

# Meeting

**Monthly Illinois Valley Watershed Council Meeting**  
**Thursday June 13, 2024 5:00 pm**  
**IV Stream-Team Headquarters- 331 E Cottage Park Dr Suite 1b**  
**Cave Junction OR 97523**

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

Topic: Illinois Valley Watershed Council Monthly Meeting  
Time: 5:00 pm Thursday, June 13, 2024

Join Zoom Meeting

<https://us06web.zoom.us/j/4738236869?pwd=Z1ZxVlkyYUtWUkprMVVLL3BwdzdoZz09>

Meeting ID: 473 823 6869

Passcode: SaveFish

One tap mobile

+12532158782,,4738236869#,,,,\*76632288# US (Tacoma)

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Dial by your location

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+1 346 248 7799 US (Houston)

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+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 205 0468 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 436 2866 US (New York)

+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

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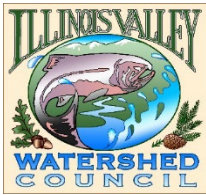
+1 507 473 4847 US

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Meeting ID: 473 823 6869

Passcode: 76632288

Find your local number: <https://us06web.zoom.us/j/kq9K0ESEz>



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

## Monthly Council Meeting Agenda

*June 13, 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**
  - Policy*
    - a. Harassment policy discussion/action
    - b. Draft board member recruitment policy discussion
  - Budget*  
Committee Meeting Scheduling (Tues July 9<sup>th</sup>?)
- V. **5:25 PM: Old Business**
  - a. M.O.U. (Memorandum of Understanding) Discussion
  - b. Block Party Wrap-Up
  - c. Oregon Community Foundation Grant Update/Discussion
- VI. **5:50 PM: New Business**
  - a. Hathkapasuta River Festival Event (June 22 10-4)
  - b. Network of Oregon Watershed Council Update
  - c. East Fork Community Engagement
- VII. **6:00 Strategic Plan Check-In**
  - a. Review of actions completed.
- VIII. **6:15 PM: Council Updates & Staff Reports**
  - a. Kevin report
  - b. Arlyse report (written only)
  - c. Board Action Items/Homework
- IX. **6:30 PM Partnering Agency Reports**
  - a. Illinois Valley SWCD
  - b. Others
- X. **6:45 PM: Public Comments** (Relating to this agenda or IVWC Operations)
- XI. **7:00 PM: Adjournment**

### Meeting Minutes

Meeting Called to Order May 9, 2024, by Katrina Poydack, Chair at 5:07 pm.

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Katrina Poydack	Gene Merrill	John Bellville (IVSWCD)
Janice Denney		Bob Schmidt
Don Young		James Gurley
Patty Downing		Arlyse DeLoyola (staff)
Carol Crawford		
Kevin O'Brien (staff)		

#### SCRIBE

Notes were taken by: Patty Downing

- **Minutes:** The minutes of the April 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 April 2024 were presented to the Council for review.
  - Carol Crawford made a motion to accept the financial reports.
  - Kevin O'Brien seconded that motion.
  - The motion was approved without dissent.

**Committee Reports:** There were no reports. Next Policy Committee meeting is May 14.

#### OLD BUSINESS

- **Fundraising planning for native plant sales. (Gene Merrill)**
  - Gene is continuing to research. Needs a work crew set up at the juvenile facility. Discussion on contacts and ways other agencies and foundations may be able to help. The project could also be framed to help with job preparedness for kids.
- **Hanby Block Party**
  - Discussion was held in preparation for this event to be held Wednesday May 29<sup>th</sup> from 5-8 pm. The Council will set up a fishing pond. The Stream Table will be brought out by Dave Grosjacques, and carol will demonstrate some water testing techniques. Katrina facilitated a partial donation of an overnight stay at the Treesort and Patty offered an overnight Glamping stay to be raffled off between this event and Hathkupasuta. Kevin will coordinate a planning and preparation meeting.

