



## WMSW Conservation District Board Meeting Minutes 11/20/12

### 1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland  
The meeting was called to order at 6:02 PM.

### 2. Introductions/Agenda Approval

Those present: Board Members: Directors Hartline, Lightcap, M. Miller, Preeg Riggsby, Sowder, Patte, Peterson; Associate Directors: W. Miller; Staff: Operations Administrator Levis, Communications Coordinator Myers Lindberg; Guests: Patrick Proden, OSU Ext. Outreach and Engagement Regional Administrator, Shawn Looney, prospective Associate Director, Steve Fedje, NRCS District Conservationist.

Agenda Approval: Director Lightcap made a motion to adopt the proposed agenda, as amended for a change in order of items. The motion was seconded by Director M. Miller and approved by all.

### 3. Minutes: *WMSW Conservation District 10/16/12 Board Meeting Minutes*<sup>1</sup>

Director Lightcap made a motion to approve the minutes. Director M. Miller seconded the motion. The motion was approved by all.

### 4. Treasurer's Reports: Director M. Miller gave a brief update on our financial position and distributed a copy of our Audited Annual Report for FY2012, highlighting our clean opinion. The following reports were reviewed:

- i. *WMSWCD-Balance Sheet- As of October 31, 2012*<sup>2</sup>
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date October 31, 2012*<sup>3</sup>
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date October 31, 2012*<sup>4</sup>

### 5. Staff Presentation: Carolyn Myers Lindberg, Communication Coordinator, gave an update on measurements of traffic to our website, gathering information for targeted outreach to livestock owners, and various outreach projects she is working on. The Board suggested recording workshops (i.e., Rural Living Field Day) and posting them on our YouTube channel.

### 6. Guest Speaker: Patrick Proden, OSU Ext. Outreach and Engagement Regional Administrator, gave a presentation highlighting OSU Extension's work in the tri-county metro area and the success of various partnerships that are helping Extension to leverage their resources and expand their impact.

### 7. Staff Reports<sup>5</sup>: See details in Staff Reports.

### 8. Directors' Reports: Director Lightcap reported on the OACD conference he attended.

### 9. Strategic Plan: Board decided to schedule a separate meeting in January to do a mid-year review of SP and determine what, if any, modifications might be needed.

### 10. New Associate Director: Director Preeg Riggsby made a motion to appoint Shawn Looney as an Associate Director. Director Lightcap seconded the motion, which was approved by all.

11. There will be no Board Meeting in December. Our next Board Meeting will be at our offices at 2701 Vaughn St. on 1/15/13 from 6:00 to 8:00 PM.

12. At 7:42 PM Director Preeg Riggsby made a motion to adjourn the meeting. Director Patte seconded. The motion was approved by all.

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<sup>1</sup> WMSWCD 10/16/12 Board Meeting Minutes

<sup>2</sup> WMSWCD-Balance Sheet- As of October 31, 2012

<sup>3</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date October 31, 2012

<sup>4</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date October 31, 2012

<sup>5</sup> Staff Reports