

Meeting

**Monthly Illinois Valley Watershed Council Meeting
Thursday November 14, 2024 5:00 pm
IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1
Cave Junction OR 97523**

Illinois Valley Watershed Council is inviting you to a scheduled Zoom meeting.

Topic: Illinois Valley Watershed Council
November 14, 2024 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us06web.zoom.us/meeting/tZAtdO-ugTMpG93Nz7Y_sL9uOJeucSsO7LQD/ics?icsToken=98tyKuGsrjgsHNOdsxiORpwIAojCM-7wtlxjfoOsgWyOh9ATlrjGchHJ7FMA_eH

Join Zoom Meeting

<https://us06web.zoom.us/j/84036678319?pwd=2QUd52xyCbpgKnsSodGrbLnmyvCbDD.1>

Meeting ID: 840 3667 8319

Passcode: SaveFish

One tap mobile

+17193594580,,84036678319#,,,,*95156911# US

+12532050468,,84036678319#,,,,*95156911# US

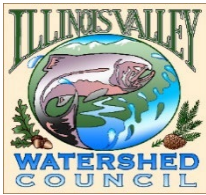
Dial by your location

- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 436 2866 US (New York)

Meeting ID: 840 3667 8319

Passcode: 95156911

Find your local number: <https://us06web.zoom.us/j/kzAT6uRPO>



Illinois Valley Watershed Council
331 E Cottage Park Suite 1B - P.O. Box 352
Cave Junction, OR 97523
Phone: 541-592-3731

Monthly Watershed Council Meeting Agenda
Thursday, November 14, 2024

- I. 5:00 PM: Call to Order**
- II. 5:02 PM: Acceptance of Minutes**
- III. 5:05 PM: Acceptance of Financial Reports**
- IV. Committee Reports**
 - a. Recruitment Committee
 - b. Scheduling
- V. 5:25 PM: Old Business**
 - a. Clear Creek Water Lab
 - b. Page Creek Planting
 - c. All Council Community Engagement Review
- VI. 5:50 PM: New Business**
 - a. The Path Ahead- *Engagement- Capacity-Funding Model-Succession- Targeted Reach*
- VII. 6:15 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report (written- please review)
 - c. Board Action Items/Homework
- VIII. 6:30 PM Partnering Agency Reports**
 - a. Illinois Valley SWCD
 - b. Others
- IX. 6:45 PM: Public Comments (Relating to this agenda or IVWC Operations)**
- X. 7:00 PM: Adjournment**

Meeting Minutes

Meeting Called to Order October 10, 2024, by Katrina Poydack, Chair at 5:05 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill	James Gurley
Patty Downing		
Carol Crawford		
Janice Denney		
Kevin O'Brien (E.D.)		
Arlyse DeLoyola (Staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the September 2024 meeting were presented to the council for review.
 - **Janice Denney made a motion to approve the minutes.**
 - **Carol Crawford seconded that motion.**
 - **The minutes were approved without dissent.**

- **Financials:** The Financial Reports for September 2024 were presented to the Council for review.
 - **Carol Crawford made a motion to approve the financial reports.**
 - **Kevin O'Brien seconded that motion.**
 - **The motion was approved without dissent.**

Committee Reports: The Policy Committee presented the draft Contracted Services Policy for review. The Council approved the policy.

All Council Community Engagement Session- More discussion on dates was held and the meeting was rescheduled to Monday, November 11 from 10:00 am to Noon at the office. There will be a ZOOM option.

OLD BUSINESS

- **Page Creek Planting**
 Kevin wanted to include Janice in the discussion on a possible community event for planting. He will introduce her to Julia from USFS to help coordinate.

NEW BUSINESS

- **Clear Creek Lab discussion-** Likely a moot point as a meeting has been scheduled to discuss a potential re-work of the lease. The Council may have an interest in the outcome at some point because we may share space if we are successful in obtaining a Water Quality Grant in the future.
- **Plant Sale Idea-** Garden Club is open to the idea of sharing the sale. Spring dates are not great for native plants. Discussed proposing a March Native sale to Garden Club. Patty would help.
- **IVSWCD** has proposed that we contract to handle the community engagement piece for their Post Fire grant if the Board is amenable. Discussion was held.

- **Bob Schmidt** has resigned from the Council citing an inability to effectively serve. Discussion was held as to a proper acknowledgement for his years of service.
- **Illinois Valley Garden Club** is considering a request by Janice Denney to make a donation to the Council. It will be discussed at their next meeting.
- **Patty Downing** asked about the timeline for when we could do a fundraising plan. Kevin stated that he and the SWCD manager had a meeting set up with Rogue River WC's Executive Director on that subject set for November. Arlyse mentioned that she had also tentatively gotten a former CEO of a successful Non-Profit to agree to meet with us regarding fundraising at some point in the near future. Patty suggested we also speak to Kate Dwyer. Kevin mentioned he intends to write a technical assistance grant to OWEB and possibly a foundation to raise the money for an employee who can help with this.

CONTINUING

- **Staff and partnering agency reports:**
 - Kevin and Arlyse submitted written reports which were included in the meeting packets. Arlyse mentioned that she would need someone to take notes in November as she will not be present at the meeting.
 - There were no partnering agencies present to report.

NEXT MEETING

The next monthly meeting is to be held at **5:00 pm on November 14, 2024.**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:12pm.

