

**CLEARWATER RC&D COUNCIL, INC.**

**MEETING MINUTES**

July 23, 2015

Brammer Building, Lewiston, ID

1:00 p.m. to 3:00 p.m.

**ATTENDANCE**

Bob Tippett – President of Clearwater RC&D  
Tera King – Vice President of Clearwater RC&D  
Ivy Dickinson – Secretary of Clearwater RC&D  
Clyde Hanson – Idaho County  
Jim Boland – City of Moscow  
Ken Roberts – At-Large Member  
Dick Hodge – At-Large Member  
Renée Hill – Executive Director of Clearwater RC&D

**CALL TO ORDER**

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**INTRODUCTIONS**

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**AGENDA CHANGES**

- Bob Tippett called the meeting to order at 1:00 p.m. and introductions were made.

Minutes

- June 25, 2015 minutes were emailed out on July 23
- Meeting was called to order at 1:00pm, not 1:15pm
- *Ken Roberts moved to approve the minutes for June 25, 2015 as corrected. Clyde Hanson seconded. Motion passed.*

Treasurer's Report

- Alan was out of town so Renée Hill presented the Treasurer's Report and the Transaction Report by Class, as of July 22, 2015.
- There are some negative CBC balances showing that have actually been paid, Quickbooks just has not been updated yet.
- Pollinator Garden project is showing as negative because there was an invoice that was incorrectly paid out of that account several months ago. Renée is working on correcting this error.
- Habitat Group has submitted first round of invoices, and are waiting to be reimbursed.
- CBYCC expenses will be reimbursed after the conclusion of that project. All CBYCC partners will be invoiced or their portion of the expenses.
- Renée described the details of the Report, including any discrepancies and negative balances, and stated that all of the reimbursements have been submitted.
- *Clyde Hanson moved to accept the Treasurer's Report. Ken Roberts seconded. Motion passed.*

Executive Director's Report

- Detailed ED report provided in meeting packet.
- Learning a lot still.
- Keeping track of estimated CBYCC hours.
- Has been getting CBYCC crew reports, there are a ton of cool things going on. Was interviewed for a little interview segment for the CBYCC video. One Workers Compensation Insurance claim.
- Has been interacting with INWFN a lot, and options for helping them to grow. Looking into various fundraising services.

- Preparing to hire the project administrator, still reviewing position description and thinking about what tasks they should do. Goal is to put this on the agenda for next month.
- Got a certificate of appreciation and final report from the Sustainable Forestry Teachers Tour.
- Financial Review Committee met Monday July 13<sup>th</sup>, and is in the process of writing up a new policy for the revolving cash fund (a new type of operating reserve fund). Will vote on this during August meeting.
- Met with Latah County Commissioners on Monday. There is a pending meeting set up to discuss potential collaboration with the County.
- Has attended three NARC&D webinars.
- Did a webinar from Linkage Inc. on leadership and emotional talent. Creating a positive culture is one of the most effective ways to increase capacity and create a healthy organization.
- Approved the BLM agreement via email to add \$9,000 for the CBYCC

## NEW BUSINESS

### Idaho RC&D Meeting September 24-25

- Clyde Hanson reported that the IRC&D meeting date has been set for September 24-25. This will be an in-person meeting.
- Location has not been determined, but it will be somewhere in the Boise area.
- Have budgeted for travel. There is enough funding to send Renée and Clyde. Clyde is willing to drive from Grangeville on, if Renée wants to meet him there.
- There is \$900 budgeted for travel and \$200 for registration. Not sure at this time how much registration will cost.
- We can formally vote on who will attend when an agenda is made available.

### CBC Coordinator Contract Kelli Rosellini

- Tera reported that Kelli is the general coordinator for the CBC. She has had a contract in place for 5 years. This is a modification of her contract. CBC has agreed to all of the terms, which are all the same as they have been. Funding is at \$45,000 for this year (which is a bit of a raise, and they have the funds to do that)
- *Ken Roberts moved to accept CBC Coordinator Contract for Kelli Rosellini. Clyde Hanson seconded. Tera King abstained. Motion passed.*

### Idaho Firewise – Agreement Modification

- Ivy reported that Idaho Firewise has submitted a proposal for some additional funds to come into our agreement. The total amount is \$595,000.
- This will be mod 6 of the agreement.
- Most of the funding will be used for advertising. Some of the education will target the issue of private citizens using drones near fires.
- *Ken Roberts moved to accept the modification to move additional funding in the amount of \$595,000 into the Idaho Firewise agreement. Tera King seconded. Ivy Dickinson abstained. Motion passed.*

### INWFN Request for Petty Cash Funds

- Renée reviewed the petty cash policy that we approved last month.
- They have a new cool website [www.inwfoodnetwork.org](http://www.inwfoodnetwork.org)
- INWFN is now requesting a petty cash fund in the amount of \$200, and they will follow the policies that we have established. Their project agreement will need to be updated.

