



Board of Directors Meeting

**Thursday, January 18, 2024
10:00 a.m.**

Northwest Wine Studies Center
215 Doaks Ferry Rd NW, Salem

Agenda

- I. Call to order – Paul Betts, Miami Alternatives, LLC
- II. Welcome and introductions
- III. Approval of minutes
- IV. Staff and board reports
 - Executive Director’s report
 - Staff reports
 - Chair’s report
 - Items from board members
- V. Financial reports – Kathy Storm, OFRI
- VI. Strategic plan
 - Jim Paul, OFRI
- VII. Public comment
- VIII. Action items
 - Board nominations
 - Paul Betts
- IX. Reports
 - Proposed Fiscal Year 2024-25 budget
 - Jim Paul
 - Working group assignments
 - Jim Paul

- Advertising update
 - Jordan Benner, OFRI
- October board tour
 - Julie Woodward

X. Adjourn

This meeting will be held in a facility that is accessible for persons with disabilities. If you need assistance to participate in this meeting due to a disability, please notify Kathy Storm at storm@ofri.org at least two working days prior to the meeting.



Oregon Forest
Resources Institute

OREGON FOREST RESOURCES INSTITUTE
BOARD OF DIRECTORS MEETING

Oregon Coast Aquarium
2820 SE Ferry Slip Rd, Newport

October 19, 2023

Meeting Minutes

Members Present:

Jerry Anderson, Manulife Investment Management
Jennifer Beathe, Starker Forests, Inc.
Paul Betts, Miami Alternatives, LLC
Gordon Culbertson, Whitewater Forests, LLC
Tom DeLuca, Oregon State University
Kris Elliott, Oregon State University Extension Service
Mike Hicks, IAM-AW District W24
Garren Hitner, Century Forest Management
Dan Newton, Newton Forestry LLC
Kristin Rasmussen, Hampton Lumber & Family Forests
Madeleine Thompson Rudolph, Thompson Tree Farm
Brian Trenholm, Weyerhaeuser Company

Staff:

Inka Bajandas
Jordan Benner
Norie Dimeo-Ediger
Jim Paul
Kathy Storm
Julie Woodward

9755 SW Barnes Rd., Suite 210
Portland, OR 97225
971-673-2944
971-673-2946 facsimile

Guests:

Fran Cafferata, Cafferata Consulting
Betsy Earls, Weyerhaeuser Company

CALL TO ORDER

The meeting was called to order by Chair Jerry Anderson at 1:00 p.m.

APPROVAL OF MINUTES

Motion: Dan Newton moved to approve the July 20, 2023 board meeting minutes. The motion was seconded by Garren Hitner. Voting for the motion: Jerry Anderson, Jennifer Beathe, Paul Betts, Gordon Culbertson, Mike Hicks, Garren Hitner, Dan Newton, Kristin Rasmussen, Madeleine Thompson Rudolph and Brian Trenholm. Voting against the motion: none. Motion passed.

STAFF AND BOARD REPORTS

Executive Director (Jim Paul)

- Executive Director Paul recognized Chair Jerry Anderson’s service on the board of directors. Anderson is retiring from Manulife Investment Management at the end of the year.
- A new executive assistant, Joni Nebril, was hired and is starting Monday, October 23.
- Finishing the recruitment process for the manager of landowner education.
- Completed the strategic plan.

K-12 education (Norie Dimeo-Ediger)

- **Home School Day:** Home School Day at The Oregon Garden was in early September, with over 800 homeschool students and their families participating in educational stations set up around the garden. The stations were hosted by OFRI partners, including Salem Environmental Education, OSU 4-H Extension – Marion County, Oregon Dairy Women, Oregon Department of Forestry, the State Fire Marshal, the Marion Soil and Water Conservation District, and Talk about Trees.
- **Outdoor school:** OFRI is part of the Salem-Keizer Outdoor School Coalition, which serves students from the Salem-Keizer School District. Every fall and spring, the coalition runs outdoor school for one week. Students rotate sites in the four-day nonresidential program. This fall’s program will be held during the fourth week of October at The Oregon Garden, and several hundred students are expected to attend. The students will learn about forests, soil, water and wildlife from natural resource professionals and educators at each site.
- **CTE conference:** The Natural Resources CTE Conference for teachers will be held on December 11 at The Oregon Garden, with Envirothon training on December 12. Staff are working with a committee to set up the agenda and market the conference. Last year more than 100 teachers attended, and we’re hoping to have at least that many this year.
- **Publications:** The *K-12 Forest Education Opportunities* publication has been updated and is being printed.

- **K-12 conferences:** OFRI had a table in the exhibit hall at the Oregon Science Teachers Association’s Fall Conference on Science Education this year. This is a great way for us to make connections with teachers who are newer in their careers.

Landowner education (Julie Woodward)

- **Staffing update:** We received 25 applications for the manager of landowner education position. Eight were interviewed, and two returned for in-person interviews. We are going through the final hiring process and will share information as soon as possible.
- **Partnership for Forestry Education:** The *Resources for Family Forest Landowners* guide has been revised for 2023-24.
- **Landowner public outreach:** Director of Forestry Julie Woodward attended or will attend the following events:
 - Oregon Forest Industries Council annual meeting: “On Forestry Education in Oregon” panel member: October 8-10;
 - Oregonians for Food and Shelter convention: display at convention, November 1;
 - Oregon Tree Farm System Annual Meeting/Tree Farmer of the Year: host, November 4 at The Oregon Garden;
 - Salem Chamber of Commerce Speaker Series on Oregon Forests and Wildfire: presented November 13;
 - OFRI’s Wildlife in Managed Forests – Forest Bees webinar host: November 29;
 - PNW Forest Vegetation Management Conference: display and sponsor, December 5-7; and
 - Society of American Foresters National Convention attendee: October 23-27 in Sacramento.

Public education (Jordan Benner and Inka Bajandas)

- **Educational advertising:** We began and completed production on the new campaign. Production lasted a couple of days and took place at Thompson Tree Farm, Starker Forests and OSU’s McDonald-Dunn Research Forest. The ads also include footage that was shot on Miami Alternatives forestland last spring. The campaign was completed and went into the field on September 20. An eight-week, digital-only campaign will run in the fall, and the bulk of the campaign (including broadcast television) will run in the spring.
- **Website:** We’re in the final stages of the website rebuild. There are slight changes to the look and feel, but mostly this was a rebuild of the engine and a modernization of features and security measures.
- **Private Forest Accord:** The booklet of western Oregon riparian management area (RMA) diagrams has been popular. We’re in our third online version as small improvements are collected, so there’s always an up-to-date version online. Staff are close to releasing the eastern Oregon RMA diagram booklet, and after review by subject matter experts, it will be posted online and promoted as we have done with the western version.
- **Special report:** We’re working closely with contractor Mike Cloughesy on developing the next special report on forest and wood sustainability. We’ve put together a project steering committee to offer guidance and feedback as we develop the report, and we’ve been working especially closely with the TallWood Design Institute at OSU. We had a kickoff meeting with the steering committee last month to discuss ideas for the report’s themes and content. Earlier this week, we sent a draft outline to the steering committee, as well as to additional reviewers recruited from the architecture community, to solicit their feedback.

Research and writing will take place during fall and winter after the outline is finalized, and we plan to publish in spring 2024.

- **Podcast:** The first episode of the new OFRI podcast is in the works. This episode will introduce OFRI and provide an overview of our work, highlighting our three core forest education programs. Inka and Jordan have been recording short interviews with staff for the podcast and learning how to edit audio recordings. They are hoping to have the first episode completed by early next year.

FINANCIAL REPORTS

Senior Manager of Business Operations Kathy Storm reviewed a draft of the June 2023 financial management report. She is working with Salem finance to determine an accurate final balance and will provide a final report at the January 2024 meeting.

PUBLIC COMMENT

None

ACTION ITEMS

Chair Anderson reported that three board positions open January 1: Class 1, 2 and 3. Garren Hitner, Class 1, and Jennifer Beathe, Class 2, have submitted applications for reappointment. Staff are still working on recruiting a Class 3 nomination. There were no objections from the nominations working group on the two reappointments.

Motion: Jerry Anderson moved to recommend the following candidates to the state forester for reappointment. The motion was seconded by Gordon Culbertson. Voting for the motion: Jerry Anderson, Jennifer Beathe, Paul Betts, Gordon Culbertson, Mike Hicks, Garren Hitner, Dan Newton, Kristin Rasmussen, Madeleine Thompson Rudolph and Brian Trenholm. Voting against the motion: none. Motion passed.

- **Class 1 reappointment: Garren Hitner, Century Forest Management**
- **Class 2 reappointment: Jennifer Beathe, Starker Forests, Inc.**

Chair Anderson announced that his second term on the board expires December 31. Paul Betts has expressed interest in the board chair position, and Dan Newton would like to serve another term as vice chair. The one-year term begins January 1. Anderson asked for further nominations from the floor; no further nominations were received. Ballots were distributed to voting board members, resulting in 10 unanimous votes for Paul Betts as chair and 10 unanimous votes for Dan Newton as vice chair.

Executive Director Paul thanked budget working group members Jerry Anderson, Paul Betts, Mark Giustina, Dan Newton and Brian Trenholm for their work. Paul reviewed budget scenarios and recommended to the board that we wait one more year before raising the Forest Products Harvest Tax rate of \$1.12 per thousand board feet.

Paul Betts moved to approve keeping OFRI's Forest Products Harvest Tax rate at \$1.12 per thousand board feet in calendar year 2024. The motion was seconded by Brian Trenholm.

Voting for the motion: Jerry Anderson, Jennifer Beathe, Paul Betts, Gordon Culbertson, Mike Hicks, Garren Hitner, Dan Newton, Kristin Rasmussen, Madeleine Thompson Rudolph and Brian Trenholm. Voting against the motion: none. Motion passed.

REPORTS

Public Outreach Manager Inka Bajandas referred board members to OFRI's performance measurements for Fiscal Year 2022-23, which are summarized in the 2022-23 Annual Report. Bajandas reviewed highlights from the report.

Director of Forestry Julie Woodward and Senior Manager of Public Education Jordan Benner reported on Private Forest Accord (PFA) projects. The westside riparian diagram booklet is complete and the eastside version is in progress. Major revisions to OFRI's *Oregon's Forest Protection Laws: An Illustrated Manual* continue. The OSU Extension Service held a PFA training on October 12 in Coos County as a pilot project for outreach to landowners. Pre- and post-assessments from the training will help us learn what landowners need for outreach and information. A Partnership for Forestry Education meeting in November will also provide information from the Oregon Department of Forestry about their statewide tour of landowner sessions. This should help shape how OFRI and its partners conduct outreach moving forward.

Oregon Coast Aquarium's Director of Education Kerry Carlin-Morgan showed the board and staff interpretive coastal forest signage funded by OFRI in Fiscal Year 2020-21.

Fran Cafferata, OFRI's wildlife biologist, provided an update on 2022-23 accomplishments in the *Wildlife in Managed Forests* program and what is planned for the new fiscal year, including a proposed publication targeting the general public on the contribution of managed forests for wildlife habitat.

ADJOURNMENT

The meeting adjourned at 5:23 p.m.

Respectfully submitted,



Kathy Storm
Board Administrator



Oregon Forest
Resources Institute

OREGON FOREST RESOURCES INSTITUTE
BOARD OF DIRECTORS MEETING

Oregon Coast Aquarium
2820 SE Ferry Slip Rd, Newport

October 20, 2023

Meeting Minutes

Members Present:

Jennifer Beathe, Starker Forests, Inc.
Paul Betts, Miami Alternatives, LLC
Gordon Culbertson, Whitewater Forests, LLC
Kris Elliott, Oregon State University Extension Service
Mike Hicks, IAM-AW District W24
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Staff:

Inka Bajandas
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Jim Paul
Kathy Storm
Julie Woodward

9755 SW Barnes Rd., Suite 210
Portland, OR 97225
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971-673-2946 facsimile

Guests:

Kyleigh Gill, Weyerhaeuser Company
Sarah Lechner, Coraggio Group
Cara Meyer, Coraggio Group

CALL TO ORDER

The meeting was called to order by Vice Chair Dan Newton at 9:04 a.m.

ACTION ITEM

Executive Director Jim Paul reviewed the final draft of OFRI's new strategic plan.

