



**OKLAHOMA PRESCRIBED BURN ASSOCIATION  
BOARD MEETING  
September 25, 2012  
12:00 PM – 2:00 PM  
ROMAN NOSE STATE PARK**

**DRAFT MINUTES – 9/25/12**

**LOCATION:** Roman Nose State Park, Watonga, OK

**PRESENT:**

John Weir, OSU Extension  
Darrel Dominick, OCC/OPBA – Sec/Treasurer  
Ron Voth, OPBA  
Karsen Davis, Roger Mills PBA  
Verlin Hart, Crosstimbers PBA

**ABSENT:**

Paul Clark, NRCS – Indicated he was committed to attend another meeting  
Alva Gregory, ODWC – Indicated he was under the weather

**Guests –**

None

**CALL TO ORDER:** John Weir called the meeting to order and welcomed the participants. No handout agenda was available.

**INTRODUCTIONS:**

None

**READING OF LAST MINUTES:**

(Handout) Meeting minutes from 4/18/12 were reviewed and approved as written with a first from Karsen Davis , second from Verlin Hart and voice vote approval.

**TREASURERS REPORT:**

Dominick told the board that OPBA has a checking account at RCB Bank in Stillwater and that he and Weir are on the account. The account currently has \$10,000 in it due to a donation by The Nature Conservancy (TNC). Dominick had prepared a thank you letter for the TNC and all present signed the letter. The board approved Dominick to purchase basic supplies. Davis indicated he would donate envelopes and those type of supplies from his printing business. Davis was thanked for his assistance.

**PRESCRIBED BURN LIABILITY INSURANCE:**

Voth updated the board on the incident in Texas with a burn which happened outside of prescription and jumped to a neighbor who has now sued. The Gemini Co. is settling this incident and will pull out of coverage for prescribed fire. Doug Rigdon and others are searching for another underwriter. It has been recognized that a larger multi-state pool of customers be organized to attract another underwriter. This will require the formation of a national association. Weir and Voth are attending the Kansas Prescribed Fire Council meeting in Wichita tomorrow. Representatives from the Texas Prescribed Burn Alliance (TPBA) will also be attending.

**OPBA NONPROFIT STATUS/UPDATE:**

Dominick provided an update on this effort. The OPBA is now incorporated as a nonprofit in Oklahoma, has a tax identification number (EIN), and DUNS number for federal contracting. Dominick discussed efforts to work with OACD to have them nurture OPBA along. OACD did offer coverage of OPBA under their nonprofit status. Dominick met with the OACD board in May. Dominick had subsequent discussions and working with Weir and Voth made the

decision, after receiving advice from the TPBA to form a stand-alone nonprofit. Dominick is ready to engage the Nonprofit Elite firm in Texas to assist with this work with the IRS. This firm specializes in doing this and has quoted a price of \$825.00 with an initial upfront cost of \$425 followed by \$400 at conclusion. Weir offered a motion to allow Dominick to engage the firm at a cost not to exceed \$1000.00. The motion had a first from Davis and a second by Hart and was approved unanimously by voice vote.

#### **APPROVAL OF BYLAWS:**

A copy of the bylaws was provided and reviewed. The board discussed the need to remain flexible during this start-up time until the OPBA matured was led by a second generation of board members. Weir made the motion to approve the bylaws and this had a first from Davis and a second by Hart. The bylaws were approved by voice vote. Hart also discussed the need for OPBA to develop a dues structure and be as self-sustaining as possible.

#### **APPROVAL OF OPERATING HANDBOOK:**

A copy of the operating handbook was provided and reviewed. The board discussed the need to remain flexible during this start-up time until the OPBA matured and was led by a second generation of board members. Weir made the motion to approve the bylaws and this had a first from Davis and a second by Hart. The operating handbook was approved by voice vote. This also has our current vision and mission statements in it.

