

**UNWC BUSINESS MEETING & COMMITTEE ORGANIZATION  
10.28.2021 AGENDA  
Vernonia Grange & ZOOM Hybrid**

**5:30 - Call to order.**

**In Attendance:**

☐Brenda Lisle ☐Corrie Aiuto ☐Diane Turner Maller ☐Eric Dewitt  
☐Maggie Peyton ☐Michael Calhoun ☐Rick Osborne ☐Spence Kroll  
☐Susan Schmidlin ☐Susan Spicer Pond

**Meeting minutes change:** *Scribe, please use this agenda as your template. Fill in the sections below as the meeting progresses. When complete, change the title (above) and the file name (use "Save As") from "agenda" to "minutes" and email to Maggie and Corrie.*

- **Welcome and Introductions**
- **Public Comment**
- **Announcements**
- **Minutes - read and approve**
  - September 2021
- **Agenda - revisions - as provided**
- **Reports/Actions**
  - Executive Director
    - **Partnership TA OWEB Application - Nehalem Basin**  
*Partnership – Upper and Lower collaborating to gain OWEB support to formalize the NBP. **GRANT SUBMITTED***
  - Treasurer
    - **Interim Budget**
- **Unfinished Business**
  - Fishhawk Lake - update – as provided
  - Land Acknowledgement – Michael & Sye – as provided
- **New Business**

- Form Committees – Based on the OWEB Board Self-Assessment we completed this year there are areas of work that stand out.

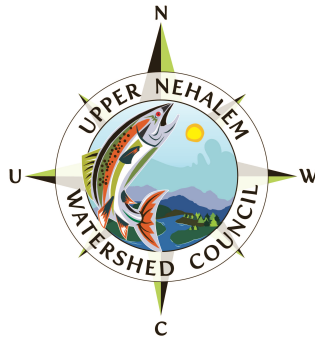
Suggested:

- ***Fundraising Committee*** – Based on OWEB Self-Assessment the board needs to be actively involved in fundraising efforts.
  - 25<sup>th</sup> Anniversary Celebration Fundraiser
    - Music, food, project tours, auction, interpretive program and event guide. Camp Wilkerson?
  - “Amplify Social Impact” Online fundraising course paid for and available. Work towards a “Giving Tuesday” online campaign.
  - Find reliable funding source for “Shade Our Streams” riparian restoration program
- ***Volunteer Recruitment/Community Engagement Committee*** – Based on OWEB Self-Assessment the board needs to more actively recruit volunteers.
  - 2 – 4 volunteer tree plantings a year (March 5<sup>th</sup> and 12<sup>th</sup> for spring plantings, November 5<sup>th</sup> for fall planting)
  - Jamboree booth coordination (August 5-7, 2022)
  - Salmon Festival booth coordination (October 1, 2022)
  - Salmon Watch school trip participant coordination (typically the 2<sup>nd</sup> week of October, often a Wednesday or Thursday)
- ***Policy Creation/Bylaw Revision Committee*** – Based on discussion at the September board meeting there was interest in updating the UNWC bylaws. There is also an ongoing need to review and update policies.

#### 7:15 – For the good of the Order

- Quarterly Board meetings
  - January 27<sup>th</sup>, 2022 - 5:30 – 7:30 pm
  - April 28<sup>th</sup>, 2022 - 5:30 – 7:30 pm
  - July 28<sup>th</sup>, 2022 - 5:30 – 7:30 pm
  - October 27<sup>th</sup>, 2022 - 5:30 – 7:30 pm
- Next Committee meetings?
  -

#### 7:30 – Adjourn – Be well!



**UNWC BOARD MEETING  
9.30.2021 MINUTES  
Vernonia Grange & ZOOM Hybrid**

**5:30 - Call to order.**

**Today's scribe is:**

☐ Brenda Lisle   ☐ Corrie Aiuto   ☐ Jeff Walton   ☐ Jim Crawford

☒ Michael Calhoun   ☐ Rick Osborne   ☐ Susan Schmidlin   ☐ Sye Laird

**Meeting minutes change:** *Scribe, please use this agenda as your template. Fill in the sections below as the meeting progresses. When complete, change the title (above) and the file name (use "Save As") from "agenda" to "minutes" and email to Maggie and Corrie.*

**• Welcome and Introductions**

**Present: Maggie, Corrie Aiuto, Jim Crawford, Susan Schmidlin, Jeff Walton, Eric DeWitt, Sye Laird, Rick Osborne, Diane Turner Maller, Susan Spicer Pond**

**Eric Dewitt intro**

**• Public Comment**

**• Announcements**

- COVID Delta variant
- IPCC 2021 Climate Report
  - "...the role of human influence on the climate system is undisputed..."
- Stream Temps - excessive – fish kill
- Rick Creek over 70 degrees during June heatwave
- Nehalem Coho Fishery – ODFW
- Disputable that project should move forward-more research to be done

