

**HIGH CASCADE FOREST VOLUNTEERS
BOARD OF DIRECTORS MEETING
JANUARY 8, 2020**

Allegra Helfenstein called the meeting to order at 8:30am at the Springfield Forest Service Offices. Those in attendance were board members Andrea Bayliss, Lyndell Wilken, Judy Mitchell and prospective board member Mike Smith.

The December 11, 2019 board meeting minutes were unanimously approved.

The December Treasurers report was unanimously approved and is attached. Allegra reviewed how the Forest Service, Discover Your Northwest and the HCFV board work together on paying the Executive Directors salary.

Mike Smith was unanimously approved as a new HCFV board member. Mike is a retired neurologist with many skills. He has worked with the Scorpion and Salamander trail crews, Willamette Pass Winter trails program and has helped with the HCFV data base.

OLD BUSINESS

Approval was given for the consent agenda.

Further study will take place on establishing a better process for approving items outside of board meetings.

The May 2020 skills college classes have been set but more classes can be changed or added until February. The PCTA may be interested in adding classes. Suggestions for more classes include wilderness volunteering for beginners, a horse packer's class and outdoor cooking class. Adding more diversity to the class curriculum would draw in a variety of new volunteers. Adding more CPR classes to spring training would give volunteers more flexibility to take part in the trail classes. Contact will be made with CPR instructor Carol Gleason to see if she would be interested in teaching additional CPR classes at the spring training in 2021. This may entail finding another instructor to teach the First Aid class in order to free Carol for CPR instruction.

Andrea brought up the idea of going to a 4-day spring training instead of the current 3 days. The benefit would be more diverse class offerings and an increased opportunity for volunteers to take more classes because of less conflicting overlaps. Saw classes could be on Thursday and Friday freeing Saturday and Sunday for more class choices. This will be looked at for the 2021 spring training.

The addition of an evening session at the May training to discuss the mission and structure of the HCFV was suggested and received unanimous board approval. It was stated that having Alyssa Archer, ED. taking on this role would be an opportunity for the volunteers to meet Alyssa and hear about what her job entails and how the HCFV will strive to achieve their mission going forward. Saturday after dinner at the spring training would be the best time for the session.

It was suggested that it was time for the HCFV to do a broader evaluation of the classes offered at the May skills college. There are currently evaluation forms filled out by participants but it would be beneficial to have an expert in each area actually audit the classes and make suggestions for improvements.

Having electronic registration for the skills college is a goal for future trainings. The idea of charging a fee for the skills college and the CPR classes may reduce the number of no shows to the training sessions. Ideas like giving hard hats to those that register would be an incentive to pay the fee.

The mountain biking community could benefit from skills classes specific to mountain biking trails. It was stated that it might be better to have a separate training specific to mountain bikers since trail construction for bicycles have specific needs different from hiking and horse trails. A search will take place to find a person who would be interested in taking a lead role in the organization of a trail maintenance training day for bicyclists. The HCFV would definitely support the additional training opportunity. Scouting of mountain bike trails needs to be done to identify trails needing work that could be used for a training session.

The PNWFSA \$2500 for Fall Creek Boots on the Grounds grant report was completed by Alyssa Archer, ED. The board is waiting to see if we are chosen for the grant.

NEW BUSINESS

Alyssa held a branding meeting where ideas were shared as to what new name would encompass our mission. A change in brand name from HCFV would allow easier use of the social media and better lend itself to signature items like mugs, hats, T-shirts etc. Alyssa will search the internet for graphic design ideas for the new brand emblem. More details will be forthcoming after the January 20th branding meeting.

The University of Oregon has 3 students from the non-profit management course that will assist the board in developing a sustainable board operations plan. It is hoped they can attend the all-day February 7th board development meeting in Brownsville.

A preliminary discussion took place on our new Executive Director Alyssa Archer's first several months on the job. Overall consensus of those in attendance was one of appreciation at the initiative and enthusiasm that Alyssa has shown thus far. She has begun her outreach to the various working groups, improved our online presence and has submitted and started new grants and fundraisers on our behalf. She has many ideas going forward. She has an excellent working relationship with our Forest Service Partners.

