

Flathead Audubon Society, Board Meeting, 5/1/23, FWP Conference Room
Prepared by: Pam Willison, Secretary

Directors Present: Cory Davis, Darcy Thomas, Rod Walette, Pam Willison, Kay Mitchell, Tom Roberts, Cindy Roberts, Linda Du Lac, Margaret Parodi, Dan Casey, Bridger Donaldson, Shannon Donaldson, Gael Bissell, Jake Bramante, Carole Jorgensen

Others Present: Denny Olson, Geri Meireis

The meeting was called to order by President Cory Davis at 5:33 pm. The agenda was reviewed. Kay noted that she has a handout of the Great Fish rules. Darcy inquired about whether we are scheduled for the FWP Conference room for BOD meetings next year, and Tom confirmed that he has it on his schedule to reserve it during the next quarter (it's scheduled quarterly). Dan would like to add a discussion about having another paid observer for Jewel Basin.

Minutes: No additions or corrections were offered. Tom made a motion to approve; Dan seconded; no discussion; unanimous approval.

Finance Report: The Board Financial Report was reviewed. Rod noted that there were additional donations to the CE fund, so the balance has grown. Investments are continuing to go up and down. Rod anticipates we will end somewhat in the red at year end as a result of the expense for the MCC crew work at Owen Sowerwine. There were no questions on the check register or financial report. Kay made a motion to accept and file the report; Gael seconded; no additional discussion; unanimous approval.

Budget for 2023-24: The budget was reviewed and compared to the actual income/expenses of the previous year, and a few questions were addressed. Linda made a motion to approve, Margaret seconded; no additional discussion; unanimous approval.

Educator Contractor: A few minor edits were made as a result of Denny and Cory discussing the draft contract. The contract format was revised to add some specificity and quantities; and Cory noted that the contract attempted to place emphasis on the priority of doing in-class presentations and related field trips, especially related to the 7th-8th grade curriculum. The budget that was just approved included a 4% raise for this contract (no additional action required). Cory also explained that a monthly reporting form was also created and must be submitted monthly with an invoice. Denny was asked to leave the room so that people could discuss the contract. The comments were positive in support of the new format for the contract. Gael made a motion to approve the contract; Darcy seconded; no additional discussion; unanimous approval.

Part-time administrative position: A draft spreadsheet was created to document the idea of offering a contract to someone to work approximately one-quarter time and help in a variety of areas. Rod confirmed that there are funds available to pay for this contract on an on-going

basis. Committee chairs were asked to identify specific tasks they feel this person could perform, and that was the basis of the spread sheet.

Darcy asked how we plan to advertise and hire for this position. Jake suggested a job description contain a basic set of skills and plan to teach the person the specifics of how to do specific tasks. There was discussion of using free job posting through WFCF and non-profit support organizations. Kay suggested posting it on the bulletin board at FVCC because it might be compatible with the schedule of someone attending college. Kay noted that prior to soliciting for a person, there has to be a dollar amount attached to it, and she also noted that BOD members are not eligible to be offered this contract. Rod noted that within the budget we envisioned a 10-month position at \$1000 per month for a total of \$10,000. Ensuing discussion suggested it would be better for the contract to be considered a 12-month position and match our fiscal year, and to work within the \$10,000 budgeted amount. There was also discussion about the need to be clear this is a contract, and not an hourly compensation to an employee. We can ask the person to document their tasks and time in order for us to refine the expectations in the contract. In addition, Darcy noted that some months will be busier than others. Jake noted that it's important that we ensure this person have their own liability insurance. Kay noted that this position doesn't involve having any authority or making any decisions, so she feels the compensation should be below that of the Conservation Educator position, which has much more responsibility. Dan asked if we need to go through a hiring process if we internally can find a good candidate. It was agreed that we are not required to advertise, but regardless, we would still like to have a couple candidates to consider.

If our goal is to have this person in place by August. Cory, Darcy, Rod, and Linda will prepare a draft job description to use to solicit candidates ASAP, and will send it to the Board for input, and then will use an email seeking a vote to approve it, and will follow the state rules of email votes (each Board member must vote, and reply to all). Kay suggested the draft also be sent to WFCF for their input on the format. Rod clarified that we should specify that candidates need to meet the requirements for being an independent contractor.

Great Fish: Kay reported that the grant application is in process and will be turned in by the due date of June 1. Kay distributed and explained a handout containing a list of Community Challenge Rules, Frequently Asked Question, a list of events, and the requirements for providing volunteers for the events.

OS Fundraising and Upcoming Tours: Gael reported that the tours and kayak trips are have been promoted to the public and people are still signing up. Gael is still in need of some volunteers and will keep people informed about her needs.

Summer events: Cory double-checked on upcoming events to be sure they are organized and covered:

Birdathon: Shannon needs an event on our website so she can refer to it when she solicits for donations, and for people to refer to when they register. Jake will work with her to get this in

place. The plan was reviewed and a few more details clarified, including how payment can be made via website or mail.

Warbler Weekend: It's all organized and a speaker has been arranged.

General Meeting Agenda: welcome new people, CAR award, slide of field trips, Birdathon details, Warbler Weekend dates, open Chair positions, OS field trips/challenge. Elections – Cory will check with Bob Lee about whether he is conducting the elections. Silent Auction – bring items, bid on items, take home your items if not sold.

Committees:

Field Trips: The new walkie-talkies are now available for field trips. They were donated by Devin Harshbarger and Rod will provide him with a tax receipt. Darcy will keep them at her house for now.

Membership: Linda is working on a trouble-shooting document for entering information to LGL.

Education: Denny inquired about how the Education Committee meetings will be conducted without a Chair for that Committee. The first meeting wouldn't be until fall, and we will deal with it when the time comes.

Hawk Watch: Dan had previously mentioned the need for a second paid observer, and he is following up on some leads, rather than planning to advertise at this point. Cory said he's had offers from Mark Ruby about Bear Awareness training or a Forest Service vehicle to use, but it was felt that neither are needed. Mark is also still working on getting permission for using the cabin at Camp Misery, but hasn't had much luck.

Margaret made a motion to adjourn; Dan seconded; unanimous approval. The meeting was adjourned at 7:37pm.