
AGENDA
Hood River Watershed Group Board of Directors
1:00 – 3:30 pm, July 18, 2022

1:00 – 2:30

- I. Board Training with Center for Nonprofit Law

2:30 – 3:30

- II. Review & approval of June 26 meeting minutes
- III. 501(c)(3) incorporation updates: EIN, Corporate Documents & Minutes book (see instructions from CNPL), BIN registration with Oregon Department of Treasury, Oregon Department of Justice charitable organization registration, U.S. Bank account, SAM.gov registration
- IV. ODFW & Blue Sky grant agreements for Tony Creek Fish Passage design
- a. ODFW= \$94,820 (\$14,820 is for PM & fiscal)
 - b. Blue Sky= \$30,095 (\$7,525 is for PM & fiscal)
 - c. Does the board think they should approve:
 - i. Grant applications? Or is this an information item?
 - ii. Grant agreements? (I think yes)
 - iii. Does the board president need to sign them or is it okay for executive director to sign them?
- V. RFP for Tony Creek Fish Passage design- does the board think they should review and approve RFPs? Awarded contracts over a certain amount?
- VI. Contract with Numbers Guru (bookkeeping- nonprofit rate of \$45/hour) & Account.ability (Quickbooks online set-up for \$750; later he will complete our 990 and CT-12 for 2022)
- VII. Draft budget for remainder of 2022 & forecast for 2023
- VIII. Transition steps: transfer of existing OWEB grants, employment start September 1st, transferring or paying out leave
- IX. Draft Cooperative Agreement with SWCD- feedback (can approve at our August meeting)
- X. Upcoming: ACH sign up, Insurance, engaging a payroll company, selecting a retirement account vendor (e.g., Charles Schwab), fiscal and personnel policies