- *Ivy Dickinson moved to approve the INWFN request to provide them with a petty cash fund in the amount of \$200. Jim Boland seconded. Motion passed.*

#### FY16 Sponsor Contribution Letters

- Renée realized when preparing for the sponsorship meeting with Latah County that we send out sponsor contribution letters.
- In the past we have sent these out in May, she will work on getting them out as soon as possible as it is July.
- Will use the same sponsor contribution fee schedule that was used (and approved) last year. Tom Lamar recommended raising the fees next year.
- Renée wanted to know if the letters should go out to the same list as last year.
- Tera recommended that we also include a cover letter talking about the projects we are involved with in “your” area so that the sponsors have a better understanding of what we do.
- Renée will send out the sponsor contribution letter for everyone to review and provide input.

#### Conflict of Interest Policy Review

- Bob reported that he is concerned about our conflict of interest policy. He feels that project representatives should not necessarily participate in the conversation surrounding votes related to their project.
- Ivy stated that there would likely be a lot of duplication of effort involved in educating someone about the votes she brings in front of the council. She is always conscientious about excusing herself from the vote, and is happy to leave the room for discussion to take place if the council wishes it, but she does not see another way to inform the council about what they are voting on without briefing a third party, or asking a third party to start participating in Idaho Firewise meetings.
- Bob would like to see people declare their conflict of interest at the beginning of the discussion instead of the end.
- Renée provided the council conflict of interest policy for review, as well as the recommendations from the National Council of Non-Profits, and the National Councils of Teachers of English – the important thing is the disclosure, having a conflict of interest is nothing to feel shameful of, being asked to leave the room is not a big deal.
- Renée will make some small revisions to our policy, and we will vote on it next month.
- Bob suggested that all board members sign the policy, not just officers.
- Conflict of Interest Disclosure is always signed during the meeting following the annual meeting.

#### Renée’s 90 Day Review

- The hiring committee discussed via email Renee’s performance during the probationary term and unanimously agreed to recommend that she become a permanent employee of the council, and be awarded the pay increase that was promised in her employment offer.
- *Clyde Hanson moved to approve the recommendations of the hiring committee and to put Renée’s pay increase as outlined in her offer letter into effect. Ken Roberts seconded. Motion passed.*

#### Annual Meeting 2015 Planning Committee

- Ivy reminded the Council that the annual meeting is coming up and we need to identify a planning committee.
- Our next meeting would conflict with the Idaho State meeting, so we’ll have the annual meeting on September 17th
- In the RC&D office Alan and Ivy had discussed the meeting locations of previous years, and thought we are due to have our meeting in Grangeville.

- Clyde and Tera volunteered to be on the planning committee (anyone else interested in volunteering should get in touch with Tera or Clyde)
- Did not have a speaker last year, which seemed like a good choice because we always run short on time. If we do a speaker this year, everyone thought we should keep it informal and brief (someone could report on CBYCC – one of the kids)

#### Western RC&D Web Stories Request

- At last WRC&D conference on July 14<sup>th</sup>, officers discussed that website is due to be updated. The WRC&D is looking for success stories from councils to put on the updated website.
- Success stories should be sent to Western president, as soon as possible.

#### Reports on Working with CBYCC

- IDFW has the YCC working on their project this week and next. They are a great group of kids, it is going really well. They are working very efficiently so are likely going to get everything, plus some extra projects done.
- Tera says there has been a lot of media coverage of the crew's work, and the CBC is getting a lot of positive feedback about the crew.
- End of season BBQ is August 6<sup>th</sup>. Invitations will be coming out shortly; you are all invited. Tera would like the RC&D to award certificates of completion.
- Each crew will nominate one person to go on an overnight trip with Weitas Creek Outfitters.
- There have been two requests to have members of the crew continue with work into the fall.
  - Renée says we need to make sure any planned activities fit within the scope of our insurance policy.
  - There will not be a reimbursement of improper sexual conduct insurance fees paid up front if we end up keeping it longer
  - She would like to see payroll schedule lining up with regular check run.
- *Clyde Hanson moved to extend the work of the partial CBYCC crew beyond the August 6<sup>th</sup> date. Jim Boland seconded. Tera King abstains. Motion passed.*

### OLD BUSINESS

#### Idaho Firewise – Project Agreement Changes

- Idaho Firewise Board voted on the revised agreement – with the change specifying that IDFW will cover all workers compensation costs incurred.
- Just needs to be signed.

#### BLM Agreement – de-obligation of funds

- De-obligation of funds happened with the Community Assistance funds. They were planning to de-obligate \$15,000, ended up de-obligating \$32,000.
- BLM will still entertain requests for using the remaining funds.

### COMMITTEE REPORTS

#### Financial Review Committee

- Nothing new to report.

#### Forestry/Fire Committee

- CBC cost-share agreement may be coming soon. Will probably be around \$80,000.
- There is a bunch of media coverage of Johnson Bar salvage sale.

Agriculture Committee

- Nothing new to report.

Sustainable Resources Committee

- Nothing new to report.

Announcements

- Nominating Committee needs to be appointed during August Meeting.

*The meeting adjourned at 2:58 p.m.*