

**OSB ENVIRONMENTAL AND NATURAL RESOURCES SECTION
EXECUTIVE COMMITTEE MEETING**

Thursday, January 16, 2020 – 9:00 a.m.

LOCATION

In person: Dunn Carney
 851 SW 6th Ave, 15th Floor
 Portland, OR 97204

By phone: Dial 1-888-891-0496 and enter 150048

MINUTES¹

In person: Caylin Barter, Ashley Carter, Sarah Liljefelt, Kate Moore, Ilene Munk, Stephanie Regenold, Mark Strandberg, and Avalyn Taylor.

By telephone: Dominic Carollo, Maura Fahey, Sara Ghafouri, Alia Miles, Ryan Shannon, and Stacy Owen (Bar liaison).

Quorum (minimum of 9 of 17) reached

Excused: Mike Freese, Kirk Maag, John Mellgren, and Chris Thomas.

1. Approval of Minutes (Ashley Carter)

We did introductions. Mark moved to approve the November minutes and Kate seconded. No one opposed. Sara abstained. All else in favor. (Ilene not present).

2. Chair's Report (Sarah Liljefelt)

Sarah will fill out the report on new members and the goals for the year. She will submit them shortly but will not circulate them since they're not substantive.

3. Bar Liaison Report (Stacy Owen)

There are 3 litigation positions open in the Office of Disciplinary Counsel. They prosecute attorney misconduct cases. They are looking for attorneys with civil litigation backgrounds. The ideal candidate has 5+ years of Oregon practice. Also, anyone who has volunteered for Bar is favorable.

4. Treasurer's Report (Caylin Barter)

December 2019 financial reports were not available in time for the January 2020 EC meeting, and the November 2019 financials were basically unchanged from the prior report. After the meeting, Treasurer Caylin Barter provided the following update regarding the November 2019 financials for inclusion in the minutes.

The end of November balance was \$9,886, which represents a change of \$1 from the October financials.

Our revenue for the year has slightly exceeded our budget estimates (105%), and we are at about 78% of budgeted expenses.

¹ A quorum of the ENR EC requires the attendance of at least 9 of the 17 members.

Since October (last report), one additional complimentary member has joined the section. Section membership at the end of November was 468 paid and 94 complimentary, for a total of 562. By comparison, memberships at the end of November 2018 were 504 paid and 23 complimentary, for a total of 527. Overall membership number has increased above 2018 levels, but we are still behind on paid memberships.

Caylin also went through treasurer training which had a lot to do with CLE registration. The BOG approved new rules that now require us to use CLE registration services. There are 3 different services: “Standard” (\$10/registrant price tag); Basic (Credit Card processing & \$5/registrant); RSVP only (Bar handles registration only – for events with no fees). Caylin thinks we planned for this in the budget last year but will confirm. Each level has a certain number of other sections we can email out to. We can send out additional notices through other sections’ listservs with which our EC members overlap. For all events signing vendor contracts – those need to be executed by the Bar. If we need expenses reimbursed, we must talk to Caylin beforehand and if we need money beforehand, there is a separate form and we should also talk to Caylin.

There is a 2-page document online related to the CLE registration under Treasurer Resources. Stacy can forward those to anyone who is interested. Caylin asked her to circulate them.

5. Publications

a. ENR Deskbook (Kirk Maag/Mark Strandberg)

They are working on updating the Deskbook, Volume 3: NEPA, Wildlife, Coastal Resources (Barbook). They are recruiting a 3rd editor and have an email going out today. They work with the Bar to find authors and they work with the Bar on editing, but the Bar does hard editing/contacts authors. They are still looking for editors. Volume 3 is in the editing process, but Vols. 1 and 2 have sections that probably need editing).

It might be helpful to get from the Bar what sections need editing and when sections were last updated (especially regarding the ones that are in progress).

Kirk and Mark have had a few calls with the Bar. They vol.1 and 2 are the most recent updates, likely updated in 2013 and 2015.

b. Case Notes (Chris Thomas)

(Chris – excused.) Our section sends out quarterly case summaries (state and federal). In the past, we paid someone hourly to compile case notes and that person would find volunteers (including students) to draft summaries. They compile them and send them out on listserv. Chris does this as a part of the committee (rather than paid). We don’t think we need anyone else compiling, but if you can do a summary, that would be helpful.

c. E-Outlooks (Chris Thomas/Ashley Carter)

Background – E-Outlooks is another of one our publications available online through our website. We usually publish 4 to 5 short articles a year on pertinent ENR law topics and have a legislative update summarizing bills. Ashley reported that they still need to follow up with law students about getting articles from students on law reviews.

