



Board of Directors Meeting
November 7, 2024, 10:30-12:00pm
815 Cleveland Avenue, Mount Vernon WA 98273 and via Zoom
Notes

Materials in [Box](#) [Join Zoom link](#)

Decisions underlined; attachment (#); ***action items bold**

Present: John Stein (Chair), Aundrea McBride (SWC), Devin Smith (SSIT), Michael Kirshenbaum (SLT), Kara Rowe (WWA), Emmett Wild (SCD), Alison Studley (SFEG)
Guests: Keeley Mathis (SWC), Megan Corbiere (SWC)

Call to Order

- Convened at 10:36am.
- Quorum was achieved.
- November agenda was approved unanimously.
- Notes for October, with an addition made by Alison, were approved unanimously.

Reports

- **Committee Reports**
- Approving financials for July, August, September has been tabled until next meeting.
- Committee report has been provided in written form (#4).
- The group agreed to appoint Catherine Austin to be an alternate to Mike LeMoine on the M&AM Committee.

Old Business

Retreat Debrief

- Audrea gave a presentation on findings from the first day of the Board Retreat, which can be viewed on [Box](#).
- Approve Draft of IMW Letter to SRFB
- After review, Kara moved to approve the SWC letter to the Salmon Recovery Funding Board in support of continuing the Intensively Monitored Watershed Project in the Skagit. Alison seconded and the group agreed unanimously.

Approve County Contract for Signature

- After reviewing the contract with the county, the board of directors had some questions:
 - The contract states that SWC will provide all riparian data. However, the data doesn't belong to SWC. The group suggests that wording be changed to, "Provides riparian assessment data where allowable," or, "provides summary results from the riparian database." This revision will have to wait for the 2025 contract due to the short timeline for using these funds. The practice in previous years has been to provide a summary report, with the understanding that we do not own the data and thus cannot provide raw data. We will rely on precedent and improve the language for next time.
 - Aundrea clarified that organizations cannot backdate expenses that have already been paid by other grants so this contract must be spent down before 12/31/24. She will submit expenses from now until the end of the year primarily to the county and only submit some specific amounts not covered by the county scope of work to other grants. With a longer timeline, expenses would be shared more proportionally, over time, between grants partially contributing to the same workplan item.
 - The report date was noted (January 5, 2024) with a recommendation to make that later, especially considering the holidays, for the next grant.
- It was moved and seconded to authorize Aundrea to sign the Skagit County contract after checking with the lawyer regarding a question about a specific deliverable. All were in favor, and none opposed.

New Business

Approve Budget Revisions

- Tabled

Review Confluence Law SOW and Approve Engagement Letter

- After reviewing the Confluence Law SOW, the board agreed to authorize Aundrea to sign the contract, noting that the hourly charges for council would be subject to Board approval and that said approval could be granted via email if time was an issue. This is written in [SWC bylaws](#) already but was reviewed to confirm agreement.

Review and Approve Financial Review Contract

- Aundrea has chosen a firm to perform our Financial Review. It does not include a review of internal controls. This task will have to be under a separate contract. The cost is \$9,500 for a standard review. The group provisionally approved the audit contract, waiting one week for any questions that may arise.

Adjourn 12:22pm

Upcoming Events:

November 12th, 1:00-4:00 day 2 of Board Retreat

December 4th, 2:00-4:00 Council of Members Meeting

January 2nd Board Meeting ***Please notify if you will be unable to attend**