

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

Thursday, August 20, 2020 – 9:00 a.m.

Present: Caylin Barter, Ashley Carter, Maura Fahey, Mike Freese, Sarah Liljefelt, Sara Ghafouri, Kirk Maag, Kate Moore, Ilene Munk, Mark Strandberg and Stacy Owen (Bar liaison).

Quorum (minimum of 9 of 17) reached.

Excused: John Mellgren, Stephanie Regenold, and Chris Thomas.

Absent: Dominic Carollo, Alia Miles, Ryan Shannon, and Avalyn Taylor.

**MINUTES**

**1. Approval of Minutes (Ashley Carter)**

Sarah moved to approve the minutes. Maura seconded. Kate, Mark, and Sara abstained. All else in favor (Ilene not present for vote). No one abstained. Minutes approved.

We needed to reopen July minutes. There were errors in the Treasurer's report (changes to the percent of budget and June revenue). These changes to the July minutes reflect the June financials. Sarah moves to make changes. Maura seconded. All in favor of changes. No one opposed or abstained. Minutes are approved as amended.

**2. Chair's Report (Sarah Liljefelt)**

There was a job opportunity with the Animal Welfare Institute, and someone asked if we could share it with the section. Sarah let them know they could share it over the listserv and they did.

**3. Bar Liaison Report (Stacy Owen)**

No updates. Job opportunities can also be sent to the Bar for posting.

**4. Treasurer's Report (Caylin Barter)**

The end of July balance was \$14,876, which represents a decrease of \$261 from the June financials. This balance reflects revenue of \$50 in Section membership dues and \$48 in corresponding expenses assessed by OSB for support services (\$9.50/member, whether paid or complimentary). The \$2,000 deposit for our planned October CLE at McMenamins Edgefield was refunded in June following the decision to transition to a virtual format in response to the COVID-19 pandemic and is already captured in this month's balance.

Our year-to-date revenue of \$12,025 from membership dues is very close to our budget estimate of \$12,500 (96.2%). We are well ahead of our July 2019 membership revenue, which stood at \$9,320. The year-over-year change is attributable to the increase in Section dues for 2020.

Since June, we have experienced a 1% increase in overall membership. Section membership at the end of June was 479 paid and 36 complimentary, for a total of 515. At the end of July, we had 481 paid and 39 complimentary, for a total of 520. By comparison, memberships at the end of July 2019 were 466 paid and 72 complimentary, for a total of 538.

Caylin has been coordinating with Maura to establish the rate and quantity of subsidy to offer to ENR members in order to reduce the annual CLE's registration fee, which is much higher this year on account of co-sponsorship by OSB despite the lack of lunch or in-person networking due to the virtual format. The agreed-upon \$5,000 cap on member registration subsidies (discussed further below) will be a hit to the budget in 2020, but this maximum expense will still leave us with sufficient reserves heading into 2021, especially given the elimination of any venue expense for the annual meeting (budgeted at \$2,300).

## **5. Publications**

### **a. ENR Deskbook (Kirk Maag/Mark Strandberg)**

No updates.

### **b. Case Notes (Chris Thomas)**

No updates.

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

The second E-Outlook of 2020 went out at the end of July. It went through OSB's new review process and it was simple, efficient, and did not result in any amendments to the articles.

## **6. Education/CLE**

### **a. Brownbags (Ryan Shannon/John Mellgren)**

See below under Diversity Committee.

### **b. Field Trips (Caylin Barter/Alia Miles)**

No updates.

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

There has been a lot of back and forth among Sarah, Caylin, and Maura about subsidizing rates. The Section would contribute \$5000 of budget to subsidize ENR member registration. (The fact that we won't have an in-person meeting and have to pay for The Cleaners venue was taken into account). We set a cap so we don't have an unlimited subsidy. Breaking that down to \$50 additional subsidize for ENR members except for ONLD members who will get a \$25 subsidy (they already have a low rate). With the additional subsidy ENR members will pay \$90 and ONLD members will pay \$65. There will be no Government/NGO rate: it's too hard to get another discount rate and the Bar doesn't verify that category. The Bar will verify the ENR/ONLD rate. ENR members will have to contact the Bar to get discount rates. It will have to cover about 100 people. Maura is working on getting the program finalized. The Bar wants a lot more upfront (bios, etc). She is hoping to get that finalized this week and get those emails out soon. After that, the Bar will take it from there with gathering materials. Hopefully most of our work is done except for the day of. Sarah and Maura will still do the general intro and welcoming everyone to CLE. Profit sharing is not likely.

Regarding the recording, people who register can access it for 60 days. The Bar will also include the CLE in its catalog for later on-demand viewing. The Bar will keep that revenue if they have to pay.

#### **d. Legislation (Mike Freese/Ilene Munk)**

No updates. There isn't a lot going on legislatively although budgets are getting cut. Most cuts have been absorbed/positions filled. More cuts will come in the future. We will wait for the regular session for more legislative updates.

People have concerns about how special sessions have gone related to public involvement. If attorneys want to weigh in on how laws should be created and public involvement, there will likely be a forum on that. If the Capitol is closed, there will be limited availability to participate. If you have an interest in that, let Mike know.

### **7. Committees**

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

No updates. We received the pro bono list from Stacy and still have to contact members.

