



Special Board of Directors Meeting Minutes
 East Multnomah Soil and Water Conservation District
 Monday April 20, 2020, 1:00 – 3:30 PM
 Held Via Teleconference

(April 28, 2020)

Minutes

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Co-Chair Mike Guebert, Zone 3 Director (arrived at 2:03pm) Rick Till, At-Large 1 Director, Secretary
Board Members Not attending	Gabrielle Rossi, Zone 1 Director, Treasurer Dianna Pope, Director Emeritus
Staff	Andrew Brown, Interim Executive Director & Conservation Legacy Program Supervisor Dan Mitten, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Lindsay Nelson, Office Manager Alex Woolery, Marketing and Media Manager Matt Shipkey, Land Legacy Program manager Whitney Bailey, Senior Urban Conservationist Jon Wagner, Rural Conservationist Lucas Nipp, Senior Rural Conservationist Chelsea White-Brainard, Senior Rural Outreach & Education Specialist Rowan Steele, Headwaters Farm Manager Monica McAllister, Community Connections Liaison Brandi Boersma, Interim Urban Lands Outreach & Education Specialist Nick Pfeil, Headwaters Farm Assistant Manager Rhesa Ramdeen, Urban Outreach & Education Intern Jeremy Baker, Senior Rural Conservationist Scot Wood, Facilities Manager
Guests	Agnes Zach, Nonprofit Professionals Now (NPN) Rachel, Sample, Nonprofit Professionals Now (NPN)

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	1:09	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda 	Information/ Decision	Sanneman	N/A
Called to order at 1:09pm					
2	1:12	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> • There were no comments made by the public at this time. 					

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



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WORK SESSION					
3	1:12	Executive Director Recruitment, Board/Staff Work Session	Discussion	Sanneman/ Zach	a) ED Attributes Report*
<ul style="list-style-type: none"> Search consultants Sample and Zach lead a conversation on the Executive Director recruitment, using the ED attributes report derived from surveys and interviews with staff and board as a basis. The focus was on refining the outward-facing communication about the Executive Director position. Sample and Zach reviewed the draft Executive Director Job Description section by section and the board and staff provided feedback and/or asked questions. The draft advertising language for the Executive Director position was discussed and suggestions for additional content made. Staff were tasked with providing draft content on the organizational values and key successes and achievements for the ED advertising document. The Board were tasked with providing input on the future direction of the District, to be discussed at the May Board meeting. 					
BOARD SPECIFIC BUSINESS					
4	3:56	Executive Director Recruitment	Discussion/ Decision	Sanneman	N/A
<ul style="list-style-type: none"> No decisions were made at this time. 					
CLOSING ITEMS					
5	3:57	<ul style="list-style-type: none"> Announcements and reminders Action items Adjourn meeting 	Information	Sanneman	N/A
Meeting adjourned at 3:59pm					

No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	4/20/2020	Email the EMSWCD Benefit Summary document to Zach.	Nelson	ASAP	Complete
2	4/20/2020	Email notes or specific comments on the documents discussed to Zach.	Board & Staff	ASAP	Pending
3	4/20/2020	Provide content for where EMSWCD is heading and send it to other Board members, who will individually provide comments to Zach.	Sanneman/ Board	ASAP	Complete
4	4/20/2020	Provide content on EMSWCD's key successes and achievements, organizational values summary, for discussion at the May Board meeting.	Brown	ASAP	Complete



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EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Gabrielle Rossi	Director - Zone 1	Treasurer	X	X			
Laura Masterson	Director - Zone 2	Vice-Chair	X	X	X		
Mike Guebert	Director - Zone 3		X	X	X	X	
Rick Till	Director - At-Large 1	Secretary	X	X	X	X	X
Carrie Sanneman	Director - At-Large 2	Chair	X	X		X	
Dianna Pope	Director - Emeritus		X				
Upcoming Schedule							
FY19-20	2019	July	8				
		August	5		5		
		September	9		30		
		October	7				
		November	4		25		
		December	2				
	2020	January	6		27		
		February	3				26 & 27
		March	2	2	30		
		April	6	6			
		May	4	4	18	11	
	June	1					

Internal EMSWCD Teams

- **Equity Team:** Chelsea White-Brainard (lead), Suzanne Easton, Lindsay Nelson, Monica McAllister, Brandi Boersma, Kathy Shearin, Laura Masterson
- **Climate Change Team:** Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele, Jeremy Baker
- **CLIP Team:** Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- **Safety Committee:** Scot Wood (lead), Jon Wagner, Brandi Boersma, Dan Mitten

EMSWCD Representation on External Committees

- 4-County Cooperative Weed Management Area - Lucas Nipp; Chelsea White-Brainard
- Beaver Creek Conservation Partnership – Kathy Shearin; Lucas Nipp
- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Lucas Nipp (Co-Chair)
- Columbia Slough Watershed Council - Kathy Shearin (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Equity Grantmakers Network – Suzanne Easton
- Johnson Creek Watershed Council – Andrew Brown
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Association of Nurseries, Mt. Hood Chapter – Aaron Guffey (Treasurer)
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon State University Solve Pest Problems Advisory Committee - Kathy Shearin (Steering Committee); Julie DiLeone
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- Sandy River Ag Water Quality Local Advisory Committee – Dianna Pope when possible
- Sandy River Basin Partners – Julie DiLeone (Chair)
- Sandy River Basin Watershed Council – Dianna Pope when possible
- Western Invasives Network Steering Committee – Lucas Nipp

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



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The EMSWCD office is ADA accessible, and served by bus lines #44, #72 and #6. Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event, is preferred.