



Columbia Gorge CWMA Steering Committee Meeting Minutes

January 29th 2019, 11:30am-12:30pm

3005 Experiment Station Dr., Hood River, OR 97031

Attendees: Courtney Gattuso (CSWCD), Mika Barrett (Friends of the Columbia Gorge), Marty Hudson (Klickitat County), Mitch Bixby (City of Portland), Lucas Nipp (EMSWCD), Lucas Hunt (WIN), Sam Leininger (CSWCD; teleconference)

11:30 Welcome

11:35 4-County CWMA Chair Introduction

Mitch Bixby

- Mitch, 4-County CWMA Chair, introduces himself to the Columbia Gorge CWMA Steering Committee to open the conversation about sharing a full-time coordinator if necessary funding is secured.
 - They are in very early stages of exploring what it might mean for a 50/50 coordinator shared between the 4-County CWMA and Columbia Gorge CWMA.
 - Will fill us in as things develop

11:40 Coordinator Update

Courtney Gattuso

- Courtney shares current projects with the Committee. She has been assisting Emily and Mika in event logistics and outreach materials (posters, flyers, registration, etc.).
- **ACTION:** Courtney will touch base with Emily about updating and adding new BMPs and plan on working with Lucas Hunt on sharing BMPs through Willamette Weeds listserv. She would like to add downloadable WordDocs of the BMPs on the website so partners can edit as needed. (Currently in PDF format)
- **ACTION:** Courtney will share her work plan with the CWMA Steering Committees (4-County and Columbia Gorge) and request for feedback. She plans on switching her schedule to four 10-hour shifts a week to help with time management.

11:45 New Potential Meeting Location

Courtney Gattuso

- Courtney tells the group of the potential meeting locations she researched if the Hood River OSU Extension cannot house the CWMA anymore. The best (free) options are:

- Hood River Library – needs to be reserved far in advance; last Tuesdays are most available for 2020
- Hood River Fire Station – might be charging for meeting room after July 1st, flexible days
- The group decided to continue to meet at the Hood River OSU extension for as long as they can and pay the new fee of \$25 a day to use the meeting room.
- **ACTION:** Courtney will send out the Doodle Poll for new meeting days to the GoogleGroup since some folks could not attend on 4th Thursdays as announced in the General Meeting.

11:55 Event Planning

Courtney Gattuso & Mika Barrett

- Invasive Species and Exotic Pest Workshop (February 28th)
 - There are about 60 attendees registered so far. (Currently closer to 80 attendees)
- Stop the Invasion (April 4th)
 - Stop the Invasion will be an all-day event this year, consisting of two sessions: a general session and an advanced session.
 - The group does not have any concerns with charging for Stop the Invasion this year, especially if Core Credits will be offered.
 - **ACTION:** Courtney will talk with Emily about the agenda and if there are any gaps present. She will launch the registration and plan on advertising the event soon, on the listservs and the Landscape Contractors Board.
- Boot Brush Kick-Off (March 23rd and March 24th)
 - Mika will be maintaining boot brush stations before the Kick-off in March. She plans on creating an educational boot-brush video for volunteers and outreach.
 - Courtney has designed a flyer for the event and will present at the Education & Outreach committee for feedback before advertising.

12:25 Financial Update

Sam Leininger

- CSWCD has been creating a band and step structure for positions, comparing positions with other districts in the region.
 - The CWMA coordinator received a pay raise during the reevaluation.
- \$18,301.27 covers all expenses including benefits, \$13,281.80 just covers wages
- About \$36,602.55 total for both CWMAs; Columbia Gorge CWMA currently has \$19,249.62.
- Funding from federal partners has increased for the Columbia Gorge CWMA for 2018-2019.

- Current committed dollars for the coming year is estimated to be \$24,500, but these include commitments from Forest Service (\$8500) that were not realized last year.
- CWMA payroll expenses and partner invoicing has not occurred for 2018-2019, due to a delay in preparation of the funder packet and subsequent available time, but this should be completed in the next month.
- It doesn't quite get us over the hump for a full-time coordinator position (50% paid by Columbia Gorge CWMA).
- Having a reserve of a year of wages is an ideal way to secure funds.

12:30 End

Next Steering Committee Meeting

TBD