#### **STATUS OF AGREEMENTS/POSSIBLE AGREEMENTS AND PARTNERSHIPS:**

The status of agreements was discussed –

- USFWS/OCC/OSU – USFWS provided \$37,000 to develop a three tiered training effort. OCC and OSU have an agreement to develop. A thank you letter will be developed to the USFWS for this financial assistance.
- NRCS – This agreement will involve training and dovetail in with the agreement above. This will also involve the development of an app and purchase of equipment. This agreement will be for \$15,000. Dominick told the board he has prepared all documents needed for this agreement to be signed. Dominick asked for approval from the board to complete the agreement. Weir made a motion to allow Dominick to complete and sign the agreement. A first to approve was offered by Davis and a second by Hart. This was approved by voice vote. A thank you letter will be developed and sent to NRCS for this support of joint goals.
- NWTF – The OK Chapter of the National Wild Turkey Federation will provide \$2500 to Weir for the OPBA efforts and work. A thank you letter will be developed when these funds arrive. Weir also explained how the NWTF was now the largest nonprofit wildlife group in the country and they have expanded their mission to include upland habitat.
- ODWC/Oklahoma Department of Wildlife Commission - Weir and Voth met with these partners and they have indicated strong support for the OPBA effort and will decide soon the level of financial support for OPBA. This is very positive.
- PLJV Capacity Grant – Voth indicated the need for OPBA to apply for a multi-year capacity grant to PLJV which can run for three years. The board encouraged Voth to gather more information and we work on an application. The proposal is due December 15. The motion was made by Weir to approve application for this grant and there was a first from Davis, a second from Hart and it was approved by voice vote.
- ConocoPhillips Capacity Grant – Voth discussed this opportunity and discouraged applying this year. These funds were used by Voth, Weir and Dominick, through the High Plains RC&D last year, to organize and participate in the 12 outreach meetings whereby approximately 500 surveys of support for OPBA efforts were received.
- PLJV/NFWF Grant – Voth indicated OPBA is still in the running for this grant sometime after January 1. The current budget situation in WDC may impact but OPBA has a strong case for these funds. OPBA is grouped with the KSPFC on this grant. The first year would be for \$50,000, the second year for \$35,000 and the third year for \$25,000. Weir indicated Kansas was not forming a nonprofit like the OPBA but would probably use the KSPFC as their organizational structure. Weir discussed recent developments with Jason Hartman as working for them as their Executive Director.
- Noble Foundation – Weir, Voth and Dominick have been invited to the Noble Foundation for a gathering on October 23 to present an overview of what we are doing with the OPBA. There is a possibility of a grant coming from the Noble Foundation.
- Quail Forever – Weir indicated a need to contact these partners for possible equipment donations.

#### **OUTREACH EVENTS/NEEDS:**

- NRCS State Technical Committee Meeting 7/31 OKC – Dominick represented OPBA and participated in the meeting.
- ODWC Commission OKC – As mentioned previously, Weir and Voth attended an ODWC Commission meeting to discuss OPBA efforts.

- Eastern Red Cedar Registry Board 8/29 – Dominick presented an overview of the OPBA and partnership efforts
- Legislative Interim Study – Public Safety Committee – Cedars/Inmate Labor 9/6 OKC Capitol – Dominick presented an overview of the OPBA.
- OPFC 9/11 OKC – Dominick and Weir provided the council with an update of OPBA activities
- Oklahoma Cattlemen – Hart and Voth will meet with soon
- AFR/Farm Bureau – Voth indicated both want to meet with the OPBA
- Oklahoma Insurance Commissioner – Voth encouraged us to meet with this person soon
- Groendyke Transport – Voth indicated a need to contact this company and explain what we are doing
- Dominick indicated he would work to develop a brochure over the next few months for meetings such as the ones listed above
- Weir indicated the need to find an opportunity to get the governor to a prescribed fire and he will try to find such an opportunity

**MEETING WAS ADJOURNED**

MINUTES APPROVED: 1<sup>ST</sup> \_\_\_\_\_

2<sup>ND</sup> \_\_\_\_\_

VOICE VOTE APPROVAL: YES NO

APPROVED MINUTES SUBMITTED: \_\_\_\_\_  
M. DARREL DOMINICK DATE

9/ 25/12 OPBA - Roman Nose

To discuss:

- Minutes 4/18/12 – needs approval
- Treasurer’s Report - \$10,000 from TNC; opened an account at RCB in Stillwater; Weir/Dominick on the account
- Update on liability insurance underwriter/next steps – national association/larger pool
- OPBA – incorporated in OK as a non-profit
- For approval:
  - Draft vision/mission
  - Draft bylaws
  - Draft operating handbook
  - NonprofitElite.org – work on the IRS non-profit status 1023 form – \$825 (\$425 up front/\$400 when completed)
- Agreements:
  - USFWS/OCC/OSU - \$37,000 - training modules
  - NRCS - \$15,000 – training, equipment and app.
- Additional possible funding agreements:
  - ODWC – estimated \$20,000-25,000/year
  - ConocoPhillips Capacity grant - \$25,000
  - PLJV/NFWF grant – coordinator - \$50,000+/yr for three years
  - Noble Foundation - ?
- Outreach events:
  - ODWC
  - Eastern Red Cedar Registry Board
  - Legislative Interim Study
  - OKPFC
  - Other
- Upcoming Events:
  - KS PFC – Wichita 9/26/12
  - Noble Foundation 10/23/12
- Outreach needs:
  - Oklahoma Cattlemen
  - AFR
  - Farm Bureau
  - others