

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

Thursday, March 19, 2020 – 9:00 a.m.

*****BY PHONE ONLY*****

Phone Number: 1-888-891-0496
Code: 150048

MINUTES

By telephone: Caylin Barter, Ashley Carter, Dominic Carollo, Maura Fahey, Sara Ghafouri, Sarah Liljefelt, Kirk Maag, John Mellgren, Alia Miles, Kate Moore, Stephanie Regenold, Ryan Shannon, Mark Strandberg, Chris Thomas, and Stacy Owen (Bar liaison)

Quorum (minimum of 9 of 17) reached.

Unexcused: Mike Freese, Ilene Munk, and Avalyn Taylor.

1. Approval of Minutes (Ashley Carter)

Sarah asked if anyone had any questions about how we'll do this moving forward. We will likely continue by phone due to COVID-19. If someone would like to do video conference, let her know.

Sarah moved to approve the February minutes and Maura seconded. Sara Ghafouri abstained. All others in favor. No one opposed. Minutes approved.

2. Chair's Report (Sarah Liljefelt)

Sarah met with Chris to teach him about the website and he now knows how to post to the website. Copy Chris and Sarah if you'd like things posted to the website.

3. Bar Liaison Report (Stacy Owen)

The Bar is open, but all are working from home due to COVID-19. If you need something, email Stacy and she can contact the right people. A few people are in the building, but it's not open to visitors. Last night, an email from Bar went out following the Chief Justice's order regarding court closures and reduced appearances. The CJ is taking input on that and the deadline for input is Sunday at noon.

4. Treasurer's Report (Caylin Barter)

The end of February balance was \$14,695, which represents an increase of \$38 from the January financials. This reflects revenue from \$175 in Section membership dues, and \$114 in corresponding expenses assessed by OSB for support services (\$9.50/member, whether paid or complimentary).

Our revenue for the year from membership dues (\$11,225) is slightly under our budget estimates of \$12,500 (89.8%). This is similar to prior years, where additional memberships trickle in following the January 31 deadline for payment of Bar dues. We are far ahead of our February 2019 membership revenue, which stood at only \$8,140, but that was attributed to changes in the software the Bar used to process dues, and ultimately rebounded.

Since last month, we have experienced a slight increase in membership. Section membership at the end of January was 442 paid and 26 complimentary, for a total of 468. At the end of February, we had 449 paid and 31 complimentary, for a total of 480. By comparison, memberships at the end of February 2019 were 407 paid and 49 complimentary, for a total of 456.

As we have done in past years, we will request from the Bar a summary of non-renewing Section members so that we can do some targeted outreach. Earlier this month, Caylin requested and received from the Bar a preliminary list of nonrenewing members to assess whether there are any trends evident. This year, it appears that some non-renewals may again have been inadvertent, as there are many long-term members on the nonrenewed list and they tend to be grouped by firm. Initial inquiries to several people revealed internal problems with the dues-renewal process at the members' firms, and missed memberships were being rectified. Stacy agreed to follow up with OSB member services for an updated list of nonrenewing members, and Caylin will forward the list to EC members to assist with outreach, along with some suggested language. The membership lists will also indicate members who converted from a complimentary to a paid membership this year. This fall, as in past years, we will plan to put a flyer in the Bar's "New Admit" packets advising of our Section's services and the opportunity to join for free.

5. Publications

a. ENR Deskbook (Kirk Maag/Mark Strandberg)

Kirk – We need about 3 editors for Deskbook. They had many people respond to the call for editors. The Bar has advised that having complete overlap between the EC and people working on the Deskbook would not be the best approach. So Kirk and Mark will keep that in mind as they consider the editors. They will update us on names that they select to move forward. This is simply the editorial function; it's not drafting or updating the sections.

b. Case Notes (Chris Thomas)

Chris sent out the Case Notes last week and will start on the next edition shortly.

