

High Cascade Forest Volunteers  
Board of Directors Meeting  
January 8, 2019

Judy Mitchell called the meeting to order at 5:00. Board members in attendance were Ron Robinson, Allegra Helfenstein, and Ed Willson. Also present were Emily Larson and Ron Northway.

**OLD BUSINESS**

The minutes from the Dec 11, 2018 meeting were approved by unanimous consent.

Judy introduced Ron who is considering offering support with grant writing. Ron is a founding member and former board president of Trail Keepers of Oregon. The board expressed appreciation for his help.

- Ed will copy the UO grant memo and a copy of the PNWFSA grant request to Ron and Allegra. A meeting will be scheduled with these three to discuss further activity.

Ron Robinson submitted the treasurer's report which is attached and was approved by unanimous consent. .

- We are continuing to provide office 365 for Trish Handrich at a cost of \$10 a month.
- Emily requests clarification to a chart of accounts going forward. Each board member is requested to forward ideas for five ideas to the HCFV Google Group.
- Responsibilities for various financial areas was noted in the attached chart.
- Emily reviewed an option for accounting review and audit to consider for future budgeting. Current rates are \$150 per hour with options for a 20% friends discount.
- The end of year balance is \$4144.73.

Judy led a discussion of several upcoming meetings with volunteer groups across the WNF.

- A meeting is required to coordinate responsibility for trail maintenance between various groups. This would be held at the supervisor's office in Springfield with representatives from FS staff and all volunteer groups who wish to participate. The date is pending return of FS staff currently on furlough due to the federal shutdown.
- A social meeting is desired to facilitate discussion among members of various volunteer groups. Using the 3/13/19 fund raiser date at Oakshire is being considered.

Website development status was reviewed by Ed. Two developers have proposals before us. Following a meeting tomorrow to clarify several points, the proposals will be evaluated, and the developer selected.

Skills College curriculum was reviewed.

- Judy will forward a copy to Dana, Ellen, and Lauren for PCTA review.

Judy noted that two positions, VP and Communications & Marketing are open on the board.

Andrea and Ed will meet with South Willamette Forest Collaborative in order to create a collaborative relationship.

A fundraiser is scheduled for 3/13/19 at Oakshire with Steve Gibson providing music. Ron agreed to guide the process and meet the Oakshire agreement needs.

Ed will send a request to Warren at REI to request a date for a show & tell. This is a requirement as a step towards an invitation to build a relationship and request grants.

Business cards were distributed.

The next HCFV board meeting will take place on Tuesday February 12, 2019 at Judy Mitchell's home.

## High Cascades Forest Volunteers Budget Summary CY 2018

		2018 Total as of Dec 31	
		Amount	Comment
<b>Income</b>			
	Donations - PayPal	4,429.00	
	Donations - Direct	920.00	cash
	<b>Total Donations</b>	<b>5,349.00</b>	
<b>Expenses</b>			
	UnDfndExp	-	
	Admin, Collection Fees	135.87	Pay Pal Fees
	Admin	468.40	
	SetUp	600.00	
	<b>Total Expenses</b>	<b>1,204.27</b>	
	<b>Balance</b>	<b>4,144.73</b>	
<i>Check - Info From Statements</i>			
	<i>Chase Account</i>	<i>3,971.60</i>	
	<i>PayPal Balance</i>	<i>3.13</i>	
	<i>In Transit fr PayPal</i>	<i>170.00</i>	
		<i>4,144.73</i>	
	<i>Out of Balance</i>	<i>-</i>	