## NEW BUSINESS

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- **Clear Creek Water Lab**
  - Clear Creek (former Medical Office) has offered space for a water sampling lab. Possible the Council and District would only pay electricity cost. Discussion ensued on community involvement and possible foundation support.
- **Four Way Foundation Grant**
  - The Council has been awarded \$3600 to purchase new faster computers, which are necessary to produce planned engagement materials.
- **What if our OCF Ask Comes Through?**

Board should be prepared for a discussion about the focus of the grant. We may want the job focus to be adjusted to include grant writing, fund raising, and assistant manager or director.

### Sampling Team Office Key Situation

- **A motion was made by Kevin O'Brien to allow the Sampling Team leader/Supervisor to have discretionary permission to loan out the office key as needed.**
- **Janice Denney Seconded the motion.**
- **Discussion was held.**
- **The motion carried unanimously.**

## STRATEGIC PLAN UPDATE

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- Engagement of community partners is behind schedule.

## CONTINUING

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- **Staff and partnering agency reports:**
  - Kevin reviewed his written report. He will be using a new format to match the strategic plan goals. The Connect Conference was good. The fundraising part was very helpful. We need to build membership. ALL board members should be donors. 1/3 of revenue should come from donors, 1/3 from campaigns, and 1/3 from grants. Kevin and John will work on getting a film and stories onto the website and other outlets.
  - The Mendoza project team meets next week and will do an ask for their "share"
  - Kevin met with the Ranger for Horse creek and identified about \$50,000 in project funding for support/operations and indirect costs.
  - Kevin feels good about the WC presentation to OWEB on the Water Quality application and thinks we addressed their concerns.
  - He is researching a newsletter, possible joint effort with the District
  - Cannabis property assessment guide work continues.
  - Arlyse's report is in the packet

- **Board “Homework” Assignment**
  - There was a brief discussion of board homework and a Check-In time.
  
- **Partnering Agencies:**  
There were no reports.
- **Public Comment**  
Don mentioned the possibility of mercury and other contaminants in local fish.

**NEXT MEETING**

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The next monthly meeting is to be held at **5:00 pm** on **June 13, 2024**.

**ADJOURNMENT**

Meeting Adjourned by Katrina Poydack, Chair, at 6:18 PM.

**Approved Minutes:**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Illinois Valley Watershed Council

6/4/2024 1:01 PM

Register: Checking Account

From 05/01/2024 through 05/31/2024

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
05/02/2024			Stripe Account	Funds Transfer		X	22.40	72,816.41
05/08/2024			Stripe Account	Funds Transfer		X	35.18	72,851.59
05/13/2024	1094	Pacific Office Autom...	Accounts Payable		62.03	X		72,789.56
05/13/2024	1095	US Cellular	Accounts Payable		178.32	X		72,611.24
05/13/2024	1104	Cardmember Services	Umpqua Bank CC IV...	Harness/Phone Insurance	449.55			72,161.69
05/15/2024	ach	Cardinal-Employee ...	Accounts Payable		2,279.06	X		69,882.63
05/15/2024	ach	Cardinal-Tax Impound	Accounts Payable		1,182.83	X		68,699.80
05/15/2024	ach	Cardinal Business Se...	Accounts Payable		50.00	X		68,649.80
05/20/2024			Grants Received:Found...	Deposit		X	15,000.00	83,649.80
05/20/2024	1096	US Cellular	Accounts Payable	AGENT MISQ...	139.13	X		83,510.67
05/20/2024	1097	IV DATA CENTER	Accounts Payable		21.25	X		83,489.42
05/20/2024	1107	Amazon Business	Accounts Payable		101.40			83,388.02
05/24/2024	ach	Slavic 401K Fund	Accounts Payable		564.62	X		82,823.40
05/24/2024	ACH	Cardinal-Employee ...	Accounts Payable	pp end May 15 ...	2,332.36	X		80,491.04
05/24/2024	ACH	Cardinal-Tax Impound	Accounts Payable		1,210.37	X		79,280.67
05/24/2024	ACH	Cardinal Business Se...	Accounts Payable		50.00	X		79,230.67
05/24/2024	ACH	Slavic 401K Fund	Accounts Payable		543.51	X		78,687.16
05/28/2024	ach	Pacific Office Autom...	Accounts Payable		6.39			78,680.77
05/29/2024	1099	A+ Storage	Accounts Payable		102.00			78,578.77
05/29/2024	1100	IV DATA CENTER	Accounts Payable		450.00			78,128.77
05/29/2024	1101	Dave Grosjaques	Accounts Payable	Mileage Stream Table	48.51	X		78,080.26
05/30/2024	1102	John Bellville	Accounts Payable	Supplies Block Party	49.81			78,030.45

