

**HIGH CASCADES FOREST VOLUNTEERS
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2019**

Allegra Helfenstein called the meeting to order at 8:30am at the Springfield Forest Service Offices. Those in attendance were board members Andrea Bayliss, Ed Willson, Lyndell Wilken, Beth Dayton, Judy Mitchell and Carol Gleason. Jennifer Sorensen, FS, and Alyssa Archer, ED, were also in attendance.

The November 13, 2019 board meeting minutes were unanimously approved.

The November Treasurers report was unanimously approved and is attached.

OLD BUSINESS

Consent agenda: Board approval was given to items previously approved by emails. Operation Appleseed MOU; SignMeUp.com for Skills College; Maintenance Form; Business Stationary; two saws; stencils and the Dremel tool marking. Going forward all approvals given by email will be included in the minutes.

The HCFV will be rebranded in the coming two months and will include a new name for the HCFV. Alyssa will tap into graphic design sites to see what is possible for a design that works well with the social media sites. A branding task force will meet January 20th from 2:00 - 4:00 pm.

Jennifer Sorensen will continue to work on Forest Service building passes for those who want them. Those not having passes can all wait at the entrance until everyone is present before being escorted into the meeting room.

Jen, Alyssa, Judy, Allegra and Ed held the WNF-HCFV partnership meeting on 12/4/19. If board members spend their own money on HCFV items they can turn in a reimbursement form which includes the supplier, amount, and account where it should come from. Mileage reimbursement was discussed with no conclusion. Jen thought the communication strategy is working and is adequate. There will be some transition with the new FS supervisor. Jen would like to see one or two leadership meetings a year to update the Forest Service on HCFV activities.

The 2020 Spring Skills College dates have been set for May 1,2, and 3. The location will be at White Branch. Classes need to be determined and set up by Andrea and Carol. Ed will take care of the registration procedures. Judy Mitchell will contact White Branch. The PCTA will give \$2,000 to support the event. Wayne Chevalier FS needs to be included in the preliminary planning. Trails needing work will be identified. It was stated that learning is enhanced when the trails chosen actually need the volunteers to do the work so they can see the before and after results.

The OPS plan is moving into Phase III where a cross section of groups will finalize content. The group will meet on January 30th from 9:00 -12:00 at the Springfield Offices. Jennifer has requested that the group stays small and a single representative from each of the designated entities attend.

A procurement policy is in the early stages. Ideas will be sent out via email and the board can give approval at a future board meeting.

NEW BUSINESS

Ed Willson proposed a bridge construction team that could build trail bridges. Three bridges were identified as already needing to be replaced. The HCFV bridge crew could partner with the FS in getting the projects completed. Ed can start recruiting and training volunteers with FS supervision. The bridge projects would be good grant writing possibilities.

Alyssa Archer ED has set February 7th as the date for the board strategic plan meeting. This will include the HCFV board members and ED. The meeting will take place at the Brownsville Library from 9:00 -5:00 pm.

The Executive Directors Committee will meet on February 5th at 9am at the SO offices.

Alyssa has created a new web page site under highcascadesvolunteers.org. It is linked to our main site, highcascadesvolunteers.com, where work reports are still entered.

Information will be sent out introducing our new Executive Director. Alyssa Archer ED will set up meeting times with various working groups over a period of time so she becomes familiar with each group and what they do.

Alyssa will look at launching a membership drive in February.

Alyssa will help any board members needing training with Google Drive.

Budget Task Force will meet at 1:00 pm to discuss assigning accounts for previous purchases.

Alyssa was given unanimous approval to attend the Public Lands Alliance Conference. \$500 was approved for travel expenses and \$425 for conference signup.

Board meeting agenda's will be posted 48 hours prior to the board meetings.

The grant committee met and consulted with two experienced grant writers who suggested we need to get our grants in order to facilitate the tracking of each one. Work should be done to cement relationships with organizations that believe in our mission. Thus far the Worthy Garden Club agreement has been established. The winter trail grant was completed by Alyssa and has been sent. Alyssa will be doing research and working with grant writer Lyn Stearny on possible grant writing possibilities at the Knight Library.

Writing a grant asking for a tool trailer was looked at. Questions were raised about the adequacy of a trailer for the number of tools needing to be stored. Further study needs to take place. Ed will submit figures for purchase of tools that can be included in the grant. It was pointed out that tools that are easier for women to use are needed.

UPCOMING DATES

Wednesday January 8th 8:30am: Board meeting SO office

Monday January 20th 2-4pm: Branding Task Force meeting SO

Tuesday January 21st 1pm: Annual Leadership Meeting SO

Thursday January 30th 9-12pm: OPS Meeting SO

Wednesday February 5th 9am: Executive Committee Meeting SO

Friday February 7th 9-5pm: Strategic Planning meeting Brownsville Library

Wednesday February 19th 9-4pm: FLT meeting Sweet Home District

Fri/Sat/Sun May 1,2,3: Spring Training Skills College White Branch Camp.

Submitted by Lyndell Wilken, HCFV Secretary

Balance Sheet

As of November 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking	7,029.87
PayPal Bank	-170.00
Total Bank Accounts	6,859.87
Total Current Assets	6,859.87
TOTAL ASSETS	\$6,859.87
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	3,974.73
Retained Earnings	
Net Income	2,885.14
Total Equity	6,859.87
TOTAL LIABILITIES AND EQUITY	\$6,859.87

Profit and Loss

November 2019

	Total
INCOME	
Donations	
Direct	5,097.00
donations - directed	150.34
Paypal	595.00
Total Donations	5,842.34
Total Income	5,842.34
GROSS PROFIT	5,842.34
EXPENSES	
Education and Training	200.00
Grant Expenses	
Boots on the Ground	16.99
Travel Lane	150.00
Total Grant Expenses	166.99
Insurance	1,249.00
Legal & Professional Services	100.00
PayPal Fees	14.29
software & computers	28.18
Total Expenses	1,758.46
NET OPERATING INCOME	4,083.88
OTHER INCOME	
Ales for Trails	-218.26
Total Other Income	-218.26
NET OTHER INCOME	-218.26
NET INCOME	\$3,865.62