



# California-Nevada Chapter SWCS

430 G ST #4172 DAVIS CA 95616-4172

## MINUTES OF THE EXECUTIVE COUNCIL MEETING November 9, 2007

A 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 10:45 a.m. on Friday, November 9, 2007 at the Marriott Rancho Cordova. The following Executive Council Members were present: Mark Steffek, Past President; Pat Grover, Secretary; Walt Bunter, Treasurer; and Andrea Casey and Ken Trott, Council Directors. Unable to participate were President-Elect Lisa Hokholt, Council Directors Ladi Asgill, Steve Perkins, Tina Vander Hoek, and Bruce Williams. The Student Representative position is vacant as this time. A quorum was present.

It was moved by Bunter, seconded, and passed to approve the minutes of the October 26, 2007, Executive Council meeting with the following corrections to Paragraph 2 on Page 1: Currey's first name is *Tacy*, not Tracy, while Wright's first name is *Sandy*, not Wendy.

As there was no change from the October 26<sup>th</sup> Fiscal Year 2007 report, Treasurer Bunter had not emailed to Council Members a new report. The balance of all funds on January 1, 2007, was \$42,179.04. Total income received since 1/01/07 is \$9,001 and the total of expenses since January 1, 2007, is \$14,589.54. Therefore, the balance of funds on November 9, 2007, remains the same at \$36,591.40. Bunter reported that, with the exception of the income and expenses of the 2007 Annual Conference, the Chapter is within its projected 2007 Budget. It was moved by Steffek, seconded, and passed to accept the financial report.

Due to the unavailability of the conference room, the Executive Council Meeting was recessed at 11:00 a.m. and reconvened at 12:15 p.m. In addition to the members previously listed above, the following persons participated in the meeting at various times during the afternoon session: Professional Development Chairman Phil Hogan, Member and NRCS Assistant State Conservationist Lin Brooks, and Guest Anisa Devine from the Imperial Irrigation District.

The following committee reports were made at this time:

➤ Annual Conference – Lisa Hokholt

In the absence of Hokholt, who was unable to participate due to her detail to Riverside to support NRCS fire response team efforts, Rose reviewed her email outlining the proposed three-pronged Annual Conference planning strategy developed by the Committee during its November 7<sup>th</sup> teleconference to be following during Hokholt's detail. The three prongs are:

1. Bunter be asked to take the lead in working with the conference coordinator (the committee agreed it would like to make an offer to Robyn Smith of the Yosemite Sequoia RC&D). This would include answering Smith's questions; setting-up and overseeing a contract; settling on payment arrangements for exhibitors, sponsors, and registrations; facilitating other matters relating to the contract with the coordinator; and getting the coordinator up and running. Grover agreed to work with Bunter.
2. Rob Roy agreed to help oversee the local logistics and work with the conference coordinator on those details, which might also include working with the program committee on tours, speakers, etc.
3. Asgill and/or Trott be asked to take the lead on the technical and programming aspects such as lining up the agenda/speakers and working with the conference coordinator on approving the registration materials. Perkins be asked to work with this team to insure an active poster session component, on which he has already agreed to work. (Perkins subsequently emailed Committee agreeing to also work with this team.)

Following further discussion regarding contracting with a conference coordinator, Bunter agreed to take the lead in working on this issue. Included in Smith's proposal was the potential for a percentage of any profits from the conference. After a review of the Revenue Sharing Policy regarding Annual Conference partners and sponsors adopted by the Executive Council on November 3, 2006, it was agreed by general consent to offer 10% of the profits up to \$1000.00. Action on the Committee's recommendation to make an offer to Smith will be taken under the proper order of business. Later in the meeting, Guest Anisa Devine suggested the California Irrigation Institute, which already has a conference coordinator, as a possible partner for a future conference.

Regarding the technical and programming aspects of the Conference, which has tentatively been scheduled for May 5-7, 2008, in the Bass Lake area, Trott reported he and Asgill have prepared an outline, and he will speak with Smith, regarding it. If possible, he would now like to meet personally, with Asgill, Perkins, and Roy. Asgill has drafted an initial flyer about the Conference suggesting the theme, "Empowering Landowners to Implement Restoration and Conservation Practices," and offering a unique forum that addresses obstacles preventing collaboration between landowners and conservationists. The goal is to prepare a paper/report at the end of the Conference with recommendations that come out of it by the Policy Committee, of which Asgill is chair, to present to State and Federal agencies. Hogan inquired about the opportunity for Professional Development and the possibility of offering CEUs to attendees

