

**HIGH CASCADE FOREST VOLUNTEERS
BOARD OF DIRECTORS MEETING
TUESDAY AUGUST 13, 2019**

Vice President Allegra Helfenstein called the meeting to order at 8:30AM at the Springfield Forest Service Office. Those in attendance were board members Andrea Bayliss, Ed Willson, Ron Northway, Carol Gleason and Lyndell Wilken. Also attending were Jennifer Sorensen and Omero Torres from the Forest Service. Judy Mitchell was absent.

Minutes from the July 9th board meeting were unanimously approved.

The treasurers report was not available. Account details are attached.

OLD BUSINESS

The search for a bookkeeper is ongoing and a sense of urgency was expressed by Andrea Bayliss.

The board unanimously approved the purchase of T-Shirts, mugs, travel cups and insulated jugs to show our appreciation for volunteers for Cycle Oregon and other activities.

Allegra Helfenstein summarized the Willamette National Forest-High Cascade Forest Volunteer partnership meeting on August 7, 2019.

- Having a common file sharing network location for documents needs to be established. Jennifer Sorensen will create and test options in addition to the current Google File Drive. Once a system is approved, the board needs to have a day to meet for installation on everyone's personal computers. A possible point person to keep all the documents will be considered.
- Meetings on the saw program, ops plan and a photo op will be forthcoming.
- Tools are accumulating and exceeding everyone's present storage capacity. Options will be considered including the purchase of a trailer that could be kept at the Forest Service parking area in Springfield or, a storage area in Oakridge. Volunteers will need a 24/7 access capability.
- Several board members need passes to get in the Springfield Office areas.
- A biennial leadership meeting needs to take place possibly the third week in December.
- A volunteer appreciation annual event can take place around November 15th or 16th.
- A standard will be developed to honor retirees that can be used for future retirements.

Andrea Bayliss, Jennifer Sorensen and Carol Gleason will be on the committee for the volunteer appreciation Party.

NEW BUSINESS

The executive Directors position has received one job application thus far. The deadline for applications will be extended to September 27th. An effort will be made to update the language in the ED job description to clarify what the salary will be. Several more sites will be added for the re-posting.

Jennifer Sorensen facilitated the saw meeting. The meeting included all major players. Emphasis was placed on quality safety and insurance measures. Trust was further enhanced between the Forest Service and the HCFV during the session.

Ron Northway is continuing work on grants he has already begun.

Andrea Bayliss suggested the packers are a tremendous asset to the HCFV and should be considered when distributing grant money. Another suggestion for the use of our fundraising efforts is to purchase first aid kits for the various crews. It was suggested that working crews be approached and asked what their needs might be in the future so a list can be composed for future grant allocation.

It was suggested that the HCFV needs to eventually establish a firm fiscal management plan.

The data base is sending out an error notice when work reports are submitted. The problem is being worked on.

The Homestead subscription has been renewed.

James Edward Mills, a journalist, who is working on the "Joy Trips Project" is interested in learning more about the Willamette National Forest headwaters area and also wants to know about what is happening in the WNF. He is including many diverse groups in his study of which we can be a part of.

Suggestion for a HCFV board field trip to the Taylor burn cabin in October was suggested by Andrea Bayliss.

The HCFV and the Forest Service will be giving a presentation to the University of Oregon on September 26th concerning wild fire information, leave no trace, map and compass and how to avoid getting lost in the wilderness.

CYCLE OREGON PARTNERSHIP

Cycle Oregon will reimburse volunteers with gas money.

Planning is underway for tent set up and the trail work party on the day off.

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Allegra Helfenstein will continue to recruit more volunteers to supplement the crews she has already put together. Lyndell Wilken will send a notice to the winter volunteers and several Obsidian club contacts asking for volunteers.

UPCOMING DATES

September 5th - September 15th: Cycle Oregon Fundraiser

September 6th: HCFV board meeting

September 27th: Executive Director application deadline

October 8th: Board meeting 8:30am Springfield FS office.

October 19th: Fall training date. Oakridge, Oregon

Minutes submitted by Lyndell Wilken; HCFV secretary

High Cascades Forest Volunteers Budget Summary CY 2019

		2019 Total as of July 31		
		Amount	%	Comment
		Donations		
Bal Brt Frwd from 2018-Chase		3,971.60		
Bal Brt Frwd from 2018-PayPal		3.13		
Balance in Transit end 2018		170.00		
Total Balance at end of 2018 >		4,144.73		
Income				
	Donations - PayPal	1,670.00	42%	
	Donations - Direct	2,294.25	58%	check / cash
Total Donations		3,964.25	100%	
Expenses				
	UnDfndExp	3,112.02	98%	
	Admin, Collection Fees	45.44	1%	Pay Pal Fees
	Admin	5.00	0%	
	SetUp	-	0%	
Total Expenses		3,162.46	100%	
Balance		4,946.52		
Check - Info From Statements				
	<i>Chase Account</i>	3,488.83	71%	
	<i>PayPal Balance</i>	1,457.69	29%	
	<i>In Transit fr PayPal</i>	-	0%	
		4,946.52	100%	
	<i>Outstanding Check</i>	-		
	<i>Out of Balance</i>	-		

High Cascades Forest Volunteers Budget Summary CY 2019
by Month

Balance Beginning Year >	4,144.73							4,144.73
	Year To Date	July	June	May	April	March	February	January
Donations:								
fr PayPal	1,670.00	225.00	95.00	195.00	320.00	145.00	495.00	195.00
Direct	2,294.25		585.00	178.00		431.25		1,100.00
	-							
	-							
	-							
	-							
	-							
Total Donations	3,964.25	225.00	680.00	373.00	320.00	576.25	495.00	1,295.00
Expenses:								
UnDfndExp	3,112.02	1,136.00		143.97			1,424.00	408.05
Admin - PayPal Fees	45.44	6.45	2.99	5.49	8.54	4.39	12.09	5.49
Admin	5.00					5.00		
SetUp	-							
	-							
	-							
	-							
	-							
	-							
	-							
Total Expenses	3,162.46	1,142.45	2.99	149.46	8.54	9.39	1,436.09	413.54
2019 Current Balance >	801.79	(917.45)	677.01	223.54	311.46	566.86	(941.09)	881.46
Balance Brt Forward >		5,863.97	5,186.96	4,963.42	4,651.96	4,085.10	5,026.19	4,144.73
Ending Balance	4,946.52	4,946.52	5,863.97	5,186.96	4,963.42	4,651.96	4,085.10	5,026.19
<i>Check - Bank Balances</i>								
Chase Balance	3,488.83	3,488.83	4,624.83	4,039.83	4,005.80	4,005.80	3,579.55	5,411.60
PayPal Balance	1,457.69	1,457.69	1,239.14	1,147.13	957.62	646.16	505.55	22.64
In Transit	-	-	-	-	-	-	-	-
	4,946.52	4,946.52	5,863.97	5,186.96	4,963.42	4,651.96	4,085.10	5,434.24
Out of Balance	-	-	-	-	-	-	-	(408.05)
Outstanding Checks		-	-	-	-	-	-	408.05
Adj Balance		-	-	-	-	-	-	(0.00)