



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 Notice and Agenda Thursday, January 9, 2025

331 E Cottage Park Drive Suite 1 or Join the [Zoom Meeting](#)

Topic: Illinois Valley Watershed Council Monthly Meeting

Time: January 9th, 2025 05:00 PM Pacific Time (US and Canada)

Meeting ID: 869 6068 6555

Passcode: SaveFish

For Phone in:

One tap mobile

Dial by your location

+17193594580,,86960686555#,,,,*94761306# US

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Pacific

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- 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**
- V. **5:25 PM: Old Business**
 - a. Harness Giving
 - b. Recruiting
 - c. Budget Committee recommendation.
- VI. **5:50 PM: New Business**
 - a. T.B.A.
- VII. **6:15 PM: Council Updates & Staff Reports**
 - a. Kevin report
 - b. Arlyse report
 - 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 December 12, 2024, by Katrina Poydack, Chair at 5:01 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	John Bellville	
Patty Downing	Gene Merrill (6:00)	
Carol Crawford		
Janice Denney		
Kevin O'Brien (E.D.)		
James Gurley		
Bill Joerger		
Arlyse DeLoyola (staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

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

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

Before committee reports: John Bellville of Illinois Valley SWCD announced that the irrigation Efficiency grant for CRON Farm was approved for funding. Funding should be announced early in 2025.

Committee Reports: Kevin asked that most committees schedule meetings beginning in the new calendar year. The schedule is:

- **Policy- Tuesday, January 7th at 10:00am**
- **Programs & Projects- Tuesday, January 14 at 10:00 am**
- **Organizational Development- Tuesday , January 21 at 10:00 am**
- **Community Engagement- Tuesday, January 28 at 10:00 am**

OLD BUSINESS

- **QuickBooks**
 Arlyse is still looking at options, but with Tech Soup, QuickBooks online is very reasonable. Patty asked if she had ever used any Open Source software. She had not. She will continue investigating options.
- **Recruiting**
 The board discussed needs and how best to fill them while still being aware of diversity, equity and inclusion policy. Kevin suggested that we fill the board with members with specific skill sets, such as legal knowledge, marketing skills, etc. What are we missing in serving our community?
 The subject was tabled to next month's agenda.

NEW BUSINESS

- **Patty introduced proposals regarding Land acknowledgement, Labor Acknowledgement, and a statement of respect for the inherent rights of nature.**
She asked the board to review each one and come to the next meeting prepared for discussion.
- **Logo**
Patty next introduced several logos from around the state in the conservation field. Discussion was held, no decision was made.
- **Budget Committee Recommendation**
The budget committee met today and approved a bonus for Kevin in the amount of \$3587.91
 - **Janice Denney made a motion to grant to bonus of \$3587.91**
 - **Patty Downing seconded the motion**
 - **The motion passed. Kevin abstained from the vote.**The budget committee wished to discuss wage recommendations with the full board.
The board moved to Executive Session from 6:00 to 6:30.
No consensus was reached and further study was recommended. The subject was tabled to next month.

CONTINUING

- **Staff and Partnering Agency reports:**
Kevin reviewed his report. He is looking forward to a more normal routine after Christmas.

Arlise had nothing to add to her report.

Board Actions/Homework:

Homework was given during new Business.

There were no Partnering Agency Reports

There were no public comments.

NEXT MEETING

The next monthly meeting is to be held at **5:00 pm on January 9th, 2025**

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 7:04pm.

Approved Minutes:

Signature _____

Date _____

Illinois Valley Watershed Council
Profit & Loss
December 2024

	<u>Dec 24</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	61.89
Total Contributions Received	61.89
Grants Received	
Government Grants	9,130.00
Total Grants Received	9,130.00
Total Income	9,191.89
Gross Profit	9,191.89
Expense	
Contracted Services	871.00
Fundraising Expense	299.00
Other	
Bank Fees	2.75
Copier Lease	39.74
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
PO Box Rent	116.00
Power	44.48
Rent Expense	574.50
Telephone	119.92
Total Other	1,043.64
Printing & Copying	9.16
Salaries & Wages	8,733.83
Supplies & Materials	92.85
Training and Associated Travel	76.00
Total Expense	11,125.48
Net Ordinary Income	-1,933.59
Net Income	<u><u>-1,933.59</u></u>

Illinois Valley Watershed Council
Profit & Loss
 July through December 2024

	<u>Jul - Dec 24</u>
Ordinary Income/Expense	
Income	
Contributions Received	
Contributions - Unrestricted	325.45
Total Contributions Received	325.45
Grants Received	
Government Grants	64,165.30
Total Grants Received	64,165.30
Total Income	64,490.75
Gross Profit	64,490.75
Expense	
Contracted Services	10,145.70
Fundraising Expense	1,794.00
Insurance	
Executive Protection & EPL	1,021.00
General Liability Insurance	2,863.00
Total Insurance	3,884.00
Other	
Bank Fees	20.06
Copier Lease	303.55
Dues & Subscriptions	400.00
Food & Water	27.67
Internet Services	127.50
Payroll Fees	600.00
PO Box Rent	116.00
Power	219.49
Rent Expense	3,334.50
Software	38.25
Telephone	751.60
Other - Other	58.84
Total Other	5,997.46
Printing & Copying	68.48
Project Expenses	
Travel - Mileage	123.08
Total Project Expenses	123.08
Reconciliation Discrepancies	0.00
Salaries & Wages	52,638.26
Supplies & Materials	714.33
Taxes	157.00
Training and Associated Travel	283.00
Total Expense	75,805.31
Net Ordinary Income	-11,314.56
Other Income/Expense	
Other Income	
Refunds	21.00
Total Other Income	21.00
Net Other Income	21.00
Net Income	<u><u>-11,293.56</u></u>

