



OREGON TREE FARM SYSTEM

Our Values: Connectivity; Collaboration; Stewardship; Inclusivity; Gratitude
Our Mission: Empowering private landowners to manage their forests sustainably
Our Purpose: Impacting the world by making Oregon a better place one acre at a time

OTFS Board Meeting Minutes January 25, 2024

Meeting Called to Order: 8:32

Roll Call:

Present: Dick Beers, Steve Cafferata, Wylda Cafferata, Mary Chamness, Ed Easterling, Dave Ehlers, Darren Goodding, Lauren Grand, Joe Holmberg, Kate McMichael, Steve Vaught, Sue Zeni, Parks Brigman, Margaret Miller, Rick Zenn

Absent: Mike Barsotti, Dave Bugni, Dick Courter, Jim Merzenich, Norm Michaels, Nate Agalzoff, Tom Agens, Julie Woodward, Seth Barns, Holly Ober, Carrie Spradlin, Nicole Wood, Gordon Culberson

Note: Some board members are still affected by the recent storm and are without power, internet, and/or phone and were unable to attend.

Reading Value, Mission, Purpose Statement: Steve Cafferata

No additions or deletions were made to the agenda.

November 4, 2023 OTFS Board Meeting Minutes:

- Wylda moved that the November 4, 2023 Board Meeting Minutes be approved. The motion passed unanimously.

Strategic Plan Moment: Goal 5: Identify and Recruit Leaders: Darren Goodding

- Very few things are more important to the health and sustainability of a nonprofit organization like ours than getting highly qualified people who are enthusiastic about our organization who would like to serve on our board.
- It is important to find not just good individual candidates, but also to build a good blend of personalities and skillsets.
- Resources include MWM, SAF, ACF. Everyone is encouraged to chat OTFS up at events.

Treasurer's Report: Sue Zeni

- Sue reviewed the 2023 Budget Vs Actual FY23 P&L and OTFS Balance Sheet as of December 31, 2023 and explained areas that had differences between budget and actual.
- An overpayment of \$2500 from AFF was unexpectedly made.
- Spectacular donation year – thank you to all our members for that!
- We had not had a budget for interest, but we invested our money and made \$5,600 in interest this year.
- We have almost \$400,000 on our balance sheet
- In summary, this year was a good year.

- Wylde thanked Sue for all the work she did to keep track of our funds and prompt payment of all bills, as well as keeping our working funds earning interest.

Comments from the Co-Chairs: Steve and Wylde Cafferata

- We are very grateful to our OSWA partners and all the board members who helped sort and move the items out of the storage locker.
- February 24th is Family Day at the Logging Conference, and we could use volunteers to help staff the booth that we will share with OSWA.

National Leadership Conference Funding Up-date: Steve Cafferata

- The National Leadership conference is coming up in March. Wylde is on the Planning Committee and excited about receiving the formal reporting back from the attendees after the conference so all board members can benefit from the conference.
- 10 OTFS members are attending the conference this year. As well as Board members, this includes Dave Wells, an OTFS Inspector and past OSAF President, and Rod Bardell, Western Regional Inspector of the Year. ATFS covers Rod's expenses.
- Steve requested OTFS increase the budget by \$4,050 to help compensate people for their costs to attend the conference. Reimbursement will include two hotel nights, mileage, and the registration cost. It does not include the cost of the optional field trips. Wylde moved that we approve the additional \$4,050. Kate McMichaels seconded the motion. The motion carries by consensus.

Committee on Family Forestlands Report: Kate McMichael

- Kate serves on the committee with Dave Bugni and is providing ongoing updates on the Small Forest Landowners Webpage.
- People are already applying for the SFISH program.
- Both Kate and Dave continually mention OTFS and the important role we play in serving small woodland owners, helping them serve as good stewards of their lands.
- Kate mentioned that Dave Bugni also serves on the Adaptive Management Committee.'

Committee on Compliance Monitoring

- Steve Vaught represents OTFS on the compliance monitoring advisory committee.
- Steve reported that the focus in this next year will be riparian rules. In this complicated time with a completely new set of rules Steve is encouraging the committee to go slowly and deliberately and stick to the direct yes and no compliance rules.

Working Group Reports

Governance Report: Wylde Cafferata

- It has been nice to have both Darren and Ed Easterling assisting with the Governance working group this year.
- Through the MOU (Memorandum of Understanding) with ATF we have liability insurance, access to the database, Constant Contact service, third party verification, and a yearly stipend. In return, we agree to participate in a yearlong program, maintain our team of inspectors, complete our required inspections, and coordinate the third-party verification in the state. This year's MOU is almost identical to last year's.
- Wylde asked approval from the board to sign the MOU. Darren Goodding moved that we sign the MOU with ATFS. Ed Easterling seconded. The motion carried unanimously.