Motion: Paul Betts moved to approve OFRI's 2023-28 Strategic Plan as presented. The motion was seconded by Gordon Culbertson. Voting for the motion: Jennifer Beathe, Paul Betts, Gordon Culbertson, Mike Hicks, Garren Hitner, Dan Newton, Kristin Rasmussen and Madeleine Thompson Rudolph. Voting against the motion: none. Motion passed.

Sarah Lechner and Cara Meyer of Coraggio Group described the strategic plan implementation process and next steps for the board and staff.

Senior Manager of Public Education Jordan Benner played OFRI's two new educational advertising spots, "Always Replanting" and "Planting for the Future." The ads will appear exclusively on digital media in the fall; the spring run will be both broadcast and digital.

Executive Director Paul announced that the top candidate for the manager of landowner education position accepted the job. In addition, he asked board members for their input, suggestions and perspectives on OFRI's board meetings.

PUBLIC COMMENT

None

ADJOURNMENT

The meeting adjourned at 11:07 a.m.

Respectfully submitted,



Kathy Storm
Board Administrator

OREGON FOREST RESOURCES INSTITUTE
2022-23
FINANCIAL MANAGEMENT REPORT

	June 2023			
	APPROVED FY 2022-23	CURRENT MONTH	ACTUAL YTD	(UNDER) OVER
<u>REVENUE</u>				
BEGINNING BALANCE 7/1/2022	\$ 2,916,787		\$ 2,681,244	\$ (235,543)
REVENUE - SALES/OTHER	-	28	1,551	1,551
INTEREST	20,000	13,364	116,518	96,518
HARVEST TAX	4,036,480	-	4,529,516	493,036
TOTAL REVENUE	\$ 6,973,267	\$ 13,391	\$ 7,328,828	\$ 355,561
	APPROVED FY 2022-23	CURRENT MONTH	ACTUAL YTD	(UNDER) OVER
<u>EXPENDITURES</u>				
<u>PERSONAL SERVICES</u>				
SALARY & WAGES	\$ 978,253	\$ 72,060	\$ 798,692	\$ (179,561)
OTHER PERSONNEL EXPENSES	568,137	39,968	440,234	(127,903)
TOTAL PERSONAL SERVICES	\$ 1,546,390	\$ 112,028	\$ 1,238,926	\$ (307,464)
<u>SERVICES AND SUPPLIES</u>				
AGENCY SERVICES AND SUPPLIES	\$ 328,250	\$ 22,425	\$ 163,610	\$ (164,640)
DUES AND SUBSCRIPTIONS	14,723	106	4,518	(10,205)
EMPLOYEE RECRUIT., WELLNESS & SAFETY	800	-	1,734	934
EMPLOYEE TRAINING	2,750	-	5,000	2,250
EXPENDABLE PROPERTY	20,520	204	13,973	(6,547)
FACILITIES MAINTENANCE	500	-	-	(500)
FACILITIES RENTAL	126,131	3,000	112,117	(14,014)
GOVERNMENT SERVICE CHARGES	8,249	12	5,515	(2,734)
LEGAL SERVICES	30,000	-	9,244	(20,756)
OFFICE EXPENSES	29,958	3,306	25,254	(4,704)
OTHER SERVICES AND SUPPLIES	4,500	-	925	(3,575)
PROFESSIONAL SERVICES	1,530,950	422,195	1,176,064	(354,886)
PUBLICATIONS / ADVERTISING	1,267,050	12,844	1,157,596	(109,454)
TELECOMMUNICATIONS	22,064	1,788	17,720	(4,344)
TRAVEL – INSTATE	74,175	4,508	38,577	(35,598)
TRAVEL – OUT OF STATE	15,800	3,935	6,802	(8,998)
TOTAL SERVICES AND SUPPLIES	\$ 3,476,420	\$ 474,323	\$ 2,738,652	\$ (737,768)
GRAND TOTAL EXPENDITURES	\$ 5,022,810	\$ 586,351	\$ 3,977,578	\$(1,045,232)
REVENUE	\$ 6,973,267		\$ 7,328,828	\$ 355,561
EXPENDITURES	\$ 5,022,810		\$ 3,977,578	\$(1,045,232)
ENDING BALANCE	\$ 1,950,457		\$ 3,351,250	\$ 1,400,793

*Actual beginning balance, July 1, 2022

OREGON FOREST RESOURCES INSTITUTE
2023-24
FINANCIAL MANAGEMENT REPORT

July 2023

	<u>APPROVED FY 2023-24</u>	<u>CURRENT MONTH</u>	<u>ACTUAL YTD</u>	<u>FY 2023-24 YEAR END PROJECTION</u>	<u>(UNDER) OVER</u>
<u>REVENUE</u>					
BEGINNING BALANCE 7/1/2023	\$ 2,579,864			\$ 3,351,250 *	\$ 771,386
REVENUE - SALES/OTHER	-	-	-	-	-
INTEREST	20,000	12,697	12,697	80,000	60,000
HARVEST TAX	3,658,418	-	-	3,780,336	121,918
TOTAL REVENUE	\$ 6,258,282	\$ 12,697	\$ 12,697	\$ 7,211,586	\$ 953,304
<u>EXPENDITURES</u>					
<u>PERSONAL SERVICES</u>					
SALARY & WAGES	\$ 1,024,452	\$ 73,507	\$ 73,507	\$ 1,024,452	\$ -
OTHER PERSONNEL EXPENSES	686,318	39,950	39,950	686,318	-
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 113,457	\$ 113,457	\$ 1,710,770	\$ -
<u>SERVICES AND SUPPLIES</u>					
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ 3,547	\$ 3,547	\$ 320,050	\$ -
DUES AND SUBSCRIPTIONS	4,889	549	549	4,889	-
EMPLOYEE RECRUIT., WELLNESS & SAFETY	-	-	-	-	-
EMPLOYEE TRAINING	1,250	-	-	1,250	-
EXPENDABLE PROPERTY	8,900	-	-	8,900	-
FACILITIES MAINTENANCE	500	-	-	500	-
FACILITIES RENTAL	128,750	8,997	8,997	128,750	-
GOVERNMENT SERVICE CHARGES	5,740	994	994	5,740	-
LEGAL SERVICES	25,000	-	-	25,000	-
OFFICE EXPENSES	31,858	1,633	1,633	31,858	-
OTHER SERVICES AND SUPPLIES	5,000	-	-	5,000	-
PROFESSIONAL SERVICES	1,340,450	23,441	23,441	1,340,450	-
PUBLICATIONS / ADVERTISING	939,800	3,000	3,000	939,800	-
TELECOMMUNICATIONS	22,232	1,088	1,088	22,232	-
TRAVEL – INSTATE	68,250	1,366	1,366	68,250	-
TRAVEL – OUT OF STATE	11,475	-	-	11,475	-
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 44,615	\$ 44,615	\$ 2,914,144	\$ -
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 158,072	\$ 158,072	\$ 4,624,914	\$ -
REVENUE	\$ 6,258,282		\$ 12,697	\$ 7,211,586	\$ 953,304
EXPENDITURES	\$ 4,624,914		\$ 158,072	\$ 4,624,914	\$ -
ENDING BALANCE	\$ 1,633,368		\$ (145,374)	\$ 2,586,672	\$ 953,304

*Actual beginning balance, July 1, 2022

**OREGON FOREST RESOURCES INSTITUTE
FINANCIAL MANAGEMENT REPORT
July 2023 Variance Explanation**

REVENUE

BEGINNING BALANCE - Higher due to cost savings from Fiscal Year 2022-23.

Vouchers - July 2023

Voucher Number	Vendor	Description of Service	Amount	Date
VPV24000	PETERKORT CENTRE II LLC	OFFICE LEASE: JULY 2023	\$ 8,006.86	7/6/2023
VPV24001	JAMES T PAUL	TRAVEL EXPENSES: JULY 2023	422.59	7/24/2023
VPV24002	ACCURATE CORPORATE SERVICES INC	OFF-SITE STORAGE: JULY 2023	430.56	7/24/2023
VPV24003	CASCADE CENTERS INC	EMPLOYEE ASSISTANCE PROGRAM	221.40	7/24/2023
VPV24004	CHEMEKETA COMMUNITY COLLEGE	BOARD MEETING ROOM RENTAL: JULY 2023	560.00	7/24/2023
VPV24008	INKA BAJANDAS	TRAVEL EXPENSES: JULY 2023	118.56	7/31/2023
VPV24009	JORDAN BENNER	TRAVEL EXPENSES: JULY 2023	267.24	7/31/2023
VPV24010	CAFFERATA CONSULTING LLC	PS 628-1045-17: JULY 2023	1,093.75	7/31/2023
VPV24011	CAWOOD	PS 628-1032-12: JULY 2023	11,014.25	7/31/2023
VPV24012	LESLIE COMNES	PO-62800-00010575: JULY 2023	380.00	7/31/2023
VPV24013	CORAGGIO GROUP LLC	PO-62800-00016596: JULY 2023	4,303.00	7/31/2023
VPV24014	LOWELLS PRINT-INN INC	PRINTING: FINDING COMMON GROUND	3,000.00	7/31/2023
VPV24015	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	309.28	7/31/2023
VPV24016	OREGON WOMEN IN TIMBER	PO-62800-00013933: JULY 2023	3,864.00	7/31/2023
VPV24017	SERVER LOGIC CORPORATION	PS 628-1000-07: JULY 2023	580.00	7/31/2023
VPV24018	SOCIETY OF AMERICAN FORESTERS	#FORESTPROUD SPONSORSHIP	3,000.00	7/31/2023
VPV24019	WORD JONES INC	PS 628-1042-15: JULY 2023	1,575.00	7/31/2023
VPV24020	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: JULY 2023	3,916.88	7/31/2023
BTTE2400	STATE OF OREGON SECRETARY OF STATE	RECORDS MANAGEMENT ASSESSMENT	398.50	7/31/2023
BTTE2401	DEPARTMENT OF ADMINISTRATIVE SERVICES	MOTOR POOL/BUSINESS FINANCE ASSESSMENTS	1,141.97	7/31/2023
CR002401	OREGON STATE TREASURY	BANK FEES: JULY 2023	11.00	7/31/2023
TOTAL VOUCHERS - JULY 2023			\$ 44,614.84	
TOTAL PERSONNEL SERVICES - JULY 2023			\$ 113,456.73	
GRAND TOTAL EXPENDITURES			\$ 158,071.57	

Note: VPV24005-24007 are reflected in the August voucher list.

OREGON FOREST RESOURCES INSTITUTE
2023-24
FINANCIAL MANAGEMENT REPORT

August 2023

	<u>APPROVED FY 2023-24</u>	<u>CURRENT MONTH</u>	<u>ACTUAL YTD</u>	<u>FY 2023-24 YEAR END PROJECTION</u>	<u>(UNDER) OVER</u>
<u>REVENUE</u>					
BEGINNING BALANCE 7/1/2023	\$ 2,579,864			\$ 3,351,250 *	\$ 771,386
REVENUE - SALES/OTHER	-	424	424	-	-
INTEREST	20,000	14,446	27,144	80,000	60,000
HARVEST TAX	3,658,418	1,093,337	1,093,337	3,780,336	121,918
TOTAL REVENUE	\$ 6,258,282	\$ 1,108,207	\$ 1,120,905	\$ 7,211,586	\$ 953,304
<u>EXPENDITURES</u>					
<u>PERSONAL SERVICES</u>					
SALARY & WAGES	\$ 1,024,452	\$ 71,057	\$ 144,563	\$ 1,024,452	\$ -
OTHER PERSONNEL EXPENSES	686,318	39,203	79,153	686,318	-
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 110,259	\$ 223,716	\$ 1,710,770	\$ -
<u>SERVICES AND SUPPLIES</u>					
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ 5,000	\$ 8,547	\$ 320,050	\$ -
DUES AND SUBSCRIPTIONS	4,889	-	549	4,889	-
EMPLOYEE RECRUIT., WELLNESS & SAFETY	-	-	-	-	-
EMPLOYEE TRAINING	1,250	-	-	1,250	-
EXPENDABLE PROPERTY	8,900	131	131	8,900	-
FACILITIES MAINTENANCE	500	-	-	500	-
FACILITIES RENTAL	128,750	16,783	25,780	128,750	-
GOVERNMENT SERVICE CHARGES	5,740	1,532	2,526	5,740	-
LEGAL SERVICES	25,000	-	-	25,000	-
OFFICE EXPENSES	31,858	477	2,110	31,858	-
OTHER SERVICES AND SUPPLIES	5,000	-	-	5,000	-
PROFESSIONAL SERVICES	1,340,450	2,491	25,932	1,340,450	-
PUBLICATIONS / ADVERTISING	939,800	8,188	11,188	939,800	-
TELECOMMUNICATIONS	22,232	-	1,088	22,232	-
TRAVEL – INSTATE	68,250	237	1,603	68,250	-
TRAVEL – OUT OF STATE	11,475	26	26	11,475	-
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 34,866	\$ 79,481	\$ 2,914,144	\$ -
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 145,125	\$ 303,197	\$ 4,624,914	\$ -
REVENUE	\$ 6,258,282		\$ 1,120,905	\$ 7,211,586	\$ 953,304
EXPENDITURES	\$ 4,624,914		\$ 303,197	\$ 4,624,914	\$ -
ENDING BALANCE	\$ 1,633,368		\$ 817,708	\$ 2,586,672	\$ 953,304

*Actual beginning balance, July 1, 2022

**OREGON FOREST RESOURCES INSTITUTE
FINANCIAL MANAGEMENT REPORT
Aug 2023 Variance Explanation**

REVENUE

BEGINNING BALANCE - Higher due to cost savings from Fiscal Year 2022-23.

