



Board of Directors Meeting

<https://us02web.zoom.us/j/89336467072?pwd=2YlwhwETrSOLoV0ZBQD5bBpdaZmvjv.1>

(253) 215-8782; Meeting ID: 893 3646 7072

Passcode: 515510

Thursday, March 13, 2025

9:30 – 11:30 a.m.

Agenda

- I. Call to Order – Paul Betts, Miami Alternatives, LLC
- II. Welcome and Introductions – Paul Betts
- III. Opening Remarks – Jim Paul, OFRI
- IV. Public Comment
- V. Action Item
 - Fiscal Year 2025-26 Proposed Budget* – Jim Paul
- VI. Adjourn

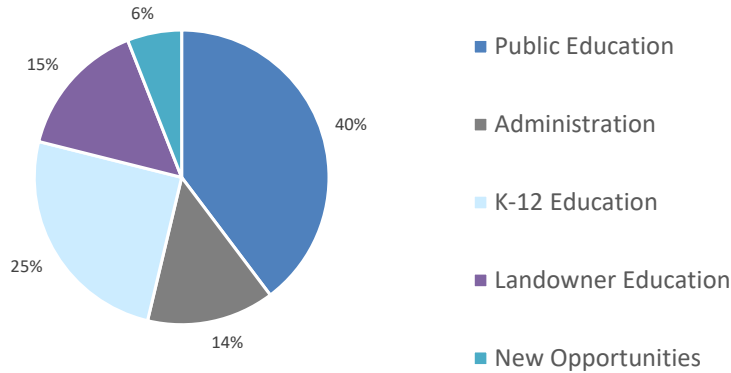
*requires a motion

**OREGON FOREST RESOURCES INSTITUTE
PROPOSED FISCAL YEAR 2025-26 BUDGET**

	<u>APPROVED FY 2024-25</u>	<u>PROJECTED FY 2024-25</u>	<u>PROPOSED FY 2025-26</u>	<u>OVER/ (UNDER)</u>
<u>REVENUE</u>				
BEGINNING BALANCE JULY	\$2,656,946	\$3,465,156	\$ 2,866,785	\$ 209,839
REVENUE - SALES/OTHER	\$ 20,000	\$ 20,000	\$ 15,000	\$ (5,000)
INTEREST	\$75,000	\$ 140,000	\$ 75,000	\$ -
HARVEST TAX	<u>\$ 3,779,442</u>	<u>\$ 3,779,442</u>	<u>\$ 3,851,406</u>	<u>\$ 71,964</u>
TOTAL REVENUE - CASH AVAILABLE	\$ 6,531,388	\$ 7,404,598	6,808,191	\$ 276,803
<u>EXPENDITURES</u>				
<u>PERSONNEL SERVICES:</u>				
SALARY & WAGES	\$1,059,927	\$ 1,004,108	\$ 1,077,339	\$ 17,412
OTHER PERSONNEL EXPENSES	<u>\$ 708,311</u>	<u>\$ 684,906</u>	<u>\$ 672,920</u>	<u>\$ (35,391)</u>
TOTAL PERSONAL SERVICES	\$ 1,768,237	\$ 1,689,014	\$ 1,750,259	\$ (17,979)
<u>SERVICES AND SUPPLIES:</u>				
INSTATE TRAVEL	\$ 67,050	\$ 58,010	\$ 93,466	\$ 26,416
OUT OF STATE TRAVEL	\$ 19,250	\$ 19,250	\$ 15,400	\$ (3,850)
OFFICE EXPENSES	\$ 34,858	\$ 29,290	\$ 26,858	\$ (8,000)
TELECOMMUNICATIONS	\$ 21,750	\$ 15,800	\$ 14,021	\$ (7,729)
GOVERNMENT SERVICE CHARGES	\$ 5,740	\$ 5,740	\$ 6,036	\$ 296
PUBLICATIONS / EDUCATIONAL MEDIA	\$ 779,350	\$ 788,315	\$ 724,150	\$ (55,200)
PROFESSIONAL SERVICES	\$ 1,588,150	\$ 1,370,439	\$ 1,569,020	\$ (19,130)
LEGAL SERVICES	\$ 15,000	\$ 8,000	\$ 7,500	\$ (7,500)
EMPLOYEE TRAINING	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
EMPLOYEE RECRUIT., WELLNESS & SAFETY	\$ -	\$ -	\$ -	\$ -
DUES AND SUBSCRIPTIONS	\$ 8,710	\$ 5,143	\$ 9,570	\$ 860
FACILITIES RENTAL	\$ 137,967	\$ 134,900	\$ 148,996	\$ 11,029
FACILITIES MAINTENANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
AGENCY SERVICES AND SUPPLIES	\$ 400,550	\$ 382,038	\$ 450,570	\$ 50,020
OTHER SERVICES AND SUPPLIES	\$ 5,000	\$ 3,500	\$ 3,500	\$ (1,500)
EXPENDABLE PROPERTY	<u>\$ 15,600</u>	<u>\$ 22,874</u>	<u>\$ 26,525</u>	<u>\$ 10,925</u>
TOTAL SERVICES AND SUPPLIES	\$ 3,104,475	\$ 2,848,799	\$ 3,101,112	\$ (3,363)
GRAND TOTAL EXPENDITURES	\$ 4,872,712	\$ 4,537,813	\$ 4,851,371	\$ (21,342)
TOTAL REVENUE - CASH AVAILABLE	\$ 6,531,388	\$ 7,404,598	\$ 6,808,191	\$ 276,803
TOTAL EXPENDITURES	<u>\$ 4,872,712</u>	<u>\$ 4,537,813</u>	<u>\$ 4,851,371</u>	<u>\$ (21,342)</u>
ENDING BALANCE	\$ 1,658,677	\$ 2,866,785	\$ 1,956,821	\$ 298,145

