

Empire Chapter – Soil and Water Conservation Society

Meeting Minutes - Council Conference Call

1:00 PM – 3:00 PM

February 20, 2013

Call-in Number: 605-475-6700 and Pass Code: 306-5726#

1) Welcome

- Jess, Scott, Cherie, Elaine, Caitlin, Lisa, Pat, and Aaron were present. Brad, Heath, and Jan were not present.

Administrative

2) Review/Approval minutes from the January 16, 2013 Council Meeting

- Correction to minutes to be emailed out to council.
- A motion was brought about by Elaine to accept the minutes from the January 16, 2013 council meeting with changes that were discussed.
- Seconded by Aaron.
- The motion was approved by unanimous consent.

3) Treasurer's Report (L. Miller, J. Sargis, All)

- The council discussed the preliminary budget for 2013.
- This 2013 budget will account for the cost of publishing all of the new field books ([REDACTED] + [REDACTED] for Lisa's handling fee = [REDACTED]).
- Brad sent an email commenting on the proposed budget. Some of his thoughts included: the income from the manual and guide ([REDACTED]) was lofty, he did not agree with reimbursement to council members, he suggested to review mini-grants and national meeting expenditures, and to possibly cut the mini-grants out of the budget to move towards balancing the budget.
- There was discussion of past expenses on mini-grants. Cherie plans on researching past minutes for expenditures on mini-grants.
- "Reimbursed expenses" was added to the 2013 budget. Lisa explained what this encompassed. The 2012 tax return will be accounted for in the 2013 budget (with Ciaschi, Dietershagen, Little, Mickelson, & Company as the accounting firm).
- A motion was brought by Pat to accept the treasurer's report as a **preliminary budget. The 2013 budget is still being discussed before finalization.** Discussion will continue through email as well as at the next meeting.
- Seconded by Aaron.
- The motion was approved by unanimous consent.

4) Lisa's Invoice 13-02 (All)

- There were no objections to the approval of Invoice number 13-02.
- A motion was brought about by Elaine to accept Invoice 13-02 and pay Lisa [REDACTED].
- Seconded by Aaron.
- The motion was approved by unanimous consent.

- 5) Electronic Votes via email – The council approved these motions (see minutes).
 - a) Approval of Field Notebook pricing in all cases - [REDACTED].
 - b) Approval of Ciaschi, Dietershagen, Little, Mickelson, & Company to file appropriate forms and keep the fee as low as possible; not to exceed [REDACTED].
 - Self-explanatory – did not discuss.
- 6) Development of 2013 Budget
 - To be discussed via email (included in motion for item number 3 above).
- 7) SWCS Compensation for Members?
 - a) Motion to add Compensation as a line item
 - Discussion whether this was a motion brought about by a council member. Cherie will check minutes from last year. Aaron suggested the council discuss compensation as a line item when deciding on the budget ([REDACTED] was added to proposed 2013 budget).
 - b) Guidelines for compensation – gas and supplies?
 - Jess has an allowable expense worksheet form from National that she will send to council members by email. This will enable discussion amongst members.
 - Discussion continued regarding whether all reimbursement should go into one line item or separated into individual line items so the money delegated is accounted for (examples: National meeting and 2 mini-grants).
 - Discussion to continue on this subject via email.
 - c) Budget amount for compensation in 2013 budget
 - Aaron recommended reviewing the allowable expense form from Jess and proceed from there by emailing votes to move towards finalizing the 2013 budget.
- 8) Strategic Plan and Three year budget (All) – short term and long term financial and social goals that are in line with our mission. Our three main goals:
 - a) 30 years
 - b) 5 years
 - c) 1 year
 - Discussion of Cherie developing a draft (proposal) for both 1 year and 5 year strategic plans that the council could discuss. Once ideas were put forth, council members could add to that list and eventually vote on them.
 - A motion was brought about by Aaron to have Cherie prepare a proposal of a strategic plan for 1 year and 5 years from now.
 - Seconded by Lisa.
 - The motion was approved by unanimous consent.
- 9) Committees responsibilities and participation
 - a) sign up list for committees
 - A list was prepared for committees at the annual meeting. These are: scholarship committee, grant/research, mini-grants, summer meeting, SWOT

analysis, the banner, and the website. There was discussion regarding the Empire Chapter SWCS website. The website needs to be maintained constantly. Cherie would like the council to be able to access the website and add any pertinent information. Anyone interested in working on the website should contact Cherie.

10) Membership drive and procedure for contacting past members

- Membership drives increase revenue and lessen the workload for SWCS Council members.
- Contacting past members could possibly increase participation in SWCS.
- Email Cherie with a possible procedure on contacting past members.

11) Update Website

- a) Lisa - put field book order form on website and update paypal
- Lisa has accessed the Empire Chapter SWCS website to add an order form for the new field note books. Anyone can order the field notebook online now.
 - Past President, Greg Albrecht, helped Lisa with the website updates.
 - Cherie and Lisa are meeting with Greg before the Water Quality Symposium on March 12, 2013 at 10AM.

12) Officer's responsibilities from National Society

- a) Local non-profit board member responsibilities (Lisa's email from Finger Lakes Grants Information Center).
- b) Cherie to forward email from Judy Ogg regarding 503C responsibilities.
- Cherie to email this to council members.

Programmatic

13) Next Council Meeting: March 20, 1-3 PM conference call

- a) Change to Friday, March 15th after the Water Quality Symposium; meet face to face in Auburn at the Holiday Inn?
- **Next meeting was decided to be Tuesday, March 12, 2013 at the Water Quality Symposium at 11AM.**
 - Cherie needs to contact the Holiday Inn to reserve a room for this meeting.
 - A motion was brought by Cherie to adjourn the meeting.
 - Seconded by Aaron.
 - The motion was approved by unanimous consent.