SALES/OTHER - SPOTS Visa card rebate \$423.97.

HARVEST TAX - First quarter payment \$94,440.52 (9.5%) above budget.

Vouchers - August 2023

Voucher Number	Vendor	Description of Service	Amount	Date
VPV24005	ACCURATE CORPORATE SERVICES INC	OFF-SITE STORAGE: AUGUST 2023	\$ 430.56	8/31/2023
VPV24006	PETERKORT CENTRE II LLC	OFFICE LEASE: AUGUST 2023	8,176.05	8/31/2023
VPV24007	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	531.32	8/31/2023
VPV24021	TREYTON POKORNEY	TRAVEL: AUGUST 2023	142.79	8/31/2023
VPV24022	LEONORA DIMEO-EDIGER	TRAVEL EXPENSES: JULY 2023	120.03	8/31/2023
VPV24023	ACCURATE CORPORATE SERVICES INC	PUBLICATION DELIVERY	142.50	8/31/2023
VPV24024	GARTEN SERVICES INC	SHREDDING SERVICE	361.00	8/31/2023
VPV24025	NICHOLAS S GRIER	PO-62800-000012712: JULY/AUGUST 2023	679.53	8/31/2023
VPV24026	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	777.14	8/31/2023
VPV24027	OREGON SMALL WOODLANDS ASSOCIATION	CONVENTION SPONSORSHIP	5,000.00	8/31/2023
VPV24028	PACIFIC OFFICE AUTOMATION INC	COPIERS RENTAL: JULY 2023	477.15	8/31/2023
VPV24029	PETERKORT CENTRE II LLC	OFFICE LEASE: SEPTEMBER 2023	8,176.05	8/31/2023
VPV24030	RADCO CORP	PRINTING: ADVENTURE AWAITS	1,936.00	8/31/2023
VPV24031	SELECT IMPRESSIONS	PRINTING: WIMF SONGBIRDS	6,252.00	8/31/2023
VPV24032	SHI INTERNATIONAL CORP	ACROBAT PRO LICENSE	131.48	8/31/2023
BTTE2402	STATE OF OREGON SECRETARY OF STATE	AUDIT ASSESSMENT: QUARTER 1	210.00	8/7/2023
BTTE2403	DEPARTMENT OF ADMINISTRATIVE SERVICES	RISK MANAGEMENT	1,311.00	8/7/2023
CR002405	OREGON STATE TREASURY	BANK FEES: AUGUST 2023	11.20	8/31/2023
TOTAL VOUCHERS - AUGUST 2023			\$ 34,865.80	
TOTAL PERSONNEL SERVICES - AUGUST 2023			\$ 110,259.21	
GRAND TOTAL EXPENDITURES			\$ 145,125.01	

OREGON FOREST RESOURCES INSTITUTE
2023-24
FINANCIAL MANAGEMENT REPORT

September 2023

	APPROVED FY 2023-24	CURRENT MONTH	ACTUAL YTD	FY 2023-24 YEAR END PROJECTION	(UNDER) OVER
<u>REVENUE</u>					
BEGINNING BALANCE 7/1/2023	\$ 2,579,864			\$ 3,351,250 *	\$ 771,386
REVENUE - SALES/OTHER	-	424	424	-	-
INTEREST	20,000	15,904	43,047	80,000	60,000
HARVEST TAX	3,658,418	1,093,337	1,093,337	3,780,336	121,918
TOTAL REVENUE	\$ 6,258,282	\$ 1,109,665	\$ 1,136,809	\$ 7,211,586	\$ 953,304
	APPROVED FY 2023-24	CURRENT MONTH	ACTUAL YTD	FY 2023-24 YEAR END PROJECTION	(UNDER) OVER
<u>EXPENDITURES</u>					
<u>PERSONAL SERVICES</u>					
SALARY & WAGES	\$ 1,024,452	\$ 69,953	\$ 214,516	\$ 1,024,452	\$ -
OTHER PERSONNEL EXPENSES	686,318	39,290	118,443	686,318	-
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 109,243	\$ 332,959	\$ 1,710,770	\$ -
<u>SERVICES AND SUPPLIES</u>					
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ 39,358	\$ 47,905	\$ 320,050	\$ -
DUES AND SUBSCRIPTIONS	4,889	70	619	4,889	-
EMPLOYEE RECRUIT., WELLNESS & SAFETY	-	-	-	-	-
EMPLOYEE TRAINING	1,250	-	-	1,250	-
EXPENDABLE PROPERTY	8,900	-	131	8,900	-
FACILITIES MAINTENANCE	500	-	-	500	-
FACILITIES RENTAL	128,750	8,607	34,387	128,750	-
GOVERNMENT SERVICE CHARGES	5,740	11	2,537	5,740	-
LEGAL SERVICES	25,000	-	-	25,000	-
OFFICE EXPENSES	31,858	1,215	3,325	31,858	-
OTHER SERVICES AND SUPPLIES	5,000	-	-	5,000	-
PROFESSIONAL SERVICES	1,340,450	99,487	125,419	1,340,450	-
PUBLICATIONS / ADVERTISING	939,800	8,318	19,506	939,800	-
TELECOMMUNICATIONS	22,232	1,021	2,109	22,232	-
TRAVEL – INSTATE	68,250	3,214	4,817	68,250	-
TRAVEL – OUT OF STATE	11,475	-	26	11,475	-
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 161,300	\$ 240,781	\$ 2,914,144	\$ -
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 270,544	\$ 573,740	\$ 4,624,914	\$ -
REVENUE	\$ 6,258,282		\$ 1,136,809	\$ 7,211,586	\$ 953,304
EXPENDITURES	\$ 4,624,914		\$ 573,740	\$ 4,624,914	\$ -
ENDING BALANCE	\$ 1,633,368		\$ 563,068	\$ 2,586,672	\$ 953,304

*Actual beginning balance, July 1, 2022

OREGON FOREST RESOURCES INSTITUTE
FINANCIAL MANAGEMENT REPORT
Sept 2023 Variance Explanation

REVENUE

BEGINNING BALANCE - Higher due to cost savings from Fiscal Year 2022-23.

SALES/OTHER - SPOTS Visa card rebate \$423.97.

HARVEST TAX - First quarter payment \$94,440.52 (9.5%) above budget.

Vouchers - September 2023

Voucher Number	Vendor	Description of Service	Amount	Date
VPV24033	JORDAN BENNER	TRAVEL EXPENSES: AUGUST 2023	\$ 433.67	9/21/2023
VPV24034	LEONORA DIMEO-EDIGER	TRAVEL EXPENSES: AUGUST 2023	605.70	9/21/2023
VPV24035	ACCURATE CORPORATE SERVICES INC	OFF-SITE STORAGE: SEPTEMBER 2023	430.56	9/21/2023
VPV24036	CAWOOD	PS 628-1032-12: AUGUST 2023	23,390.95	9/21/2023
VPV24037	CORAGGIO GROUP LLC	PO-62800-00016596: AUGUST 2023	10,673.00	9/21/2023
VPV24038	FORESTS TODAY & FOREVER	BUS TRANSPORTATION	430.86	9/21/2023
VPV24039	GARD EDWARDS-ALDRIDGE INC	628-1057-21: JULY 2023	23,048.96	9/21/2023
VPV24040	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	999.18	9/21/2023
VPV24041	OREGON SMALL WOODLANDS ASSOCIATION	GRANT 101-24	20,000.00	9/30/2023
VPV24042	OREGON STATE UNIVERSITY	BUS REIMBURSEMENT	2,285.50	9/30/2023
VPV24043	SERVER LOGIC CORPORATION	PS 628-1000-07: AUGUST 2023	405.00	9/30/2023
VPV24044	SOCIETY OF AMERICAN FORESTERS	WESTERN FORESTER ADVERTISING	850.00	9/30/2023
VPV24045	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: AUGUST 2023	3,619.65	9/30/2023
VPV24046	TREYTON POKORNEY	TRAVEL EXPENSES: AUGUST 2023	142.79	9/30/2023
VPV24047	INKA BAJANDAS	TRAVEL EXPENSES: SEPTEMBER 2023	53.71	9/30/2023
VPV24048	ACCURATE CORPORATE SERVICES INC	PUBLICATION DELIVERY	274.25	9/30/2023
VPV24049	BERNARD BOCHSLER	PS 628-1024-11: AUGUST-SEPTEMBER 2023	5,880.00	9/30/2023
VPV24050	CAFFERATA CONSULTING LLC	PS 628-1045-17: SEPTEMBER 2023	8,057.01	9/30/2023
VPV24051	CAWOOD	PS 628-1032-12: SEPTEMBER 2023	18,979.00	9/30/2023
VPV24052	LESLIE COMNES	PO-62800-00010575: AUGUST 2023	285.00	9/30/2023
VPV24053	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	507.52	9/30/2023
VPV24054	OREGON WOMEN IN TIMBER	PO-62800-00013933: AUGUST 2023	3,903.00	9/30/2023
VPV24055	SELECT IMPRESSIONS	PRINTING: FOREST FAMILY GUIDE	2,327.00	9/30/2023
VPV24056	SOCIETY OF AMERICAN FORESTERS	ADVERTISING	1,700.00	9/30/2023
VPV24057	WASHINGTON FARM FORESTRY ASSOCIATION	ADVERTISING	2,020.00	9/30/2023
VPV24058	WORD JONES INC	PS 628-1042-15: AUGUST 2023	2,887.50	9/30/2023
VPV24059	SILVER FALLS SCHOOL DISTRICT 4	BUS TRANSPORTATION	1,356.00	9/30/2023
VPV24060	LEONORA DIMEO-EDIGER	TRAVEL EXPENSES: SEPTEMBER 2023	400.47	9/30/2023
VPV24061	PACIFIC OFFICE AUTOMATION INC	COPIERS RENTAL: AUGUST 2023	566.47	9/30/2023
VPV24062	PETERKORT CENTRE II LLC	LEASE: OCTOBER 2023	8,176.05	9/30/2023
VPV24063	FORESTS FOREVER INC	GRANT 100-24	15,000.00	9/30/2023
	TREYTON POKORNEY	CANCEL LOST CHECK PAID ON VPV24046	(142.79)	9/30/2023
BTTE2404	DEPARTMENT OF ADMINISTRATIVE SERVICES	PRINTING ADMINISTRATIVE FEE	1,743.24	9/21/2023
CR002407	OREGON STATE TREASURY	BANK FEES: SEPT 2023	11.00	9/21/2023
TOTAL VOUCHERS - SEPTEMBER 2023			\$ 161,300.25	
TOTAL PERSONNEL SERVICES - SEPTEMBER 2023			\$ 109,243.40	
GRAND TOTAL EXPENDITURES			\$ 270,543.65	