**• Minutes - read and approve - June 2021, Annual Meeting**

- **Three corrections suggested: Add that Diane Turner Maller and Susan Spicer Pond were in attendance and correct next meeting date.**
- **Sye motion to approve minutes with above corrections, Susan Schmidlin seconds, all ayes.**
- **Agenda - revisions - as provided**
- **Reports/Actions**
  - Executive Director
    - *Project update*
      - **NSAP** - *In final review with Wild Salmon Center. LNWC and UNWC sent a draft to all concerned stakeholders.*
      - **Partnership TA OWEB Application** - *Nehalem Basin Partnership – Upper and Lower collaborating to gain OWEB support to formalize the NBP. Deadline October 14<sup>th</sup>, 2021.*
      - **Collaboration TA OWEB Application** - *North Coast Basin – Seeking OWEB support to build collaborative network with watershed councils of the North Coast basin. Deadline February 2022.*
      - **Tweedle Meander Restoration Project** – *All permits secured, cost share acquisition progressing, baseline stream temperature monitoring in progress and planning for summer 2022 implementation.*
      - **Anchor LWD/BDA** - *Hindered due to Murrelet listing and the need for a long-range planning process with ODF/ODFW/USFWS to cover the cost of surveying and project development to avoid a take.*
      - **Warner Creek LWD** – *Conducting field reconnaissance with ODFW, ODF and consultant in order to develop the project for summer 2022 implementation. Funded through DEQ Supplemental Environmental Project via Fishhawk Lake civil penalty.*
      - **Fishhawk Lake Reserve and Community** - *Projects in development in the Nehalem through funding opportunities through Oregon Wildlife Foundation.*
        - **Community Service** - *Two individuals with 240 hours each under the direction of UNWC to assist in riparian restoration projects.*
      - **Fishhawk Lake Fishladder**
      - **Settlement made**
        - *Construction plan for summer 2022.*
        - **Weyerhaeuser Foundation** – *Applying for additional funding for Fishhawk Lake dam fishladder.*
        - **ODFW Grant** – *Deadline extended until December 31<sup>st</sup>, 2022.*

- **Riparian/Wetland**
  - **Galassi** - NRCS contract secured, “notice to proceed” granted, working out details with contractor.
  - **ODA SIA** - OWEB post status report completed and approved!
  - **Younger** - OWEB post status report completed and approved /plant establishment in-progress.
  - **Humbug** - DEQ approval of contract pending EPA funding.
  - **Volunteer Tree Plants** – Planning events for fall and spring. Details TBD.
- **Nursery**
  - **BLM RAC** - UNWC crew working on Scappoonia/Kensuky/Nursery. Crew includes students of Vernonia High School.
  - **School Engagement** - Forestry teacher and Special Education Transition teacher to collaborate on engaging students in the nursery.
  - **Status** – Fully operational and stocked full of conifers and seed collection opportunities are upon us.
- **Necanicum** – Serving as interim Coordinator until December 31<sup>st</sup>. Mentoring the new hire.
- **Treasurer**
  - **P&L/Cash Flow/Budget** – Review
  - **New Budget**
  - **Proposal** - Shift fiscal year to Gregorian calendar year
    - Possible change from fiscal year to calendar year, folks can’t recall why we changed to fiscal year in the first place as we don’t need to do that. **Rick motions to make the change from fiscal year to calendar year, Susan Schmidlin seconds, all ayes.**
- **Review new budget**
- **Education and Outreach**
  - **OWEB Organizational Assessment summary:**
    - Volunteer recruitment and retention
    - Board member involvement, especially in fundraising
  - **Social Media Policy draft**
    - Will be emailed everyone for review
  - **UNWC Brochure**
- **Unfinished Business**
  - 2021/2022 Council membership established – **tabled at last meeting**

- Board positions nominations (election at following meeting) – ***tabled at last meeting***
  - *This will be Jim Crawford's last meeting, moving to Coos Bay*
  - *Sye and Jeff will eventually be off board soon. Replacements happening.*
  - *New positions:*
    - *Michael Calhoun: Board Chair*
    - *Rick Osborne: Vice Chair*
    - *Diane Turner Maller: Secretary*
    - *Eric Dewitt: Treasurer*
  - ***Susan Schmidlin motions to accept nominations, Jeff seconds, all ayes. New board voted in.***
- 2021/2022 Focus discussion – ***tabled at last meeting***
  - *Recommending a Committee structure with quarterly board meetings*
  - *Board members fundraising/fundraising and fund diversification*
    - ***Jeff motions to accept committee structure and organize at the Oct 28<sup>th</sup> meeting, Rick seconds, all ayes.***
- Fishhawk Lake - update – as provided
- Land Acknowledgement – Michael & Sye – as provided
- **New Business**
  - Salmon Festival
    - *Booth volunteers*
    - *Stream table?*
    - *Claudia?*
    - *Scavenger hunt/free kid activity*
    - *New member/volunteer sign up?*