**Illinois Valley Watershed Council**  
**Profit & Loss**  
 May 2024

	<b>May 24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	36.46
<b>Total Contributions Received</b>	36.46
<b>Grants Received</b>	
Foundation Grants	15,000.00
<b>Total Grants Received</b>	15,000.00
<b>Total Income</b>	15,036.46
<b>Gross Profit</b>	15,036.46
<b>Expense</b>	
<b>Other</b>	
Copier Lease	68.42
Dues & Subscriptions	25.00
Internet Services	21.25
Payroll Fees	100.00
Rent Expense	552.00
Software	14.99
Telephone	317.45
<b>Total Other</b>	1,099.11
<b>Project Expenses</b>	
Travel - Mileage	48.51
<b>Total Project Expenses</b>	48.51
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	337.58
Employee Contributed 401K	0.00
Employer Matching Funds 401K	337.58
Employer Paid Payroll Taxes	686.72
Tax Withholding- Employee	0.00
Salaries & Wages - Other	6,750.87
<b>Total Salaries &amp; Wages</b>	8,112.75
<b>Supplies &amp; Materials</b>	103.79
<b>Total Expense</b>	9,364.16
<b>Net Ordinary Income</b>	5,672.30
<b>Net Income</b>	<b>5,672.30</b>

## Illinois Valley Watershed Council

## Profit &amp; Loss

06/04/24

July 2023 through May 2024

Cash Basis

	Jul '23 - May 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Contributions Received</b>	
Contributions - Unrestricted	760.60
<b>Total Contributions Received</b>	760.60
<b>Fee For Service</b>	3,492.00
<b>Grants Received</b>	
Foundation Grants	16,008.28
Government Grants	87,497.35
Grants Received - Other	23,233.00
<b>Total Grants Received</b>	126,738.63
<b>Total Income</b>	130,991.23
<b>Gross Profit</b>	130,991.23
<b>Expense</b>	
<b>Contracted Services</b>	
Grant Administration	21.91
Contracted Services - Other	14,469.46
<b>Total Contracted Services</b>	14,491.37
<b>Corporation Fees- OR Non-Profit</b>	50.00
<b>Fundraising Expense</b>	1,495.00
<b>Insurance</b>	
Executive Protection & EPL	1,249.75
General Liability Insurance	2,483.00
<b>Total Insurance</b>	3,732.75
<b>Other</b>	
Bank Fees	23.54
Copier Lease	803.38
Dues & Subscriptions	849.00
Food & Water	389.51
Internet Services	322.75
Payroll Fees	1,143.00
PO Box Rent	113.00
Rent Expense	5,949.50
Software	2,233.68
Telephone	1,398.17
<b>Total Other</b>	13,225.53
<b>Project Expenses</b>	
Travel - Mileage	633.80
<b>Total Project Expenses</b>	633.80
<b>Salaries &amp; Wages</b>	
401K Automatic Contribution	3,921.74
Employee Contributed 401K	491.28
Employer Matching Funds 401K	4,035.62
Employer Paid Payroll Taxes	7,759.50
Tax Withholding- Employee	1,968.46
Workers Comp Insurance	219.40
Salaries & Wages - Other	78,366.09
<b>Total Salaries &amp; Wages</b>	96,762.09



