

**HIGH CASCADE FOREST VOLUNTEERS  
BOARD OF DIRECTORS MEETING  
WEDNESDAY OCTOBER 9, 2019**

Ed Willson called the meeting to order at 8:30AM at the Springfield Forest Service Office. Those in attendance were board members Andrea Bayliss, Judy Mitchel, Ron Northway, Carol Gleason, Lyndell Wilken, Jenifer Sorensen from the Forest Service and Beth Dayton a prospective board member. Allegra Helfenstein participated via phone connection.

There were not enough board members present for the September board meeting to form a quorum so no minutes were taken.

Approval of the treasurer's report for the month will be postponed until the finance committee creates a chart of accounts.

**OLD BUSINESS**

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Accountant Kim Johnson with Accountants on the Go will be helping us with QuickBooks.

The Treasurer responsibilities will be assumed by Ed Willson until a new treasurer is in place. Andrea will help during the transition. Ed was approved by the board to receive a Chase debit card for our accounts.

The board approved Chase account debit card to be acquired for board members Andrea Bayliss, Ed Willson, Ron Northway and Lyndell Wilken.

When donation checks are flagged for a specific organization within the HCFV they will be deposited into the HCFV account and the money will be given to the designated organization.

The board discussed a strategy for storing tools and HCFV goods. There is a small space within the SO for limited secure storage for documents and other non-tool items that need to be indoors. The FS may be able to provide a secure parking area at the SO lot for an HCFV trailer or storage container. Also considered was renting a commercial storage unit. Discussion was tabled until the need for space occurs. Further storage discussion included financial support for individual groups to store tools owned by that group. A decision was not reached.

Tools purchased by the HCFV need to be marked with a Dremel. Purchase of a tool for this was approved and assigned to Andrea.

There was a preliminary discussion on a tool check out system to be studied in greater detail in the future.

Beth Dayton was unanimously approved to be the coordinator of the saw program for the Detroit/Sweet Home District. Beth will administer the program by organizing the trainings and being sure that volunteers have the opportunity to be certified. A heart felt thank you goes out to Andrea Bayliss, Mike Kinyon and Beth for taking on the administrative positions for saw certifications for the West Fir and Sweet Home Forest Service Districts.

Many thanks to Allegra Helfenstein for organizing the HCFV to work at the Cycle Oregon event. Allegra will be evaluating if the event is something that the HCFV would like to do again in the future. The event gave the HCFV great PR and brought in much needed revenue. The negatives were the safety hazards encountered when setting up the large tents. The work also turned out to be more difficult and lengthier than we were led to believe. In addition, the amount of resources to support our volunteers was greater than anticipated. Allegra and Beth suggested that our scope of work for the event might be narrowed to leave out the more dangerous work if the decision is made to do the event next year.

The data base is still being worked on by Ed Willson with volunteers Mike Smith and Alex Norris who are willing to help take care of a backlog of 400 reports. Trish Handrich continues to load work reports into the database and update responsible people.

Emily Larson will be stepping down from bookkeeping. It was unanimously approved that she receives a \$100 gift certificate for all the work she has done. Procuring the certificate was assigned to Andrea.

Andrea Bayliss is refining the plans for the fall training on October 19<sup>th</sup>. There are 60 people registered and all the instructors and training sites are ready to go. The board unanimously approved that \$400 be given for the purchase of food for the day of the training.

## **NEW BUSINESS**

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The board agreed to schedule a retreat so we can focus as a group on a path going forward. The meeting may include other interested individuals. Ed will send out a doodle poll with 6 Friday/Saturday dates for the board to choose from.

Jennifer, Andrea, and Ed will host an all-day meeting with 12 volunteer groups on October 15 to address the OPS plan. Jennifer engaged Gala Miller from Gifford-Pinchot will facilitate. The purpose is to introduce groups to the idea of an Operations Plan that defines standards for volunteers working under a USFS Volunteer Agreement. It will focus on needs of different volunteer types and communication issues.

The University of Oregon has offered to consult with the board on our scope of practice. They would assist in board development. Allegra and Jennifer will be HCFV contacts for this process.

We have received four applications for the executive director position. Ed, Judy, Ron and Jennifer will meet to screen the applicants by phone and determine what steps and procedures will be taken for the hiring process.

A volunteer appreciation event will be hosted by the HCFV in the future. Beth Dayton suggested the possibility of a work party followed by a social gathering with adult beverages afterwards. The Deschutes Forest has held successful social events for many years and could be a source for ideas as how to structure our social. More time will be spent on discussing what to do with this event at a future board meeting. Jennifer emphasized the Forest Service would be interested in participating.

Ron Northway announced that we should hear soon if we will receive \$20,000 from the Oregon Community Foundation grant. Ron emphasized with more grant writers there are many other grants that can be applied for. The HCFV could work more closely with other forests to secure funding for projects.

Jennifer informed the board that the "Secure Rural School Act" will be distributing \$1.4 million to Lane County. We may know in November how much of that money may come to the Willamette National Forest of which the HCFV could benefit. On January 14<sup>th</sup> the HCFV can give a presentation on a project that we would like funded.

**UPCOMING DATES:**

Tuesday October 15<sup>th</sup>: OPS plan group meeting. 9am SO

Saturday October 19<sup>th</sup>: Fall Training 8am-5pm, GOATS facility in Oakridge

Wednesday November 13<sup>th</sup>: November board meeting 8:30am SO

Minutes submitted by Lyndell Wilken; HCFV secretary