



Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Held on Monday, November 5th, 2018; 6:00 PM – 9:00 PM
5211 N. Williams Ave., Portland OR 97217

Attendees	
Board Directors	Rick Till, Chair Laura Masterson, Director Allison Hensey, Secretary Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus
Staff	Jay Udelhoven, Executive Director Dan Mitten, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Andrew Brown, Conservation Program Supervisor Lindsay Nelson, Office Manager Alex Woolery, Marketing and Media Manager
Guests	Paula Gagnon, Clackamas Soil & Water Conservation District Gabrielle Rossi, Rossi Farms Mary Heffernan, Temenos Consulting Group Kay Hall, Temenos Consulting Group Max Zapf-Geller, Habitat Restoration NW Anthony Tortoriu Kirsten Dukes, PSU Robyn Belmont, PSU Maiyee Yuan, APANO Duncan Hwang, APANO

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:03	Welcome and meeting called to order: <ul style="list-style-type: none"> • Review/revise agenda • Review previous action items • Approve board meeting minutes 	Information/ Decision	Till	a) 10/9/18 Board Minutes ~
Meeting called to order at 6:03pm <ul style="list-style-type: none"> • Udelhoven requested to change an agenda item and correct a printed mistake on the agenda. <ul style="list-style-type: none"> ○ Under agenda item 4, Masterson will present instead of Udelhoven. ○ Under agenda item 5, it should read 2017 PIC Grant and not 2019 PIC Grant. • Udelhoven reviewed previous action items. <ul style="list-style-type: none"> ○ Udelhoven requested to combine the 2nd and the 5th action items from the October 2018 Board of Directors meeting minutes. <p>MOTION: Masterson moved to approve the October 2018 Board Meeting minutes as amended Guebert 2nds All in favor- motion passes unanimously</p>					

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



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2	6:09	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> The public individually introduced themselves to the group. Guebert announced that he had been contacted by the local news regarding the vacant Zone 1 Director position. A brief discussion was held on the Zone 1 Director Position. 					
BOARD-SPECIFIC BUSINESS					
3	6:14	EMSWCD Organizational Consultancy	Decision	Till/Hensey	a)Heffernan & Hall Bios ~ <i>To be handed out:</i> <ul style="list-style-type: none"> Personal Services Contract Statement of Work
<ul style="list-style-type: none"> Hensey provided an update on the consultancy process and shared the purpose of the consultants and the goals that EMSWCD would like to achieve while working with Heffernan and Hall. <p>MOTION: Hensey moved to approve to delegate the responsibility of final approval of the scope of work provided by Heffernan and Kay to Hensey and Till Guebert 2nds All in favor- motion passes unanimously</p> <ul style="list-style-type: none"> The two consultants (Heffernan and Hall) hired by EMSWCD joined the group and reintroduced themselves and provided insight on the process. <ul style="list-style-type: none"> Heffernan provided details on the timeline of events explaining that she and Hall will meet with the Board, the Leadership Team, and the Staff one on one ideally prior to the winter holiday season. A survey for the Staff to fill out will follow the one on ones. The consultants will take some time to learn EMSWCD’s structure, roles and responsibilities, goals, strategic plan, and resources that are made available to EMSWCD employees. 					
4	6:30	Equity Moment	Discussion	Masterson	N/A
<ul style="list-style-type: none"> Masterson provided an update on the internal Equity Team and the Diversity, Equity, and Inclusion Plan. Masterson scheduled a Board work session on January 25th from 1:00pm-5:00pm to discuss the DEI plan. A brief discussion was held on continuing DEI work/assignments within the Board. <ul style="list-style-type: none"> Masterson suggested to continue to rotate sharing an equity piece at the Board of Director meetings. Hensey suggested inviting public speakers to the board of Director meetings to touch on Equity. 					
CONSERVATION LEGACY					
5	6:46	2017 PIC Grant Presentation: Jade Greening Project	Information	Hwang, Yuan	N/A
<ul style="list-style-type: none"> Hwang and Yuan, from the Asian Pacific American Network of Oregon (APANO), provided an update on Jade Greening, a community led vision to improve air and water quality in the Jade District. Hwang and Yuan provided an update on number of trees planted, traffic safety improvements involving green infrastructure, the development of a public park in the Jade District, and introducing the latest leadership cohort of our Climate, Health, and Housing Leadership Institute. 					