Illinois Valley Watershed Council  
**Profit & Loss**  
July 2023 through May 2024

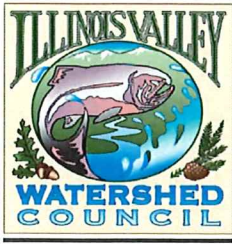
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	<u>Jul '23 - May 24</u>
<b>Supplies &amp; Materials</b>	
Postage, Mailing Service	5.08
Supplies & Materials - Other	6,741.43
<b>Total Supplies &amp; Materials</b>	6,746.51
<b>Taxes</b>	90.00
<b>Training and Associated Travel</b>	
Lodging	496.08
Per Diem	70.16
Training and Associated Travel - Other	3,122.10
<b>Total Training and Associated Travel</b>	3,688.34
<b>Total Expense</b>	140,915.39
<b>Net Ordinary Income</b>	-9,924.16
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Refunds	317.75
Reimbursement	1,746.96
<b>Total Other Income</b>	2,064.71
<b>Other Expense</b>	
Ask My Accountant	68.00
<b>Total Other Expense</b>	68.00
<b>Net Other Income</b>	1,996.71
<b>Net Income</b>	<u><u>-7,927.45</u></u>

Illinois Valley Watershed Council  
**Balance Sheet**  
As of May 31, 2024

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	<u>May 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Account	78,030.45
Stripe Account	24.16
<b>Total Checking/Savings</b>	<u>78,054.61</u>
<b>Total Current Assets</b>	<u>78,054.61</u>
<b>TOTAL ASSETS</b>	<b><u>78,054.61</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-101.40
<b>Total Accounts Payable</b>	<u>-101.40</u>
<b>Credit Cards</b>	
Umpqua Bank CC IVWC	299.00
<b>Total Credit Cards</b>	<u>299.00</u>
<b>Total Current Liabilities</b>	<u>197.60</u>
<b>Total Liabilities</b>	197.60
<b>Equity</b>	
Unrestricted Net Assets	85,784.46
Net Income	-7,927.45
<b>Total Equity</b>	<u>77,857.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>78,054.61</u></b>



**June 2024 Executive Director's Report**  
(06/06/2024)

**Governance & Operational Capacity**

- The **Policy Committee** met this week to begin working on a Board Member Recruitment Policy. The committee may have a draft of that policy ready to distribute and discuss when we meet next week. Please be sure to review the DRAFT Harassment Policy (attached) that we had a fair amount of good discussion about at our last meeting. I am recommending approval of the final draft into policy at this month's meeting. All other committees remained dormant last month, but the **Budget Committee** (Katrina, Don, Carol, Arlyse, and me) has a meeting scheduled for Tuesday, July 9<sup>th</sup> at 2:30 pm here at HQ.
- IVSWCD's John Bellville and I met recently to frame out a new **Memorandum of Understanding (MOU)** between our organizations. I have a rough final draft that John and I are letting stew a bit before we get a final draft together for the boards of both organizations to consider for establishment. John and I have identified several operational aspects we will be developing Memorandums of Agreements to cover (for example, equipment/resource sharing, etc.). Please be advised that one potential MOA John and I identified (collaborative or joint fundraising) we are quite likely to want to get legal counsel on.
- I have begun my quest to discover potential **capacity funding** sources. \*sigh\* It is tough going early on, but I haven't lost faith in the process. I'm on the way low end of the learning curve with it, but that's changing by the day as I work it in with other tasks.
- **Oregon Community Foundation (OCF)** awarded us \$15K of our \$30K request for unrestricted capacity funds. This is a discussion item on our agenda for next week.

