



## Clearwater Resource Conservation and Development Council, Inc.

### Council Meeting Minutes

Tuesday, January 31, 2017

1:00 p.m. to 4:00 p.m.

Brammer Building, Lewiston, ID

#### Attendees *(X indicates attendance)*

COUNTY REPRESENTATIVES		CITY REPRESENTATIVES	
<input checked="" type="checkbox"/>	Alan Martinson, Latah County, Secretary/Treasurer	<input type="checkbox"/>	Art Bettge, City of Moscow
<input checked="" type="checkbox"/>	Bob Tippett, Nez Perce County		
<input checked="" type="checkbox"/> Clyde Hanson, Idaho County, Vice President		<b>AT-LARGE MEMBERS</b>	
<input type="checkbox"/>	John Smith, Clearwater County	<input type="checkbox"/>	Malcolm Dell
<input checked="" type="checkbox"/>	Greg Johnson, Lewis County (outgoing)	<input checked="" type="checkbox"/>	Tera King, Northwest Management, President
OTHER			
<input checked="" type="checkbox"/>	Barbie Miller, Executive Director, Clearwater RC&D	<input checked="" type="checkbox"/>	Mike Ponzozzo, Lewis County (incoming)

#### Call to Order

<b>MEETING CALLED TO ORDER BY</b>	Tera King, President	<b>AT</b>	1:05 p.m.
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#### Agenda Changes

<b>REQUESTS</b>	Tera King may need to leave early, so she may need to reorder some of the later agenda items. Alan Martinson requested to add an agenda item to discuss meeting dates and times.
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#### Approval of December 13, 2016 Meeting Minutes

<b>MINUTES WERE EMAILED ON</b>	January 30, 2017				
<b>CHANGES</b>	None				
<b>MOTION TO APPROVE BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Alan Martinson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

#### Treasurer's Report

<b>PRESENTED BY</b>	Alan Martinson				
<b>DISCUSSION</b>	Alan Martinson presented the Treasurer's Report and the Transaction Report by Class, as of January 23, 2017. Alan described the details of the Report, including any discrepancies and negative balances. Barbie Miller will discuss the negative balance in the 150055 RMEF fund with Dale Harris, and reallocate the expenses to the appropriate fund. Barbie will submit the US Forest Service reimbursements within the next few business days. Barbie and Alan Martinson provided an overview of the reimbursement process. Alan also presented a year-to-date Budget to Actuals report as an FYI.				
<b>MOTION TO APPROVE BY</b>	Alan Martinson	<b>SECONDED BY</b>	Greg Johnson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Executive Director's Report

<b>PRESENTED BY</b>	Barbie Miller	
<b>EXECUTIVE COMMITTEE VOTES BY EMAIL</b>		
Temporary, part-time office assistant position for \$10-\$13 per hour for 15-20 hours per week, ending September 30, 2017	Approved on January 23, 2017	
Office space lease at Potlatch City Hall	Approved on December 26, 2016	
<b>ACTIVITIES, ACCOMPLISHMENTS, &amp; UPDATES</b>		
<p>Jake Emery with Harris and Co. performed in-house portion of annual audit January 12-13, 2017. Harris and Co. are anticipating completing the audit and tax return soon. Barbie Miller said that there are a few policies that may need to be documented before the audit next year.</p>		
<p>Payroll tax reports have been submitted. The 1099 forms will be mailed today.</p>		
<p>Potlatch City Hall allowed Barbie to move into the new office early. Barbie's family helped her with the move, and she is now settled into the new office. The Council mailing address and phone number have remained the same.</p>		
<p>Barbie has received several applications for the temporary, part-time office assistant position. The application deadline closes February 6, 2017. Her goal is to select candidates for interview by February 10, and complete the hiring process within a couple weeks.</p>		
<p>Upon Tera King's request, Barbie sent a houseplant to Mike Bowman's memorial service. Mike was a very active Council member in the past.</p>		
<p>Barbie has been working with Teri McKenzie to finalize the Inland Northwest Food Network Executive Director professional services agreement.</p>		
<p>Clay Hays will lead the CBC's WHRI vegetation technician program this year. He will begin the hiring process soon.</p>		
<b>EVENTS &amp; MEETINGS</b>		
<p>The 2017 Western RC&amp;D Conference was cancelled due to low number of preregistrations received. Registration fees will be returned. Barbie had already booked her non-refundable airfare, and she is not sure if there will be another opportunity to use the credit before it expires in one year.</p>		
<p>Clyde Hanson reported that the National RC&amp;D restructuring committee will meet February 9, 2017.</p>		

