to the policies for accountability in regards to employees who wish to telework and that staff should still be expected to attend board meetings.

Anna mentioned that annual reviews for the Executive Director should be scheduled with at least two board members.

Reese made a motion that the policy changes with the exception of the teleworking policy and alcohol in the workplace be approved. Anna seconded the motion with the approval of all present.

Heather will send out a clean copy of the conflict of interest form for board members to sign.

7. **TREX**

Kara gave a presentation of the success of the TREX workshop put on by the RC&D/Washington Prescribed Fire Council/Chumstick Coalition/TNC.

8. **KFACC**

The Kittitas Fire Adapted Communities Coalition has requested that the RC&D act as a fiscal sponsor for them and have submitted an application. The Nature Conservancy and the Kittitas Conservation District contributed funds to get coordination and meeting support. RC&D will receive a 20% indirect rate. *Ken made a motion to approve the application for fiscal sponsorship and Brady seconded the motion. Motion carried.*

9. **Annual Report**

A draft copy of the 2017 Annual Report was presented to the board. It highlights the staff and the success they've had with projects. The financial numbers will be updated after the annual audit in May.

10. **Fiscal Sponsorship**

The Central Cascades Recreation Coalition asked the RC&D to be a fiscal sponsor for a small workshop they are planning for about \$2,000. The board agreed that for such a small amount we should just process it as a mini grant without fiscal sponsorship. There is a potential that it could change in the future if they need to manage more funds.

The meeting was adjourned at 12:30 p.m.