**Watershed Health Programs & Projects**

- Joey Howard of Cascade Stream Solutions and I began developing plans for our **East Fork Illinois River (EFIR)** restoration initiative. Ahead of our planned Technical Assistance ask to OWEB this fall, our proposal will be much stronger if informed by some robust community engagement to be done yet this year. Arlyse is helping us put together an estimate for a targeted mailing to landowners along the East Fork. I will be recommending a small but critical investment of discretionary funds to help get this plan rolling.
- BLM recently assured me they will be identifying and securing additional LWM for us to use as leverage for the **Crooks Creek Phase 2** project proposal to OWEB (October, 2024 for 2025 implementation).
- I met with **Dave and Lynda Mendoza** last month to provide them an updated status report that included the news we were needing to abandon pursuing grant funds to begin our East Fork restoration initiative along their reach of the EFIR. I provided them an estimate for what a limited bank stabilization project on their property would cost them that could be accomplished yet this summer. The estimate include a very significant amount (\$11+K) in donated in-kind services provided by Joey Howard of Cascade Stream Solutions and IVWC (my time). Lynda Mendoza informed us in an email that they weren't able to shoulder the expense and respectfully declined pursuing a project in 2024 with us on that basis.
- John and I have been strategizing on how to keep the **WQM** program going through the 2024 season and will likely need to make some impassioned pleas to potential private donors. We need a small miracle.
- John and I are collaborating with our Cannabis Remediation Guide contractor to form a coalition of targeted stakeholders to collaboratively begin moving forward. Slow and steady wins the race...

(continued on next page)

### Community, Partners, & Neighborhood Engagement

- Heartfelt thanks to all of you who helped plan and pull off our showing at the Hanby Block Party 2024 last Wednesday evening. Dave Grosjacques with the Southern Oregon Fly Fishers brought out and staffed the stream simulation table for us, we actively sold raffle tickets, had our kiddie fishing pool full of magnetized fish, and enjoyed a pleasant evening of networking and generally being neighborly! More on this at the meeting.
- Hathkupasuta will only be a week away by our meeting this month and WE NEED YOUR HELP!! (So what's new, eh, lol?!? 😊) Seriously though, we need help staffing our tables if we are serious about engaging with our community. The event is Saturday, June 22<sup>nd</sup> from 10:00am – 4:00pm at the Forks State Park and we need help throughout the day, so come to the meeting ready to tell me which 2 to 3 hours you can spend with me that day. We are under the pavilion, so we have it made in the shade! It is a lot of fun and a fantastic opportunity to meet and greet.

In service to our shared mission,



Kevin O'Brien, Executive Director

## Illinois Valley Watershed Council

### DRAFT HARASSMENT POLICY

#### Introduction:

Illinois Valley Watershed Council (IVWC) recognizes it is the right of every employee, volunteer and board member to be able to attend work and to perform their duties without being subjected to any form of harassment.

Equally, it is the obligation and responsibility of every employee, volunteer and board member to ensure that the workplace is free from harassment.

Federal and state laws protect people from unfair and unwelcome treatment at work. The federal Equal Employment Opportunity Commission (EEOC) and states enforce discrimination and harassment laws.

#### Policy:

IVWC will not tolerate harassment under any circumstances. Responsibility lies with every board Member, Volunteer, Manager, Supervisor and employee to ensure that harassment does not occur. Conduct constituting harassment includes harassment because of race, gender, religion, national origin, gender orientation, age, disability, any legally protected category as well as harassment for personal reasons.

The principles set out in this policy are intended to apply to any work-related context, including conferences, work functions, social events, volunteer events, board meetings and business trips.

No employee or volunteer at any level should subject any other employee, volunteer, customer or visitor to any form of harassment.

A breach of this policy will result in disciplinary action. Depending upon the severity of the case, consequences may include apology, counseling, transfer, demotion, dismissal, or other forms of disciplinary action deemed appropriate.

