

**HIGH CASCADE FOREST VOLUNTEERS
BOARD OF DIRECTORS MEETING
DECEMBER 11, 2018**

Judy Mitchell called the meeting to order. Board members in attendance were Ron Robinson, Andrea Bayliss, Lyndell Wilken, Ed Willson and board nominee Allegra Helfenstein.

OLD BUSINESS

The minutes from the November 13, 2018 board meeting were unanimously approved.

Ron Robinson submitted the treasurer's report as seen in the attached document.

John Williams has requested that he resign from the board. His resignation was unanimously accepted with regret.

Allegra Helfenstein was nominated and unanimously approved to become a member of the HCFV board of directors going forward.

Jane Kammerzelt from Insurance Partners LLC presented a Directors and Officers Insurance package through Travellers Insurance. After discussion it was decided to purchase the insurance from Travellers for the amount of \$1246.00 by unanimous consent. Lyndell Wilken will submit the necessary application and payment will be made when the application is approved by Traveller's Insurance. Payment will be made by the treasurer, Ron Robinson.

The HCFV is now active in the US federal government's System for Award Management (SAM). Effective December 11, 2018.

There was discussion on funding the forest service would provide to the HCFV in 2019. The cost share agreement will require the HCFV to provide 10% of the web site development cost, estimated to be \$5,000.

Ed Willson reviewed the bids from several data base development companies. Ambient, a Portland based company, IEQ in Springfield, and Emberex in Eugene. The proposals will be evaluated after they are all received. Completing all desired features will probably not be possible within the \$50,000 budget. Discussions will detail what the initial site will include and be presented to the board for approval.

The skills classes planned for the spring training in May were reviewed. Discussion revolved around when classes should be offered and by whom. Several changes were made, and the PCTA will be given input once the format is determined. As the HCFV grows, more diverse classes like botany, archeology, invasive species etc. should be offered at the spring training.

Having a trails conference in February/March including all the volunteer groups that work in the forests was discussed. The Forest Service could help all the groups map out what projects each group would like to work on for the year. This would help prevent unintended overlap which now occurs.

NEW BUSINESS

Judy Mitchell has requested that all the agreement forms be looked at and those volunteers that have not contributed for several years be moved to a deactivated status. Ed Willson will work on an electronic list of past and present volunteers.

Allegra Helfenstein will compile an annual report. The annual report will be shared with Darrah at the forest service and she will compile a report for the forest service.

Discussion took place on adding an additional board member. It was suggested that finding someone with an interest and background in marketing and fundraising would be very beneficial. In addition, finding a mountain bike enthusiast or someone from the Corvallis area would add diversity and a broader representation of the areas served by the HCFV.

It was decided that when HCFV helps with projects not connected to the National Forests that they represent only their individual groups and not the HCFV. Examples given are helping with the Thurston Trails and the Ridgeline trail in Eugene. Trail crews have been asked to help rebuild the trails around Terwilliger Hot Springs. This is very good public relations for the HCFV.

It was suggested that \$70 be spent on acquiring business cards for the HCFV board members. It was unanimously approved.

The next board meeting will take place at Judy Mitchell's house at 5pm on Tuesday January 8th. Emily Larson the board bookkeeper will be coming to the meeting.

January 22nd the HCFV meet with the forest service in Springfield at 4pm.

Submitted Dec 12, 2018 by Lyndell Wilken

High Cascades Forest Volunteers Budget Summary CY 2018

		2018 Total as of Nov 30	
		Amount	Comment
Income			
	Donations - PayPal	3,839.00	
	Donations - Direct	420.00	cash
	Total Donations	4,259.00	
Expenses			
	UnDfndExp	-	
	Admin, Collection Fees	118.52	Pay Pal Fees
	Admin	388.50	
	SetUp	600.00	
	Total Expenses	1,107.02	
	Balance	3,151.98	
<i>Check - Info From Statements</i>			
	<i>Chase Account</i>	<i>2,916.50</i>	
	<i>PayPal Balance</i>	<i>235.48</i>	
	<i>In Transit</i>	<i>-</i>	
		<i>3,151.98</i>	
	<i>Out of Balance</i>	<i>-</i>	