

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

Thursday, November 19, 2020 – 9:00 a.m.

Present: Caylin Barter, Ashley Carter, Dominic Carollo, Maura Fahey, Sara Ghafouri, Sarah Liljefelt, John Mellgren, Ilene Munk, Ryan Shannon, Chris Thomas, and Stacy Owen (Bar liaison).

Quorum (minimum of 9 of 17) reached.

Excused: Mike Freese, Kirk Maag, and Mark Strandberg.

Unexcused: Alia Miles, Stephanie Regenold, Kate Moore, and Avalyn Taylor.

MINUTES

1. Approval of Minutes (Ashley Carter)

Chris moved to approve the minutes. Ryan seconded. All present in favor. No one opposed or abstained. Minutes approved.

2. Chair's Report (Sarah Liljefelt)

We are recording today because the Bar needs to record all meetings. The recording is in place of usual in-person meeting requirements. This is necessary to comply with public meetings law under a new House bill. We'll have to keep doing this in the future.

Election results: We received 43 responses and the slate was approved. We received one write-in for the Secretary position – Karen Russell. Maybe she's someone who would be interested in joining the EC in the future.

Sarah attended the House of Delegates meeting in October. They discussed raising the bar dues for all OSB members. Part of the reason for raising dues is that the PLF stopped funding bar books. If people were interested, they can contact PLF and ask them to keep sponsoring bar books. There was also a resolution on the agenda to encourage a change with a Court of Appeals procedure when there is a contested case to not issue AWOPS anymore. It would be useful to know why they're affirming rather than awop-ing. That could really delay the process if AWOPS aren't used anymore. The House of Delegates decided to allow the Admin Section of the Bar to form a stakeholder interest group and flush out the issue more and update the BOG.

Sarah filled out the annual section chair survey. The feedback provided was that there were more hoops to jump through (review publications, reservation services, etc.).

Sarah sent the annual section report to everyone and received feedback from one person. We had 91 attendees at annual CLE. Sarah will add the E-Outlooks and Case Note that Chris just sent out. Let Sarah know if there are any other typos. Maura added that we're planning to have another brownbag by the end of the year. Regarding the scholarships to members of the CLEs, it suggested that we say we offered them.

Ashley stepped down from the EC. The EC will need to vote on who is Treasurer for 2021. If you're interested in being Treasurer, let Maura know or she'll be reaching to folks based on tenure.

3. Bar Liaison Report (Stacy Owen)

Nothing to add to what Sarah said.

4. Treasurer's Report (Caylin Barter)

The end of October balance was \$14,570, which represents a decrease of \$265 from the September financials. This balance reflects expenses of \$86 assessed by OSB for support services (\$9.50/member, whether paid or complimentary). It also reflects the cost of the annual Chair's gift -- thanks Sarah!

Our year-to-date revenue of \$12,075 from membership dues is very close to our budget estimate of \$12,500 (96.6%). We are well ahead of our October 2019 membership revenue, which stood at \$9,360. The year-over-year change is attributable to the increase in Section dues for 2020.

Since September, we have experienced a small increase in overall membership. Section membership at the end of September was 482 paid and 45 complimentary, for a total of 527. At the end of October, we had 483 paid and 53 complimentary, for a total of 536 (increase of 9). By comparison, memberships at the end of October 2019 were 468 paid and 93 complimentary, for a total of 561.

2021 Budget – Caylin circulated the email. In 2020, we worked to accommodate the assessment from the State Bar. We also hoped to have a break-even budget where we didn't have a significant change from year-to-year. Because 2020 didn't go as planned, we avoided all expenses (event reservations, field trips, etc.). The only expense was a per-member assessment. We're ending this year with more money than we had expected. We're planning for a normal year next year where we have events that cost us money. It's hard to tell what to expect 12 months out because most of our expenses land in October and December. The standard the Bar has encouraged people to adhere to is no more than 2x annual costs. That would be no more than 27,000 for us. We wouldn't get the 50% subsidy bar gives for per member assessment. We're no where near the \$27,000.

Sarah moves to approve the budget as drafted; Ilene seconded. No one opposed and no one abstained. The budget approved.

A note about the Treasurer position: The Bar has treasurer training. It has monthly treasure's reports and then you do your best guess on next year based on the past year.

5. Publications

a. ENR Deskbook (Kirk Maag/Mark Strandberg)

Kirk and Mark not here. No update.

b. Case Notes (Chris Thomas)

Chris sent out a 3rd edition of Case Notes and E-Outlooks yesterday. He's not sure if we'll get other Case Notes out this year. He expects to get out one more E-Outlooks out this year. If anyone wants to volunteer for Case Notes, let Chris know.

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

See above.