IVWC strongly encourages any employee, volunteer, or board member who feels they have been harassed to take action, preferably by making it clear that such behavior is unwelcome and offensive and follow the procedures for reporting the behavior.

Any reports of harassment will be treated seriously and promptly with sensitivity and complete confidentiality.

No employee or volunteer will be treated unfairly as a result of rejecting or reporting unwanted advances or harassment. Disciplinary action may be taken against anyone who victimizes or retaliates against a person who has complained of harassment or against any employee or volunteer who has been alleged to be a harasser.

## **Definitions:**

Harassment can occur at any level of the organization, can be experienced by anyone and may involve a co-worker, volunteer, supervisor, manager, service provider, client or customer. Lack of intent is no defense in harassment cases. Harassment creates a work environment that is intimidating, hostile, or abusive.

Workplace harassment is unwelcome conduct based on a person's race, color, religion, sex, national origin, older age, disability, or genetic information. Harassment includes, but is not limited to:

- Offensive jokes, objects, or pictures
- Name calling
- Physical assaults and threats
- Intimidation

Sexual harassment means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. Examples of Sexual Harassment could include but are not limited to:

- Intrusive enquires into an employee's private life;
- Reference to their sexuality or physical appearance;
- Unwanted body touching or physically molesting a person;
- Standing too close;
- Excessively lengthy handshakes;
- Unwanted brushing against another's body;
- Indecent exposure;
- Sexual assault
- Obscene, suggestive or offensive communications, including electronic mail
- Pornographic or offensive posters, handouts or screensavers;
- Sexual jokes or anecdotes;
- Leering or staring
- Unwanted sexual compliments or excessive flirting.

## **Complaint Procedure:**

Employees or volunteers who believe they are the subject of harassment should take firm, positive and prompt action.

If deemed appropriate, the employee or volunteer should make the perceived harasser (s) aware that they find their behavior offensive, unwelcome, unacceptable, and that it needs to stop immediately.

In addition the employee or volunteer should report the problem to their Supervisor/Manager or the Board President. Alternatively, an employee or volunteer may contact another Manager or Board Member with whom they feel comfortable. The Manager will provide support; ascertain the nature of the complaint and the wishes of the complainant and report to the Board President. The complainant does not have to request a full formal investigation if they will be satisfied by less formal treatment of the issue.

The Manager or Board President will explain the employee or volunteer's rights and responsibilities under organization policy, procedures and EEO/anti-discrimination legislation. The respondent will be made aware of the allegations being made against them and given the right to respond. This procedure will be complete when the alleged harasser respects the individual's request to cease unwanted and unwelcome behavior. The Board may take whatever action deemed necessary including:

- Counseling;
- Disciplinary action against the harasser (e.g., verbal and written warnings, demotion, transfer, suspension, probation or dismissal);
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious;
- Formal apologies and commitment that the behavior will cease;
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution;
- Reimbursing any costs associated with the harassment;
- Re-crediting any leave taken as a result of the harassment.

#### **Reporting Incidents of Harassment:**

If any person believes that they have been harassed, have witnessed harassment, or suspect any violation of this harassment policy, they must immediately report the matter to the Chairperson as soon as possible. Complaints shall be promptly and thoroughly investigated without prejudice or retaliation.



**Arlyse DeLoyola**  
*Office Manager*  
Staff Report- June 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 May.
- Voicemails, email and phone calls.

We had the block party May 29<sup>th</sup> here at the office and it went really well. There were a lot of people in attendance, and we had three directors on hand. Carol demonstrated some of the water testing techniques the team has been using. We had the Stream Table set up with Dave Grosjacques manning it and had a “fishing” pool set up for the kids.

Patty kick – started our raffle buy creating posters and selling tickets. I hope that most of you will take some with you to sell to friends prior to the drawing on June 22<sup>nd</sup> at Hathkapasuta, where we'll also have a table. John and Kevin were also on hand to speak with the public about what we do and John created some informative posters for the event.

