

**HIGH CASCADE FOREST VOLUNTEERS  
BOARD OF DIRECTORS MEETING  
TUESDAY MAY 21, 2019**

Vice President Allegra Helfenstein called the meeting to order at 4pm at the Springfield Forest Service offices. Those in attendance were Lyndell Wilken, Ed Willson, Ron Northway and non-board members Carol Gleason, Bea Anderson and Mike Kinyon. Jennifer Sorenson (ex officio WNF) attended via Facetime. Board members absent were Judy Mitchell and Andrea Bayliss.

Minutes from the April board meeting were unanimously approved.

The treasurers report was reviewed and unanimously approved.

**OLD BUSINESS**

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Finding an accountant that can accurately keep track of the accounting activity has to be a priority. If we can't find a volunteer, then the HCFV need to hire an accounting firm. Ron Northway will advertise for a bookkeeper through the social media and Ed Willson will find an accounting firm, if needed.

Ed proposed that we spend \$4.50 monthly each for two Microsoft Office licenses which include Access. This is an annual commitment of \$108. It was passed unanimously.

Two of the cost share agreements have been signed and one is remaining to be signed with Discover Your Northwest. These agreements will complete our partnership with the WNF and our affiliation with DYNW. We must come up with a volunteer match in hours or money towards the specific agreement. All board members should submit their time spent working on board business dating back to May 14<sup>th</sup>. Those hours will go towards the match.

The Fiscal year started Oct 1, 2019 so money we receive via DYNW for the executive director and data base hires will go to those positions. DYNW will put our new executive director and data base hires on their payroll. It will not be a contract but instead a staff hire.

Documents pertaining to our partnerships with the WNF and DYNW will be outlined on the board activity website page with information provided to obtain a copy.

Mike Kinyon gave the board an update on the Saw Certification Program that he is working on for the HCFV. If approved the program will give us the ability to certify and recertify our own sawyers. The policy when complete must follow the FS protocols for training sawyers to the letter of the law in order for workmen's comp to apply to the HCFV sawyers. Mike held a meeting for sawyers and 12 people attended which was a good turnout. Mike is taking a step at a time and wants the first step to be training some sawyers for a "C" certification so they can begin certifying "A" and "B" sawyers in June 2019. Mike suggested that the Saw Program Coordinator approve any "C" level certified sawyer before they are formally allowed to instruct, or evaluate. Awards need to be given as soon as a certification is earned. The second step would be to put together a presentation on saw policy early in spring 2020.

Mike will continue as the Saw Coordinator until the program is established but will hand it over to another volunteer coordinator once it is successfully being implemented. Mike emphasized the new person must trust and have a good working relationship with the FS and should be a board member. Once the program is approved the HCFV will do a press release in hopes of attracting more volunteers. The Board unanimously expressed full support for this work and appreciation for Mike's efforts to make it happen.

Reflections on the West Cascades Skills College included Mike Kinyon's suggestion that more could be done with the radio class. West Cascades overall was a success with many positive outcomes. Thanks goes to Ed Willson, Andrea Bayliss and Judy Mitchell and instructors for their hard work to make it successful.

### **NEW BUSINESS**

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The HCFV June meeting will take place on June 6<sup>th</sup>. Jennifer Sorensen has said that our HCFV board meeting needed to be separate from the meeting with the FS. Two meeting times will be established and whoever would like to attend the FS partnership meeting is welcome. Allegra Helfenstein will arrange a meeting time with Jennifer Sorensen and will be the board liaison.

Ed Willson will continue his work on the executive directors and database job descriptions. The board will review the descriptions by May 31<sup>st</sup>. The jobs will be posted soon after board approval.

Ron Northway is working on a description for a volunteer coordinator who will direct new volunteers to a group that matches their interests. The volunteer coordinator will not initially be on the board. Creation of some sort of graphic that depicts the many opportunities a volunteer can choose from was discussed.

Ron Northway distributed to the board an application for prospective board members. There was discussion around what process we should follow. It would be more comfortable if the existing board invited people of our choosing who we think will bring needed skills to the board. This would avoid having someone apply and be turned down. The board also needs to discuss the exact skills we are looking for. Mentioned were accounting, fund raising interest, legal expertise and organizational abilities. New members should have time to commit to the board and not be burdened with other organizational demands.

The Board will request that Jennifer Lippert, the FS botanist, give a presentation at REI. This is a good step towards corporate support from REI. Carol Gleason volunteered to help with the presentation.

Ninkasi was sent a thank you letter for their generous donation of beer for the social hour at the West Cascades Skills College.

Ron Northway handed out the media stats which reflected an increase in numbers of people visiting the HCFV sites. Media stats are attached.

Carol Gleason sat in on the board meeting and expressed interest in being the education director which would encompass coordinating instructors for the Skills College annual training events. She currently teaches at both spring training events. Carol was given a Board of Directors application to be filled out and returned.

