

**HIGH CASCADES FOREST VOLUNTEERS
BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2019**

Ed Willson called the meeting to order at 8:30 a.m. at the Springfield Forest Service Offices. Those in attendance were board members Judy Mitchel, Andrea Bayliss, Carol Gleason, Lyndell Wilken, new Executive Director Alyssa Archer and prospective board member Beth Dayton. Allegra Helfenstein participated via phone connection.

The October 9th board meeting minutes were approved unanimously.

The October treasurers report was approved and is attached. Discussion occurred on including more description in the treasurer report defining specific grants with dollars received, dollars spent and dollars remaining.

Alyssa Archer was welcomed as the High Cascades Forest Volunteers Executive Director. Alyssa will report to the board and sit in on our board meetings.

Ron Northway's resignation from the board was accepted with great regret. Ron devoted many hours to leading us through months of tedious process to create and sustain the newly formed High Cascades Forest Volunteers non profit organization.

Beth Dayton, a leader of the Salamander trail crew out of Salem, was unanimously approved as a new board member. Beth will bring much needed expertise and enthusiasm to the board. Her connection to the Salem area provides the board with a broader representation for volunteers in the Willamette National Forest.

OLD BUSINESS:

The Executive committee will work on a policy to allow a certain dollar amount of expenditures to occur without board consent. This will reduce the number of emails going to board members.

Ed will send out dates for a board retreat in January. The retreat can be a time to define board priorities and to look at the quarterly and annual reports required by the forest service.

Allegra will complete the quarterly report and review it with the board. The report will be shared with Discover Your Northwest Forest per the CS Agreement.

It was unanimously approved to revise the current board application and form a policy as to how to approach perspective board members.

There was discussion around adding more members to the OPS committee to broaden representation. Suggestions included a bicycle and equestrian person. The OPS committee should be recognized as the place to establish the HCFV path going forward. The board is looking at creating a new brand that would more easily fit our web page and be more inclusive. Ed, Alyssa and Carol will study the possibilities.

The data base is having difficulties with the work report forms and Ed is working on a fix. Another indication that a new data base is needed.

The Education committee is considering the possibility of charging a fee for the First Aid and CPR classes in hope of reducing the no shows to the scheduled classes. Andrea Bayliss is checking to see if more classes need to be planned.

NEW BUSINESS

Ed Willson was assigned by the board to be the Acting Secretary.

Alyssa Archer ED, Allegra Helfenstein board president and Ed Willson will form the HCFV Executive Committee. The committee will meet monthly with Jennifer Sorensen and other forest service staff as needed.

Thought needs to be given to what the expectations will be for the new Executive Director. Board members should send their ideas to Allegra.

The board needs to determine their funding priorities. A fund-raising strategy should be developed. The data base is the number one priority at the present time.

Lyndell Wilken has recruited two grant writers Karen Murphy and Lyn Stearny. Sue Wolling will join them to form the grant writing committee. Lyndell will serve as the board representative to the committee. The committee will be called the LGC going forward. The committee will meet to discuss what has already been done on November 20th at 1pm.

Alyssa Archer will put together a Title II grant for shelter roofs and winter trail diamonds. She will share the application with the grants committee for input. The Old Smokey's grant will be looked at.

The Worthy Brewing Garden Club wants to give money towards planting trees and will be looking for partners. The HCFV could be one of those partners. It was unanimously approved that our name can be included in a press release. However, we will wait to give a final approval until we have a formal proposal. Alyssa is working on the details.

UPCOMING DATES

Wednesday November 20th 1pm: Grant writing meeting

Wednesday December 11th 8:30 a.m. HCFV board meeting at the SO office.

Minutes submitted by: Lyndell Wilken HCFV Secretary

HCFV

BALANCE SHEET

As of November 7, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking	8,096.49
PayPal Bank	-5.24
Total Bank Accounts	\$8,091.25
Accounts Receivable	
Accounts Receivable (A/R)	700.00
Total Accounts Receivable	\$700.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$8,791.25
TOTAL ASSETS	\$8,791.25
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	3,974.73
Retained Earnings	
Net Income	4,816.52
Total Equity	\$8,791.25
TOTAL LIABILITIES AND EQUITY	\$8,791.25

