

## OUCC BOARD MEETING – January 2015

### Meeting Minutes

Meeting Date: January 30, 2015

Kenny Hamilin called the meeting to order at 8:00 a.m. Attendees were Bryan Baxter, Tobin Werner, Dawn Hickson. Conference called Ed Ortega.

### OPEN DISCUSSION:

#### Preparations for June meeting at Eagle Crest:

-Bryan Baxter wants to hold a Training Session at Eagle Crest. He will take his 6-hour presentation from the CGA conference and create a 3-hour training session.

-Bryan discussed a “test” that NW Natural provides after each training session. Bryan and Tobin are talking with Kevin Hennessy about possible changes to the test.

-Do they want to have OUNC train the same? Kenny will present the idea to the board in February.

-Create an “OUCC Training” Binder:

-Each binder would hold a flash drive that has a power point presentation of the training, test or exam and Q&A's.

-Kitty has asked Luc Fortier to provide the board with samples of binders that will have embossed logo of front.

#### Sponsored Events for 2015:

##### *Tualatin Lacrosse:*

-Board has received the schedule from Kitty and will decide what date to set up booth for a “Dig Safely” game day.

##### *Eugene Timber 2015 Spring Break Soccer Camp:*

-Dawn and Kitty have ordered 140 drawstring bags + 140 various items to put in the bags. Ordered from PM. They have been delivered!

##### *-Bend Premier Cup: August 7-9, 2015*

Details to come

### Treasurer's Report:

- Tobin handed out the OUCC Treasurers Report January 2015.
- Tobin reported that 4 councils have paid their dues and received their 2015 Assistance.
- Bryan reported that North Coast would pay their dues out of their Assistance money.

### Budget for 2015:

- Tobin will review and create a budget. He will have that ready to present at the Joint Meeting in March in Forest Grove.
- Bryan suggested they put more money aside for the Board.
- Kenny mentioned there is \$15,000 for state council.

### Oregon 811 Logo discussion:

- OUNC has a new Oregon 811 logo. Kenny will ask the OUNC Board if it's possible to add the OUCC to the logo at February's board meeting.

### CPA discussion:

- Tobin asked the OUCC board if they need to pay \$500 for a CPA? Board said no. Keep Kristal Hyatt as a consultant.
- Bryan would like to hold a meeting which each council /treasurer has to participate. They would be instructed on how to cover their yearly paperwork; 990 Easy Form and 501(c)3/Non Profit form.  
Side Note: By-Laws to reflect that the Treasurer of each council needs to attend one board meeting a year.
- Kenny will ask Joyce Nelsen to help explain to the council members how to fill out the forms for taxes.
- June Meeting: have a 15-minute tutorial on filing instructions  
Need your Employee ID #

### Other Agenda discussed:

- Ed Ortega will add North Coast to website. Ed has been updating the calendar on the OUCC website. He will also add a "pull down" to show the map.
- P&E Budget: was asked if each OUCC Board Member will get a shirt. Trainers from each council should have a shirt. Zone Directors should have shirt and jacket with 811 logo on it.

-Zone 4: The board would like to suggest Arthur Smith as future zone director. Kenny will contact Arthur.

-Suggested that Zone Directors must attend the June meeting at Eagle Crest.

-The Board would like to make an Amendment to the By-Laws stating "Zone Directors must attend 3 or 4 meetings a year".  
Contact Bryan Baxter on this issue

-Should a meeting be held with the OUCC Board and the Zone Directors? Present the By-Laws; show and explain the responsibilities of the Zone Directors. Conference Call=TBD. Bryan will look at calendar to schedule.

Next Meeting:

May 1, 2015

Time: 10:00 am – 2:00 pm

Location: NW Natural Training Center in Sherwood

Meeting Adjourned at 11:20am

Submitted by Kitty Davis on February 4, 2015