

# **LCBO BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, February 18, 2003

1:00 to 3:00 pm

OMSI

Portland, Oregon

Attending Members: Rep. Betsy Johnson, Secretary of State Bill Bradbury, Senator Mark Hatfield, Warne Nunn, Major Alisha Hamel, Jan Mitchell, Keith Hay, Ken Karsmizki, Louie Pitt, Jr., Bobbie Conner, Kim Duncan, Tom Walsh, Joe D'Alessandro, Les Bergeron, Norma Paulus, Supt. Chip Jenkins, Nancy Stueber, Chet Orloff, and George Forbes.

Others in attendance: Barbara Allen, Ann Richardson, Jill Harding, Larry McClure and Cyndi Mudge.

Executive Director Barbara Allen welcomed attendees to the meeting in lieu of Board President Johnson who was delayed slightly in Salem. Self-introductions were made.

## **Executive Director's Report**

Barbara reported on the Monticello Signature Event and conference, noting the next National Council, COSA and COTA meetings will be held in Great Falls, Montana April 14-16, 2003. The LCBO April Board Meet conflicts with those meetings and has moved the Board Meet up to 8<sup>th</sup>. She gave members a new 2003 Board Meet calendar reflecting that date change.

She did an overview of her fundraising activities, meetings, her move to the Lewis & Clark College campus, and hiring a webmaster to update the LCBO website on an occasional basis.

She spoke to the Affiliated Tribes of the Northwest Indians meet at the request of Board Member Louie Pitt about LCBO's edited Strategic Plan and Budget with its new emphasis on tribal programs and projects.

## **Other Business**

Barbara announced that the Port of Portland delivered a \$50,000 check to LCBO for the Sustainable Northwest's *Sustainability in the Columbia River Basin* project. A joint LCBO/SNW/Port press release went out which generated a story in the Daily Journal of Commerce.

The LCBO Small Grants Program has announced the recipients: Troutdale Historical Society (\$5,000), The Dalles Chamber of Commerce (\$6,000), The Lewis & Clark Heritage Trail Foundation (\$10,000 & \$2,500), Clatskanie Historical Society (\$2,500),

Port of Portland (\$5,000), Clatsop County Historical Society (\$10,000), Oregon Parks and Recreation Department (\$4,200) and Sherman County Historical Society (\$3,000).

The State of Oregon's Emergency Board gave the Oregon Department of Transportation the green light to purchase three used excursion trains for a total of \$150,000. The trains will run between Portland and Astoria beginning this spring, serving the Bicentennial and beyond.

The Samuel S. Johnson Foundation gave LCBO \$10,000 recently, earmarked to partially pay Rural Development Initiative (RDI) for conducting meetings last fall to discuss our strategic plan in Pendleton, The Dalles, Portland and Astoria. The balance of the grant will be used to offset office expenses LCBO incurs at Lewis & Clark College.

### **Strategic Plan Budget Committee Report**

Committee Chair Chet Orloff reported that his committee – including Tom Walsh and Kim Duncan – have edited the budget to weigh equally in 3 programmatic headings: *Tribal Programs*; *Legacy & Stewardship Programs*; and *Community Programs*. The fourth heading is *Overhead*. Within the Tribal Programs, 5 distinct programs were identified: Tribal Language Documentation; Tribal Lifeways Instruction; Tribal Interpreter Training & Entrepreneurship Support Statewide; Signage & Collateral Statewide Joint Marketing Materials; and Treaty Observance/Symposia/Summit (150/200 years later). Discussion followed on the Education component of the original plan being eliminated and the need to keep some marketing funding in the budget...

Bobbie Conner noted that Governor Kulongoski should be encouraged to keep the State Tourism Commission's budget stable. She suggested that the role of LCBO is to 1) focus the messages and 2) mobilize organizations to broadcast those messages. She is working on an earned media project in conjunction with the Tourism Division and a tribal coalition to focus on the sesquicentennial of the Treaty of 1855. She also reported that the Hewlett Foundation has awarded the National Lewis & Clark Council a \$2million grant over four years. \$1.3 million of that earmarked for media/Native American/Tribal Awareness campaigns.