It would be nice to make this an annual happening.

We really need some help with raffle ticket sales, so hopefully you can all grab a few and sell to your neighbors and friends!

Thanks!

Arlyse





## **DRAFT Board Recruitment of the Illinois Valley Watershed Council**

**JUNE 2024**

### **Purpose**

To ensure the Illinois Valley Watershed Council (the Council) has an objective, transparent, and standardized process to recruit and onboard board members from the community in accordance and conjunction with Council Bylaws and other operational policies. Further, the policy facilitates organization unity and efficacy under the Council's Mission, Core Values, and Value Statement.

### **Eligibility Requirements**

- Be 18 years of age;
- Be a resident of the Illinois Valley (Executive Director position potentially excepted);
- Demonstrated ability to work cooperatively with other community partners;
- Be willing to fully support and uphold the Council's Mission, Core Values, and Value Statement;
- No more than one member of any family or household may hold a position on the Council's Board of Directors at any time.

### **Application Process**

1. Candidates for a position on the Council's Board of Directors may be nominated or apply independently. The Board of Directors may identify skills gaps or needs based on the Strategic Plan Goals and actively pursue applications from individuals who meet those needs.
2. Candidates will be provided with a copy of the Council's Board Recruitment Policy for their self-assessment relative to the minimum eligibility requirements.
3. Candidates must complete and submit an application to be considered for selection. The application includes questions and sections to determine the applicant's eligibility, background, suitability, and interest.
4. The Candidate's application and any supporting documentation is considered by the Recruitment and Development Committee (RDC). Consideration will include an assessment of the potential impact to the board's composition relative to maintaining a balance of community watershed interests.
5. Applicant is contacted to schedule an interview with the RDC.
6. If the RDC affirms the application, the Applicant will be invited to attend an introductory meeting with the board. This provides both the Council and Applicant an opportunity for additional questions or clarifications that may be needed or desired.
7. The Council will then consider accepting the application in Executive Session and the applicant will be notified at a later date. (The applicant will not be present or on site waiting for acceptance during the Board's discussion of the application.)

### **General Expectations for Directors on the Board**

- Attend and participate in monthly and special meetings to assist with and oversee the business and affairs of the Council;

- Be an active member of at least one standing committee per year;
- Actively participate in planning and staffing at least one Council event per year;
- Actively participate in Council check signing responsibilities;
- After three unexcused (no show, no call) absences in a year, a Director may be disciplined by the board, up to and including losing their seat on the Board;
- The Council is a non-profit 501(c)(3) public benefit organization reliant upon grants, donations, and mission-based fee-for-service revenue. As such, it is customary that all board members contribute financially at a level they are comfortable with (\$1 to \$1,000,000);
- Board members wishing to renew their position on the Council will meet with the RDC to confirm they still meet the eligibility criteria.

### **Mission Statement**

We collaborate with our community to restore, enhance, and sustain the health of the Illinois Valley Watershed. Water is life and healthy watersheds sustain life.

### **IVWC Core Values – We Value:**

- Data and science driven information and processes.
- Knowledge, communication, learning and teaching.
- Collaboration.
- Community engagement.
- Proven processes.
- Measured progress.
- Acknowledgement that all parts of the watershed are connected and interdependent.
- Respectfulness.
- An inclusive community.
- Openness, honesty, and transparency.

### **Value Statement**

*“We acknowledge that the previous indigenous cultures that have existed for thousands of years, practiced humility and respect for this great matrix, our Earth, this place.*

*We hope that we can return to the practice of humility and respect for our earth, so that “restore, enhance and sustain” will take their rightful place as the natural outflows of a healthy, thriving, living earth system.*

*We believe that the council is engaged in a sacred and ancient trust by acting as guardians for the great matrix of interdependent life we call Earth. We as humans are an extremely small part of that matrix. Our pledge and mission is to “restore, enhance and sustain” and is necessary because of our culture’s actions.”*