The Public Lands Alliance will present a webinar titled "Hiring Your First Paid Staffer" on May 30<sup>th</sup> between 11am -12pm (<https://www.publiclandsalliance.org/events/event-description?CalendarEventKey=3562acda-61bf-49a6-9b9b-bc04f65f4d43&Home=%2fwhat-we-do%2feducation>) Ed Willson will be hosting a replay on 6/4 at his house.

### **UPCOMING DATES**

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Thursday May 30. The Public Lands Alliance will present a webinar titled "Hiring Your First Paid Staffer", 11:00 am.

Friday May 31<sup>st</sup>: Board members review job descriptions and get feedback to Ed Willson

Thursday June 6<sup>th</sup> 11am: HCFV board meeting at the SO

TBA: Meeting with Jennifer Sorensen on the partnership agreements.

Minutes submitted by Lyndell Wilken on 5/23/19.

<b>High Cascades Forest Volunteers - Social Media and Email Contact Stats</b>					
Source	4/9/19	5/21/19	Change from 4/9/19 to 5/14/19	2019 Goal	% Goal
Email Subscribers	1156	1170	+14	2000	59%
Facebook	431	639	+208	1000	64%
Twitter	12	17	+5	300	6%
Instagram	0	0	0	500	0%
Linked-In	0	3	3	300	1%
Website Stats					

## High Cascades Forest Volunteers Budget Summary CY 2019

			2019 Total as of Apr 30			
		Donations	Grants	Total		
Brought Forward from 2018-Chase	3,971.60	-	3,971.60			
Brought Forward from 2018-PayPal	3.13	-	3.13			
Balance in Transit end 2018	170.00	-	170.00			
Total Balance at end of 2018 >	4,144.73	-	4,144.73			
Income		Donations	Grants	Total		
Donations - PayPal	1,155.00		1,155.00	43%		
Donations - Direct	1,531.25		1,531.25	57%		
Total Donations	2,686.25	-	2,686.25	100%		
Expenses		Donations	Grants	Total		
UnDfndExp	1,832.05		1,832.05	98%	????	
Admin, Collection Fees	30.51		30.51	2%	Pay Pal Fees	
Admin	5.00		5.00	0%		
SetUp	-		-	0%		
Total Expenses	1,867.56	-	1,867.56	100%		
Balance	4,963.42	-	4,963.42			
Check - Info From Statements						
			<i>Chase Account</i>	4,005.80	81%	
			<i>PayPal Balance</i>	957.62	19%	
			<i>In Transit fr PayPal</i>	-	0%	
				4,963.42	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	April	March	February	January
<b>Donations:</b>					
fr PayPal	1,155.00	320.00	145.00	495.00	195.00
Direct	1,531.25		431.25		1,100.00
	-				
	-				
	-				
	-				
	-				
Total Donations	2,686.25	320.00	576.25	495.00	1,295.00
<b>Expenses:</b>					
UnDfndExp	1,832.05			1,424.00	408.05
Admin - PayPal Fees	30.51	8.54	4.39	12.09	5.49
Admin	5.00		5.00		
SetUp	-				
	-				
	-				
	-				
	-				
	-				
	-				
Total Expenses	1,867.56	8.54	9.39	1,436.09	413.54
<b>2019 Current Balance &gt;</b>	<b>818.69</b>	311.46	566.86	(941.09)	881.46
		4,651.96	4,085.10	-	-
<b>Ending Balance</b>	<b>4,963.42</b>	<b>4,963.42</b>	<b>4,651.96</b>	<b>(941.09)</b>	<b>881.46</b>
<i>Check - Bank Balances</i>					
Chase Balance	4,005.80	4,005.80	4,005.80	3,579.55	5,411.60
PayPal Balance	957.62	957.62	646.16	505.55	22.64
In Transit	-	-	-	-	-
	4,963.42	4,963.42	4,651.96	4,085.10	5,434.24
<i>Out of Balance</i>	-	-	-	-	(408.05)
Outstanding Checks		-	-	-	408.05
Adj Balance		-	-	-	(0.00)

					Outstanding >	-	1,837.05 < Total Written	
Check #, Debit Card or Elec Wdral	Date Written	Date Cleared	Written To	Written By	Expense Account Assigned	Funding Source	For	Amount
1006	01/29/19	02/06/19	Mike Kinyon	Ron Robinson	UnDfndExp	Donations	X-cut saw fleet	408.05
EW	?	02/12/19	Travelers Insurance	Ron Robinson	UnDfndExp	Donations	?	1,246.00
DC	02/17/19	02/19/19	Sticker Mule	Ed Willson ?	UnDfndExp	Donations	?	128.00
DC	02/24/19	02/25/19	Or Sec of State Corp Div	Ed Willson ?	UnDfndExp	Donations	?	50.00
EW	03/22/19	03/22/19	Card Replacement Fee		Admin	Donations	Admin	5.00

				Total Direct Deposits >		1,531.25
Date Received	Date Deposited	Funding Account	Donated By	Email or Address	Amount	
?	01/23/19	Donations	GOATS		300.00	
?	01/23/19	Donations	Ed ?		800.00	
?	03/22/19	Donations	?		126.25	
?	03/26/19	Donations	?		305.00	