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

Chris secured a volunteer who is writing on the Baley case (Klamath water rights opinion). It should go out in the next 2-3 weeks.

6. Education/CLE

a. Brownbags (Ryan Shannon/John Mellgren)

We had a brownbag scheduled for Eugene around PIELC, but the conference was cancelled due to COVID-19. We also cancelled the sea otter CLE. The two speakers are open to doing it again. We and the Bar can figure out how to do CLEs remotely if the need to stay at home is prolonged (and it looks like it will be). If anyone has relevant, previous presentations they'd be willing to do in a Zoom meeting or recorded format, let them know. We might not have any other brownbag for the next foreseeable months.

The Bar also has recorded CLEs in case members really need CLE credits. We could do webinar/zoom CLEs in the future but don't want to put extra strain on anyone right now.

Kirk is willing to explore whether the webinar platform that Stoel uses is available for a CLE. Let him know if it's needed.

b. Field Trips (Caylin Barter/Alia Miles)

Alia – We had tentative plans with the Linnton Restoration Site to give a tour. The in-house attorney, an attorney from NOAA and a Stoel Rives attorney or an NRD trustee was going to attend. We had talked about May, but there is no point in selecting a date now. We will handle this the same way we handle the brown bags. We can reschedule when it seems like it's something we can do.

Caylin & Stacy- Keep in mind if there are outdoor opportunities for learning. It would have to be for fewer than 10 people and people would have to keep their distance. Video is also an option.

Stephanie – We also could connect people, kind of like mentor/mentoree option. Even if not in person, they can connect by phone or video.

c. Annual CLE (Maura Fahey/ Ilene Munk/Stephanie Regenold/Avalyn Taylor/Alia Miles/Kate Moore)

Maura - We are moving ahead with planning since October is a long-ways off. Reaching out to potential speakers could be an issue so we might have to revisit that.

Edgefield is booked for October 8th. \$2000 deposit paid (reminder this won't show on financials until October).

Sarah - If there is a lockdown or quarantine situation occurs, there should be something that gets us out of the contract. Maura will confirm.

Stacy – General Counsel's office is looking at all contracts to confirm that.

Sarah – Regarding speakers, we should say from the outset usually in person is better, but if that's not possible, we will look to do this by webinar/video. So they know they're committing to one of those options, whichever is safest. Make sure they're willing to do video/webinar.

Maura – The planning subcommittee met last week to discuss potential panelists for each topic area. Moving ahead with lining up speakers and working out specific topics and schedule.

Social Hour sponsors: Stoel Rives and Ring Bender have sponsored the past few years. Will see if they want to continue, or seek other potential sponsors? Stephanie was going to check with her firm as well. Bar tab total in 2019 ~ \$300 – split between sponsors. Ring Bender is willing but if someone else would like to do it, it's fine. Stephanie's firm is happy to cosponsor as well. Stoel can sponsor with two or three and it sounds like that's what is happening.

Edgefield requests that payment be made at the event this year - need credit card, blank check, or personal payment w/ reimbursement.

It seems like one firm should put it on its credit card and then get reimbursed by the others.

Pricing - recommend keeping the same as last year. With the dues increase and raising cost of CLE last year, should try to keep it stable. Potentially more attendance this year w/ PIELC being cancelled.

Travel reimbursement for speakers outside of Portland metro. Is there a budget to provide travel reimbursement for speakers outside of Portland metro? Assuming they'll be traveling here.

Caylin - There is a line item in budget to cover travel for speakers (not a lot but there is something).

Maura - OSB Co-sponsorship - reached out to Karen Lee, Director of CLE Seminars to get more details on co-sponsorship requirement. General summary - should expect to co-sponsor once every 3 years. It's not just an offer to cosponsor. OSB covers all costs and collects revenues from the event; it doesn't cover lunches or social hour food; charge higher registration rates; OSB takes care of booking, AV, registration, marketing, webcasting/recording, etc. The section is responsible for program content and schedule; option to host off-site or at OSB center (but need to book way in advance for fall). They already had most October dates booked out by February.

