

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

Thursday, April 16, 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, Sarah Liljefelt, Kirk Maag, Kate Moore, Stephanie Regenold, Ryan Shannon, Mark Strandberg, Avalyn Taylor, Chris Thomas, and Stacy Owen (Bar liaison).

Quorum (minimum of 9 of 17) reached.

Excused: Mike Freese, Sara Ghafouri, John Mellgren

Unexcused: Alia Miles

1. Approval of Minutes (Ashley Carter)

Sarah moved to approve the March minutes and Mark seconded. All were in favor. No one opposed or abstained. Minutes are approved.

2. Chair's Report (Sarah Liljefelt)

Sarah raised whether people would like video meetings, and most could go either way. We could also put our usual meeting on hold since a lot of what we could do is by email. Stacy raised that sections need to avoid making decision over email – that was OSB General Counsel's advice before covid-19. If it's anything you usually discuss in person, Stacy wasn't sure of how to handle that. She will look for more guidance from general counsel and will follow up. We clarified that there is nothing we need to vote on by email but can do less formal things like case notes over email.

The Bar hasn't provided any guidance on whether sections should have fewer meetings or what other sections are doing. It has provided a link to resources but no other guidance for sections. They only required bar sections to move to meeting by phone conferences or video conferences. Behind the scenes, CLE seminars is working with a lot of people to help them move to video. Stacy wants to follow up with Amber Hollister about this and ask her if any more information was sent out to the sections. Stacy thinks most other sections are meeting by phone.

We may move forward with fewer meeting until we can do more of the things our committee does. For planning purposes, there is no end date to Governor Brown's Stay Home Order. We will work with Stacy to put off the next meeting. Sarah will let us know about our next meeting. Let her know if we need to meet about something.

3. Bar Liaison Report (Stacy Owen)

See discussion under the Chair's Report.

4. Treasurer's Report (Caylin Barter)

The end of March balance was \$13,039, which represents a decrease of \$1,656 from the February financials. This reflects revenue from \$550 in Section membership dues and \$190 in corresponding expenses assessed by OSB for support services (\$9.50/member, whether paid or complimentary), as well as an expense of \$2,000 for the deposit at McMenamins Edgefield for our October CLE.

Our revenue for the year from membership dues (\$11,775) is very close to our budget estimates of \$12,500 (94.2%). 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 March 2019 membership revenue, which stood at only \$8,160, 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 5% increase in membership. Section membership at the end of February was 449 paid and 31 complimentary, for a total of 480. At the end of March, we had 471 paid and 29 complimentary, for a total of 500. By comparison, memberships at the end of March 2019 were 408 paid and 53 complimentary, for a total of 461.

As in past years, we have requested from the Bar a list of non-renewing Section members so that we can do some targeted outreach. Stacy emailed in advance of the meeting that OSB member services is still working on generating the list. The membership list will also indicate members who converted from a complimentary to a paid membership this year. Following receipt, Caylin will forward the list to EC members to assist with outreach, along with some suggested language that takes into account that it is likely that firms may be restricting all "nonessential" expenses at this point. We have tried to use online tools in past years to track outreach efforts, with limited success, so this year we'll just reply-all to the EC to claim names on the list. Looking ahead: 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 for the first year.

5. Publications

a. ENR Deskbook (Kirk Maag/Mark Strandberg)

Mark and Kirk have a meeting next week about choosing editors. They will report back about that at the next meeting.

b. Case Notes (Chris Thomas)

There are only 2 or 3 cases worth putting in case notes at this point. Chris is waiting for more cases to come out, so there is not a lot to report at this time. Case notes won't need to meet about anything in May. Let Chris know if you'd like to help.

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

An E-Outlooks went out about 2-3 weeks ago. Please let Chris or Ashley know if you have anything you'd like to publish in E-Outlooks. E-Outlooks has nothing to meet about in May.

6. Education/CLE

a. Brownbags (Ryan Shannon/John Mellgren)

Brownbags has nothing new right now, but they are thinking about trying to offer online Brownbags. Ryan has taken part in a few already via Zoom. May try to schedule the Sea Otter Brownbag online. Ryan will

reach out to those speakers. If anyone has CLE material they've already presented that they think would be suitable for the section, reach out to Ryan.

Ryan has access to an NGO Zoom account so should be able to host without the 40-minute limit. He will reach out to Sarah if he can't use that account.

We also need to consider if we need to use bar registration services and CLE credit process. Stacy is not aware of whether the Bar's new policy on registration services for CLEs has been modified at all. She will ask Karen Lee about that. The EC has budgeted for registration services, so we could still pay the \$100 for the registration services and still not charge anyone.

Does the Bar have Zoom accounts sections can use? The Bar uses Blue Jeans video conferencing services. Stacy is not sure what sections or CLE Seminars use. She will follow up with Karen Lee about this. Both Ryan and Sarah have access to Zoom accounts. We need to be careful of hackers coming into Zoom meetings. That happened during a colleague's presentation and it took the moderator a while to get the hacker off. We can control who enters the Zoom meeting by having a list of names after receiving RSVPs.