6. Education/CLE

a. Brownbags (Maura Fahey/Ryan Shannon/John Mellgren)

Ryan is trying to offer a one-hour lunchtime CLE quarterly. He is trying to put together a CLE on the historic timbers suit. Ryan has reached out to a few people already but hit a few roadblocks. If anyone has any ideas about topics, reach out to Ryan. He will also try to do at least one brownbag outside of the Portland area. If anyone interested in hosting outside of the Portland area, please reach out to him.

Maura – It might be a little hard to put together given where the case is now. We might have to push back to later in the year.

Maura made a pretty detailed planning guide last year and is happy to share with whomever would like to join committee. She would like to step away from the committee.

b. Field Trips (Caylin Barter/Alia Miles)

Caylin – We aim to provide 1-3 field trips per year. Past field trips include: Whooshh fish transport mechanism (see fish through a clear tube); Bull Run (6 CLE credits), Eagle Creek Hiking (how the Gorge is recovering from fire); and a Portland Harbor boat tour.

They are seeking ideas. This year, we are targeting 2 field trips; last year we did one. They are looking into the Linton Plywood Restoration Area within Portland Harbor, and by next meeting, hope to have a tentative date and some panelists. They are looking for other good ideas (maybe something closer to fall). They need to plan a season or two ahead.

c. Annual CLE (Maura Fahey)

This is a full-day annual CLE that the section hosts every year. It is usually the first week of October. Last year, 6-7 EC members helped organize panels, get registration set up, etc. That will pick up officially in February, but she will take names now for subcommittee members. The Chair-elect always plans the CLE. We post all materials to the website so we're not printing a bunch. If you have topics or ideas, please share them with Maura.

Sarah – Maura will really need people to sign up to be leads on organizing panels (1-3 speakers). You'll have to have an idea, contact speakers, and stay on speakers to get them registered and get their materials in.

Ilene – Has been on the programming committee for Superfund CLEs in SEER for ABA. When planning conferences, they start now with brainstorming calls for next year's fall conference, and every month there is something that has to be done. Each person on the committee is in charge of a panel. There are deadlines for people to submit their stuff so they can get CLE credit. Everyone on the panel has a PowerPoint. They make sure there is diversity among speakers/topics.

Kate – There is a timeline of tasks (detailed planning timeline) and Maura has that. Sarah has expanded/updated the past timeline. We usually have one person not on the committee as well who helps out. Sara G. helped last year and an associate from Mark's firm helped with PowerPoints.

The following members volunteered to be on the subcommittee: Ilene, Stephanie (can help on the front end but will likely be out of town in October), Avalyn, Alia, and Kate (please include her on emails and she will see what she can commit to).

Sarah will continue to post materials to the website. Kate and Sarah are the only two who have access to website right now. If anyone would like to help with posting/having access to website, that would be great (no official technology committee). Sarah can post to E-Outlooks and Casenotes. Bar uses word press – very easy.

(Alia left the meeting)

d. Legislation (Mike Freese)

(Mike excused). Sarah – We keep in contact with the Bar during the legislative session. The Bar provides the service of giving a list of bills it thinks our members are interested in. It is good for someone else to sign up because Mike gets busy during session. Mike provides a summary of bills passed in the last session to send out to members. We don't usually propose legislation (even though we could as a section). We really just provide information. Ilene signed up.

7. Committees

a. Pro Bono (Ashley Carter/Ryan Shannon/Chris Thomas)

Ryan is hoping to organize outings with Friends of Trees and various tree planting activities. He will loop back with Chris and Ashley and is looking at dates in March (for Sandy River or a City Park).

(Ryan left the meeting)

Ashley – Pro Bono used to focus more on actual pro bono work, but that was never too successful. A few years ago, we tried to create a resource for those dealing with forest fires, modeled after California and Texas' resources related to hurricane victims, but that was difficult to get off the ground. So we decided to form this into more of a public service committee.

Sarah – Patrick Rowe at Friends of Tryon Creek has a service day and has helped with similar events in the past. Pro Bono used to just ask for pro bono ENR services. The Bar with helped the list for referrals and the Bar still has that. We haven't been sending out email to update it but it's still there.

b. Diversity (Ashley Carter/Maura Fahey/Kate Moore).

Kate – The diversity committee works to make sure EC and the section remains as diverse as possible. Diversity is consistent with Bar's definition (ethnic/racial diversity, location, practice, etc.) and we keep that in mind with our speakers. We will have a call later this month. Anyone interested in reaching out to law schools and organizations within schools that we might want to connect with is welcome to join. Sara G. interested in joining the subcommittee.