Maura discussed w/ Sarah and Caylin and decided this year was not good year to co-sponsor given the budget. We hadn't really budgeted for fact that they would cover costs and collect revenues.

Options: (1) co-sponsor Annual CLE next year at OSB center so member know it is not our usual program/it is OSB's deal hence the changes, or (2) plan a half day spring CLE (2.5 credits) to co-sponsor and host at OSB (need planning team).

Sarah – Ilene had brought up if we could do more formal networking with the CLE. Maybe that could be built into the half-day CLE option.

d. Legislation (Mike Freese/Ilene Munk)

Neither Mike nor Ilene are on the line.

7. Committees

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

Ryan – We were scheduled to have an event last Saturday with Friends of Trees, but they called it off. All of their events have been cancelled for the near future. We can't plan events for the next few months for volunteering. There could be a way of letting members know how to volunteer without gathering with people of 10 or more. It would be welcomed by many.

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

No update at this point.

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

No update at this point.

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

No update at this point.

8. Other/New Business (Sarah Liljefelt)

John – The Rob Bilott event in Eugene was incredibly popular and DEQ even wanted to send all its staff. So maybe we can reach out for the fall CLE or a separate event. We were going to exceed capacity of the room. There was also a lot non-attorney interest. He was traveling from Ohio.

Sarah – We did a webcam participation a few years ago at the fall CLE, so a webcam is possible or we could look at the travel budget.

Maura – Something to take into consideration: capacity at our space might be an issue given the cancellation of other CLEs this year.

OREGON STATE BAR
Environmental & Natural Resources - 813
Statement of Revenue and Expense
For the Three Months Ending March 31, 2020

Description	March 2020	YTD 2020	Budget 2020	% of Budget	March Prior Year	YTD Prior Year
REVENUES						
Membership Fees	\$550	\$11,775	\$12,500	94.2%	\$20	\$8,160
Registrations - Conferences/Seminars			5,325	0.0%		20
Total Revenue	550	11,775	17,825	66.1%	20	8,180
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	2,000	2,000	5,900	33.9%		
Education			1,000	0.0%		536
Gifts & Awards			600	0.0%		
Telephone - Conference Calling	16	39	200	19.3%	23	37
OSB Support Services Assessment	190	4,750	5,938	80.0%	40	3,688
MCLE Sponsorship Application Fee			315	0.0%		
Miscellaneous Expense			500	0.0%		
Total Expense	2,206	6,789	17,553	38.7%	63	4,261
Net Revenue (Expense)	(1,656)	4,986	273		(43)	3,919
Beginning Fund Balance		8,052				
Ending Fund Balance		13,039				
Section Member Count - Paid	22	471				408
Section Member Count -	(2)	29				53
Section Member Count - Total	20	500				461

E & NR Detail

Account Numbe	Account Description	Date	Vendor	Reference	Debit Amoun	Credit Amount
813-4405-000	Membership Fees	3/20/2020		Aptify BatchID = 687	\$0.00	\$425.00
813-4405-000	Membership Fees	3/31/2020		Aptify BatchID = 692	\$0.00	\$125.00
813-7245-000	Conferences / Seminars	3/4/2020	McMenamins	Oct2020 ENR CLE Event Depo:	\$2,000.00	\$0.00
813-7745-000	OSB Support Service Assessment	3/31/2020		Mar Sec OSB Assessment	\$190.00	\$0.00
813-7885-000	Telephone - Conference Calls	3/12/2020		Mar 2020 PGI Billing	\$15.95	\$0.00
813-U001-000	Environmental & Nat'l Resource Section Member C	3/31/2020		Mar section HC adj	22	0
813-U004-000	Environmental & Nat'l Resource Sect Comp Membe	3/31/2020		Mar section HC adj	0	2