



California-Nevada Chapter SWCS

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MINUTES OF THE EXECUTIVE COUNCIL TELECONFERENCE/MEETING January 18, 2008

A teleconference/meeting of the Executive Council of the California-Nevada Chapter of the Soil and Water Conservation Society was called to order by President Dave Rose at 10:10 a.m. on Friday, January 18, 2008. The following Executive Council Members were present: Lisa Hokholt, President-Elect; Mark Steffek, Past President; Pat Grover, Secretary; Walt Bunter, Treasurer; and Ladi Asgill, Steve Perkins, Ken Trott, and Tina Vander Hoek, Council Directors. Unable to participate were Council Directors Andrea Casey and Bruce Williams. The Student Representative position is vacant as this time. A quorum was present.

It was moved by Trott, seconded, and passed to approve the minutes of the December 7, 2007, Executive Council meeting as distributed.

Treasurer Bunter had emailed to Council Members a Fiscal Year 2007 report as of December 31, 2007, and a Fiscal Year 2008 report as of January 18, 2008 (copies attached). He reported that the balance of all funds on January 1, 2007, was \$42,179.04. Total income received since 1/01/07 is \$9,201.45 including new income between December 8 and 31, 2007, of \$55.62 as result of CD interest income and a \$10.25 refund from the State Franchise Tax Board. The total of expenses since January 1, 2007, is \$15,109.54 including \$197.60 for the following expenses between December 8 and 31, 2007: \$177.60 reimbursement to Mark Steffek for travel expenses to attend the November planning meeting, and a \$20 fee paid to the Secretary of State for filing SI-100 Statement of Information Report. The balance of funds on December 31, 2007, was \$36,270.95.

Regarding the Fiscal Year 2008 report, Bunter explained that no income has been received, primarily due to the fact that bank statements are not received until the 20th of the month; however, \$85 worth of clothing sales has been billed. Also, there were no expenses incurred during the period of January 1 and 18, 2008. Consequently, the preliminary beginning and ending balance for the period is the same, \$36,270.95. Bunter also reported that \$1,000 was transferred from the Money Market Deposit Account to the checking account to cover the impending deposit to The Pines Resort for the 2008 Annual Conference. It was moved by Hokholt, seconded, and passed to accept the two financial reports. Asgill pointed out that the closing 2007 balance was less than that of 2006 and expressed the need to look for new revenues. One suggestion made was to include with the conference registration information a notice about the logo clothing which the Chapter has available.

Under correspondence, Grover mentioned the Retirement Potluck Barbecue for Lin Brooks, NRCS Assistant State Conservationist for Area I, and Beverly Kienitz, NRCS Administrative Assistant in the Petaluma Area I Sub-Office. Rose will email information regarding the event to the members of the Executive Council. He mentioned that both Brooks and former NRCS Air Quality Specialist John Beyer are interested in SWCS.

The following committee reports were made at this time:

➤ Annual Conference – Lisa Hokholt

Hokholt reported on the Conference Planning Committee teleconference held earlier this morning. The dates for the Conference at The Pines Resort & Conference Center in the Bass Lake area have been changed to May 12-14, 2008 (Monday-Wednesday). Minor revisions were made to the agreement with the facility, which Bunter will sign and send with the deposit today. One of the revisions concerns the number of rooms needed for Sunday, May 11th; Hokholt will email members of the Executive Council regarding arriving on Sunday. Although Hokholt has been verbally advised that the 2008 Conference Coordinator Services Agreement approved by the Chapter Executive

Council has been signed by the Yosemite Sequoia RC&D Council, she has not yet received a written copy. However, she has already had an orientation teleconference with Hazel Lavender, who will be filling the position, and Robyn Smith, NRCS RC&D Coordinator, who will supervise Lavender. The Budget Subcommittee (Chair Corinne Brooks, Bunter, and Grover) agreed to meet and develop a proposed budget, including registration fees, by the next Executive Council meeting. Several members of the Committee will travel to Bass Lake for a site visit on Monday, February 18th. The deadline for room reservations at the rate quoted is April 11th. A preliminary agenda for the Conference will be included in the next *Runoff*.