OREGON FOREST RESOURCES INSTITUTE
2023-24
FINANCIAL MANAGEMENT REPORT

October 2023

	<u>APPROVED FY 2023-24</u>	<u>CURRENT MONTH</u>	<u>ACTUAL YTD</u>	<u>FY 2023-24 YEAR END PROJECTION</u>	<u>(UNDER) OVER</u>
<u>REVENUE</u>					
BEGINNING BALANCE 7/1/2023	\$ 2,579,864			\$ 3,351,250 *	\$ 771,386
REVENUE - SALES/OTHER	-	424	424	-	-
INTEREST	20,000	16,505	59,552	80,000	60,000
HARVEST TAX	3,658,418	1,093,337	1,093,337	3,780,336	121,918
TOTAL REVENUE	\$ 6,258,282	\$ 1,110,266	\$ 1,153,313	\$ 7,211,586	\$ 953,304
	<u>APPROVED FY 2023-24</u>	<u>CURRENT MONTH</u>	<u>ACTUAL YTD</u>	<u>FY 2023-24 YEAR END PROJECTION</u>	<u>(UNDER) OVER</u>
<u>EXPENDITURES</u>					
<u>PERSONAL SERVICES</u>					
SALARY & WAGES	\$ 1,024,452	\$ 65,702	\$ 280,218	\$ 1,024,452	\$ -
OTHER PERSONNEL EXPENSES	686,318	36,587	155,030	686,318	-
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 102,290	\$ 435,249	\$ 1,710,770	\$ -
<u>SERVICES AND SUPPLIES</u>					
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ -	\$ 47,905	\$ 320,050	\$ -
DUES AND SUBSCRIPTIONS	4,889	-	619	4,889	-
EMPLOYEE RECRUIT., WELLNESS & SAFETY	-	-	-	-	-
EMPLOYEE TRAINING	1,250	-	-	1,250	-
EXPENDABLE PROPERTY	8,900	-	131	8,900	-
FACILITIES MAINTENANCE	500	-	-	500	-
FACILITIES RENTAL	128,750	-	34,387	128,750	-
GOVERNMENT SERVICE CHARGES	5,740	11	2,548	5,740	-
LEGAL SERVICES	25,000	-	-	25,000	-
OFFICE EXPENSES	31,858	-	3,325	31,858	-
OTHER SERVICES AND SUPPLIES	5,000	-	-	5,000	-
PROFESSIONAL SERVICES	1,340,450	-	125,419	1,340,450	-
PUBLICATIONS / ADVERTISING	939,800	-	19,506	939,800	-
TELECOMMUNICATIONS	22,232	-	2,109	22,232	-
TRAVEL – INSTATE	68,250	-	4,817	68,250	-
TRAVEL – OUT OF STATE	11,475	-	26	11,475	-
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 11	\$ 240,792	\$ 2,914,144	\$ -
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 102,301	\$ 676,041	\$ 4,624,914	\$ -
REVENUE	\$ 6,258,282		\$ 1,153,313	\$ 7,211,586	\$ 953,304
EXPENDITURES	\$ 4,624,914		\$ 676,041	\$ 4,624,914	\$ -
ENDING BALANCE	\$ 1,633,368		\$ 477,273	\$ 2,586,672	\$ 953,304

*Actual beginning balance, July 1, 2022

**OREGON FOREST RESOURCES INSTITUTE
FINANCIAL MANAGEMENT REPORT
Oct 2023 Variance Explanation**

REVENUE

BEGINNING BALANCE - Higher due to cost savings from Fiscal Year 2022-23.

SALES/OTHER - SPOTS Visa card rebate \$423.97.

Vouchers - October 2023

Voucher Number	Vendor	Description of Service	Amount	Date
		Batches sent to Salem finance in October were not processed until November		
		TOTAL VOUCHERS - OCTOBER 2023	\$ -	
		TOTAL PERSONNEL SERVICES - OCTOBER 2023	<u>\$ 102,289.53</u>	
		GRAND TOTAL EXPENDITURES	\$ 102,289.53	

OREGON FOREST RESOURCES INSTITUTE
2023-24
FINANCIAL MANAGEMENT REPORT

November 2023

	APPROVED FY 2023-24	CURRENT MONTH	ACTUAL YTD	FY 2023-24 YEAR END PROJECTION	(UNDER) OVER
<u>REVENUE</u>					
BEGINNING BALANCE 7/1/2023	\$ 2,579,864			\$ 3,351,250 *	\$ 771,386
REVENUE - SALES/OTHER	-	273	697	-	-
INTEREST	20,000	16,851	76,403	80,000	60,000
HARVEST TAX	3,658,418	857,723	1,951,060	3,780,336	121,918
TOTAL REVENUE	\$ 6,258,282	\$ 874,846	\$ 2,028,160	\$ 7,211,586	\$ 953,304
<u>EXPENDITURES</u>					
<u>PERSONAL SERVICES</u>					
SALARY & WAGES	\$ 1,024,452	\$ 75,473	\$ 355,691	\$ 1,024,452	\$ -
OTHER PERSONNEL EXPENSES	686,318	42,568	197,598	686,318	-
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 118,041	\$ 553,290	\$ 1,710,770	\$ -
<u>SERVICES AND SUPPLIES</u>					
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ 10,607	\$ 58,512	\$ 320,050	\$ -
DUES AND SUBSCRIPTIONS	4,889	1,149	1,768	4,889	-
EMPLOYEE RECRUIT., WELLNESS & SAFETY	-	-	-	-	-
EMPLOYEE TRAINING	1,250	325	325	1,250	-
EXPENDABLE PROPERTY	8,900	8,798	8,929	10,000	1,100
FACILITIES MAINTENANCE	500	-	-	500	-
FACILITIES RENTAL	128,750	10,209	44,596	128,750	-
GOVERNMENT SERVICE CHARGES	5,740	620	3,167	5,740	-
LEGAL SERVICES	25,000	743	743	25,000	-
OFFICE EXPENSES	31,858	3,689	7,015	31,858	-
OTHER SERVICES AND SUPPLIES	5,000	1,094	1,094	5,000	-
PROFESSIONAL SERVICES	1,340,450	106,055	231,475	1,340,450	-
PUBLICATIONS / ADVERTISING	939,800	157,527	177,033	939,800	-
TELECOMMUNICATIONS	22,232	1,989	4,097	22,232	-
TRAVEL – INSTATE	68,250	6,347	11,164	68,250	-
TRAVEL – OUT OF STATE	11,475	886	911	11,475	-
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 310,038	\$ 550,829	\$ 2,915,244	\$ 1,100
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 428,078	\$ 1,104,119	\$ 4,626,014	\$ 1,100
REVENUE	\$ 6,258,282		\$ 2,028,160	\$ 7,211,586	\$ 953,304
EXPENDITURES	\$ 4,624,914		\$ 1,104,119	\$ 4,626,014	\$ 1,100
ENDING BALANCE	\$ 1,633,368		\$ 924,041	\$ 2,585,572	\$ 952,204

*Actual beginning balance, July 1, 2022

**OREGON FOREST RESOURCES INSTITUTE
FINANCIAL MANAGEMENT REPORT
Nov 2023 Variance Explanation**

REVENUE

BEGINNING BALANCE - Higher due to cost savings from Fiscal Year 2022-23.

SALES/OTHER - SPOTS Visa card rebate \$697.02.

HARVEST TAX - First quarter payment \$94,440.52 (9.5%) above budget. Second quarter payment \$27,476.86 (3.3%) above budget.

Vouchers - November 2023

Voucher Number	Vendor	Description of Service	Amount	Date
VPV24064	JORDAN BENNER	TRAVEL EXPENSES: SEPTEMBER 2023	\$ 107.42	11/2/2023
VPV24065	JAMES T PAUL	TRAVEL EXPENSES: OCTOBER 2023	\$ 367.37	11/2/2023
VPV24066	TREYTON POKORNEY	TRAVEL EXPENSES: SEPTEMBER-OCTOBER 2023	\$ 197.81	11/2/2023
VPV24067	KATHY STORM	TRAVEL EXPENSES: JULY-OCTOBER 2023	\$ 1,692.90	11/2/2023
VPV24068	ACCURATE CORPORATE SERVICES INC	OFF-SITE STORAGE: OCTOBER 2023	\$ 430.56	11/2/2023
VPV24069	LESLIE COMNES	PO-62800-00010575: SEPTEMBER 2023	\$ 1,021.25	11/2/2023
VPV24070	CORAGGIO GROUP LLC	PO-62800-00016596: SEPTEMBER 2023	\$ 5,486.00	11/2/2023
VPV24071	GARD EDWARDS-ALDRIDGE INC	PS 628-1057-21: AUGUST-SEPTEMBER 2023	\$ 216,112.13	11/2/2023
VPV24072	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	\$ 808.86	11/2/2023
VPV24073	OREGON AGRICULTURAL EDUC FOUNDATION	PROGRAM SPONSORSHIP	\$ 500.00	11/2/2023
VPV24074	PACIFIC OFFICE AUTOMATION INC	COPIERS RENTAL: SEPTEMBER 2023	\$ 384.58	11/2/2023
VPV24075	PETERKORT CENTRE II LLC	LEASE: OCTOBER 2023	\$ 8,176.05	11/2/2023
VPV24076	SERVER LOGIC CORPORATION	PS 628-1000-07: SEPTEMBER 2023	\$ 480.00	11/2/2023
VPV24077	SHI INTERNATIONAL CORP	ADOBE/MICROSOFT LICENSES	\$ 450.95	11/2/2023
VPV24078	WESTERN FORESTRY & CONSERVATION ASSOC	EXHIBITOR BOOTH REGISTRATION	\$ 600.00	11/2/2023
VPV24079	EAGLE POINT SCHOOL DISTRICT 9	BUS TRANSPORTATION	\$ 59.34	11/2/2023
VPV24080	PORTLAND PUBLIC SCHOOLS	BUS TRANSPORTATION	\$ 548.10	11/2/2023
VPV24081	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: SEPTEMBER 2023	\$ 1,731.67	11/2/2023
VPV24082	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: SEPTEMBER 2023	\$ 7,080.01	11/2/2023
VPV24083	INKA BAJANDAS	TRAVEL EXPENSES - OCTOBER 2023	\$ 317.63	11/14/2023
VPV24084	LEONORA DIMEO-EDIGER	TRAVEL EXPENSES - OCTOBER 2023	\$ 652.25	11/14/2023
VPV24085	JULIE WOODWARD	TRAVEL EXPENSES - OCTOBER 2023	\$ 1,239.94	11/14/2023
VPV24086	BERNARD BOCHSLER	PS 628-1024-11 OCTOBER 2023	\$ 3,880.00	11/14/2023
VPV24087	CAFFERATA CONSULTING LLC	PS 628-1045-17 OCTOBER 2023	\$ 5,241.80	11/14/2023
VPV24088	CORAGGIO GROUP LLC	PO-62800-00016596 OCTOBER 2023	\$ 2,189.00	11/14/2023
VPV24089	NORTHWEST STAFFING RESOURCES	TEMPORARY HELP	\$ 824.72	11/14/2023
VPV24090	OREGON COAST AQUARIUM INC	BOARD MEETING OCT 2023	\$ 5,400.34	11/14/2023
VPV24091	SERVER LOGIC CORPORATION	PS 628-1000-07 OCTOBER 2023	\$ 755.00	11/14/2023
VPV24092	SHI INTERNATIONAL CORP	LICENSE RENEWALS	\$ 5,073.70	11/14/2023
VPV24093	SUNRIVER RESORT L P	STAFF RETREAT	\$ 1,785.80	11/14/2023
VPV24094	JACKSON CO SCH DIST 6	BUS TRANSPORTATION	\$ 177.10	11/14/2023
VPV24094	JACKSON CO SCH DIST 6	BUS TRANSPORTATION	\$ 156.21	11/14/2023
VPV24095	LOGOS PUBLIC CHARTER SCHOOL	BUS TRANSPORTATION	\$ 225.00	11/14/2023
VPV24096	OREGON SMALL WOODLANDS ASSOCIATION	BUS TRANSPORTATION	\$ 540.00	11/14/2023
VPV24097	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: OCTOBER 2023	\$ 1,367.37	11/16/2023
VPV24098	US BANK NATIONAL ASSOCIATION ND	SPOTS VISA: OCTOBER 2023	\$ 6,543.98	11/16/2023
VPV24099	CAWOOD	PS 628-1032-12 OCTOBER 2023	\$ 25,448.16	11/16/2023
BTTE2406	STATE OF OREGON DEPARTMENT OF JUSTICE	LEGAL SERVICES: SEPTEMBER 2023	\$ 742.50	11/3/2023
BTTE2407	STATE OF OREGON SECRETARY OF STATE	RECORDS MANAGEMENT/AUDIT ASSESSMENT	\$ 608.50	11/3/2023
BTTE2408	DEPARTMENT OF ADMINISTRATIVE SERVICES	MOTOR POOL AND PRINTING ADMIN FEE	\$ 622.35	11/3/2023
CR002413	OREGON STATE TREASURY	BANK FEES: NOVEMBER 2023	\$ 11.20	11/30/2023
TOTAL VOUCHERS - NOVEMBER 2023			\$ 310,037.55	
TOTAL PERSONNEL SERVICES - NOVEMBER 2023			\$ 118,040.67	
GRAND TOTAL EXPENDITURES			\$ 428,078.22	

DIRECTOR'S NOMINATION FORM

**Oregon Forest Resources Institute
Nominee Registration**

Name: Griesel Courtney M
Last First MI

Address: 90201 Hwy 99N
Street or Mailing Address

Eugene OR 97402
City State Zip

541-954-9722 n/a
Cell Phone Home Phone

541-762-3009
Work Phone

cgriesel@spi-ind.com
Email Address

Indicate last year in which harvest tax paid: 2022 under Sierra Pacific Industries
(not applicable to Employee Rep. applicants) Name taxes filed under

I am qualified to be nominated for:

Class 1 _____ Class 2 _____ Class 3 X
SWO _____ Employee Representative _____

CERTIFICATION:

I have read the classification description and eligibility requirements for the OFRI Board of Directors and certify that I am eligible to serve on the board. Misrepresentation may disqualify me as a board nominee.

