



Board Minutes – November 15th 2022

Attendees

1. Jessie Olson
2. Kathy Peterson with proxy for Chris Smith
3. Barbara Luneau
4. Erica Crosby
5. Kevin Peterson
6. Darren Beck
7. Monica Bortolini
8. Cat McIntyre
9. Roger Loving
10. Yana Sorokin
11. Kenneth Lenarcic

Welcome and Introductions

- Kathy called the meeting to order at 2:05 PM and went through introductions.

Approval of Minutes

- **Motion:** Barbara moved, Monica seconded, to approve minutes from the October 18 Meeting; the motion carried unanimously.

Financial Report

- Jessie reviewed quarterly financials, see packet for details; Focused on percent tracking for expenses. Reviewed unrestricted balance carry forward. Noted that acceptance of the financial report would include the transfer to reserve fund as stated in the financial report memo. Roger asked for clarification on fire recovery tasks and where Jamestown work is shown on the state. Jessie responded to questions.
- **Motion:** Roger moved, Barbara seconded, to accept 2022 Third Quarter Financial Statements; the motion carried unanimously.

2023 Draft Budget

- Kathy introduced 2023 draft budget the Jessie worked on with the Financial Committee.
- Jessie reviewed draft budget details and went through 2023 Budget Columns. Key changes:

- Board partner contributions (unrestricted) increased from 2022 budget.
- Donation unrestricted increased from 2022 budget values
- In-Kind rent total reduced and paid rent increased.
- Program revenue is anticipated to be approx. \$1,000,000 based on restricted grant and project specific revenue.
- 8 FTE is included in the budget based on demand and need in the forest program. Noted that most of the funding sources can be re-occurring sources that are sustainable and ongoing.
- Expenses show increased value and anticipates that some new FTE wouldn't start until part way through the first quarter.
- New positions were advertised this week with staggered due dates.
- Increased anticipated value for fundraising expenses.
- Explained value for "Fundraising" in operations to reflect new software needs.
- Explained value for "Other" in operations to reflect anticipation to buy truck.
- Other anticipated expenses in operations include paying for rent, trainings/conferences and more.
- Noted that no major construction projects are anticipated in 2023, primarily design and planning work which will be done by consultants.
- Increased reserve fund goal for 2023 because of the addition of new staff.
- Barbara asked about checks and balances to related to fundraising personnel time.
- Barbara asked about the reserve funds related to Watershed Days.

Procurement Update

- Jessie provided heads up that she may be requesting e-mail permission for the purchase of a truck. Noted that projected budget analysis shows a large unrestricted carryover this year that can support purchasing a truck in 2022 and that staff has been requesting a truck for monitoring needs. Also noted that mileage and other fees can be paid for through grants. Jessie said that she is still investigating truck costs and potentially including a second truck in the budget for 2023.
- Roger stated that he is generally in favor and suggested looking into leasing.
- Board discussed difficulty of getting vehicles and stated general approval for pursuing truck purchase.
- Jessie will follow up with e-mail for procurement approval.

Grant Update

- Yana provided grant update and responded to questions. Board members will be asked to provide support letter for the grant in mid-December.

Employee Handbook Updates

- Monica asked about capitalizing or lower casing "the" in our name. We will continue to discuss and decide.

- Jessie walked through redline edits in the Employee Handbook (see packet for details).
 - Monica asked about including hazard pay for short term leave in the personnel policy. Kathy noted that this is something to think about and something that we should check with our auditors. Jessie noted that the Board could also take action if an event like this happened to a staff member. Kevin described how the County's policies compare. Barbara noted the Bereavement leave could be extended to other extenuating circumstances.
- **Motion:** Monica moved, Barbara Seconded for the Board to approve red-lined changes in the Staff Policy Handbook; the motion carried unanimously.

Project and Partner Updates

- Jessie provided updated on Jamestown project, noted communication is key.

Adjournment

The meeting was adjourned at 3:34 PM via e-mail (internet connection was lost).