**7:15 – For the good of the Order**

- Next meeting – **Thursday, October 28th, 2021**

**7:30 – Adjourn – Be well!**

TRANSITIONAL OPERATING BUDGET 2021 10/01/2021 - 12/31/2021				
	Fourth Quarter Budget 2021	Expenditures to Date 10/1/21- 10/31/21	Budget Remaining	% Budget Remaining
<b>ESTIMATED EXPENDITURES:</b>				
<b>PERSONNEL:</b>				
Executive Director Salary	8,424		8,424	100%
Office Administrator	3,648		3,648	100%
<b>TOTAL SALARIES</b>	<b>12,072</b>	<b>0</b>	<b>12,072</b>	<b>100%</b>
<b>PAYROLL EXPENSE</b>				
Payroll Taxes	934		934	100%
Workers Compensation	125		125	100%
<b>TOTAL PAYROLL EXPENSE</b>	<b>1,059</b>	<b>0</b>	<b>1,059</b>	<b>100%</b>
<b>FRINGE BENEFITS</b>				
Medical/Dental Insurance	2,213		2,213	100%
Health Savings Account	390		390	100%
Retirement	9,096		9,096	100%
<b>TOTAL FRINGE BENEFITS</b>	<b>11,699</b>	<b>0</b>	<b>11,699</b>	<b>100%</b>
<b>TOTAL PERSONNEL:</b>	<b>24,830</b>	<b>0</b>	<b>24,830</b>	<b>100%</b>
<b>OPERATIONS:</b>				
Accounting	138		138	100%
Payroll Service	38		38	100%
Consultant	150		150	100%
Supplies	500		500	100%
Postage	19		19	100%
Rent (utilities included)	1,650		1,650	100%
Website Development	300		300	100%
Equipment	125		125	100%
Repairs	125		125	100%
Mileage - Director	250		250	100%
Conferences & Conventions	250		250	100%
<b>TOTAL OPERATIONS:</b>	<b>3,545</b>	<b>0</b>	<b>3,545</b>	<b>100%</b>
<b>RISK MANAGEMENT:</b>				
General Liability	505		505	100%
Directors & Officers Liability	300		300	100%
<b>TOTAL RISK MANAGEMENT:</b>	<b>805</b>	<b>0</b>	<b>805</b>	<b>100%</b>
<b>OTHER:</b>				
Dues & Fees	125		125	100%
Staff Development & Education	125		125	100%
Outreach/Events/Marketing	1,050		1,050	100%
State Revenue Fees	125		125	100%
<b>TOTAL OTHER</b>	<b>1,425</b>	<b>0</b>	<b>1,425</b>	<b>100%</b>
<b>TOTAL BUDGET:</b>	<b>30,605</b>	<b>0</b>	<b>30,605</b>	<b>100%</b>



Corrie Aiuto <claiuto@gmail.com>

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## Transition Budget

1 message

**Susan Spicer Pond** <susan@nehalem.org>

Mon, Oct 4, 2021 at 2:22 PM

To: Brenda Lyle <raven.frog@yahoo.com>, Corrie Aiuto <claiuto@gmail.com>, Diane Turner Maller <dianeturnerm@gmail.com>, Eric Dewitt <Eric.Dewitt@weyerhaeuser.com>, "Michael Calhoun (sunny2008vhs@yahoo.com)" <sunny2008vhs@yahoo.com>, "Rick Osborne (enerchilivingspaces@hotmail.com)" <enerchilivingspaces@hotmail.com>, Spencer Kroll <spencerkroll@gmail.com>, Susan Schmidlin <mrs.susan.schmidlin@gmail.com>

Cc: Maggie Peyton <maggie@nehalem.org>, Corrie Aiuto <claiuto@gmail.com>

Dear Board Members,

I have attached a copy of the interim transitional budget which will get UNWC through to the end of this year, as we transition from a fiscal to calendar year. Please note that the total budget amount of \$30,605 is in addition to our regular, annual budget which was approved at the last meeting for the calendar year 2022. Our finances may get a little tight at the end of 2022, but we won't need to spend the entire interim budgeted amounts, so I believe UNWC will remain fiscally sound, with no serious issues.

Please let me know if you have any questions. For right now, I'm in the office all day on Mondays.

Susan Spicer Pond

Office Administrator, UNWC

503.429.0869

503.334.5696 (C)



**Transitional Budget 4th Q 2021.pdf**  
1028K