 12.6.23
Signature in Full Date

Return this completed form by email as soon as possible to Kathy Storm, storm@ofri.org. Please include a short biography.

COURTNEY GRIESEL BIOGRAPHY

December 2023

Courtney Griesel is the Oregon Community Relations Manager for Sierra Pacific Industries, a family-owned, forest landowner and wood products manufacturing company. Her focus includes areas of community engagement and giving, legislative engagement, workforce development, and regulatory, landuse, and community policy development. Courtney began her career in public sector service, with over 15 years in economic development and non-profit global consulting, focusing on traded-sector industry support and growth, land and community development, capacity building and public private partnerships focused on resiliency. She holds a Masters of Organizational Leadership from Gonzaga University and Bachelor of Science in Planning, Public Policy and Management from the University of Oregon.

PRODUCER OR LANDOWNER ORGANIZATION VALIDATION

Instructions for Nomination to Oregon Forest Resources Institute Board of Directors:

Print or type name of nominee here: Courtney Griesel, Sierra Pacific Industries
Nominee

As a nomination requirement for the appointment to the board of the Oregon Forest Resources Institute, the State Forester needs certification of the nominee's membership in a producer's organization or an organization representing landowners who meet the requirements of ORS 526.610(4). This validation also affirms the nominee's "profound interest in the development of Oregon's forest products industry." Please complete the validation form below.

Definitions:

"Producer" means a producer of forest products and includes any person, partnership, association, corporation, cooperative or other business entity involved in growing, harvesting and processing of timber or timber products. "Producer" does not include landowners who meet the requirements of ORS 526.610(4).

"Landowner meeting requirements of ORS 526.610(4)" means an owner of between 100 and 2,000 acres of forestland and who has no direct financial interest in any forest products processing activity.

"Producer organization" means a bona fide organization, designated from time to time by the State Forester, that represents producers of timber or timber products, or organizations representing landowners who meet the requirements of ORS 526.610(4), a majority of whose members reside in Oregon and whose objectives include public policy participation in statewide issues affecting timber and the timber industry in Oregon. A bona fide organization is one which has a charter, by-laws, membership requirements and which conducts meetings on a regular basis. Producer organizations currently meeting this requirement include: American Forest Resources Council, Oregon Forest Industries Council, Oregon Small Woodlands Association, Associated Oregon Loggers, Southern Oregon Timber Industries Association, Douglas Timber Operators, Western Hardwood Association, Oregon Tree Farm System and Oregon Logging Conference.

VALIDATION

I attest the above-named nominee is a member in good standing with our organization and has demonstrated a profound interest in developing Oregon's forest products industry. I am a representative of a producer's or landowner's organization and have read the above instructions. I understand that any misrepresentation on my part may result in the nominee's disqualification for appointment to the board of the Oregon Forest Resources Institute.

DIRECTOR'S NOMINATION FORM

**Oregon Forest Resources Institute
Nominee Registration**

Name: Kranzush Eric M
Last First MI

Address: P.O. Box 989
Street or Mailing Address

Eugene OR 97440
City State Zip

541-914-5872 ←
Cell Phone Home Phone

541-345-2301
Work Phone

eric@giustinaland.com
Email Address

Indicate last year in which harvest tax paid: 2023 under Giustina Land & Timber Co., LLC.
(not applicable to Employee Rep. applicants) Name taxes filed under

I am qualified to be nominated for:

Class 1 _____ Class 2 XX Class 3 _____
SWO _____ Employee Representative _____

CERTIFICATION:

I have read the classification description and eligibility requirements for the OFRI Board of Directors and certify that I am eligible to serve on the board. Misrepresentation may disqualify me as a board nominee.

 11/30/2023
Signature in Full Date

Return this completed form by email as soon as possible to Kathy Storm, storm@ofri.org. Please include a short biography.

PRODUCER OR LANDOWNER ORGANIZATION VALIDATION

Instructions for Nomination to Oregon Forest Resources Institute Board of Directors:

Print or type name of nominee here: Eric Kranzush
Nominee

As a nomination requirement for the appointment to the board of the Oregon Forest Resources Institute, the State Forester needs certification of the nominee's membership in a producer's organization or an organization representing landowners who meet the requirements of ORS 526.610(4). This validation also affirms the nominee's "profound interest in the development of Oregon's forest products industry." Please complete the validation form below.

Definitions:

"Producer" means a producer of forest products and includes any person, partnership, association, corporation, cooperative or other business entity involved in growing, harvesting and processing of timber or timber products. "Producer" does not include landowners who meet the requirements of ORS 526.610(4).

"Landowner meeting requirements of ORS 526.610(4)" means an owner of between 100 and 2,000 acres of forestland and who has no direct financial interest in any forest products processing activity.

"Producer organization" means a bona fide organization, designated from time to time by the State Forester, that represents producers of timber or timber products, or organizations representing landowners who meet the requirements of ORS 526.610(4), a majority of whose members reside in Oregon and whose objectives include public policy participation in statewide issues affecting timber and the timber industry in Oregon. A bona fide organization is one which has a charter, by-laws, membership requirements and which conducts meetings on a regular basis. Producer organizations currently meeting this requirement include: American Forest Resources Council, Oregon Forest Industries Council, Oregon Small Woodlands Association, Associated Oregon Loggers, Southern Oregon Timber Industries Association, Douglas Timber Operators, Western Hardwood Association, Oregon Tree Farm System and Oregon Logging Conference.

VALIDATION

I attest the above-named nominee is a member in good standing with our organization and has demonstrated a profound interest in developing Oregon's forest products industry. I am a representative of a producer's or landowner's organization and have read the above instructions. I understand that any misrepresentation on my part may result in the nominee's disqualification for appointment to the board of the Oregon Forest Resources Institute.

Recommendation for appointment to Oregon Forest Resources Institute Board of Directors:

It gives me great pleasure to recommend Eric Kranzush, a Forest Manager at Giustina Land & Timber Co., for service as a director on the board for the Oregon Forest Resources Institute. Giustina Land & Timber is a 4th generation, family-owned forest management company located in Eugene, Oregon. Their company practices long-term sustained yield forestry as an American Tree Farm System Certified Company and Sustainable Forestry Initiative® (SFI) program participant.

As Forest Manager, Eric understands the long-term nature and multi-generational approach to forestland management upon which the sector was developed here in Oregon. Giustina Land & Timber not only manages for the long-term but recognizes and honors that different landowners have different management objectives – an important perspective to have represented on the OFRI board. Giustina Land & Timber was heavily impacted by the Labor Day fires of 2020 – another important perspective to have represented on the OFRI board.

Eric has a great deal of experience participating in and leading stakeholder committees and processes within the sector – from ODF committees to non-profit work – and he consistently adds value to those efforts. He is mindful of the big picture, dependable, creative, and brings insightful analysis to his work.

I am confident that OFRI and the forest products sector will be well served by adding Eric Kranzush to the board of directors, and I recommend him without reservation.

Name (print) Chris Edwards

Organization Oregon Forest Industries Council

Title President

Signature /S/ Chris L. Edwards

Date December 7, 2023

Organization Representative

**Fiscal Year 2022-23 and 2023-24
Forest Products Harvest Tax Projections**

Fiscal Year 2022-23 Actuals							
Qtr	Timber Harvested	Tax Received by Dept. of Revenue	Payment Received by OFRI	Actual Harvest Level	Rate	FPHT Revenue	Percent from Approved Budget
2022q2	January - March	April - June	August	1,310,893	\$ 1.12	\$ 1,468,200.37	38.0%
2022q3	April - June	July - September	November	939,370	\$ 1.12	\$ 1,052,096.49	14.0%
2022q4	July - September	October - December	February	924,722	\$ 1.12	\$ 1,035,688.84	-9.3%
2023q1	October - December	January - March	May	869,223	\$ 1.12	\$ 973,529.88	7.3%
				4.04		\$ 4,529,515.58	12.2%
<i>Note: actual FPHT received</i>							
Fiscal Year 2023-24 Projections							
Qtr	Timber Harvested	Tax Received by Dept. of Revenue	Payment Received by OFRI	Estimated Harvest Level	Rate	FPHT Revenue	
2023q2	January - March	April - June	August	976,194	\$ 1.12	\$ 1,093,337.16	9.5%
2023q3	April - June	July - September	November	765,824	\$ 1.12	\$ 857,722.78	3.3%
2023q4	July - September	October - December	February	929,877	\$ 1.12	\$ 1,041,462.24	
2024q1	October - December	January - March	May	703,405	\$ 1.12	\$ 787,813.60	
				3.375		\$ 3,780,335.78	