(Kate left the meeting)

c. Executive Committee Membership (Mark Strandberg – Laura Maffei (non-EC member))

Mark: This consists of 2 EC members and 1 non-EC member. At the end of the year, we look at vacancies and then look to people who have volunteered or reached out to us about joining the EC. We see people who have been the best fit and recommend them.

Ilene thinks there are a lot of people who move here, without going to state law schools, and want to do things. It would make good sense to do a social gathering for people to get to know each other. We don't always know who else is doing what we do in this area. If new people had an opportunity, that would be helpful. People could self-identify and let us know if they're interested.

Sarah – Happy hours have not been well attended in past, but still welcome to organize. We could just pick a date and place and send it to the listserv/related-sections. Other social events we have are at the annual CLE and holiday party.

Stephanie – Possible other ways to recruit new people are speed networking and a mentoring program. She is part of Women in Environment (WIE) and they've done some of these things.

Caylin – We could have a lunch hour where we have certain groups at each table and then switch tables after 30 minutes.

Ilene - We could also have a no host luncheon on the 1st Tuesday of Month.

Mark - New bar members have free admission. Sarah – We had a lot more free memberships come in last year.

Ilene wants everyone to feel welcome and recommends sending out an email to the section for EC Membership when a spot is open.

We didn't send out for solicitations this year for new members. We usually prioritize folks who have been involved and expressed interest.

d. Annual Award/Meeting (Dominic Carollo/Ashley Carter/Alia Miles)

Dominic & Ashley– This committee involves getting folks' nomination for the annual award, going through those, and making a recommendation/determination of the winner which is announced at our holiday party. We have 3 EC members and 2 non-EC members (usually including the previous award winner). The award the past few years has been a framed picture of a natural resource in Oregon. We should keep including the name in the annual party notice.

8. Other/New Business (Sarah Liljefelt)

None.

Adjourned.

OREGON STATE BAR
Environmental & Natural Resources - 813
Statement of Revenue and Expense
For the One Month Ending January 31, 2020

Description	January 2020	YTD 2020	Budget 2020	% of Budget	January Prior Year	YTD Prior Year
REVENUES						
Membership Fees	\$11,050	\$11,050	\$12,500	88.4%	\$7,740	\$7,740
Registrations - Conferences/Seminars			5,325	0.0%	20	20
Total Revenue	11,050	11,050	17,825	62.0%	7,760	7,760
EXPENSES						
Annual Meeting			2,300	0.0%		
Case Law Summaries			400	0.0%		
Committee - Subcommittee			300	0.0%		
Computer - Internet / Web			100	0.0%		
Conferences / Seminars Expense			5,900	0.0%		
Education			1,000	0.0%	496	496
Gifts & Awards			600	0.0%		
Telephone - Conference Calling			200	0.0%		
OSB Support Services Assessment	4,446	4,446	5,938	74.9%	3,400	3,400
MCLE Sponsorship Application Fee			315	0.0%		
Miscellaneous Expense			500	0.0%		
Total Expense	4,446	4,446	17,553	25.3%	3,896	3,896
Net Revenue (Expense)	6,604	6,604	273		3,864	3,864
Beginning Fund Balance		8,052				
Ending Fund Balance		14,656				
Section Member Count - Paid	(26)	442				392
Section Member Count -	(68)	26				33
Section Member Count - Total	(94)	468				425

E & NR Detail

Account Numbe	Account Description	Date	Vendor Reference	Debit Amoun	Credit Amount
813-4405-000	Membership Fees	1/14/2020	Aptify BatchID = 627	\$0.00	\$1,675.00
813-4405-000	Membership Fees	1/24/2020	Aptify BatchID = 637	\$0.00	\$3,475.00
813-4405-000	Membership Fees	1/31/2020	Aptify BatchID = 648	\$0.00	\$1,750.00
813-4405-000	Membership Fees	1/31/2020	Aptify BatchID = 649	\$0.00	\$25.00
813-4405-000	Membership Fees	1/31/2020	2020 Section Revenue	\$0.00	\$4,125.00
813-7745-000	OSB Support Service Assessment	1/31/2020	Nov'19-Jan'20 Sec Assessme	\$4,446.00	\$0.00
813-U001-000	Environmental & Nat'l Resource Section Member Cc	1/31/2020	2020 Nov-Jan Section HC Adj	0	26
813-U004-000	Environmental & Nat'l Resource Sect Comp Member	1/31/2020	2020 Nov-Jan Section HC Adj	0	68