## Old Business

*Council Meeting Dates and Times*

<b>PRESENTED BY</b>	Alan Martinson	
<b>DISCUSSION</b>	<p>Alan recommended that Barbie poll the Council members to determine if the fourth Thursday of the month still works for the majority of the Council members since we have new members. Bob Tippet suggested that we review the meeting time, too.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Poll Council members	Barbie Miller	

*New Member Orientation*

<b>PRESENTED BY</b>	Tera King, Alan Martinson, and Barbie Miller
<b>DISCUSSION</b>	<p>Tera, Alan, and Barbie presented an overview of the mission, vision, structure, projects, and operations of the Council as an orientation for new members and a refresher for existing members.</p>

*Strategic Planning Session*

<b>PRESENTED BY</b>	Tera King
<b>DISCUSSION</b>	<p>Tera recapped strategic planning activities to date and goals.</p> <p>Tera also shared her thoughts on the board member roles and responsibilities, which include networking, project recruitment, and policy development. Projects should benefit our service area and primarily be natural resources based, but projects outside of our focus area may also be considered. The Council members discussed various project interest areas and networking opportunities.</p> <p>The Council members shared what each of their “superpowers” are, so that they can better identify how each Council member can best contribute to the organization.</p> <p>Tera led the discussion regarding goals for the Council. The top goal is to increase office staff to manage existing workload and evaluate additional staffing needs. Additional goals include offering project administration services, improving administrative processes, implementing the marketing and outreach plan, increasing Council membership and involvement, identifying focus areas, and recruiting additional projects.</p>

*Review Interim Executive Director Position*

<b>PRESENTED BY</b>	Tera King				
<b>DISCUSSION</b>	Tera asked the Council to consider removing “Interim” from Barbie Miller’s title. She said the interim position was only temporary until the Council was able to further evaluate staffing needs. Tera added that she does not see envision future staffing changes altering Barbie’s role as an executive director.				
<b>CONCLUSIONS</b>	Motion to change Barbie’s title to Executive Director.				
<b>MOTION TO APPROVE BY</b>	Clyde Hanson	<b>SECONDED BY</b>	Greg Johnson	<b>PASSED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

*Council Staff and Board Needs Discussion*

<b>PRESENTED BY</b>	Tera King
<b>DISCUSSION</b>	Tera asked the Council to consider hiring an additional staff member to assist with marketing and outreach activities and provide additional project support. She suggested the qualifications would include a marketing background and organizational, people and writing skills. Tera said that the CBC may be interested in utilizing the Council’s project support services to fill a need for their project. Tera is not requesting a decision at this time, only that the Council members consider it for discussion in the near future.

*Refill Financial Review Committee Vacancy*

<b>PRESENTED BY</b>	Alan Martinson
<b>DISCUSSION</b>	The Financial Review Committee currently only has two members, and they prefer to have three members. Ivy Dickinson’s resignation from the Council left a vacancy on the committee.
<b>CONCLUSIONS</b>	Clyde Hanson volunteered to be on the committee.

*Review Check Signing Process*

<b>PRESENTED BY</b>	Alan Martinson
<b>DISCUSSION</b>	The current check signing process requires two signatures on all checks over \$10,000. Now that the Council only has three officers, that limits the number of check signers available. Alan stated that the bills receive approval on the project level and from the financial review committee before they are paid. Alan asked if we still need to require two signatures, if we should increase the limit, or leave the policy the same. Barbie consulted with Harris and Company, and they said that from an audit perspective, it is not necessary to have two signatures, but whatever process the Council decides on should be documented.
<b>CONCLUSIONS</b>	Council members advised to keep the policy requiring two signatures on all checks over \$10,000.

*Council Services Discussion*

<b>PRESENTED BY</b>	Alan Martinson
<b>DISCUSSION</b>	Barbie Miller asked the Council members to think about additional services that the Council could offer. She stated that some services may be billed as a direct fee, rather than as an indirect overhead fee. The Council agrees that they do not currently have the capacity to offer additional services without additional staffing. However, adding additional services would not only increase the support that the Council can offer, but would help fund the additional staffing needed to offer the services.

**Announcements**

Greg Johnson announced that Mike Ponozzo will replace him as representative for Lewis County. The Council thanked Greg Johnson for his time that he served on the Council.

**Meeting Adjourned**

<b>MOTION TO ADJOURN BY</b>	Alan Martinson	<b>AT</b>	3:55 p.m.
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