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

Sarah recapped last meeting about diversity considerations in our Executive Committee membership. The Diversity Committee and Membership committee will meet on this in September. Sarah forwarded materials from the bar about deadlines for the annual meeting and voting on meeting members.

Sara reported that the Bar's Opportunities for Law in Oregon (OLIO) virtual orientation was excellent considering the circumstances. It was a nice opportunity to connect with law students in person, but it was harder to connect with law students virtually. Good to stay connected with program and keep connected with law students.

Maura is working on a CLE related to environmental justice and engaging communities. Hopefully there will be at least one panelist on 1-5 and the others on EJ generally. The aim is put this on in the Fall, either before or after the annual CLE. Late September may be difficult. Maura will also follow-up with the Sustainable Futures Section on co-sponsoring a climate CLE mentioned a few months ago. Mike said let him know if you need potentially speakers.

Maura will email student groups to let them know about section and free membership and connect students with ENR practitioner members. Maura will write that email up in the next week or so and circulate it to the Diversity Committee. We decided we don't need to vote on it or review it as an EC.

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

We must have the committee set by 60 days before the vote. Laura and Mark will be on the subcommittee and we need one more EC member. Sarah said she'd do it if no one else volunteers. Please let Mark know if you are stepping down next year and Mark will reach out to those who have expiring terms to see if they're continuing. Kirk is not seeking a new term. So we will have 2 spots open (including Kate's vacancy). We need the slate nominated 30 days before the vote. We will get solicitations out after the call with the Diversity Committee. Sarah is hitting the 9-year limit but is the only person who can be the past-

chair position. Stacy said that was fine.<sup>1</sup> We need to figure out who will be next secretary and officers will have that discussion. There are 3 options for annual meeting for vote: survey, conference call, and webcast.

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

The notice about the annual award was posted and sent out in August. Discussed announcing this year's winner at the next in-person meeting (probably in 2021). If we do a webcast for the annual meeting, maybe we could do an online recognition. If not, maybe we could announce over email.

**8. Other/New Business (Sarah Liljefelt)**

None.

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<sup>1</sup> After the meeting, it was clarified that Sarah cannot serve as Past Chair but can stay involved in a non-voting, advisory capacity.

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

<b>Description</b>	<b>July 2020</b>	<b>YTD 2020</b>	<b>Budget 2020</b>	<b>% of Budget</b>	<b>July Prior Year</b>	<b>YTD Prior Year</b>
<b>REVENUES</b>						
Membership Fees	\$50	\$12,025	\$12,500	96.2%	\$40	\$9,320
Registrations - Conferences/Seminars		110	5,325	2.1%	505	400
<b>Total Revenue</b>	<b>50</b>	<b>12,135</b>	<b>17,825</b>	<b>68.1%</b>	<b>545</b>	<b>9,720</b>
<b>EXPENSES</b>						
Annual Meeting			2,300	0.0%	138	138
Case Law Summaries			400	0.0%		
Committee - Subcommittee			300	0.0%		
Computer - Internet / Web			100	0.0%		
Conferences / Seminars Expense	220	220	5,900	3.7%		40
Education			1,000	0.0%		616
Gifts & Awards			600	0.0%		
Telephone - Conference Calling	1	106	200	53.0%	17	106
OSB Support Services Assessment	48	4,940	5,938	83.2%	40	4,304
MCLE Sponsorship Application Fee	40	40	315	12.7%	160	160
Credit Card Fee	2	5		0.0%		
Miscellaneous Expense			500	0.0%		
<b>Total Expense</b>	<b>311</b>	<b>5,311</b>	<b>17,553</b>	<b>30.3%</b>	<b>355</b>	<b>5,363</b>
<b>Net Revenue (Expense)</b>	<b>(261)</b>	<b>6,824</b>	<b>273</b>		<b>190</b>	<b>4,357</b>
<b>Beginning Fund Balance</b>		<b>8,052</b>				
<b>Ending Fund Balance</b>		<b>14,876</b>				
<b>Section Member Count - Paid</b>	<b>2</b>	<b>481</b>				<b>466</b>
<b>Section Member Count -</b>	<b>3</b>	<b>39</b>				<b>72</b>
<b>Section Member Count - Total</b>	<b>5</b>	<b>520</b>				<b>538</b>

### E & NR Detail

Account Number	Account Description	Date	Vendor	Reference	Debit Amount	Credit Amount
813-7885-000	Telephone - Conference Calls	7/12/2020		Jul 2020 PGI Billing	\$1.11	\$0.00
813-7747-000	Environmental & Nat. Resources-Credit Card Fee-	7/31/2020	BluePay	Jul 2020 BluePay CC Trans Fe	\$2.21	\$0.00
813-4405-000	Membership Fees	7/31/2020		Aptify BatchID = 748	\$0.00	\$50.00
813-7245-000	Conferences / Seminars	7/31/2020		MCLE/Sect Reg Services	\$220.00	\$0.00
813-U001-000	Environmental & Nat'l Resource Section Member Cou	7/31/2020		July Sec HC Adj	2	0
813-U004-000	Environmental & Nat'l Resource Sect Comp Members	7/31/2020		July Sec HC Adj	3	0
813-7745-000	OSB Support Service Assessment	7/31/2020		Jul Section Assessement Fee	\$47.50	\$0.00
813-7746-000	Environmental & Nat. Resources-MCLE Assessment I	7/31/2020		Jul 2020 Transfer (MCLE)	\$40.00	\$0.00