



# California Chapter SWCS

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## MINUTES OF THE SPECIAL EXECUTIVE COUNCIL MEETING April 23, 2007

A special teleconference/meeting of the Executive Council of the California Chapter of the Soil and Water Conservation Society was called to order by President Mark Steffek at 8:35 a.m. on Monday, April 23, 2007, with the following Executive Council Members present: Dave Rose, President-Elect; Hank Wyman, Past President; Pat Grover, Secretary; Walt Bunter, Treasurer; and Ken Trott and Bruce Williams, Council Directors. Unable to participate were Council Directors Kristen Hughes, Steve Perkins, and Tina Vander Hoek; and Student Representative Richelle Leggett. A quorum was present.

Due to the fact this was a special meeting/teleconference for the purpose of addressing any issues or concerns regarding the Annual Conference, action on the minutes of the April 4, 2007, Executive Council teleconference/meeting will be taken at the next regular meeting. Also, there was no fiscal report given at this meeting.

The following issues or concerns regarding the Annual Conference which will be held May 2-4, 2007, in Sacramento were discussed:

➤ Sleeping Room Nights

Grover reported that to date only 18 sleeping room nights have been reserved. A minimum of 20 is necessary to receive a meeting-room rate of \$1000; a minimum of 30, for a rate of \$500; and of 40, to have it waived entirely. She has a list of six persons who are expected to attend the conference, but have not yet made hotel room reservations, and will send them an email encouraging them to do so. It is her understanding that the special rate of \$94.00 for the block of rooms at the Holiday Inn Northeast will be extended if rooms are available.

Conference registrations for Cub Wolfe, Interim President of the Nevada Chapter, and Perkins, who now resides in Nevada, have not been received. Steffek will contact Wolfe while Rose will call Perkins on this issue.

➤ Conference Agenda

Rose reported that he had met at the hotel with Bunter, Grover, and two hotel representatives on Wednesday and toured the facilities. He also announced that Dan Johnson will replace Bob Frey on the Conference program. Conference details which he is addressing include gathering of speakers' biographies, identifying and procuring audio-visual equipment, and updating the press release for Paul Laustsen, Communications Chair. The keynote speaker has not yet been confirmed, according to Trott. A representative from the Energy Commission or the Department of Conservation is being invited.

➤ Conference Registrations

Bunter reported he has a list of 50 names including speakers and CPESC and CPSWQ trainees/exam takers, but anticipates more after the NRCS list of approved Conference attendees is released on Wednesday. Conference receipts of \$1750 have been deposited to date; however, Bunter pointed out that this does not include any NRCS registrations which are paid after the conference. Five persons have registered for the CPESC training on May 2<sup>nd</sup>, one for the CPSWQ training on May 3<sup>rd</sup>, and eleven to take the exams on May 4<sup>th</sup>. An effort will be made by Trott and others to publicize the availability of the training.

➤ Silent Auction/Raffle Donations

Wyman inquired if Vander Hoek had sent out an email soliciting donations for the Silent Auction/Raffle being held during the Conference to benefit the Scholarship Fund. It appeared some members of the Executive Council had received such an email, while others had not. Wyman will follow-up with Vander Hoek. Grover reported she had contacted Tonya Robles in the NRCS SO regarding a donation by her husband, who is an employee of Beringer Wineries.

(Update: During a conversation with Vander Hoek later in the morning, Grover learned that Bunter had provided Vander Hoek with two lists of email addresses for Chapter members, and only those on the first list (through Kelley) apparently had received the email. Vander Hoek will send it to the second list again. Also, during the conversation, Vander Hoek reported that the scholarship award recipient, Carlos Velasquez, is unable to attend the conference due to his class and work schedules.

➤ Conference Registrants' Folders

In response to Steffek's question regarding folders for conference registrants, Bunter reported he is preparing them, and he and Grover will be copying items for inclusion and stuffing the folders on Thursday, April 26<sup>th</sup>, and Tuesday, May 1<sup>st</sup>. Items to be in the folders include the final agenda for the Conference, information regarding the Conference Sponsors, the California Chapter's Farm Bill Statement, the agenda for the Chapter's Annual Business Meeting with minutes of the 2006 Annual Business Meeting, the Chapter's 2006 Financial Report, the 2007 Annual Work Plan, and applications for membership.

➤ SWCS Embroidered Clothing

Bunter reported that the shirts and vests with the SWCS logo, which were ordered by Laustsen, are supposed to be ready today, and Bunter will pick them up as they were made in Davis. He also pointed out that the Chapter will be charged California sales tax, which will need to be passed on to those that purchase them from us, and reported to the State.

➤ Gifts for Speakers

At the last regular meeting of the Executive Council, it was agreed to give each speaker an engraved pen and pencil set as was done last year. Rose has contacted Diane Abbott Blohm and she has placed the order.

Although the purpose of the special meeting was to address only issues or concerns regarding the Annual Conference, Bunter requested action on the following two additional items:

➤ Website Services Agreement Renewal

Resource Program Management Consulting (RPMC), which has provided website services in the past for the California Chapter, has agreed to continue providing the services for the Chapter for the period of April 24, 2007, to April 25, 2008, and has requested payment of \$385 by April 24, 2007. The agreement cost is \$15 less than was paid last year and reflects a \$5 reduction in the Web Domain Registration fee and a \$10 reduction in the cost for Web Page Maintenance, according to Bunter. It was moved by Wyman, seconded, and passed to renew the website services agreement with RPMC for the period of April 24, 2007, to April 25, 2008, at a cost of \$385.

➤ Reimbursement for Hogan

Bunter requested approval to reimburse Phil Hogan, chairman of the Awards Committee, \$36.96 for out-of-pocket expenses incurred in connection with material for the 2007 Chapter awards, even though this is a budgeted item and does not need Executive Council approval. It was moved by Rose, seconded, and passed to approve reimbursement of \$36.96 to Phil Hogan for expensed incurred in connection with material for the 2007 Chapter awards.

The next regular meeting of the Executive Council is scheduled for 7:00 a.m. on Friday, May 4, 2007. This will be a breakfast meeting on the final day of the Annual Conference.

The meeting was adjourned at 9:20 a.m.

PATRICIA GROVER, SECRETARY

MARK STEFFEK, PRESIDENT