Profit and Loss

January - December 2019

	Total
INCOME	
Donations	800.00
Direct	5,766.25
Facebook	1,100.00
Paypal	2,055.00
Total Donations	9,721.25
Grant Income	10,585.00
Total Income	20,306.25
GROSS PROFIT	
20,306.25	
EXPENSES	
Advertising & Marketing	24.99
SWAG	1,166.50
Total Advertising & Marketing	1,191.49
Bank Charges & Fees	5.00
Education and Training	516.44
Expense	518.95
Saw Program	1,399.04
Total Expense	1,917.99
Grant Expenses	279.60
Boots on the Ground	3,250.17
Cycle Oregon expenses	6,022.68
Travel Lane	440.95
Total Grant Expenses	9,993.40
Insurance	1,246.00
PayPal Fees	57.51
software & computers	511.90
Taxes & Licenses	50.00
Total Expenses	15,489.73
NET OPERATING INCOME	4,816.52
NET INCOME	\$4,816.52

Expenses by Vendor Summary

January - December 2019

	Total
Albertson's	240.11
Allegra Helfensteinn	258.86
Amazon	1,713.35
Andrea Bayliss	2,400.00
Beth Dayton	440.95
Canadian Supply	504.97
Chase	5.00
Costco	318.27
Discount Mugs	820.50
FORESTRY SUPPLIERS INC	1,032.81
Garmin	119.91
Homestead Hosting	273.99
Lane County Waste Mgt	10.00
MAZATLAN MEXICAN RESTAU rant	94.64
Mike Kinyon	1,049.05
Ninkasi	-73.00
OR Sec of State	50.00
PayPal	57.51
REI	700.00
Ron Robinson	1,734.04
SAFETY PRODUCTS	108.39
Safeway	88.93
Smart Food Service	81.09
Staples	349.99
Sticker Mule	346.00
TECHSOUP	118.00
Travelers	1,246.00
VistaPrint.com	24.99
Wal-Mart	107.21
Webfoot Printing	1,125.00
Winco	38.72
Not Specified	104.45
TOTAL	\$15,489.73

Oct 2019 admin_hours_board							
Forest	LastName	FirstName	Hours		WorkType	StartDate	ProjectName
Willamette	Bayliss	Andrea	4		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Bayliss	Andrea	36		Administration	10/15/2019	Board - OPs plan
Willamette	Bayliss	Andrea	12		Administration	10/19/2019	Fall Training Day and mentorship, and preparation
Willamette	Bayliss	Andrea	6	58	Administration	10/28/2019	HCFV board meeting
Willamette	Dayton	Beth	6		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Gleason	Carol	6		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Gleason	Carol	6		Administration	10/15/2019	Board - OPs plan
Willamette	Gleason	Carol	9	21	Administration	10/28/2019	HCFV board meeting
Willamette	Helfenstein	Allegra	2	2	Administration	10/29/2019	Meeting DYNW payments 10.29.2019
Willamette	Kinyon	Mike	3		Administration	10/4/2019	Saw sharpening class prep
Willamette	Kinyon	Mike	2		Administration	10/6/2019	Met with David Roe
Willamette	Kinyon	Mike	2		Administration	10/28/2019	Saw Program Meeting prep, volunteers
Willamette	Kinyon	Mike	3	10	Administration	10/30/2019	Saw Program Meeting, volunteers
Willamette	Mitchell	Judy	3		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Mitchell	Judy	6	9	Administration	10/28/2019	HCFV board meeting
Willamette	Northway	Ron	75		Administration	10/1/2019	Development and Fundraising
Willamette	Northway	Ron	3		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Northway	Ron	6		Administration	10/15/2019	Board - OPs plan
Willamette	Northway	Ron	5.5	89.5	Administration	10/28/2019	HCFV board meeting
Willamette	Wilken	Lyndell	2		Administration	10/9/2019	Meeting with the Willamette Pass Back Country Ski Patrol
Willamette	Wilken	Lyndell	6		Administration	10/9/2019	HCFV board meeting and writing of the minutes
Willamette	Wilken	Lyndell	4		Administration	10/15/2019	Board - OPs plan
Willamette	Wilken	Lyndell	2		Administration	10/23/2019	Winter trails volunteer orientation meeting
Willamette	Wilken	Lyndell	6		Administration	10/28/2019	HCFV board meeting
Willamette	Wilken	Lyndell	3	23	Administration	10/29/2019	Willamette Winter Trail meeting with Forest Service
Willamette	Willson	Ed	50		Administration	10/1/2019	Website support
Willamette	Willson	Ed	7		Administration	10/9/2019	High Cascade Forest Volunteer Board Meeting
Willamette	Willson	Ed	36		Administration	10/15/2019	Board - OPs plan
Willamette	Willson	Ed	8		Administration	10/28/2019	HCFV board meeting
Willamette	Willson	Ed	2	103	Administration	10/29/2019	Meeting DYNW payments 10.29.2019
			total=	315.5			