

Empire Chapter – Soil and Water Conservation Society

Meeting Minutes

SWCD Office, Auburn, NY

1PM – 3:35 PM

March 18, 2015

- 1) Welcome – Jessica called the meeting to order at 1:00 pm.
 - Brad Schwab, Jessica Sargis, Elaine Dalrymple, Ray Mueller, Heath Eisele, Lisa Miller, Jason Cuddeback, and Pat Barry were present. No one called in.

- 2) Review the minutes from 1/21/15 meeting:
 - Elaine gave highlights from the minutes and asked for a clarification on the 2014 year-end balance. Even though [REDACTED] was taken from the Vanguard endowment account to pay for a scholarship, this has always been the case. So, year-end balance was a loss of [REDACTED], not [REDACTED]. Last year we only gave out one scholarship. It was decided that we will list the money coming from the Vanguard for scholarships ([REDACTED]) in our regular budget since it comes into it and gets paid out from it. A student membership that cost [REDACTED] was given to the 2014 scholarship winner and was taken out of our 2015 regular operating budget, since this is when it got paid.
 - **Heath suggested that action items get highlighted in the minutes so they are readily identifiable.**
 - Lisa commented that there is an established gmail account for the chapter on the website swcsnewyork.org@gmail.com Carol has the password and both she and Lisa check it regularly.
 - The minutes were accepted on a motion by Heath, second by Jason and all were in favor.
 - After the January minutes were accepted, Lisa noticed that the email vote on 2/24/15 on increasing the cost for the 30 copies of the updated Stormwater Design manual was not an addendum in those minutes. Elaine will add it as one on the 3/18/15 minutes.

- 3) Review the Treasurer's Report:
 - Ray reviewed the **January 1, 2015 – March 15, 2015 report**. There was [REDACTED] in income ([REDACTED] in stormwater book sales, and [REDACTED] in membership dues) for the 2 ½ months and [REDACTED] in expenses which included the [REDACTED] scholarship for 2014 but which was paid in 2015. Net income was [REDACTED] but with sales tax (vendor credit), the **net income was [REDACTED]**.
 - There is [REDACTED] **in the checking account** because \$5,000 had been transferred from the Vanguard account; [REDACTED] **in the Paypal account**; [REDACTED] **in the Vanguard Fletcher account**; and [REDACTED] **in the Vanguard Endowment account**.
 - First Quarter interest will be showing up in the Fletcher and Endowment accounts at the end of March.

- Heath commented that the Treasurer's reports are very clear.
- Elaine made a motion to accept the Treasurer's report as presented. Heath seconded and all were in favor.

4) Stormwater book discussion:

- Brad noted that 2 new design manuals have been sold of the 30 that were put together. He asked Lisa how doing the updates went. Lisa said it went quite quickly. The pdf ran together so it needed to be separated. A new cover sheet for the books was made. The Table of Contents still has 2010 update on the bottom of the page. ***Lisa may call Cliff Frasier of the State Committee*** to see if a new Table of Contents was done. Elaine said that at the Water Quality Symposium, Dave Gasper of DEC had said that Cliff was supposed to provide Lisa with a thumb drive with the whole new design manual on it.
- The ***vote approving the design manual update was done via email, see Addendum at the end of the minutes.***
- Elaine said that Dave Gasper also reported at the WQ Symposium that the **Blue Book (Standards and Specifications for Erosion and Sediment Control)** will have substantial changes that are being made by Don Lake and should be done soon. It looks like we can reuse the outer notebook by just putting a label over George Pataki's name at the bottom. The book was last done in 2005. ***Lisa will call Don Lake to see if any of the pages in this 2005 edition will be useable and if the tabs will change.*** We have an inventory of 354 of these books.
- We have 504 copies of the **old Contractor Field Notebook** and assuming it cost about [REDACTED] to produce, we have over [REDACTED] of inventory value in these books that has been lost.
- Someone asked if a ***computer app. for controlling the electronic/computer version of these books*** (they can be downloaded for free from DEC now) had ever been brought up with Ancient Wisdom, former operator of our website, and the answer is 'no'. The idea of this type of app. was discussed and Heath said, ideally, we would lock down the electronic pdf so that people would have to pay us to download the books. ***Jess said we cannot control the electronic books because the DEC owns the information.*** Brad said SWCS offered to be the outlet for the books, when they were first done. Heath commented that with the digital age, it doesn't really make sense for us to print hard copies of the books anymore.
- Pat said that there are some public websites that charge for information; Penn State does it for some things. DEC could possibly direct people to our website for the books. Heath wondered if DEC would do this and said maybe they would if they got a portion of the profits.
- Brad said he has called the DEC enough to try to figure this out. He said there has been a shift in the market and we need to address it; "it is our ship to sail." SWCS has become synonymous with the stormwater books but probably most members do not know we do this. Jess added that we do have many members from the private sector.