¹ Each member of the public who wishes to speak shall be given approximately 3 minutes.



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FINANCE & OPERATIONS

6	7:28	Monthly Financial Report	Information	Mitten	a) 9/18 Financials ~
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- Mitten presented the September'18 financials.

EXECUTIVE DIRECTOR

7	7:33	FY18-19 Annual Work Plan and FY18-19 Quarter 1 Progress Report	Information Decision	Udelhoven & Mgt. Team	a) Annual Work Plan ~ b) FY18-19 Q1 Report ~
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- Udelhoven presented an overview of the FY18-19 Annual Work Plan and the FY18-19 1st Quarter Progress Report.
- Shearin presented the Urban Lands program overview, which included program goals, progress, program strategies, high level projects, and outreach.
 - Shearin announced that Meckes was recently approved for a Sabbatical Leave for one year starting in June 2019.
- DiLeone presented the Rural Lands program overview, which included program goals, progress, program strategies, high level projects, and outreach.
- Brown presented the Conservation legacy, Headwaters Farm, and the Grants program overview, which included program goals, progress, program strategies, high level projects, and outreach.
- Mitten presented the Finance and Operations department overview, which included program goals, progress, program strategies, high level projects, and outreach.

**MOTION: Guebert moved to approve the FY18-19 Annual Work Plan
Hensey 2nds
All in favor- motion passes unanimously**

CLOSING ITEMS

8	8:56	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	Till	N/A
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- Udelhoven announced that he will be at OACD's Strategic Planning Retreat on November 14th-15th.
- Masterson acknowledged Shipkey and Brown's efforts and help with Agriculture Management documents.
- Guebert extended an invitation to the

Adjourn at 9:01pm

Date Generated	Action Items	Responsible Parties	Due Date	Current Status as of Date of Draft Minutes
4/2/18	Present a draft of the strategic plan to the Board.	Brown/Udelhoven	TBD	Pending
11/5/18	Send work plan to the Board via email.	Udelhoven	11/5/18	Completed
11/5/18	Add program goals to the quarterly report.	Brown	ASAP	Pending



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EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees						
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC ²	CLIP	SPACE
Vacant	Director - Zone 1	X	X						
Laura Masterson	Director - Zone 2	X	X	Chair	X			X	
Mike Guebert	Director - Zone 3	Treasurer	X	X	Chair				X
Rick Till	Director - At-Large 1	Chair	X	X	X	X	X		
Allison Hensey	Director - At-Large 2	Secretary	X	X				X	
Dianna Pope	Director - Emeritus	X	X						
Carrie Sanneman	Director - Associate	X	X	X					X
Mike Gerel	Director - Associate	X	X	X		Chair	X		
Upcoming Schedule									
FY18-19	2018	July	--	30	27				
		August	6						
		September	10	24	17	12			
		October	8						
		November	5	26					
		December	3		10				
	2019	January	7	28		16			
		February	4				TBD		
		March	4	~4	25	TBD			
		April	1	~1					
		May	6	~6	20				
		June	3			TBD			

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The EMSWCD office is ADA accessible, and served by bus lines #44, #72 and #6. For Americans with Disabilities Act accommodations, or for translation services, call (503) 222-7645 no later than 48 hours prior to a meeting date.

² External Committee members include: Jennifer Devlin (BES); Sheilagh Diez (Metro); Daneiel Evans (LCEP); Anita Yap (ODEQ); Monica McAllister (Nadaka Nature Park); and Jennifer Aron (farmer).