OREGON FOREST RESOURCES INSTITUTE
Proposed Fiscal Year 2025-26
DRAFT

Administration and Program Expenses as a Percentage of Overall Proposed 2025-26 Budget



	Public Education	K-12 Education	Landowner Education	New Opportunities	Administration
FY 25-26 Budget	40%	25%	15%	6%	14%

FTE Allocation as a Percentage of Programs

Public Education		K-12 Education		Landowner Education		New Opportunities		Administration		
Joni	5.0%	Joni	5.0%	Joni	5.0%	Joni	0.0%	Joni	85.0%	
Jordan	80.0%	Jordan	5.0%	Jordan	10.0%	Jordan	5.0%	Jordan	0.0%	
Margaret	15.0%	Margaret	3.0%	Margaret	82.0%	Margaret	0.0%	Margaret	0.0%	
Kathy	5.0%	Kathy	5.0%	Kathy	5.0%	Kathy	0.0%	Kathy	85.0%	
Rikki	0.0%	Rikki	95.0%	Rikki	0.0%	Rikki	5.0%	Rikki	0.0%	
Jenna	1.0%	Jenna	99.0%	Jenna	0.0%	Jenna	0.0%	Jenna	0.0%	
Jim	40.0%	Jim	15.0%	Jim	15.0%	Jim	10.0%	Jim	20.0%	
Inka	90.0%	Inka	5.0%	Inka	5.0%	Inka	0.0%	Inka	0.0%	
Julie	45.0%	Julie	10.0%	Julie	30.0%	Julie	5.0%	Julie	10.0%	
Intern	98.0%	Intern	1.0%	intern	1.0%	Intern	0.0%	Intern	0.0%	
3.79		2.43		1.53		0.25		2.00		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 2025-26**

REVENUE

	Approved FY 24-25	Projected FY 24-25	Proposed FY 25-26
Beginning Balance as of July 1*	\$2,656,946	\$3,465,156	\$2,866,785
Revenue – Interest	\$75,000	\$140,000	\$75,000
Revenue – Other	\$20,000	\$20,000	\$15,000
Harvest Tax	\$3,779,442	\$3,779,442	\$3,851,406
Proposed budget based on statewide timber harvest of 3.292 BBF and a FPHT of \$1.17 MBF.			
Total Revenue - Cash Available	\$6,531,388	\$7,404,598	\$6,808,191

* Represents actual beginning balance as of July 1, 2024

EXPENDITURES

	Approved FY 24-25	Proposed FY 25-26	Variance
Public Education	\$1,279,350	\$1,324,850	\$45,000
K-12 Teacher Education	\$760,150	\$802,270	\$42,120
Landowner Education	\$479,500	\$443,016	-\$36,484
New Opportunities	\$200,000	\$200,000	\$0
Office Services	\$331,175	\$275,226	-\$50,949
Staff Travel	\$54,300	\$55,750	\$1,450
Personnel	\$1,768,238	\$1,750,259	-\$17,979
Total Expenditures	\$4,872,713	\$4,851,371	-\$16,842

SUMMARY

	Approved FY 24-25	Proposed FY 25-26	Variance
TOTAL REVENUE - CASH AVAILABLE	\$6,531,388	\$6,808,191	\$276,803
TOTAL EXPENDITURES	\$4,872,713	\$4,851,371	-\$21,342
RESERVE FOR FOLLOWING FISCAL YEAR	\$1,658,675	\$1,956,820	\$298,145