Mike Smith is interested in creating a newsletter that could be sent to volunteers. It was shared that we had a very successful newsletter that was published by Mike Kinyon in the early years of the HCFV. Mike will reach out to Mike Kinyon for his ideas on re-establishing the newsletter. It was suggested that a quarterly newsletter would be more sustainable than a monthly newsletter.

Lyndell and Judy shared that they have travel plans and would be absent for most of the summer months. Mike Smith is interested in the Secretarial position and will begin taking over that role from Lyndell. The board will continue to look for new board members. As existing board members step back there is a need for others to carry on the duties required of the board. At the present time the board is searching for someone with skills to take on the Treasurer position. The President, Secretary and Treasurer all need to be board members as required for a non-profit organization.

Alyssa Archer, ED. had shared with the board via email a document called "Boards in Gear" (see attachment) which is an excellent tool to help our board assess where we stand as a board and what needs to improve going forward. Each item was addressed at the board meeting and in the process those in attendance gained an overall picture of what our board has at present and gave clarification as to what needs to be done to become a stronger effective board in the future. This document can guide the board at the February 7th board development meeting.

It was emphasized that the value of groups like the Scorpions being a part of the HCFV is that the admin work of handling donations and grants will be taken care of by the Executive Director and the board. Money given specifically to a working group would be directed towards that group. The administrative work that goes on with a non-profit organization is time consuming and the HCFV Executive Director and board can take the admin burden off of the various working groups which frees them to be out on the trails.

UPCOMING DATES

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 Public Library

Wednesday February 12th 8:30am: HCFV board meeting SO

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

HCFV

BALANCE SHEET

As of December 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking	8,182.70
PayPal Bank	-365.16
Total Bank Accounts	\$7,817.54
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$7,817.54
TOTAL ASSETS	\$7,817.54
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	3,974.73
Retained Earnings	
Net Income	3,842.81
Total Equity	\$7,817.54
TOTAL LIABILITIES AND EQUITY	\$7,817.54