- Wyllda reviewed the 2024 Operation Manual Up-dates and requested that the board approve the updates including the proposed communication policy:
To promote effective communication both internally (among Board members) and externally (to partners and members), our organization will respond to all communications within three business days.
- Kate McMichaels moved that the board approve the proposed communication policy. Ed Easterling and Dave Ehlers seconded. The motion carried unanimously.
- **Landowner Journey Report: Lauren Grand and Kate McMichaels**
 - Communication Committee and Landowner Journey decided to join as one group that will work on their tasks together by communicating about OTFS to bring in new landowners and then guide them through the steps towards developing a management plan and achieving certification.
 - Lauren reviewed goals for the year that revolve around creating landowner awareness of OTFS, creating pathways to become certified, and helping landowners through the certification process.
 - Family Forest of Oregon YouTube channel has had a facelift. When you go onto it for the first time it plays the video about OTFS. Kate will continue to work on it, adding more about inspectors, recognition, and broader recognition for Tree Farmer of the Year.
 - Kate has been trying to connect Instagram and Facebook. Not having clear information about who set up the sites in the past and how to access them to make administrative changes continues to be an issue. It was suggested to contact Jamie Knight. Kate suggested it would be good to have a system in place to keep track of things like this and the ability to pass on who sets up what and how to access the information in the future.

Certification Up-date: Steve Cafferata

- The \$2,500 overpayment we received from ATFS was a result of a clerical error in ATFS reimbursement which would be very difficult to change. Parks said the funds will remain with OTFS and he suggests using the money towards covering some of the NLC attendance expenses.
- Steve discussed the progress that has been made in increasing the number of inspectors and inspections this year and the progress they are planning to continue to make in 2024 to reduce our back log of inspections. OTFS policy is to inspect every certified tree farm every five years.

Date		11+ Years since last Inspection	6-10 Years since last Inspection	1-5 Years since last Inspection
December 2022		207 tree farms	314 tree farms	801 tree farms
December 2023		117 tree farms	293 tree farms	934 tree farms

The goal this year is to eliminate the backlog.

- February 15th there will be an in-person Inspector training in Philomath. 16 people are signed up to become new inspectors.
- The certification working group is asking all grandfathered companies to have one of their own professional foresters be an inspector for their parcels to make sure they are all in compliance and their information is accurate and up to date.
- A hard copy of the addendum will be sent to every OTFS family that has not been inspected since 1/1/22 with a request that it be filled out and added to the management plan.
- In the future when a tree farm needs to be inspected, they will be given one month to get ready. If they need longer, they will be placed on Pioneer status for up to 6 months. If they are still unprepared, they will be decertified. We need to do this to keep from jeopardizing all the other members of the program. Decertified tree farmers can be recertified once they meet the required standards. They remain in the database.
- Wyllda thanked Norm and everyone on the Certification group for their effort.

Recognition Report: Wylda for Dick Courter

- Past Tree Farmer of the Year signs have been ordered and delivered. Checks will be sent to Sue.
- The committee is hoping to get Tree Farmer of the Year applications out to the OSWA chapters soon.

Partner Reports:

ATFS: Parks Brigman

- Wylda has been very active in planning NLC. Thanks to Steve and Wylda for all their help with this, their leadership, and all of their hard work.

OFRI: Margaret Miller

- Margaret introduced herself- Welcome Margaret!
- OFRI is now fully staffed.
- Margaret reviewed the OFRI Update January 2024.
 - The State of the State Forest Health Conference 2024 will be a 2-day webinar on Feb. 27-28.
 - Oregon Forest Practice Acts: Illustrated manual is complete. Since there are still some rule changes in the works, it will be made available electronically in April and once the rule changes are complete, they will be published. Eastside and Westside riparian booklets are available online and have also been printed so they can be passed out at events.

OSWA: Rick Zenn

- CFF (Committee for Family Forest Land) has great representation with Kate, Gary Jensen, and Dave Bugni. This group has transitioned to being the advisor group for the new ODF Oregon Small Landowner office. People can sign up for notifications of the meetings on the ODF website.
- Thank you to Roger Beyer and Steve Cafferata for all their help working with him and Senator Steiner on State Wildfire funding issues.
- Plans for the convention June 13,14,15th are shaping up.
- Julie Sanstede is OSWA's new member of the executive committee. OSWA is looking for a president-elect.

OSU Extension: Lauren Grand

- There have been some changes in the extension team with numerous new hires.
- Dave Shaw and Steve Fitzgerald are both retiring after years of service.
- The OSU Starker Chair position was filled by Mark Swanson.
- People affected by fire on your property are encouraged to fill out the Leaf Study survey.

Meeting Adjourned at 10:09