A suggestion to form a Marketing Committee was made – Barbara will follow up on a short list of members, including Bobbie, Debbie Kennedy, Jan Mitchell and Julie Curtis from Tourism.

Ken Karsmizki noted that the National Park Service projected revenue on the Expense Detail and the Expense/Revenue summary were different. Barbara will correct, make sure of accuracy.

Norma Paulus asked why the Oregon Historical Society's Exhibition only received a \$1,000 line item in the budget. Chet believed it was because OHS never actually asked LCBO for financial support on this project, but that it needed correction. Chet will

research what LCBO's financial commitment should be to this project, get that information to Barbara to include in the final budget document.

A motion was made to approve the edited edition of the LCBO Budget. Conner/Orloff(Mitchell). Unanimous.

### **Finance/Audit/Compliance Committee Report**

Barbara Allen noted that each Board Member received Neil Bryant's recommendations to address the State's Audit Division audit of 1999. She explained each proposal.

A motion was made to add to the bylaws language concerning forming a finance oversight committee entitled Section 3.3 Finance/Audit/Compliance Committee. Forbes/Bradbury. Unanimous.

A motion was made to support a Banking Resolution designating that two authorized signatures shall be on all LCBO checks. Duncan/Forbes. Unanimous.

A motion was made directing Barbara Allen to send a letter of compliance to the Secretary of State responding to the Audits Division audit of 1999 once all their recommendations have been fulfilled. Forbes/Bradbury. Unanimous.

A motion was made to add to the bylaws language concerning contracts, loans, checks and deposits entitled Article 10 Contracts, Loans, Checks and Deposits. Walsh/Mitchell. Unanimous.

Discussion followed on Mr. Bryant's suggestion of procuring a pro bono CPA to do LCBO's taxes, have oversight over all financial matters. No names were offered up to pursue and a suggestion was made that the SOS's office review our financial records and do compliance audits each year.

Also, Barbara reported that the Directors and Officer's Liability Insurance will soon be in place – another of Mr. Bryant's suggestions.

President Johnson appointed Chet Orloff, Kim Duncan, Tom Walsh and Norma Paulus to the newly-created Audit Committee.

### **Past Minutes**

A motion was made to accept as corrected the October, 2003 and the December, 2002 Board Meeting Minutes. Conner/Orloff. Unanimous.

## **Development Committee Report**

Barbara Allen gave Board Members a matrix listing potential funding sources for LCBO projects. Barbara will follow up with each Board Member to discuss an approach to these groups for funding.

President Johnson named a new member to the Development Committee, Tim Martinez. The Committee is chaired by Dr. Les Bergeron. Additional names are forthcoming.

Barbara mentioned that she is currently working with Gen. Thayer on a request letter pursuing FY03 funds for LCBO projects. She's specifically targeting the Military Department for capitol construction projects. President Johnson requested the Board to come up with more projects for this request. Bobbie Conner stated that the National Guard did the original site work for Tamastslitk and she could use their help again for their planned Living Culture Village. Louie Pitt added that any project done should adhere to laws and regulations protecting cultural and natural resources.

Secretary of State Bradbury reported that July, 2003, is the earliest that Cultural Trust funds will be distributed. Of the \$1.6million available, 40% is eligible for distribution through two grant programs to nonprofits, counties and tribes. Statewide, grants will be made to support art, heritage and humanities.

## **Good of the Order**

Louie Pitt reported that the Warm Springs Tribe has struggled with how to approach the Lewis & Clark Bicentennial. He is working with two of the Columbia River chiefs (Wasco and Warm Springs) to develop commemoration activities of the 1855 Treaty. He mentioned that the tribe is developing a website to tell the Lewis & Clark story from their perspective and developing a canoe building project.

The meeting was adjourned at 2:50 pm.