**OREGON FOREST RESOURCES INSTITUTE
DRAFT PROPOSED FISCAL YEAR 2024-25 BUDGET**

	<u>APPROVED FY 2023-24</u>	<u>PROJECTED FY 2023-24</u>	<u>PROPOSED FY 2024-25</u>	<u>OVER/ (UNDER)</u>	<u>%</u>
<u>REVENUE</u>					
BEGINNING BALANCE JULY	\$2,579,864	\$3,351,250	\$ 2,586,673	\$ 6,809	0.26%
REVENUE - SALES/OTHER	\$ -	\$ -	\$ 20,000	\$ 20,000	
INTEREST	\$20,000	\$ 80,000	\$ 75,000	\$ 55,000	275.00%
HARVEST TAX	\$ 3,658,418	\$ 3,780,336	\$ 3,746,400	\$ 87,982	2.40%
TOTAL REVENUE - CASH AVAILABLE	\$ 6,258,282	\$ 7,211,586	\$ 6,428,073	\$ 169,791	2.71%
<u>EXPENDITURES</u>					
<u>PERSONNEL SERVICES:</u>					
SALARY & WAGES	\$1,024,452	\$ 1,024,452	\$ 1,046,917	\$ 22,465	2.19%
OTHER PERSONNEL EXPENSES	\$ 686,318	\$ 686,318	\$ 702,342	\$ 16,024	2.33%
TOTAL PERSONAL SERVICES	\$ 1,710,770	\$ 1,710,770	\$ 1,749,259	\$ 38,489	2.25%
<u>SERVICES AND SUPPLIES:</u>					
INSTATE TRAVEL	\$ 68,250	\$ 68,250	\$ 67,050	\$ (1,200)	-1.76%
OUT OF STATE TRAVEL	\$ 11,475	\$ 11,475	\$ 19,250	\$ 7,775	67.76%
OFFICE EXPENSES	\$ 31,858	\$ 31,858	\$ 31,858	\$ -	0.00%
TELECOMMUNICATIONS	\$ 22,232	\$ 22,232	\$ 19,902	\$ (2,330)	-10.48%
GOVERNMENT SERVICE CHARGES	\$ 5,740	\$ 5,740	\$ 5,740	\$ -	0.00%
PUBLICATIONS / EDUCATIONAL MEDIA	\$ 939,800	\$ 939,800	\$ 976,350	\$ 36,550	3.89%
PROFESSIONAL SERVICES	\$ 1,340,450	\$ 1,340,450	\$ 1,546,650	\$ 206,200	15.38%
LEGAL SERVICES	\$ 25,000	\$ 25,000	\$ 15,000	\$ (10,000)	-40.00%
EMPLOYEE TRAINING	\$ 1,250	\$ 1,250	\$ 3,500	\$ 2,250	180.00%
EMPLOYEE RECRUIT., WELLNESS & SAFETY	\$ -	\$ -	\$ -	\$ -	#DIV/0!
DUES AND SUBSCRIPTIONS	\$ 4,889	\$ 4,889	\$ 8,710	\$ 3,821	78.16%
FACILITIES RENTAL	\$ 128,750	\$ 128,750	\$ 137,967	\$ 9,217	7.16%
FACILITIES MAINTENANCE	\$ 500	\$ 500	\$ 2,000	\$ 1,500	300.00%
AGENCY SERVICES AND SUPPLIES	\$ 320,050	\$ 320,050	\$ 400,550	\$ 80,500	25.15%
OTHER SERVICES AND SUPPLIES	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
EXPENDABLE PROPERTY	\$ 8,900	\$ 8,900	\$ 15,150	\$ 6,250	70.22%
TOTAL SERVICES AND SUPPLIES	\$ 2,914,144	\$ 2,914,144	\$ 3,254,677	\$ 340,533	11.69%
GRAND TOTAL EXPENDITURES	\$ 4,624,914	\$ 4,624,914	\$ 5,003,936	\$ 379,022	8.20%
TOTAL REVENUE - CASH AVAILABLE	\$ 6,258,282	\$ 7,211,586	\$ 6,428,073	\$ 169,791	2.71%
TOTAL EXPENDITURES	\$ 4,624,914	\$ 4,624,914	\$ 5,003,936	\$ 379,022	8.20%
ENDING BALANCE	\$ 1,633,368	\$ 2,586,673	\$ 1,424,138	\$ (209,230)	-12.81%

OFRI Budget Scenario Projections

Scenario 1

(actual /projected)

Assumed future harvest levels (BBF):	Q1-Q3	2.509
	Q4	0.836
	Total	3.345

Assumed annual budget growth	3.5%
Assumed projected spend	97%
Assumed annual interest rate on reserve	3%

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Projected budget reduction target	--	--	--	-\$679,000	\$0	\$0	\$0	\$0
Annual Harvest (BBFT)	4.036	3.270	3.345	3.345	3.345	3.345	3.345	3.345
FPHT (per MBF)	\$1.12	\$1.12	\$1.17	\$1.17	\$1.27	\$1.27	\$1.30	\$1.30

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Reserve Balance on July 1	\$2,681,244	\$3,351,250	\$2,586,672	\$1,665,948	\$1,488,347	\$1,372,685	\$1,488,006	\$1,615,387
Interest/Other Income	\$118,068	\$80,000	\$95,000	\$49,978	\$44,650	\$41,181	\$44,640	\$48,462
FPHT Revenues	\$4,529,516	\$3,780,336	\$3,788,213	\$3,913,650	\$3,997,275	\$4,248,150	\$4,273,238	\$4,348,500
Subtotal	\$7,328,828	\$7,211,586	\$6,469,884	\$5,629,577	\$5,530,273	\$5,662,016	\$5,805,884	\$6,012,348
Budget	\$3,977,578	\$4,624,914	\$4,803,936	\$4,141,229	\$4,157,587	\$4,174,010	\$4,190,497	\$4,207,050
ENDING RESERVE BALANCE	\$3,351,250	\$2,586,672	\$1,665,948	\$1,488,347	\$1,372,685	\$1,488,006	\$1,615,387	\$1,805,299

[Annual Budget Scenario Projections Jan 11 2024.xlsx]Scenario 3

Scenario 1: One-year \$279K increase in FY 2024-25. Postpone an additional \$400K budget reduction until FY 2025-2026. Projected FPHT increase to \$1.17 for last quarter of FY 2024-2025, with additional FPHT increases every two years thereafter.

OFRI Budget Scenario Projections

Scenario 2

(actual /projected)

Assumed future harvest levels (BBF):	Q1-Q3	2.509
	Q4	0.836
	Total	3.345

Assumed annual budget growth	3.5%
Assumed projected spend	97%
Assumed annual interest rate on reserve	3%

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Projected budget reduction target	--	--	--	-\$779,000	\$0	\$0	\$0	\$0
Annual Harvest (BBFT)	4.036	3.270	3.345	3.345	3.345	3.345	3.345	3.345
FPHT (per MBF)	\$1.12	\$1.12	\$1.12	\$1.22	\$1.22	\$1.32	\$1.32	\$1.32

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Reserve Balance on July 1	\$2,681,244	\$3,351,250	\$2,586,672	\$1,424,136	\$1,055,261	\$909,439	\$826,048	\$974,143
Interest/Other Income	\$118,068	\$80,000	\$95,000	\$42,724	\$31,658	\$27,283	\$24,781	\$29,224
FPHT Revenues	\$4,529,516	\$3,780,336	\$3,746,400	\$3,830,025	\$4,080,900	\$4,164,525	\$4,415,400	\$4,415,400
Subtotal	\$7,328,828	\$7,211,586	\$6,428,072	\$5,296,885	\$5,167,818	\$5,101,248	\$5,266,230	\$5,418,767
Budget	\$3,977,578	\$4,624,914	\$5,003,936	\$4,241,624	\$4,258,379	\$4,275,200	\$4,292,087	\$4,309,040
ENDING RESERVE BALANCE	\$3,351,250	\$2,586,672	\$1,424,136	\$1,055,261	\$909,439	\$826,048	\$974,143	\$1,109,727

[Annual Budget Scenario Projections Jan 11 2024.xlsx]Scenario 3

Scenario 2: Postpone an additional \$400K budget reduction until FY 2025-2026. Projected FPHT increase to \$1.22 for last quarter of FY 2025-2026, with an additional \$0.10 FPHT increase two years thereafter.

OFRI Budget Scenario Projections

Scenario 3

(actual /projected)

Assumed future harvest levels (BBF):	Q1-Q3	2.509
	Q4	0.836
	Total	3.345

Assumed annual budget growth	3.5%
Assumed projected spend	97%
Assumed annual interest rate on reserve	3%

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Projected budget reduction target	--	--	-\$200,000	-\$600,000	\$0	\$0	\$0	\$0
Annual Harvest (BBFT)	4.036	3.270	3.345	3.345	3.345	3.345	3.345	3.345
FPHT (per MBF)	\$1.12	\$1.12	\$1.17	\$1.17	\$1.23	\$1.23	\$1.29	\$1.29

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Reserve Balance on July 1	\$2,681,244	\$3,351,250	\$2,586,672	\$1,624,136	\$1,365,969	\$1,133,560	\$1,027,967	\$952,578
Interest/Other Income	\$118,068	\$80,000	\$95,000	\$48,724	\$40,979	\$34,007	\$30,839	\$28,577
FPHT Revenues	\$4,529,516	\$3,780,336	\$3,746,400	\$3,913,650	\$3,963,825	\$4,114,350	\$4,164,525	\$4,315,050
Subtotal	\$7,328,828	\$7,211,586	\$6,428,072	\$5,586,510	\$5,370,773	\$5,281,917	\$5,223,331	\$5,296,206
Budget	\$3,977,578	\$4,624,914	\$4,803,936	\$4,220,542	\$4,237,213	\$4,253,950	\$4,270,753	\$4,287,622
ENDING RESERVE BALANCE	\$3,351,250	\$2,586,672	\$1,624,136	\$1,365,969	\$1,133,560	\$1,027,967	\$952,578	\$1,008,583

[Annual Budget Scenario Projections Jan 11 2024.xlsx]Scenario 3

Scenario 3: Cut OFRI ad-buy budget by \$200K in FY 2024-2025, with additional \$200K cut in FY 2025-2026 with one-year increases in other programs in 2024-2025. Projected FPHT increase to \$1.17 for last quarter of FY 2024-2025, with additional \$0.06 FPHT increase every two years thereafter.

OFRI Budget Scenario Projections

Scenario 4

(actual /projected)

Assumed future harvest levels (BBF):	Q1-Q3	2.509
	Q4	0.836
	Total	3.345

Assumed annual budget growth	3.5%
Assumed projected spend	97%
Assumed annual interest rate on reserve	3%

	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Projected budget reduction target	--	--	-\$200,000	-\$500,000	\$0	\$0	\$0	\$0
Annual Harvest (BBFT)	4.036	3.270	3.345	3.345	3.345	3.345	3.345	3.345
FPHT (per MBF)	\$1.12	\$1.12	\$1.12	\$1.20	\$1.20	\$1.28	\$1.28	\$1.28

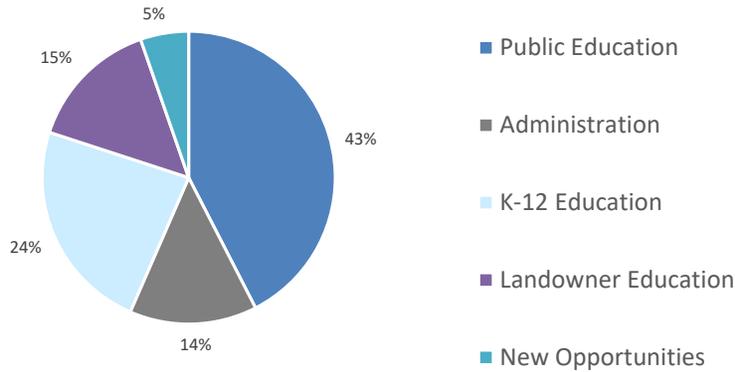
	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Reserve Balance on July 1	\$2,681,244	\$3,351,250	\$2,586,672	\$1,624,136	\$1,165,224	\$876,176	\$628,222	\$556,326
Interest/Other Income	\$118,068	\$80,000	\$95,000	\$48,724	\$34,957	\$26,285	\$18,847	\$16,690
FPHT Revenues	\$4,529,516	\$3,780,336	\$3,746,400	\$3,813,300	\$4,014,000	\$4,080,900	\$4,281,600	\$4,281,600
Subtotal	\$7,328,828	\$7,211,586	\$6,428,072	\$5,486,160	\$5,214,180	\$4,983,361	\$4,928,669	\$4,854,616
Budget	\$3,977,578	\$4,624,914	\$4,803,936	\$4,320,937	\$4,338,004	\$4,355,139	\$4,372,342	\$4,389,613
ENDING RESERVE BALANCE	\$3,351,250	\$2,586,672	\$1,624,136	\$1,165,224	\$876,176	\$628,222	\$556,326	\$465,003

[Annual Budget Scenario Projections Jan 11 2024.xlsx]Scenario 3

Scenario 4: Cut OFRI ad-buy budget by \$200K in FY 2024-2025, with additional \$200K cut in FY 2025-2026 with one-year increases in other programs in 2024-2025. Projected FPHT increase to \$1.20 for last quarter of FY 2025-2026, with additional \$0.08 FPHT increase two years thereafter.