6. Education/CLE

a. Brownbags (Ryan Shannon/John Mellgren)

Maura is organizing a CLE focusing on EJ (and this overlaps with the Diversity Committee). The CLE is currently scheduled for Dec. 9th and will focus on working with impacted communities on project planning. Someone from Albina Vision will talk about this. Lisa Benjamin will talk about mechanisms in US law for engaging in EJ. Maura is hoping to finish the registration paperwork next week and is planning to apply for Access to Justice credit. Ryan will provide a Zoom link for the event. There has been no answer from the Bar on whether we can record Brownbags for people to get credit. Sarah will follow up with the Bar about that. We might need to get the releases the Bar has. The releases are available on the OSB leadership page. This would be good to have on our website, just as a good resource even if people can't get credit.

John reached out to a judge on the Ninth Circuit on a book she's doing on William O. Douglas. She seems to have a standard presentation so hopefully we can get that on the books for next year.

b. Field Trips (Caylin Barter/Alia Miles)

No updates.

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

We're still waiting to get the evaluations from the Bar.

d. Legislation (Mike Freese/Ilene Munk)

No updates. It would be good to hear how people can participate in the upcoming legislative session and we could alert our members.

7. Committees

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

No updates.

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

Maura sent an email earlier in October to various student groups at the 3 Oregon law schools. She has heard back from 1 or 2 students. Hopefully that message was circulated.

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

No updates.

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

The nominations we received were for David Bartz, Susan Jane Brown, and Peter Frost. We went over the criteria and all of our scores. Susan Jane Brown stood out as outstanding, particularly for her service to the section and development of policy of work. All committee members pretty much came out the same.

Putting up a nomination template was proposed and updating the process, including the committee meeting earlier. We suggested that the future committee bring any changes or recommended improvements to the

EC.

Sarah moved to approve awarding Susan Jane Brown with the annual award. Ilene seconded. No one opposed. Caylin and John abstained. Motion passes.

Award presentation – We would like to do something virtually and making sure those who nominated her could be there. We could also announce over email and include Susan Jane Brown's picture. The EC doesn't need to approve the date for this. It can be arranged over email. And this wouldn't be an official meeting with minutes.

8. Other/New Business (Sarah Liljefelt)

We discussed getting a Zoom account for next year, but if Sarah or Ryan would continue to let us use their Zoom accounts, we'd save members money. Ryan was willing to continue hosting, but it would also be easier if the section had an account where multiple people had access to it. If the section did get a Zoom account, it should be a webinar version.

Maura will send an email to 2021 EC members to get input of new and current members to gauge whether this date and time will work for people. Maura and Dom will link up about setting up Zoom.

Consensus is to not meet in December. We should just have an award presentation and meet again in January.

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

Description	October 2020	YTD 2020	Budget 2020	% of Budget	October Prior Year	YTD Prior Year	
REVENUES							
Membership Fees		\$25	\$12,075	\$12,500	96.6%	\$9,360	
Registrations - Conferences/Seminars		110	5,325	2.1%	620	4,360	
Total Revenue		25	12,185	17,825	68.4%	620	13,720
EXPENSES							
Annual Meeting			2,300	0.0%	24	162	
Case Law Summaries			400	0.0%			
Committee - Subcommittee			300	0.0%			
Computer - Internet / Web			100	0.0%			
Conferences / Seminars Expense		220	5,900	3.7%	5,777	5,817	
Education			1,000	0.0%		616	
Gifts & Awards	204	204	600	34.0%	230	230	
Newsletter & Case Law Summaries				0.0%		43	
Telephone - Conference Calling		106	200	53.0%	21	147	
OSB Support Services Assessment	86	5,092	5,938	85.8%	104	4,488	
MCLE Sponsorship Application Fee		40	315	12.7%		235	
Credit Card Fee		5		0.0%	75	114	
Miscellaneous Expense			500	0.0%			
Total Expense		290	5,667	17,553	32.3%	6,231	11,851
Net Revenue (Expense)		(265)	6,518	273		(5,611)	1,869
Beginning Fund Balance			8,052				
Ending Fund Balance			14,570				
Section Member Count - Paid	1	483				468	
Section Member Count -	8	53				93	
Section Member Count - Total	9	536				561	

E & NR Detail

Account Number	Account Description	Date	Vendor	Reference	Debit Amount	Credit Amount
813-4405-000	Membership Fees	10/31/2020		Aptify BatchID = 78	\$0.00	\$25.00
813-7395-000	Gifts & Awards-	10/30/2020	Barter, Caylin Joy	2020 Chair Gift Exp	\$204.00	\$0.00
813-7745-000	OSB Support Service Assessment	10/31/2020		Sect Oct Adm fee	\$85.50	\$0.00
813-U001-000	Environmental & Natl Resource Section Member	10/31/2020		Oct Sec HC adj	1	0
813-U004-000	Environmental & Natl Resource Sect Comp Memt	10/31/2020		Oct Sec HC adj	8	0

As of 11/13/2020