Approved Minutes:

Signature_____

Date_____

Illinois Valley Watershed Council

11/7/2024 1:53 PM

Register: Checking Account

From 10/01/2024 through 10/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/02/2024	ACH	Slavic 401K Fund	Accounts Payable		571.88	X		63,802.44
10/02/2024	1156	POA Medford Division	Accounts Payable		13.16	X		63,789.28
10/03/2024			Stripe Account	Funds Transfer		X	19.25	63,808.53
10/07/2024	1158	Pacific Office Autom...	Accounts Payable		65.75	X		63,742.78
10/10/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,441.69	X		61,301.09
10/10/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,194.88	X		60,106.21
10/10/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		60,056.21
10/15/2024			Refunds	Deposit		X	21.00	60,077.21
10/15/2024			Grants Received:Gover...	Deposit		X	20,767.65	80,844.86
10/16/2024	ACH	Slavic 401K Fund	Accounts Payable		608.41	X		80,236.45
10/17/2024			Stripe Account	Funds Transfer		X	35.00	80,271.45
10/24/2024	ACH	Cardinal-Employee ...	Accounts Payable	1 October 23	2,434.23	X		77,837.22
10/24/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,190.93	X		76,646.29
10/24/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		76,596.29
10/24/2024	1162	A+ Storage	Accounts Payable		102.00			76,494.29
10/24/2024	1163	Stilton LLC	Accounts Payable		450.00			76,044.29

Illinois Valley Watershed Council
Profit & Loss
October 2024

	<u>Oct 24</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	57.80
Total Contributions Received	57.80
Grants Received	
Government Grants	20,767.65
Total Grants Received	20,767.65
Total Income	20,825.45
Gross Profit	20,825.45
Expense	
Fundraising Expense	299.00
Other	
Bank Fees	0.91
Copier Lease	65.75
Dues & Subscriptions	25.00
Payroll Fees	100.00
Rent Expense	552.00
Total Other	743.66
Printing & Copying	13.16
Salaries & Wages	
401K Automatic Contribution	390.22
Employee Contributed 401K	-53.04
Employer Matching Funds 40...	346.74
Employer Paid Payroll Taxes	584.11
Tax Withholding- Employee	0.00
Salaries & Wages - Other	7,173.99
Total Salaries & Wages	8,442.02
Supplies & Materials	110.00
Training and Associated Travel	69.00
Total Expense	9,676.84
Net Ordinary Income	11,148.61
Other Income/Expense	
Other Income	
Refunds	21.00
Total Other Income	21.00
Net Other Income	21.00
Net Income	<u><u>11,169.61</u></u>

Illinois Valley Watershed Council
Profit & Loss
 July through October 2024

	<u>Jul - Oct 24</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	195.28
Total Contributions Received	195.28
Grants Received	
Government Grants	55,035.30
Total Grants Received	55,035.30
Total Income	55,230.58
Gross Profit	55,230.58
Expense	
Contracted Services	
Grant Administration	-16.80
Tax Preparation	2,015.00
Contracted Services - Other	7,276.50
Total Contracted Services	9,274.70
Fundraising Expense	1,196.00
Other	
Bank Fees	9.40
Copier Lease	198.06
Dues & Subscriptions	350.00
Internet Services	63.75
Payroll Fees	400.00
Power	137.93
Rent Expense	2,208.00
Software	38.25
Telephone	378.90
Other - Other	58.84
Total Other	3,843.13
Printing & Copying	38.78
Project Expenses	
Travel - Mileage	123.08
Total Project Expenses	123.08
Reconciliation Discrepancies	-48.51
Salaries & Wages	32,973.63
Supplies & Materials	602.48
Taxes	157.00
Training and Associated Travel	207.00
Total Expense	48,367.29
Net Ordinary Income	6,863.29
Other Income/Expense	
Other Income	
Refunds	21.00
Total Other Income	21.00
Net Other Income	21.00
Net Income	<u><u>6,884.29</u></u>

Illinois Valley Watershed Council
Balance Sheet
As of October 31, 2024

	<u>Oct 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	76,044.29
Stripe Account	21.34
Total Checking/Savings	<u>76,065.63</u>
Total Current Assets	<u>76,065.63</u>
TOTAL ASSETS	<u>76,065.63</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Umpqua Bank CC IVWC	503.00
Total Credit Cards	<u>503.00</u>
Total Current Liabilities	<u>503.00</u>
Total Liabilities	503.00
Equity	
Unrestricted Net Assets	68,678.34
Net Income	6,884.29
Total Equity	<u>75,562.63</u>
TOTAL LIABILITIES & EQUITY	<u>76,065.63</u>



Arlyse DeLoyola
Office Manager
Staff Report- November 2024

GENERAL ADMIN

- Payroll submitted.
- Payroll accrual tracked.
- Grant specific expense tracking in QuickBooks and Excel.
- Preparations for board meeting (pre-meeting packet assembly, QB reporting, coordinating agenda, minutes).
- Kept up with partnering agencies' newsletters and memos.
- Reconciled QB to bank account for October.
- Voicemails, email and phone calls.

Hello all-

As a reminder, I will not be at this meeting, so hopefully Patty or someone will take notes for me. This is my weekend to go walk 60 miles in the fight against breast cancer, so think good thoughts.

After a recent QuickBooks training session, I had an email conversation with the trainer regarding conversion to QuickBooks Online. Everyone I talk to believes it is inevitable that desktop will eventually be eliminated. It appears that they have made some improvements to the online version and I think it may be time for us to take the leap.

My suggestion is that the Council move to online in January. We would pay \$80 a year to TechSoup for the subscription fee. My other suggestion is that we enlist QuickBooks Made Easy to help transition us from Desktop to Online. I will have access to an accountant to set up the accounts properly and roll everything in. That fee might be as much as \$350 but worth every penny. The retail price for the level of QuickBooks we would get for \$80 a year is \$49.50 a month, so we would save enough to pay for that help in less than a year. Once I am comfortable with the software, I can work on getting the District an account. It's time to move out of my comfort zone.

Don't forget the All-Council Brainstorming session on Monday November 11th at 10:00.

Arlyse



Kevin's Staff Report Will Be Given LIVE!