OREGON FOREST RESOURCES INSTITUTE
Proposed Fiscal Year 2024-25
DRAFT

Administration and Program Expenses as a Percentage of Overall Proposed 2024-25 Budget



	Public Education	K-12 Education	Landowner Education	New Opportunities	Administration
FY 24-25 Budget	43%	24%	15%	5%	14%

FTE Allocation as a Percentage of Programs

Public Education		K-12 Education		Landowner Education		New Opportunities		Administration		
Joni	0.0%	Joni	0.0%	Joni	0.0%	Joni	0.0%	Joni	100.0%	
Jordan	80.0%	Jordan	5.0%	Jordan	10.0%	Jordan	5.0%	Jordan	0.0%	
Margaret	15.0%	Margaret	5.0%	Margaret	78.0%	Margaret	2.0%	Margaret	0.0%	
Kathy	3.0%	Kathy	3.0%	Kathy	3.0%	Kathy	0.0%	Kathy	91.0%	
Norie	0.0%	Norie	95.0%	Norie	0.0%	Norie	5.0%	Norie	0.0%	
Rikki	1.0%	Rikki	99.0%	Rikki	0.0%	Rikki	0.0%	Rikki	0.0%	
Jim	50.0%	Jim	5.0%	Jim	10.0%	Jim	10.0%	Jim	25.0%	
Inka	90.0%	Inka	4.0%	Inka	5.0%	Inka	1.0%	Inka	0.0%	
Julie	62.0%	Julie	3.0%	Julie	30.0%	Julie	5.0%	Julie	0.0%	
Intern	98.0%	Intern	1.0%	intern	1.0%	Intern	0.0%	Intern	0.0%	
	3.99		2.20		1.37		0.28		2.16	10.000

DESCRIPTIONS

Public Education: Program and salary expenses, including other personnel expenses (OPE), to direct OFRI's educational media, prepare publications, conduct public opinion research and sponsor or co-sponsor conferences, and workshops and public presentations on forest-related topics. Also includes monitoring news coverage of the forest sector, building and maintaining relationships with the press, sending out news releases, meeting with editorial boards, writing OpEds; and writing, distributing and marketing OFRI's electronic newsletters, blogs and social media. Finally, sponsor and support outreach education through public tours and interpretive signage, as well as to manage forestry exhibits and the Oregon Garden Rediscovery Forest.

K-12 Education: Program and salary expenses, including OPE, to build understanding and support among teachers to teach students about forests, forestry and forest management. The program includes workshops for teachers on natural resources topics and programs for K-12 students at the Rediscovery Forest, and transportation support for field trips at partner facilities. Produces grade-specific student materials. OFRI also conducts statewide forest careers outreach to high school students, teachers and adults.

Landowner Education: Program and salary expenses, including OPE, to provide training to forest landowners and managers through support for programs such as OSU Forestry Extension Master Woodland Manager program, and workshops and development of educational tools.

New Opportunities: Program and salary expenses, including OPE, to fund new opportunities, which support various one-time projects.

Administration: Expenses incurred in controlling and directing the organization that are not directly identifiable with program expenses.

**Oregon Forest Resources Institute
Program and Administrative Expenses
Proposed Fiscal Year 2024-25
DRAFT**

REVENUE

	Approved FY 23-24	Projected FY 23-24	Proposed FY 24-25
Beginning Balance as of July 1*	\$2,579,864	\$3,351,250	\$2,586,673
Revenue – Interest	\$20,000	\$80,000	\$75,000
Revenue – Other	\$0	\$0	\$20,000
Harvest Tax	\$3,658,418	\$3,658,418	\$3,746,400
Proposed budget based on statewide timber harvest of 3.345 BBF and a FPHT of \$1.12/MBF.			
Total Revenue - Cash Available	\$6,258,282	\$7,089,668	\$6,428,073

* Represents actual beginning balance as of July 1, 2022

EXPENDITURES

	Approved FY 23-24	Proposed FY 24-25	Variance
Public Education	\$1,303,150	\$1,479,350	\$176,200
K-12 Teacher Education	\$707,350	\$750,150	\$42,800
Landowner Education	\$462,500	\$477,000	\$14,500
New Opportunities	\$100,000	\$200,000	\$100,000
Office Services	\$297,919	\$293,877	-\$4,042
Staff Travel	\$43,225	\$54,300	\$11,075
Personnel	\$1,710,770	\$1,749,259	\$38,489
Total Expenditures	\$4,624,914	\$5,003,936	\$379,022

SUMMARY

	Approved FY 23-24	Proposed FY 24-25	Variance
TOTAL REVENUE - CASH AVAILABLE	\$6,258,282	\$6,428,073	\$169,791
TOTAL EXPENDITURES	\$4,624,914	\$5,003,936	\$379,022
RESERVE FOR FOLLOWING FISCAL YEAR	\$1,633,368	\$1,424,137	-\$209,231

	Approved FY 23-24	Proposed FY 24-25	Variance
PUBLIC EDUCATION			
Educational Media	\$ 985,000	\$ 905,000	\$ (80,000)
Two media campaigns (fall, spring) including digital and broadcast advertising. Budget includes minor editing and refreshing of creative for second year of two-year lifespan. Budget includes agency fees and trade media.			
Publications	\$ 165,550	\$ 147,250	\$ (18,300)
Design and printing of one special report, 2024-25 Oregon Forest Facts and Annual Report. Proofreading of all OFRI materials.			
Videos/Timelapse	\$ 10,000	\$ 10,000	\$ -
Software, stock footage and video/audio services needed to produce videos to serve OFRI programs.			
Public Opinion Research	\$ 33,000	\$ 149,000	\$ 116,000
Focus group testing for new creative, two statewide post-ad tracking surveys, Values and Beliefs survey and consulting.			
Website Development	\$ 27,600	\$ 86,600	\$ 59,000
Website development and maintenance for five websites. Complete rebuild of forest landowner website (KnowYourForest.org). Overall increase includes higher costs for standard work and additional needs.			
Sponsorships	\$ 11,000	\$ 24,000	\$ 13,000
Oregon Business Leadership Summit, Starker Lecture Series and #forestproud (NAFP) and Mass Timber Conference.			
Podcast	\$ -	\$ 500	\$ 500
Equipment			
Public Interpretation	\$ 30,000	\$ 15,000	\$ (15,000)
New signage at the Rediscovery Forest.			
Forest Tours	\$ 21,500	\$ 21,500	\$ -
Estimated cost of OFRI board tour in fall 2024			
Rediscovery Forest Site Management	\$ 11,500	\$ 12,500	\$ 1,000
Supplies, site maintenance, tools, service contracts needed to execute long-term forest management plan.			
Workforce	\$ -	\$ 100,000	\$ 100,000
Contractor for workforce efforts in strategic plan.			
Landowner Signage	\$ 8,000	\$ 8,000	\$ -
Provide "Planted" landowner signage.			
Total Public Education	\$ 1,303,150	\$ 1,479,350	\$ 176,200

	Approved FY 23-24	Proposed FY 24-25	Variance
K-12 TEACHER AND YOUTH EDUCATION			
Oregon Natural Resources Education Program (ONREP) Statewide program in collaboration with OSU Extension that provides professional development for K-12 teachers, helping them incorporate forestry and natural resources education in their classrooms.	\$ 246,600	\$ 246,600	\$ -
Statewide Classroom Program Statewide program that delivers a unique and effective classroom forestry education program for pre-kindergarten through eighth-grade students presented by trained facilitators. Administered by Oregon Women in Timber.	\$ 217,600	\$ 217,600	\$ -
Field Trip Transportation Reimbursement to school districts for students to attend forestry education programs at partner sites, including the Rediscovery Forest, and field programs provided by ODF, Port Blakely, Forests Today & Forever, Starker Forests, OSU and others.	\$ 95,000	\$ 105,000	\$ 10,000
Rediscovery Forest K-12 Forestry Education Program Includes student journals and equipment for field use for the Oregon Garden Natural Resources Education Program sponsored by OFRI.	\$ 31,200	\$ 28,000	\$ (3,200)
K-12 Teacher Professional Development OFRI-led professional development for high school natural resources teachers using OFRI forestry curriculum, includes workshops and tours. Includes substitute reimbursement for teachers to attend professional development workshops; travel. Also includes other OFRI-led professional development.	\$ 45,000	\$ 44,000	\$ (1,000)
Secondary Student Programs Support for forest sector career initiatives.	\$ 10,950	\$ 10,950	\$ -
Publications Reprint and create new publications for distribution to K-12 teachers and students, including a new forests and climate publication.	\$ 38,000	\$ 73,000	\$ 35,000
K-12 Teacher Website Maintain LearnForests.org.	\$ 3,000	\$ 5,000	\$ 2,000
Envirothon Continuation of statewide Envirothon, presented by OFRI.	\$ 20,000	\$ 20,000	\$ -
Total Teacher/Youth Education	\$ 707,350	\$ 750,150	\$ 42,800

	Approved FY 23-24	Proposed FY 24-25	Variance
FOREST LANDOWNER EDUCATION			
Woodland Owner/Master Woodland Manager Agreement with OSU Forestry Extension to coordinate the Master Woodland Manager Program and provide forest management training and education to underserved audiences such as the Women Owning Woodlands Network.	\$ 120,000	\$ 120,000	\$ -
Forestry Extension Landowner Education Agreement with OSU Extension to support Tree Schools and provide new landowner education programs.	\$ 40,000	\$ 45,000	\$ 5,000
Wildlife in Managed Forests Program Continuation of Wildlife in Managed Forests program.	\$ 56,000	\$ 57,000	\$ 1,000
Publications Printing Illustrated Manual, OFPA outreach materials and miscellaneous landowner publications as needed.	\$ 154,500	\$ 158,500	\$ 4,000
Hopkins Educational Consortium Continues funding for Forests Forever, Inc. to support landowner education at Hopkins Demonstration Forest.	\$ 15,000	\$ 15,000	\$ -
OFRI Landowner Workshops Continues support for OSAF Annual Meeting, Family Forest Convention (OSWA & OTFS), WFCFA Forest Vegetation Management Conference and Forestry Communications Workshop.	\$ 22,000	\$ 23,000	\$ 1,000
OSWA Landowner Workshops Maintains support for OSWA landowner workshops.	\$ 20,000	\$ 25,000	\$ 5,000
Forest Landowner Database OFRI support to update and maintain forest landowner database by supporting users, maintaining website and updating data.	\$ 5,000	\$ 2,500	\$ (2,500)
Landowner Website Maintenance Maintains KnowYourForest.org content.	\$ 15,000	\$ 15,000	\$ -
Rediscovery Forest Landowner Education Program and contractor support for landowner classes at the OGRF for family forest landowners.	\$ 8,000	\$ 6,000	\$ (2,000)
Display Booth Maintains presence at Tree School, OSWA, OSAF, The Wildlife Society, AOL, Western Forestry & Conservation Association, Oregon Logging, Mass Timber and NCASI.	\$ 2,000	\$ 5,000	\$ 3,000
Motor Pool Vehicle for Director of Forestry	\$ 5,000	\$ 5,000	\$ -
Total Landowner Education	\$ 462,500	\$ 477,000	\$ 14,500

	<u>Approved FY 23-24</u>	<u>Proposed FY 24-25</u>	<u>Variance</u>
NEW OPPORTUNITIES			
To be designated	\$ 100,000	\$ 200,000	\$ 100,000
Total New Opportunities	\$ 100,000	\$ 200,000	\$ 100,000

	<u>Approved FY 23-24</u>	<u>Proposed FY 24-25</u>	<u>Variance</u>
PERSONNEL			
Salary & Wages	\$ 1,024,452	\$ 1,046,917	\$ 22,465
COLA increase of 3%			
Other Personnel Expenses	\$ 686,318	\$ 702,342	\$ 16,024
Based on estimates for PERS and health care.			
Staff Travel	\$ 43,225	\$ 54,300	\$ 11,075
Total Personnel	\$ 1,753,995	\$ 1,803,559	\$ 49,564

	<u>Approved FY 23-24</u>	<u>Proposed FY 24-25</u>	<u>Variance</u>
OFFICE SERVICES			
General Office	\$ 267,519	\$ 241,277	\$ (26,242)
Includes office lease, office supplies, utilities, government charges, office equipment. Savings due to strategic plan completion.			
Computer Support	\$ 17,400	\$ 27,600	\$ 10,200
Contractor support for all computer equipment and conversion from server to the cloud.			
ODF Support	\$ 6,000	\$ 18,000	\$ 12,000
ODF for human resources services and DAS for financial services.			
Motor Pool Vehicle for Executive Director	\$ 7,000	\$ 7,000	\$ -
Total Office Services	\$ 297,919	\$ 293,877	\$ (4,042)
Total Expenditures	\$ 4,624,914	\$ 5,003,936	\$ 379,022

OREGON FOREST RESOURCES INSTITUTE

Working Group Appointments for Calendar Year 2024

Principles:

- Strive to have one member from every class on the budget and nominations working groups
- Three to four board members per working group is adequate; more members can come from outside the board
- The chair or immediate past chair should serve on nominations
- The chair and/or vice chair should serve on budget
- With 18-24 possibilities and only 14 members, including the ODF rep, there is a need for each Board member to serve on at least two working groups