	Approved FY 24-25	Proposed FY 25-26	Variance
PUBLIC EDUCATION			
Educational Media	\$ 705,000	\$ 825,000	\$ 120,000
Two media campaigns (fall, spring) including digital and broadcast advertising. Budget includes production of new ads, agency fees and trade media.			
Publications	\$ 147,250	\$ 186,850	\$ 39,600
Design and printing of one special report, 2025-26 Annual Report and 2025 forest economic report. Proofreading of all OFRI materials.			
Videos/Timelapse	\$ 10,000	\$ 8,500	\$ (1,500)
Software, stock footage and video/audio services needed to produce videos to serve OFRI programs.			
Public Opinion Research	\$ 149,000	\$ 87,000	\$ (62,000)
Focus group testing for new creative, two statewide post-ad tracking surveys and consulting. Values and Beliefs survey completed in FY 24-25.			
Website Development	\$ 86,600	\$ 41,600	\$ (45,000)
Website development and maintenance.			
Sponsorships	\$ 24,000	\$ 20,000	\$ (4,000)
Oregon Business Leadership Summit, Starker Lecture Series, World Forestry Center public events and Mass Timber Conference.			
Podcast	\$ 500	\$ -	\$ (500)
No new equipment needed			
Public Interpretation	\$ 15,000	\$ 26,000	\$ 11,000
New signage at the Rediscovery Forest.			
Forest Tours	\$ 21,500	\$ 18,900	\$ (2,600)
Estimated cost of OFRI board tour in fall 2025			
Rediscovery Forest Site Management	\$ 12,500	\$ 27,500	\$ 15,000
Supplies, site maintenance, tools, service contracts needed to execute long-term forest management plan. Also includes Discovery Pavilion maintenance.			
Workforce	\$ 100,000	\$ 75,000	\$ (25,000)
Contractor for workforce efforts in strategic plan.			
Public Education Advisory Group (new)	\$ -	\$ 500	
Catering			
Landowner Signage	\$ 8,000	\$ 8,000	\$ -
Provide "Planted" landowner signage.			
Total Public Education	\$ 1,279,350	\$ 1,324,850	\$ 45,000

	Approved FY 24-25	Proposed FY 25-26	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. Increase due to OSU inflation rates for last 5 yrs; facilitator increases for materials, mileage and honoraria; and increase educator and school district support.	\$ 246,600	\$ 278,300	\$ 31,700
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.	\$ 105,000	\$ 105,000	\$ -
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.	\$ 28,000	\$ 31,200	\$ 3,200
K-12 Teacher Professional Development OFRI-led professional development for high school natural resources teachers. Supports substitutes, lodging and catering for the CTE conference and Envirothon training.	\$ 44,000	\$ 44,500	\$ 500
Secondary Student Programs Support for FFA career development, PSU science expo, Forests Today & Forever, Oregon State Teaching Assn., Adopt a Farmer, Future Natural Resource Leaders, Outdoor School conference and Ag in the Classroom.	\$ 10,950	\$ 25,670	\$ 14,720
Publications Reprint and create new publications for distribution to K-12 teachers and students.	\$ 83,000	\$ 50,000	\$ (33,000)
K-12 Teacher Website Rebuild Envirothon website.	\$ 5,000	\$ 20,000	\$ 15,000
Envirothon Continuation of statewide Envirothon, presented by OFRI.	\$ 20,000	\$ 30,000	\$ 10,000
Total Teacher/Youth Education	\$ 760,150	\$ 802,270	\$ 42,120