Brownbags does not need to meet on Sea Otter Brownbag in May. We haven't voted on Brownbag topics in the past.

b. Field Trips (Caylin Barter/Alia Miles)

There are no ideas about virtual field trips yet. No need to meet.

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

The Annual CLE Subcommittee isn't planning to meet separately in April or May because they are just lining up topics and speakers. They will have the next subcommittee meeting in June and should have the topics and speakers close to finalized by then.

We will need to decide if we have the annual meeting at the annual CLE. Since we're not raising dues this year, we do not need to have our annual meeting at annual CLE. But it did work out well last time, so we can consider that.

Regarding the contract, it looks like our deposit is forfeited if cancelled less than 45 days prior to event. Maura did not see a force majeure clause in looking at it quickly. It's unclear if we get our deposit back if we cancel more than 45 days before the event. Stacy can send a separate email to Nick about the CLE and the contract.

The subcommittee has nothing that needs to be brought to the full committee in next month or so.

d. Legislation (Mike Freese/Ilene Munk)

Mike reported via email that he did not have an update. He was not able to participate today. No legislation passed at the state level related to environment and natural resources.

7. Committees

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

Pro Bono has no updates at this time. The Friends of the Trees event was cancelled. They are modifying procedures though, so they may have a process for volunteering in the future. We will look out for that. Pro Bono does not need to meet in May.

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

Diversity Committee has no updates at this point. We need to evaluate what can move forward. This subcommittee does not need to meet in May.

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

Nothing to report right now. EC Membership Committee typically has more of an update in the fall.

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

Nothing to report right now. We will revisit booking the Cleaners in June. Kirk imagines a lot of people have held off on planning for fall or winter events and we should have more flexibility with booking if that's the right call. We will have the form for nominations for the annual award out to the EC in June.

8. Other/New Business (Sarah Liljefelt)

Sarah will touch base with General Counsel and Stacy and get back to us about skipping the May meeting and meeting again June.

OREGON STATE BAR
Environmental & Natural Resources - 813
Statement of Revenue and Expense
For the Four Months Ending April 30, 2020

| Description | April 2020 | YTD 2020 | Budget 2020 | % of Budget | April Prior Year | YTD Prior Year |
|--------------------------------------|---------------|---------------|----------------|----------------|---------------------|-------------------|
| REVENUES | | | | | | |
| Membership Fees | \$25 | \$11,800 | \$12,500 | 94.4% | \$1,040 | \$9,200 |
| Registrations - Conferences/Seminars | | | 5,325 | 0.0% | | 20 |
| Total Revenue | 25 | 11,800 | 17,825 | 66.2% | 1,040 | 9,220 |
| 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 | 5,900 | 33.9% | | |
| Education | | | 1,000 | 0.0% | | 536 |
| Gifts & Awards | | | 600 | 0.0% | | |
| Telephone - Conference Calling | 35 | 73 | 200 | 36.7% | 22 | 59 |
| OSB Support Services Assessment | 67 | 4,817 | 5,938 | 81.1% | 480 | 4,168 |
| MCLE Sponsorship Application Fee | | | 315 | 0.0% | | |
| Miscellaneous Expense | | | 500 | 0.0% | | |
| Total Expense | 101 | 6,890 | 17,553 | 39.3% | 502 | 4,763 |
| Net Revenue (Expense) | <u>(76)</u> | <u>4,910</u> | <u>273</u> | | <u>538</u> | <u>4,457</u> |
| Beginning Fund Balance | | <u>8,052</u> | | | | |
| Ending Fund Balance | | <u>12,962</u> | | | | |
| Section Member Count - Paid | 1 | 472 | | | | 460 |
| Section Member Count - Complimentary | 6 | 35 | | | | 61 |
| Section Member Count - Total | 7 | 507 | | | | 521 |

E & NR Detail

| Account Numbe | Account Description | Date | Vendor Reference | Debit Amoun | Credit Amount |
|---------------|---|-----------|------------------------|-------------|---------------|
| 813-4405-000 | Membership Fees | 4/30/2020 | Aptify BatchID = 711 | \$0.00 | \$25.00 |
| 813-7745-000 | OSB Support Service Assessment | 4/30/2020 | Apr Section Assessemer | \$66.50 | \$0.00 |
| 813-7885-000 | Telephone - Conference Calls | 4/12/2020 | Apr 2020 PGI Billing | \$34.75 | \$0.00 |
| 813-U001-000 | Environmental & Nat'l Resource Section Member C | 4/30/2020 | Secton Apr HC adjust | 1 | 0 |
| 813-U004-000 | Environmental & Nat'l Resource Sect Comp Membe | 4/30/2020 | Secton Apr HC adjust | 6 | 0 |