Board Member/Class	Budget	Nominations	Public Ed	K-12	Landowner
Beathe, Jennifer II			X	X	
Betts, Paul II	X	X			
Culbertson, Gordon SWO		X			X
DeLuca, Tom OSU				X	X
Elliott, Kris Public			X	X	
Griesel, Courtney III			X	X	.O
Hicks, Mike Labor			X	X	
Hitner, Garren I			X		X
Knanzush, Eric II	X				X
Newton, Dan I	X				X
Rasmussen, Kristin III		X	X		
Shaw, Mike ODF					
Thompson, Madeleine I	X	X			
Trenholm, Brian III	X			X	

Educational Advertising Update

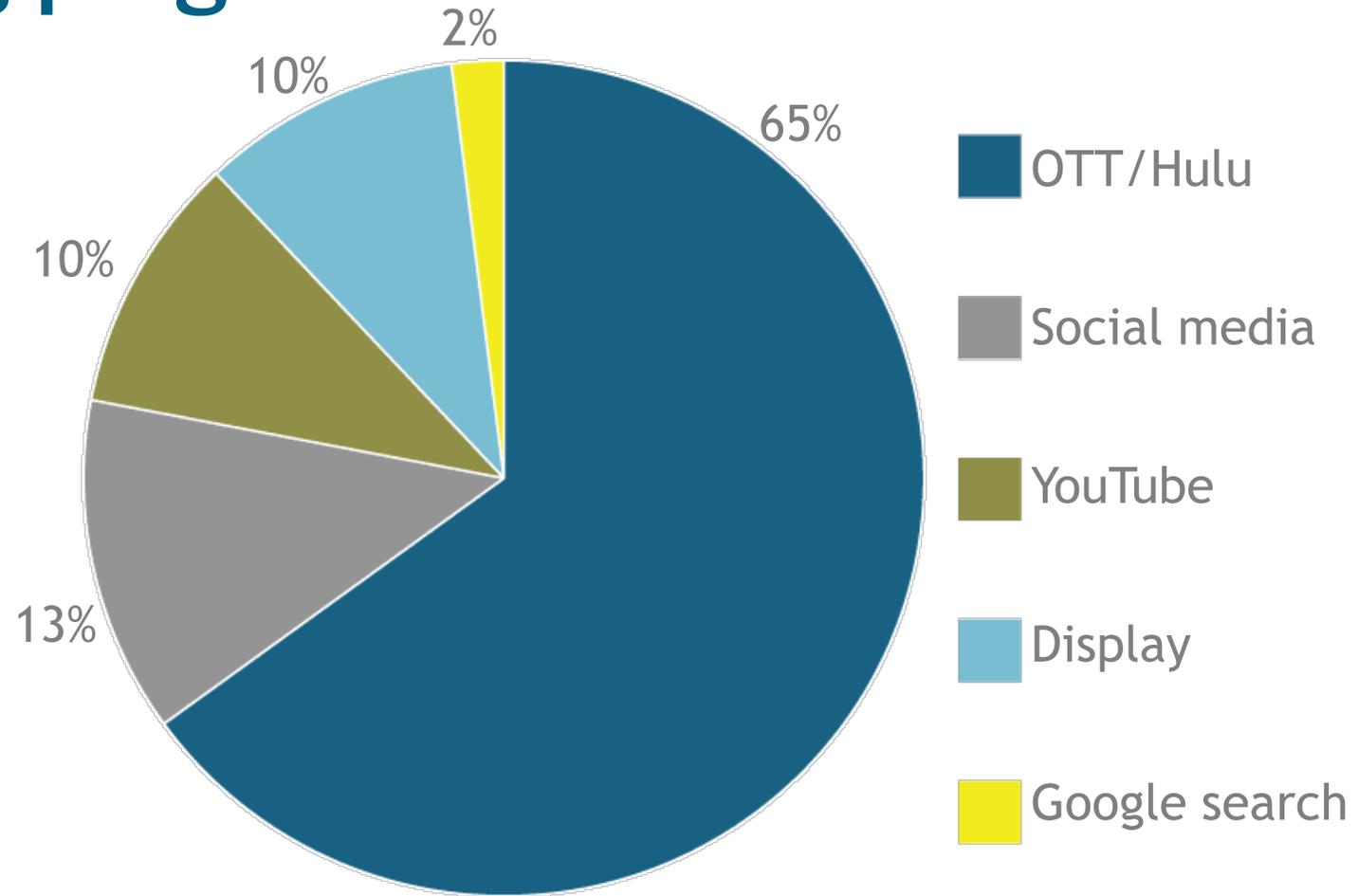
Jordan Benner
Senior Manager of Public Outreach
Jan. 18, 2024



Oregon Forest
Resources Institute

Fall 2023 advertising program

- Sep. 20 - Nov. 12
8 week run
- audience:
statewide adults,
with a skew toward 18-34
- digital only



Impressions

- 15 million impressions over the 8 weeks
- total of 36,472 clicks to our website
- advertising traffic amounted to 67% of all traffic
- video properties have lower clicks, but better message delivery



New creative

- primary focus: educate Oregonians about reforestation practices
- secondary focus: link planting trees with future sustainability and renewable wood products



Creative performance

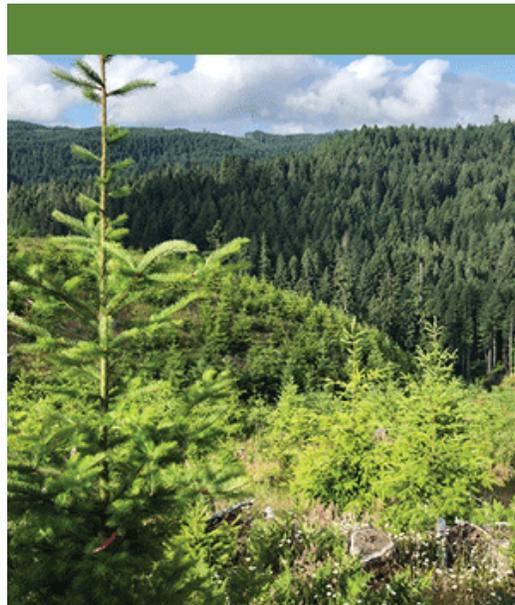
highest performing video



Oregon Forest
Resources Institute

Creative performance

highest performing display ads



In Oregon, we plant three trees for everyone harvested to ensure healthy forests for future generations.



[LEARN MORE »](#)



In Oregon, we're always planning for the future.

Oregon plants 40 million new trees every year.



[LEARN MORE »](#)



The signs of a healthy forest are everywhere.

Oregon continually plants new trees – three for every one harvested.



[LEARN MORE »](#)

Spring 2024 campaign

- March - June
- same creative as fall campaign
- addition of broadcast television

OFRI and the advertising agency will adjust media plan based on performance of fall placements.



Additional components

- YouTube support videos



Additional components

- reprod timelapse video



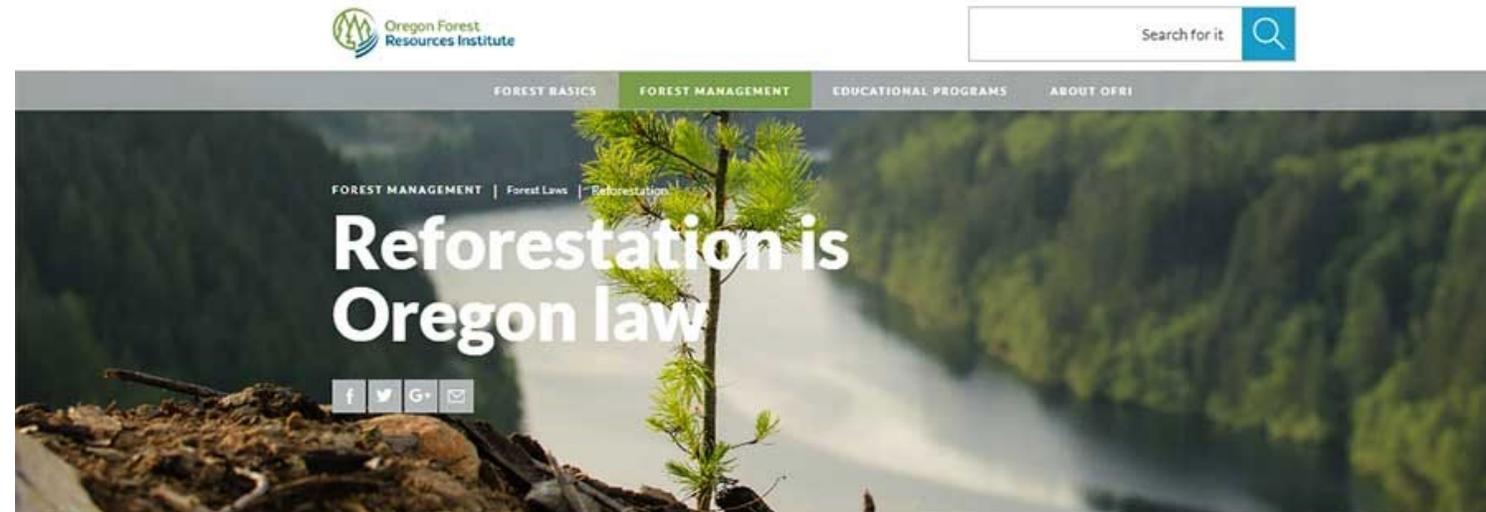
Additional components

- social media support campaign
- blog entries



Website comparison

OFRI will work with the website developer to create A/B testing to attempt to compare broadcast traffic with digital traffic.



It is a cornerstone of Oregon's forest practices rules. Requiring landowners to promptly replant trees after a timber harvest means future Oregonians will enjoy the same forest resources we do today, including wood products, healthy watersheds, recreational opportunities, and thriving fish and wildlife habitat.

In a typical year, Oregon forest landowners plant about 40 million seedlings every year. And far more trees are planted each year than are harvested.



Join Mike Cloughesy and Nicole Strong as they explain why replanting is ...

SEE VIDEO



Post testing

- spring campaign will include a post test from DHM to gauge recall and messaging effectiveness
- testing will help guide an alterations for the next two cycles

Reminders:

This set of creative will have 4 showings.

Creative will have additional footage incorporated for fall 2024 to include a minor refresh of images



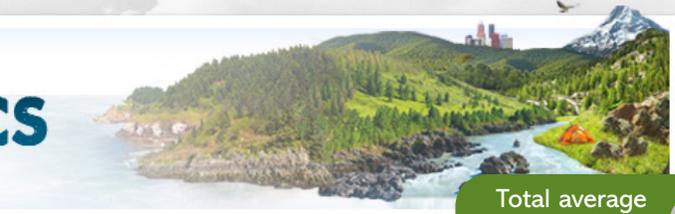
Thank you.

Any questions?



WEBSITE ANALYTICS

Oregon Forest Resources Institute



Total average
monthly visitors
18,120



Q2, FY 2023-2024

OregonForests.org

Average monthly visitors: 16,500

Pages per visit: 1.62 Visit duration: 00:26

Top inroads:

Direct URL, Google search, Facebook

Top pages:

Reforestation, homepage, tree variety

Of note:

The reforestation page represented 50% of all landing pages, and 43% of all page visits.

This quarter contains the tail end of the fall educational advertising campaign

1,607 downloads this quarter

65% mobile users

LearnForests.org

Average monthly visitors: 350

Pages per visit: na Visit duration: na

Top inroads:

Direct URL, Google search, OFRI public site

Top referrals

OFRI public site, arborday.org, ONREP site

Top pages:

All resources, homepage, bus reimbursement

Of note:

Decreases in overall usage

24% mobile users

Download statistics missing

Timeframe includes the strike of Oregon's largest school district

KnowYourForest.org

Average monthly visitors: 800

Pages per visit: 1.62 Visit duration: na

Top inroads:

Google, Direct URL, Bing

Top pages:

Logging and selling timber, home page, planning

Of note:

Slight reduction in traffic and downloads over last quarter

42% mobile device users

222 downloads

OregonForestLaws.org

Average monthly visitors: 470

Pages per visit: 1.2 Visit duration: 1:48

Top inroads:

Google, Direct URL, bing

Top pages:

Home page, logging, water and fish

Of note:

General visitation higher than normal

82 downloads