	Approved FY 24-25	Proposed FY 25-26	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.	\$ 50,000	\$ 50,000	\$ -
Wildlife in Managed Forests Program Continuation of Wildlife in Managed Forests program, including a wildlife research summit.	\$ 57,000	\$ 69,000	\$ 12,000
Publications Design and printing landowner publications as needed. Reduction due to completion of Illustrated Manual.	\$ 158,500	\$ 50,000	\$ (108,500)
Hopkins Educational Consortium Continues funding for Forests Forever, Inc. to support landowner education at Hopkins Demonstration Forest.	\$ 15,000	\$ 15,000	\$ -
OFRI Landowner Workshops/Sponsorships Continues support for OSAF Annual Meeting, Family Forest Convention (OSWA & OTFS), Landmapper, Oregon Women in Lumber and management planning digital upgrades.	\$ 23,000	\$ 50,300	\$ 27,300
OSWA Landowner Workshops Maintains support for OSWA landowner workshops and tours.	\$ 25,000	\$ 25,000	\$ -
Landowner Website Maintenance Maintains KnowYourForest.org content.	\$ 15,000	\$ 20,000	\$ 5,000
Rediscovery Forest Landowner Education Program and contractor support for landowner classes at the OGRF for family forest landowners.	\$ 6,000	\$ 6,500	\$ 500
Display Booth Maintains presence at Tree School, OSWA, OSAF, The Wildlife Society, AOL, Western Forestry & Conservation Association, Oregon Logging, Oregon Community Trees and NCASI.	\$ 5,000	\$ 6,000	\$ 1,000
Motor Pool Vehicles for Director of Forestry and Landowner Manager Moved executive director vehicle to landowner staff. Increase due to new motor pool charges.	\$ 5,000	\$ 31,216	\$ 26,216
Total Landowner Education	\$ 479,500	\$ 443,016	\$ (36,484)

	<u>Approved</u> <u>FY 24-25</u>	<u>Proposed</u> <u>FY 25-26</u>	<u>Variance</u>
NEW OPPORTUNITIES			
To be designated	\$ 200,000	\$ 200,000	\$ -
Total New Opportunities	\$ 200,000	\$ 200,000	\$ -

	<u>Approved</u> <u>FY 24-25</u>	<u>Proposed</u> <u>FY 25-26</u>	<u>Variance</u>
PERSONNEL			
Salary & Wages	\$ 1,059,927	\$ 1,077,339	\$ 17,412
COLA increase of 3%			
Other Personnel Expenses	\$ 708,311	\$ 672,920	\$ (35,391)
Based on estimates for PERS and health care.			
Staff Travel	\$ 54,300	\$ 55,750	\$ 1,450
Total Personnel	\$ 1,822,538	\$ 1,806,009	\$ (16,529)

	<u>Approved</u> <u>FY 24-25</u>	<u>Proposed</u> <u>FY 25-26</u>	<u>Variance</u>
OFFICE SERVICES			
General Office	\$ 246,575	\$ 242,956	\$ (3,619)
Includes office lease, office supplies, utilities, government charges, office equipment. Savings due to strategic plan completion.			
Computer Support	\$ 27,600	\$ 20,100	\$ (7,500)
Contractor support for all computer equipment.			
Temporary Help	\$ 5,000	\$ -	
ODF/DAS Support	\$ 45,000	\$ 12,170	\$ (32,830)
Payroll services transferred to DAS; all others stay with ODF.			
Motor Pool Vehicle for Executive Director	\$ 7,000	\$ -	\$ (7,000)
Total Office Services	\$ 331,175	\$ 275,226	\$ (50,949)
Total Expenditures	\$ 4,872,713	\$ 4,851,371	\$ (16,842)

OFRI Budget Scenario Projections

Scenario 4: No one-time spends, with future cuts and FPHT increases

(actual /projected)

Assumed future harvest levels (BBF):	Q1-Q3	2.467
	Q4	0.825
	Total	3.292

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	-\$200,000	\$0	\$0
Annual Harvest (BBFT)	4.036	3.354	3.292	3.292	3.292	3.292	3.292	3.292
FPHT (per MBF)	\$1.12	\$1.12	\$1.17	\$1.17	\$1.27	\$1.27	\$1.37	\$1.37

	<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	\$3,465,156	\$3,002,919	\$2,238,496	\$1,569,812	\$1,310,093	\$1,107,358
Interest/Other Income	\$118,068	\$196,170	\$160,000	\$90,000	\$67,155	\$47,094	\$39,303	\$33,221
FPHT Revenues	\$4,529,516	\$3,756,445	\$3,779,442	\$3,851,406	\$3,933,906	\$4,180,586	\$4,263,086	\$4,509,766
Subtotal	\$7,328,828	\$7,303,865	\$7,404,598	\$6,944,325	\$6,239,556	\$5,797,493	\$5,612,482	\$5,650,344
Budget	\$3,977,578	\$3,838,709	\$4,537,813	\$4,851,371	\$4,669,744	\$4,487,399	\$4,505,125	\$4,522,920
ENDING RESERVE BALANCE	\$3,351,250	\$3,465,156	\$3,002,919	\$2,238,496	\$1,569,812	\$1,310,093	\$1,107,358	\$1,127,424

[Annual Budget Scenario Projections March 13 2025.xlsx]Scenario 4

Scenario 4: Include 1A one-time opportunities in FY 25-26 (\$125,000). Includes future budget reductions, as well as FPHT increases in FY 26-27 and FY 28-29.