HCFV

TRANSACTION LIST BY DATE

December 2019

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
12/01/2019	Sales Receipt	1047	Yes		Transaction ID: 6LD18960VX954104K https://www.paypal.com/activity/payment/6LD18960VX954104K	Undeposited Funds	Donations:Paypal	100.00
12/01/2019	Expense	6LD18960VX954104K	Yes	PayPal	Transaction ID: 6LD18960VX954104K https://www.paypal.com/activity/payment/6LD18960VX954104K	Undeposited Funds	PayPal Fees	-2.50
12/01/2019	Deposit	6LD18960VX954104K	Yes		Transaction ID: 6LD18960VX954104K https://www.paypal.com/activity/payment/6LD18960VX954104K	PayPal Bank	-Split-	97.50
12/02/2019	Deposit		Yes	Boots on the Ground		Chase Checking	Grant Income	2,000.00
12/03/2019	Expense		Yes	Garmin		Chase Checking	software & computers	-12.72
12/10/2019	Transfer		Yes			PayPal Bank	Chase Checking	-540.55
12/10/2019	Expense		Yes	TECHSOUP	Little Green Light CRM	Chase Checking	software & computers	-25.00
12/11/2019	Expense		Yes	Lane Arts Council	Cultivating Corporate Sponsors workshop	Chase Checking	Staff:Professional Development	-20.00
12/12/2019	Sales Receipt	1049	Yes		Transaction ID: 34N13375P2042611E https://www.paypal.com/activity/payment/34N13375P2042611E	Undeposited Funds	Donations:Paypal	100.00
12/12/2019	Expense	34N13375P2042611E	Yes	PayPal	Transaction ID: 34N13375P2042611E https://www.paypal.com/activity/payment/34N13375P2042611E	Undeposited Funds	PayPal Fees	-2.50
12/12/2019	Deposit	34N13375P2042611E	Yes		Transaction ID: 34N13375P2042611E https://www.paypal.com/activity/payment/34N13375P2042611E	PayPal Bank	-Split-	97.50
12/12/2019	Expense		Yes			Chase Checking	software & computers	-31.60
12/12/2019	Check	1021	Yes	Ed Willson	188.99 ebay saw + 100 craigslist saw	Chase Checking	Tools & Equipment:Saw Program	-288.99
12/13/2019	Expense		Yes	Public Lands Alliance	PLA Conference	Chase Checking	Staff:Professional Development	-425.00
12/18/2019	Sales Receipt	1048	Yes		Transaction ID: 0N455472U3293961R https://www.paypal.com/activity/payment/0N455472U3293961R	Undeposited Funds	Donations:Paypal	60.00
12/18/2019	Expense	0N455472U3293961R	Yes	PayPal	Transaction ID: 0N455472U3293961R https://www.paypal.com/activity/payment/0N455472U3293961R	Undeposited Funds	PayPal Fees	-1.62
12/18/2019	Deposit	0N455472U3293961R	Yes		Transaction ID: 0N455472U3293961R https://www.paypal.com/activity/payment/0N455472U3293961R	PayPal Bank	-Split-	58.38
12/18/2019	Expense		Yes	VistaPrint.com		Chase Checking	Advertising & Marketing	-22.99
12/20/2019	Sales Receipt	1052	Yes		Subject: High Cascades Forest Volunteers Transaction ID: 66960703PW203340H https://www.paypal.com/activity/payment/66960703PW203340H	Undeposited Funds	Donations:Paypal	75.00
12/20/2019	Expense	66960703PW203340H	Yes	PayPal	Subject: High Cascades Forest Volunteers Transaction ID: 66960703PW203340H https://www.paypal.com/activity/payment/66960703PW203340H	Undeposited Funds	PayPal Fees	-1.95
12/20/2019	Deposit	66960703PW203340H	Yes		Subject: High Cascades Forest Volunteers Transaction ID: 66960703PW203340H https://www.paypal.com/activity/payment/66960703PW203340H	PayPal Bank	-Split-	73.05
12/23/2019	Expense		Yes	Amazon		Chase Checking	Grant Expenses:Boots on the Ground	-8.98
12/23/2019	Expense		Yes	Garmin		Chase Checking	software & computers	-15.66
12/23/2019	Expense		Yes	Amazon		Chase Checking	Grant Expenses:Boots on the Ground	-37.44
12/25/2019	Sales Receipt	1051	Yes		Subject: High Cascades Forest Volunteers Transaction ID: 4UJ08363BE639224L https://www.paypal.com/activity/payment/4UJ08363BE639224L	Undeposited Funds	Donations:Paypal	10.00
12/25/2019	Expense	4UJ08363BE639224L	Yes	PayPal	Subject: High Cascades Forest Volunteers Transaction ID: 4UJ08363BE639224L https://www.paypal.com/activity/payment/4UJ08363BE639224L	Undeposited Funds	PayPal Fees	-0.52
12/25/2019	Deposit	4UJ08363BE639224L	Yes		Subject: High Cascades Forest Volunteers Transaction ID: 4UJ08363BE639224L https://www.paypal.com/activity/payment/4UJ08363BE639224L	PayPal Bank	-Split-	9.48
12/26/2019	Check	1022	Yes	Becky Hope		Chase Checking	Tools & Equipment:Tools for affiliated groups	-426.34
12/27/2019	Sales Receipt	1050	Yes		Transaction ID: 92834324VG098154T https://www.paypal.com/activity/payment/92834324VG098154T	Undeposited Funds	Donations:Paypal	10.00
12/27/2019	Expense	92834324VG098154T	Yes	PayPal	Transaction ID: 92834324VG098154T https://www.paypal.com/activity/payment/92834324VG098154T	Undeposited Funds	PayPal Fees	-0.52
12/27/2019	Deposit	92834324VG098154T	Yes		Transaction ID: 92834324VG098154T https://www.paypal.com/activity/payment/92834324VG098154T	PayPal Bank	-Split-	9.48
12/30/2019	Expense		Yes			Chase Checking	Other Business Expenses	-33.00
12/30/2019	Expense		Yes			Chase Checking	Taxes & Licenses	-40.00