

**HIGH CASCADE FOREST VOLUNTEERS  
BOARD OF DIRECTORS MEETING  
THURSDAY JUNE 6, 2019**

Vice President Allegra Helfenstein called the meeting to order at 11am at the Springfield Forest Service Offices. Those in attendance were board members Judy Mitchell, Lyndell Wilken, Andrea Bayliss and Ron Northway. Ed Willson attended via phone. Non board members included Tara Corbin from Cycle Oregon, Jennifer Sorenson (ex officio WNF), and Carol Gleason.

The May board minutes were unanimously approved.

The Treasure's report was not available for May, but is attached here for future review. Ron Northway will proceed to thank all those who have donated to the HCFV to date.

**OLD BUSINESS**

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**Cycle Oregon Agreement**

Tara Corbin talked about the HCFV partnership with Cycle Oregon for their bicycle ride in September 2019. The HCFV will form teams of volunteers that will be setting up tents at each site along the bike route. Tara requested that HCFV also help with a trail building day on the cyclist's day off from bicycling. The event participants will sign up to volunteer to help on a local trail that needs clearing at Diamond Lake. The HCFV will consider looking for a group to help with the trail project in that area. Ed Willson will contact the Umpqua Recreation Director for ideas to make this happen. Cycle Oregon will provide equipment, work gloves, transport and food. They will also give a grant of \$1000 ahead of the actual event to buy supplies needed for the trail work. Cycle Oregon's insurance umbrella will cover the bicycle riders that help on the trail project. In addition, Tara said there is a possibility of a trail work day on the day before the race starts in the Oakridge area if enough participants are interested.

The HCFV organization will receive payment for work done for Cycle Oregon through a grant coming from Oregon Community Foundation. Time of receiving the \$10,000 grant is negotiable. Possibly receiving ½ in August and ½ in October.

Cycle Oregon will need a copy of the HCFV Board of Directors Insurance. Lyndell Wilken will send a copy of the insurance via email to Tara Corbin.

A release from liability form will be needed for those HCFV that work on the Cycle Oregon event. Cycle Oregon will share a form that we could use.

## Partnership Coordination Committee Report

Jennifer Sorenson distributed an Initial Program of Work draft (see attached) outlining priorities within our partnership agreement document. Jennifer expressed the desire of the WNF that the HCFV partnership with the WNF remain sustainable over time. The focus of the partnership is to coordinate volunteers, offer conservation education, and connect to communities for stewardship of public lands. Jennifer Sorenson, Allegra Helfenstein, and Ron Northway will form the committee that identifies core milestones. This step is meant to keep the HCFV and the WNF on the same page as far as priorities going forward. This document can evolve over time.

In order to record admin hours associated with attending board meetings and doing board business, Ed will collect hours at the end of each meeting and record the group in one report. These hours are important in documenting our commitment to the organization and become instrumental in acquiring grant money. Ron will document the hours on a spread sheet as needed for documenting admin hours for grants.

Jennifer and Allegra will work with DYNW regarding the process to hire and employ the executive director and database administrator. A personnel policy will be required to guide a this activity and demonstrate appropriate management.

Ed Willson expressed concern that the HCFV is not able to offer benefits in addition to salary for the Executive Director and Database Administrator positions. We are not in a position to do so at this time.

Ed Willson pointed out that we need to move forward on the database. He has people ready to operate the data base now. The HCFV could hire someone to update the current site as an intermediate solution prior to designing a final solution. As soon as the new database is ready it would speed up the processes and the old database could be retired. The Database Administrator position would be given an interim status with a dollar figure. Allegra and Jennifer would share with DYNW what needs to be done and frame it to be under the scope of practice. Ed will redo the job description after talking with Ron and Jennifer.

Ed let the board know that development of the website/database with Emberex needs to move forward because if we wait too long, we may have to start over if people we have worked with leave the company. We do not want to start over at ground zero if it can be avoided.

