



Executive Committee Meeting
March 17, 2016

Attendees:

Chad Averill
Dave Cummings
Jim Irvine
Ryland Moore

Joining by phone:

Tom Rask
Bill Shake
Morgan Smith
Rob Stuart

Staff:

Tim Greseth
Pam Simser

Meeting was called to order at 11:39am.

A motion was made to approve the November 19, 2015 Executive Committee meeting minutes. The motion was seconded and the minutes, as submitted, were approved.

STRATEGIC PLANNING UPDATE – Jim Irvine reviewed our strategic planning progress to date and indicated that the Strategic Planning committee would synthesize and present charters, goals/objectives for each committee at our September Board meeting.

The Finance/Audit/Budget Committee will be tasked with developing a budget to match our strategic goals/objectives by the December Board meeting.

An indicator that our strategic planning process is working is the increased attendance at our December Board meeting.

Jim discussed possible governance models for Oregon Wildlife Foundation and one possibility would be an executive committee comprised of only officers plus the executive Director and whose primary responsibility would be Human Resources; oversight of the executive director and completion of his/her annual review.

The development of committee charters is in progress. The next step is the development of strategic goals and measurable objectives.

EXECUTIVE COMMITTEE CHARTER – The Executive Committee draft charter was reviewed and ready to submit to the Governing Board and Strategic Planning Committee as written.

A motion was made to approve the Executive Committee draft charter as written, and present it to the Governing Board at their next meeting. The motion was seconded and approved.

STRATEGIC PLANNING GOALS – The Strategic Planning Committee will take all the approved committee draft charters and synthesize them.

MARKETING - We have acquired the dba: Oregon Wildlife Foundation. Although this is a modest change in our name, we're taking this opportunity to update our logo and freshen up our branding. Sedona Group Media who developed our Oregon Wildlife logo and branding, will be engaged to develop and guide us through this update/change, and will also update the Bonneville Gift Store's branding to better connect the Foundation to the Store. Tim asked the Committee to approve \$1,500 in unrestricted funds to be used for our work with Sedona Group Media.

A motion was made to approve up to \$1,500 for logo/branding changes. The motion was seconded and approved.

BOARD DEVELOPMENT – Tom Rask, Board Development Chair, emailed our new board prospect, Craig Johnston, and will set up a lunch with him to explore his interest. Meg also recommended Sara Halton as a Board member prospect. Sara is a local realtor and a member of the Halton family who ran one of the largest heavy equipment dealerships in the Northwest. Tim will forward her information to Tom. She has a marketing background and may be a good fit for a committee.

Tom pointed out the importance of finding the right Board candidates to fill out our new committee structure. As we look for Board prospects, we need also to keep in mind what our needs are with respect to Board committees. Over time, the composition of the Board will best reflect our operational needs using this approach.

PROJECT COMMITTEE - Bill shared that the Project Committee felt it would be beneficial if all new board members were required to serve at least one year, of their initial three-year term of service, on the Project Committee. This proposed requirement will need to be taken up at a future Board meeting and voted on.

FINANCE/AUDIT/BUDGET – We're prepared for our annual audit which is scheduled to begin next week. The budget/financial reports were reviewed; the Foundation and Gift Store is on track and within budget at this time.

FUNDRAISING - Dinner/Auction: in terms of sponsorship, we're at approximately \$50k pledged/received at this time; which is a little behind where we were at this time last year. We would quickly make that up if we can identify a Title Sponsor and we are pursuing some possibilities. Of greater concern is the number of auction items and packages donated thus far. Tim and Sherri are working hard on acquiring more auction items. Rob Stuart offered help with outreach as necessary.

NEW BUSINESS - Morgan made note that Tim's annual performance review is overdue, and will work with the Executive Committee to get this done. Rob offered to share what OnPoint uses as an example.

The Employee Manual was approved last fall. With the inclusion of insurance reimbursement for full time employees as well as a SIMPLE IRA plan for qualified employees, the Executive Committee will need to update language in the manual.

Morgan will meet with Jeff Bird, as his term ends September 2016. Morgan will ask if Jeff would like to serve on the Advisory Committee. Tom Rask will contact Jeff regarding his interest in serving on one of our committee's as a non-trustee member.

Meeting adjourned at 12:50pm

2016 Governing Committee	2016 Project Committee	2016 Dinner & Auction
Thursday 3:00 – 4:30	Thursday 11:30-1:00	Saturday 5:30pm
OnPoint NW 27 th & Vaughn Branch	OrW Office	World Forestry Center
5/19/2016	6/23/2016	6/11/2016