- ***There was a general consensus that if the new edition of the Blue Book will require substantial changes, we will stop selling it the way we are.*** We could find a company that could do ‘one-run’ prints. For example, if we got an order for 4 books, we would work with the company, get them printed, and send out.
- The Board looked at the old Contractor Field Notebooks and the rings in it line up exactly with NRCS survey note paper. Heath said NRCS gets these free survey note inserts for free from a company called Land Care. We could reuse the outer notebooks, put the survey note paper inside, and sell or give them away via our website, but we won’t ship them. ***Heath will call Land Care to see how much survey notepaper we can get for free.***

5) 2015 Budget planning:

Income:

- [REDACTED] for membership as [REDACTED] has been received this year for membership dues
- **Manual and Guides** - [REDACTED]
- **Scholarship** - [REDACTED], which will come from the Vanguard Endowment account
- Other income line items will stay the same: **Annual tour:** [REDACTED]; **Annual Meeting registration:** [REDACTED]; **and Interest Income:** [REDACTED]
Total Income: [REDACTED]

Expenses:

- [REDACTED] will be put for professional fees (auditor cost).
- The **website** will be listed as costing [REDACTED] and it was noted that Pat and Carol need to be reimbursed [REDACTED] since they fronted the money for Webstarts.
- **Publication cost** will stay at [REDACTED] but Lisa will break it out to show [REDACTED] for **handling fees** (Lisa gets paid [REDACTED] for every book she sends out) and [REDACTED] for other/book updates (we paid [REDACTED] this year to FLP Group to print the updated pages of the Stormwater Design Manual)
- **Scholarship** - [REDACTED] ([REDACTED] of this is for giving the scholarship recipient a student membership to SWCS)
- **National meeting** - [REDACTED] This year the meeting will be in Greensboro, NC on July 26 and Ray is interested in going.
- **Mini Grants** - [REDACTED] We will not give anything to support the Conservation Skills workshop this year, will give [REDACTED] to support the NYS Envirothon which is sponsored by SWCD’s, and will have [REDACTED] for other outreach activities.
- Other Expense line items will stay the same as 2014 budget - **Reimbursed Expenses:** [REDACTED]; **Postage (Stamps):** [REDACTED]; **NYS Liability Tax:** [REDACTED]; **PayPal Transaction Fees:** [REDACTED]; **Supplies:** [REDACTED]; **Annual Tour:** [REDACTED]; **Postage and Delivery:** [REDACTED]; **Annual Meeting:** [REDACTED]; **Professional Services:** [REDACTED].
Total Expenses: [REDACTED]

- Brad made a motion to accept the 2015 budget as discussed above; Ray seconded and all were in favor.

6) Website migration follow-up:

- Pat said that Carol has been discussing issues with Lisa and Brad. Things from the old website have been downloaded to Webstarts, such as all the graphics and the Paypal link, the latter being very important.
- Lisa said that now when you try to find our website, it says that it no longer exists and that is because we are all done with Ancient Wisdom. Brad sent an email to Ancient Wisdom asking them to unlock the domain.
- ***Someone needs to call Ancient Wisdom to ask if it is indeed unlocked.***
- Pat called Carol on speaker phone and she said she was waiting to hear where things stood. ***Carol will call Webstarts to see if anything else needs to be done.*** It should only take her about a week to get the new website going. Carol said we have paid for 3 yrs. (██████). This money helps maintain the domain name and privacy against spammers.
- ***Lisa needs to get the html code from PayPal to set it up on the new website.***
- Pat has the updated Stormwater book order form for the website.

7) Goals for 2015:

- Get the new website up and running***
- Figure out the leadership for next year;*** there is no President Elect right now. Jess spoke with the National office about this and they said we could change our By-Laws to address this. Jess asked the Board to keep brainstorming on this. Brad suggested we ***send out an email to members seeking candidates.***
- Jason has set up a ***Facebook page*** and did this through the Cayuga Co. SWCD. ***Lisa will put a notice about our manuals in jpeg format for Jason.*** Jason mentioned that today, March 18 is National Ag. Day.
- Ray is working on getting ***more student chapters*** set up at NY colleges that have environmental science and agriculture majors offered.

8) Adjourn: Meeting was adjourned at 3:35 pm

Minutes taken by Elaine Dalrymple, Secretary

Addendum

The following was approved via email the Feb 24, 2015.

Brad made a motion to update 30 copies of the Stormwater Design Manual and to increase the cost to █████ to cover the cost of updating. Lisa got quotes from 4 printers and the best price was from FLP Group. Printing 190 pages for each manual will be \$████ per page or █████. Including approx. █████ for Lisa's time to assemble the 30 manuals, total cost would be █████ or about █████ per book.

Elaine seconded the motion. Scott, Heath, Elaine, Jess, Ray, Jason, Pat, and Brad voted in favor.