High Cascades Forest Volunteers Budget Summary CY 2018  
by Month

	Year To Date	December	November	October	September	August	July	June	May	April	March	February	January
<b>Donations:</b>													
fr PayPal	4,429.00	590.00	820.00	85.00	85.00	85.00	85.00	185.00	553.00	135.00	1,806.00		
Direct	920.00	500.00									420.00		
	-												
	-												
	-												
	-												
<b>Total Donations</b>	<b>5,349.00</b>	1,090.00	820.00	85.00	85.00	85.00	85.00	185.00	553.00	135.00	2,226.00		
<b>Expenses:</b>													
UnDfndExp	-												
Admin - PayPal Fees	135.87	17.35	27.39	3.07	3.07	3.07	3.07	6.27	12.67	4.82	55.09		
Admin	468.40	79.90	277.03				52.00		50.00	9.47			
SetUp	600.00									600.00			
	-												
	-												
	-												
	-												
<b>Total Expenses</b>	<b>1,204.27</b>	97.25	304.42	3.07	3.07	3.07	55.07	6.27	62.67	614.29	55.09	-	-
<b>Balance</b>	<b>4,144.73</b>	992.75	515.58	81.93	81.93	81.93	29.93	178.73	490.33	(479.29)	2,170.91	-	-
<i>Balance Brt Frwd</i>	4,144.73	3,151.98	2,636.40	2,554.47	2,472.54	2,390.61	2,360.68	2,181.95	1,691.62	2,170.91	-	-	-
<b>End of Month Balance</b>		4,144.73	3,151.98	2,636.40	2,554.47	2,472.54	2,390.61	2,360.68	2,181.95	1,691.62	2,170.91	-	-
<i>Check - Bank Balances</i>													
<i>Chase Balance</i>	3,971.60	3,971.60	3,146.50	2,543.53	2,543.53	2,458.53	2,373.53	2,345.53	2,070.53	1,680.53	420.00	-	-
<i>PayPal Balance</i>	3.13	3.13	235.48	92.87	10.94	14.01	17.08	15.15	111.42	11.09	5.91	-	-
<i>In Transit</i>	170.00	170.00	-	-	-	-	-	-	-	-	1,745.00	-	-
	4,144.73	4,144.73	3,151.98	2,636.40	2,554.47	2,472.54	2,390.61	2,360.68	2,181.95	1,691.62	2,170.91	-	-
<i>Out of Balance</i>	-	-	-	-	-	-	-	-	-	-	-	-	-

High Cascades Forest Volunteers  
Chart of Accounts

Type	\$ Source	Account Name	Options / Definition
<b>Income</b>			
	HCFV \$	Donations	
	HCFV \$	Donations - cash	
	HCFV \$	Interest	
	FS Cash	Grant	
<b>Expense</b>			
	HCFV \$	Admin-PayPal Fees	Fees paid to PayPal for collections
	HCFV \$	Admin	
	HCFV \$	SetUp	Set Up Costs for HCFV
	HCFV \$	Non-Grant-Volunteer Awards/Recognition	
	HCFV \$	Non-Grant-Database Maintenance	
	HCFV \$	HCFV costs for Grant-Volunteer Non Monetary Awards	
	HCFV \$	HCFV costs for Grant-Volunteer Recognition Event	
	HCFV \$	HCFV costs for Grant-Database & Website Development	
	HCFV \$	HCFV costs for Grant-Database & Website Mtnce	
	FS Cash	FS cash for Grant-Volunteer Mileage	
	FS Cash	FS cash for Grant - Volunteer Tools	
	FS Cash	FS cash for Grant - Volunteer Non Monetary Awards	
	FS Cash	FS cash for Grant - Communication Devices	
	FS Cash	FS cash for Grant - Database & Website Devpmt Contract	

\$ Type	Category	Line Item	Calculation	# Units	Cost / Item	Total
<b>Coop. Non-Cash Contribution</b> (This is FS non Cash but HCFV cash expenses from donations)						
	Supplies/Materials	Volunteer Non-Monetary Awards	# of Items, Cost/Item	1	\$ 500.00	\$ 500.00
	Other Expenses	Database & Website Development contract	# of Units, Cost/Unit	1	\$ 5,000.00	\$ 5,000.00
		FS Volunteer Recognition Event (food, beverage, venue, entertainment)	# of Units, Cost/Unit	1	\$ 1,500.00	\$ 1,500.00
		Database/web hosting/maintenance costs	# of Units, Cost/Unit	12	\$ 75.00	\$ 900.00
						\$ 7,900.00
<b>FS Cash to Cooperator</b> (This is FS Cash given to HCFV, it will be also a HCFV cash expenses)						
	Travel	Volunteer mileage	Employees, Cost/Trip, # of Trips	40	\$ 21.60	\$ 864.00
	Supplies/Materials	Volunteer tools	# of Items, Cost/Item	1	\$ 3,136.00	\$ 3,136.00
		Volunteer non-monetary awards	# of Items, Cost/Item	100	\$ 20.00	\$ 2,000.00
		Communications devices (inReach, SPOT, etc)	# of Items, Cost/Item	8	\$ 250.00	\$ 2,000.00
	Other Expenses	Database & Website Development contract	# of Units, Cost/Unit	1	\$ 42,000.00	\$ 42,000.00
						\$ 50,000.00

## Accounting Duties

Duty	Responsible Person	Timeline
Check Writing	Ron	as needed
Maintain Check Registry	Ed	as needed
HCFV Board Member	Ron	continuous
Transfer \$ from PayPal to checking	Ron	as needed
Pull Chase data and Stmts	Ron	monthly
Pull PayPal data and Stmts	Emily	monthly
Track donations by person	Emily	monthly
Track expenses by category	Emily	monthly
Generate reports for donations and expenses	Emily	monthly
Track volunteer hours	Ron	monthly
Track in kind donations	Ron	monthly
Track donations of hardware	Ron	monthly
Generate and send out donation letters	Ron	?
IRS Reporting	Ed	yearly