The board is collecting applications and resumes for those interested in serving on the board. Applicants will be asked to attend three board meetings. Once these requirements are met the board will meet and choose the new board members.

## **NEW BUSINESS**

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Andrea Bayliss suggested that Education be added as a regular board meeting agenda item. Andrea proposed that a fall training day is needed. GOATS has a training facility that could be utilized. Jennifer cautioned that we needed to consider how much involvement the forest service personnel would be asked to do. Andrea thought trainings could be done by non- forest service volunteers. The various volunteer groups on the WNF should be included in the planning of the training sessions. This underscores the need for a volunteer coordinator.

Ron Northway is working on a Boots on the Ground grant through Wilderness Stewardship Partners. It is looking promising that we will get this grant.

Ron Northway announced that Willamette Valley Visitor Association wants to donate \$1000 or more towards storm recovery on the WNF trails.

Visiting each WNF volunteer group by the HCFV board would be a good idea in establishing lines of communication. Although time consuming it would establish a solid rapport with each working group.

Judy Mitchell announced an archeology project that is looking for volunteers. The Middle Fork will be dismantling several historic structures and using the materials at a Sand Mountain site.

Judy Mitchell asked Lyndell Wilken (Willamette Pass winter trails coordinator) to go over the effort that has been made to reorganize the group to encompass the Willamette Backcountry Ski Patrol. This work will insure the longevity of the 80 miles of trails and 6 shelters.

## **UPCOMING DATES**

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7/3/19 at 9:00 a.m. HCFV Partnership Committee meeting, Springfield FS offices.

7/9/19 at 8:30 a.m., Board meeting, location TBD

Minutes submitted by Lyndell Wilken, Secretary HCFV 6/7/19

## High Cascades Forest Volunteers Budget Summary CY 2019

			2019 Total as of May 31			
		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	1,350.00			1,350.00	44%	
Donations - Direct	1,709.25			1,709.25	56%	
Total Donations		3,059.25	-	3,059.25	100%	
Expenses		Donations	Grants	Total		
UnDfndExp	1,976.02			1,976.02	98%	????
Admin, Collection Fees	36.00			36.00	2%	Pay Pal Fees
Admin	5.00			5.00	0%	
SetUp	-			-	0%	
Total Expenses		2,017.02	-	2,017.02	100%	
Balance		5,186.96	-	5,186.96		
Check - Info From Statements						
			<i>Chase Account</i>	4,039.83	78%	
			<i>PayPal Balance</i>	1,147.13	22%	
			<i>In Transit fr PayPal</i>	-	0%	
				5,186.96	100%	
			<i>Outstanding Check</i>	-		
			<i>Out of Balance</i>	0.00		

High Cascades Forest Volunteers Budget Summary CY 2019  
by Month

Balance Beginning Year >	4,144.73					4,144.73
	Year To Date	May	April	March	February	January
<b>Donations:</b>						
fr PayPal	1,350.00	195.00	320.00	145.00	495.00	195.00
Direct	1,709.25	178.00		431.25		1,100.00
	-					
	-					
	-					
	-					
	-					
Total Donations	3,059.25	373.00	320.00	576.25	495.00	1,295.00
<b>Expenses:</b>						
UnDfndExp	1,976.02	143.97			1,424.00	408.05
Admin - PayPal Fees	36.00	5.49	8.54	4.39	12.09	5.49
Admin	5.00			5.00		
SetUp	-					
	-					
	-					
	-					
	-					
	-					
	-					
Total Expenses	2,017.02	149.46	8.54	9.39	1,436.09	413.54
<b>2019 Current Balance &gt;</b>	<b>1,042.23</b>	223.54	311.46	566.86	(941.09)	881.46
Balance Brt Forward >		4,963.42	4,651.96	4,085.10	5,026.19	4,144.73
<b>Ending Balance</b>	<b>5,186.96</b>	<b>5,186.96</b>	<b>4,963.42</b>	<b>4,651.96</b>	<b>4,085.10</b>	<b>5,026.19</b>
<i>Check - Bank Balances</i>						
Chase Balance	4,039.83	4,039.83	4,005.80	4,005.80	3,579.55	5,411.60
PayPal Balance	1,147.13	1,147.13	957.62	646.16	505.55	22.64
In Transit	-	-	-	-	-	-
	5,186.96	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)