- Awards – Vacant
President Rose reported that a chair for this Committee has not yet been appointed. Committee Member Steffek agreed to write an article for the newsletter regarding nominations for awards, including the date they are due.
- Bylaws – Mike Simmons
Simmons was unable to participate.
- Communications – Paul Laustsen
Laustsen was unable to participate. Rose has still been unable to contact Laustsen regarding the Communication Plan. Bunter will send Rose the email address with which he had been successful in contacting Laustsen. Steffek pointed out we still have the Chapter Communication Plan and suggested that another member of the Committee take the lead.
- Financial Oversight (Audit) – Ken Trott
Trott reported that the Committee (Trott and Hank Wyman) met with Bunter last week to conduct the annual audit of the books for Fiscal Year 2007. The Committee found Bunter to be an excellent steward of the Chapter's funds and everything was in order. Trott will issue a written report and submit it for approval at the next Executive Council meeting. Recommendations made at the end of Fiscal Year 2006 which have been implemented include the following: bank signature cards signed, back-up checkbook retained by President, and separate checkbook/register maintained for each fiscal year. However, Committee was unable to find financial records for the former Nevada Chapter, which are needed to complete the merger of the two chapters. Bunter will follow-up with Cub Wolfe on this issue. According to the Committee, additions are needed to the Treasurer's duty statement developed last year, such as the need to obtain sellers' and raffle permits and to pay taxes. Trott will review the current financial policy and Treasurers' duty statement, and submit revised documents for Fiscal Year 2009 to the Executive Council for consideration.
- Leadership Development – Erik Beardsley
Beardsley was unable to participate. Perkins and Simmons volunteered to serve on this Committee at the last Executive Council Meeting, and President Rose will appoint additional members to implement the program approved by the Council at that time.
- Membership – Andrea Casey
Casey was unable to participate.
- Newsletter – Wendy Rash (Editor), Walt Bunter (Publisher)
Bunter reported that the deadline for the next issue is February 15, 2008.
- Nominating – Mark Steffek
Steffek reported he is continuing to make contacts with proposed nominees for the offices of President-Elect and the three Directors' positions which are open, at least one of which must reside in Nevada. According to the Bylaws, nominations shall be made not later than 60 days prior to the Annual Business Meeting and submitted to the entire Chapter membership for vote; therefore, the deadline for 2008 nominations is the middle of March. Steffek again expressed the need for additional committee members.
- Policy – Ladi Asgill
Asgill reported he is working on a number of things which he will present at the next Executive Council meeting.
- Professional Development – Phil Hogan
Hogan was unable to participate.
- Scholarship – Tina Vander Hoek
Vander Hoek reported applications for the 2008 Scholarship have been sent to selected California colleges and universities at the end of last year, and a copy is posted on the web site. However, she has not yet received any completed applications, which must be returned postmarked no later than January 31, 2008. Bunter asked about extending the deadline for completed applications if needed. It was approved by general consent, if no applications are received by January 25th, to extend the deadline to February 15th, and to post the extension on the Chapter's website.

- Strategic Plan – Kay Joy
Joy was unable to participate, but had sent an email to President Rose requesting he let her know when he has other who are willing to work on this committee so they can get started planning the 2008-2012 Strategic Plan, for presentation to the Chapter for adoption at the 2008 Annual Business Meeting. Trott had previously volunteered for this committee.
- Student Chapters – Bruce Williams
Williams was unable to participate. Casey and Rose are planning to visit California State University at Chico at the end of the month.
- Student Representative – Vacant
Rose has not received a response from Renee Nall, SWCS student member who attends Cal Poly – San Luis Obispo and had indicated an interest in this position.

Unfinished business items discussed and/or transacted during the meeting were as follows:

- Conference Coordinator Proposal –
Bunter will change the proposed 2008 Conference Coordinator Services Agreement with the Yosemite Sequoia RC&D Council, extending it to May 15, 2008, and send it to Robyn Smith to be signed and returned for President Rose's signature.
- 2008 Plan of Work –
Rose will complete the updates made at the November 9th meeting and distribute the 2008 Plan of Work to members of the Executive Council for approval at the February meeting.
- Chapter Membership Survey –
Beardsley, who was involved with the two previous surveys, was unable to participate in the meeting to lead a review and discussion of the results of the last survey. Prior to the next meeting, Rose will distribute copies of the 2003-04 Chapter Membership Survey and the results to members of the Council for review and discussion with Beardsley.
- Certificate of Amendment of Articles of Incorporation –
Bunter reported that the original Certificate, which had been signed and sent to the Secretary State, needed to be revised, which he did. The revised Certificate (two copies) was signed by the President and Secretary and resubmitted this week.

The following New Business was brought before the Executive Council during the meeting.

- 2008 Budget –
Treasurer Bunter had emailed to Council Members a draft Fiscal Year 2008 Budget (Copy attached). During the discussion of the proposed budget the following revisions were made:
 - a) Increase Income Related to Annual Chapter Conference (Bass Lake) to \$10,000 and Other Income to \$600 making the Total New Income = \$13,710;
 - b) Increase Annual Chapter Conference Expenses to \$9,500 making the Total Expenses = \$17,050.
 - c) Balance of All Funds on 31 December 2008 would then = \$32,930.95.
 It was moved by Asgill, seconded, and passed to accept the Fiscal Year 2008 Budget as revised.
- 2008 Chapter Reports –
Bunter reminded the Council that February 15th is the deadline for the mandatory Annual Chapter Report and the optional Outstanding Chapter Award to be submitted. He will draft these reports and submit them to President Rose and Secretary Grover for review.

During the meeting Perkins announced he has accepted a new position with a private company in Farmington, New Mexico, which he will start sometime in March. It has been the Chapter's policy to permit a member of the Executive Council who moves outside the territory of the Chapter to retain his or her seat until the next regular election if desired. Therefore, Perkins, whose term expires at the 2008 Annual Business Meeting, will continue to serve until that time.

The next regular meeting/teleconference of the Executive Council was scheduled for 10:00 a.m. on Friday, February 22, 2008. Please note change of date from that on the 1/18/08 meeting agenda. It was moved by Bunter, seconded, and passed to adjourn the meeting at 11:55 a.m.