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

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Account	55,469.18
Stripe Account	-1.71
Total Checking/Savings	<u>55,467.47</u>
Other Current Assets	
Undeposited Funds	31.76
Total Other Current Assets	<u>31.76</u>
Total Current Assets	<u>55,499.23</u>
TOTAL ASSETS	<u>55,499.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,885.55
Total Accounts Payable	<u>-1,885.55</u>
Total Current Liabilities	<u>-1,885.55</u>
Total Liabilities	-1,885.55
Equity	
Unrestricted Net Assets	68,678.34
Net Income	-11,293.56
Total Equity	<u>57,384.78</u>
TOTAL LIABILITIES & EQUITY	<u>55,499.23</u>

Illinois Valley Watershed Council

1/2/2025 2:23 PM

Register: Checking Account

From 12/01/2024 through 12/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2024			Stripe Account	Funds Transfer		X	20.64	59,312.46
12/09/2024	ACH	Cardinal-Employee ...	Accounts Payable		2,798.05	X		56,514.41
12/09/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,519.83	X		54,994.58
12/09/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		54,944.58
12/09/2024	ACH	Slavic 401K Fund	Accounts Payable		677.14	X		54,267.44
12/10/2024	1179	SAIFCorpoation	Accounts Payable		201.01	X		54,066.43
12/10/2024	1180	Pacific Office Autom...	Accounts Payable		39.74	X		54,026.69
12/16/2024	1181	Siskiyou Research Gr...	Accounts Payable	SNORKEL SU...	871.00	X		53,155.69
12/16/2024	1182	US Postal service	Accounts Payable		116.00	X		53,039.69
12/16/2024			Stripe Account	Funds Transfer		X	35.00	53,074.69
12/18/2024	ACH	Slavic 401K Fund	Accounts Payable		753.47	X		52,321.22
12/18/2024	1183	IV DATA CENTER	Accounts Payable		21.25	X		52,299.97
12/18/2024	1184	US Cellular	Accounts Payable		119.92			52,180.05
12/24/2024			Grants Received:Gover...	Deposit		X	9,130.00	61,310.05
12/24/2024	ACH	Cardinal-Tax Impound	Accounts Payable		898.78	X		60,411.27
12/24/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		60,361.27
12/24/2024	ACH	Cardinal Net-to-Bank	Accounts Payable		1,885.55	X		58,475.72
12/24/2024	1185	Stilton LLC	Accounts Payable		472.50			58,003.22
12/24/2024	1186	A+ Storage	Accounts Payable		102.00			57,901.22
12/26/2024	ACH	Cardinal-Employee ...	Accounts Payable		1,885.55			56,015.67
12/26/2024	1177	Amazon Business	Accounts Payable		92.85	X		55,922.82
12/26/2024	1178	Pacific Power	Accounts Payable		44.48	X		55,878.34
12/30/2024	1187	POA Medford Division	Accounts Payable		9.16			55,869.18
12/30/2024	1188	Cardmember Services	Umpqua Bank CC IV...		400.00			55,469.18



**Kevin's Staff
Report will be
given live due
to his
move.....**

**Thank
Goodness it's
OVER!**



Arlyse DeLoyola
Office Manager
Staff Report- January 2025

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 December.
- Voicemails, email and phone calls.

Happy New Year!

I have not had a lot of time to investigate options for bookkeeping software, though I have watched a few videos from "experts". I will continue to search.

This month begins a slew of committee meetings beginning with Policy on Tuesday, Jan 7th. Programs and Projects will meet January 14, Organizational Development on January 21, and Community Engagement on the 28th all at 10:00am.

We also need to update our bank signature cards. Patty would like someone else to review the bank statements monthly. This person cannot be a signer, so they would not go through the signatory process, but must come into the office monthly and review the statements to assure all is in order. It generally takes 10-15 minutes.

One would think that job should go to the Treasurer, which is Carol. HOWEVER...Carol is the person who signs more checks than anyone else because she is most available. I would be fine removing her as a signer if we had commitments from more board members to be available no less than once a week to come in and sign checks.

Two signatures are needed on any check over \$500, so that means I need more than one steady volunteer.

Janice and Carol have been the two most available. What would work best is that if you are in town Monday through Thursday between the hours of 9 am and 3 pm, you stop in or call to see if we need you.

Let's discuss this at the meeting and determine what will work best. With the mail service having slowed, it is more important than ever that I turn the bills around quickly to avoid penalties, which funders will not pay.

See you all soon,
Arlyse

Happy New Year!