				Total Direct Deposits > 1,709.25	
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
?	5/20/2019	Donations	?		178.00

**HCFV/WNF Initial Program of Work- DRAFT**  
**June, 2019**

<b>TASK/Milestone</b>	<b>Optional or Required</b>	<b>Regular/Recurring or One Time</b>	<b>Priority Level (06/ 2019)</b>	<b>Approx. dates/times</b>	<b>Roles &amp; Responsibilities</b>
Board Development Plan	OPTIONAL- <i>see Partnership Scope of Work (4/2019)</i>	At board discretion, one time, to be revisited at regular intervals	TBD	TBD	HCFV led and adopted.
HCFV Staffing Plan	OPTIONAL- <i>see Partnership Scope of Work (4/2019)</i>	At board discretion, one time, to be revisited at regular intervals	TBD	TBD	HCFV led and adopted. FS to provide input.
HCFV Business Plan	OPTIONAL- <i>see Partnership Scope of Work (4/2019)</i>	At board discretion, one time, to be revisited at regular intervals	TBD	TBD	HCFV led and adopted. FS to provide input on federal contributions.
Quarterly & Annual Reports (progress reports)	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	HIGH	Q1: Oct-Dec Q2: Jan-Mar Q3: Apr-Jun Q4: Jul-Sept Reports due within 30 days.	Delivered from board to Jen by 30 days past quarter. Start immediately. Jen send template for progress report.
Implement Communication Strategy (meetings)	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	VARIES	Bi-Annual- Leadership Quarterly- Field Staff Monthly- Partnership	Jen will schedule initial meetings.
Annual Partnership Review	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	HIGH	Annual	Jen schedule for end of FY19. Can double with Commo Strategy Mtg
Ad-hoc FS Transition Support (attend FLT meetings, etc.)	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	MED	As needed	Jen will notify board/staff as needed.
Volunteer Recruitment	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	LOW	As needed	Prioritize specialized positions (ex: bookkeeping, etc.). Other recruitment efforts are status que/tabled for now.
General Volunteer Coordination	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	LOW	As needed	Continue status quo for time being. Note ties to particular one-time efforts. Revisit priority status following operations plan development.
Skills College Coordination	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	LOW	Annually in Spring	Continue status quo for time being.
Manage Current Database	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	REGULAR/ RECURRING	MED	As needed	Continue status quo for time being. Be strategic about what functions are maintained- life support only.
New database/website development	REQUIRED-	ONE TIME	HIGH	Ongoing until completed	HCFV is lead. Includes pursuing partnerships, grants, etc. to secure necessary resources to fund new system.



	<i>See HCFV-WNF MCCA and SPA</i>				
Amend Volunteer Operations Plan	REQUIRED- <i>See HCFV-WNF MCCA and SPA</i>	ONE TIME	HIGH	Begin in Fall 2019	Jointly led effort. Jen to develop draft facilitation plan for HCFV input over the summer. HCFV to identify lead(s) from board/staff to support this effort.
HIRING- Executive Director	REQUIRED- <i>See HCFV-WNF MCCA and SPA, and HCFV-WNF-DYNW CCS</i>	ONE TIME	HIGH	Ongoing until completed	HCFV leads. FS wants input into PD and non-voting member on hiring committee. HCFV to identify expectations for process. Jen to draft reference of position longevity/funding for Ron to review.
HIRING- Database Administrator	REQUIRED- <i>See HCFV-WNF MCCA and SPA, and HCFV-WNF-DYNW CCS</i>	ONE TIME	HIGH	Ongoing until completed	HCFV leads. FS wants input into PD and non-voting member on hiring committee. Jen to draft reference of position longevity/funding for Ron to review.