- Awards – Vacant  
President Rose will appoint a new chair before the next Executive Council meeting. Committee Member Steffek reminded the Council that the announcement regarding nominations for awards needs to be made in January.
- Bylaws – Mike Simmons  
Simmons was unable to participate. However, later in the meeting the amended Bylaws adopted on May 3, 2007, were reviewed and signed by Steffek, President at the time, and Grover, Secretary. Rose pointed out that the amended Bylaws had not yet been posted on the web site; Bunter will handle.
- Communications – Paul Laustsen  
Laustsen was unable to participate. In his absence, Rose distributed copies of May 2006 Communications Plan, which was adopted in November 2006. Rose will contact Laustsen regarding his future involvement with the Chapter although Bunter reported that Laustsen had said he would like to continue when he gets settled in his new position with USGS. Bunter recommended continuing with the 2006 Plan, but updating the cover page to 2008 (no month) and correcting the name of the Chapter. Trott suggested making the 2006 Plan a *Long Range Plan* with the next step being to ask Laustsen to develop an *Annual Plan for 2008*. It was pointed out that Anita Brown is the Committee Co-Chair and that an **Action Register** should be printed at the conclusion of each **Audience** (Current Membership, etc.).
- Financial Oversight (Audit) – Ken Trott  
The former Nevada Chapter still needs to report its current financial status to the California-Nevada Chapter in order to complete the merger of the two chapters. Bunter contacted the Carson Valley RCD to ascertain if that District had handled financial transactions for the SWCS Nevada Chapter; however, it had not. Bunter and Perkins will continue to pursue this issue.
- Leadership Development – Erik Beardsley  
Beardsley was unable to participate. Rose reported that he had received an email from Beardsley this morning with a Draft Leadership Development Program attached. However, as members of the Executive Council had not had an opportunity to review it, discussion and action was tabled until the next meeting.
- Membership – Andrea Casey  
Casey reported that she had sent a copy of an SWCS information sheet and membership application to CARCD Executive Director Tacy Currey to copy and include in the packets of those registering for the CARCD Annual Conference being held at this time. However, Brooks did not recall seeing them in his packet. Casey will now mail these items to all California RCDs and RC&Ds as the SWCS national office does not have a brochure for distribution to non-profit organizations. She reported she had received a roster from National at the end October and the Chapter is slowly gaining members.

Also, Rose is continuing to send letters to members whose membership is expiring and we do not have as many terminated members. Bunter reported that he has updated the membership application on our web site.

- Newsletter – Wendy Rash (Editor), Walt Bunter (Publisher)  
Bunter reported today is the deadline to submit articles and pictures for the Fall issue and encouraged Council members to submit articles to Rash for future issues. Themes for future issues can usually be found on the back page of the current issue, according to Bunter.
- Nominating – Mark Steffek  
In response to Rose's question, it was determined that nominations for president-elect and three directors will be solicited for next year's Chapter elections. The directors whose terms are expiring are Andrea Casey, Steve Perkins, and Bruce Williams. It was pointed out that, according to the Bylaws, at least one Council Director shall reside in Nevada; Perkins currently fills this position.
- Policy – Ladi Asgill  
Asgill was unable to participate.
- Professional Development – Phil Hogan  
Hogan has sent articles of interest on this subject to Bunter to be forwarded to Chapter members with email addresses. According to Bunter, we have email addresses for 125 of our 175-180 members. Hogan announced that an ICEA meeting will be held soon and that he will see that information regarding it is send out to members.
- Scholarship – Tina Vander Hoek  
Vander Hoek was unable to participate. According to Rose, the applications for the 2008 Scholarship have sent to selected California colleges and universities. Completed applications must be returned postmarked no later that January 31, 2008.
- Student Chapters – Williams  
Williams was unable to participate. Casey and Rose are planning to visit California State University at Chico in December, while Vander Hoek has been asked to contact the Student Chapter Advisor at Cal Poly – San Luis Obispo, Dr. Chip Appel. Williams is to contact Humboldt State and new members April Stinson and Bill Daily have also indicated an interest in contacting UC – Davis and UN – Reno, respectively, regarding student chapters.
- Student Representative – Vacant  
Following the last Executive Council meeting, Rose sent an email to Renee Nall, a SWCS student member who attends Cal Poly – San Luis Obispo that had indicated an interest in this position, but did not receive a response. Grover will include her on the distribution list for the minutes of this meeting, which include the time and date of the next teleconference, and Rose will send her the "call-in" information and agenda, with an invitation to join us.

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

- Certificate of Amendment of Articles of Incorporation –  
The certificate was signed by President Rose and Secretary Grover, and Bunter will now send it and two copies to the Secretary of State with a \$30 check to cover the filing fee. Bunter had inquired into the status of the Nevada Chapter and found it was not incorporated.
- Chapters Merging News Release –  
Bunter prepared a draft a news release regarding the merging of the California and Nevada Chapters for Rose to submit to the *Conservagram* and thought he had sent it to Rose for review as well as to Past President Steffek and Nevada Representative Cub Wolfe, who were actively involved in the merger. However, Rose and Steffek had not received it. Bunter will follow-up on it.
- Conference Planner (Coordinator) Proposal –  
It was moved by Steffek and seconded, to approve Bunter to pursue negotiations with the Yosemite Sequoia RC&D regarding a contract for 2008 Annual Conference Coordination. During the discussion, it was moved by Bunter, seconded, and passed to amend the motion to include the word *draft* preceding the word contract. The original motion was then passed as amended. Following negotiations, Bunter will distribute copies of the draft contract to members of the Executive Council and the Annual Conference Committee for review, and Rose will call a special meeting of the Executive Council to approve the contract ASAP.

- Chapter Membership Surveys –  
Past President Beardsley has provided Rose with a copy of the 2003-04 Chapter Membership Survey and the results. Further discussion was tabled until the next meeting.
- 2008-2012 Strategic Plan –  
Rose announced that Past President Kay Joy Barge had agreed to chair the committee to develop the 2008-2012 Strategic Plan, which will be presented to the Chapter for adoption at the 2008 Annual Business Meeting. He will consult with her and appoint a committee, for which Trott volunteered. Copies of the 2003-2007 Strategic Plan were distributed for review, and Bunter submitted his recommended changes. Guest Devine suggested adding *urban lands* to the first of the **guiding principles** advocated by the members of the Chapter.
- Uncollectible Debts –  
According to Bunter, \$75 of the \$125 in uncollectible registrations fees from the 2007 Annual Conference was reported to have been sent, but has not yet been received..

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

- 2008 Plan of Work –  
Copies of the 2007 Plan of Work were distributed for review and updating for 2008. Rose will complete the updates and email the 2008 Plan of Work to the Executive Council for approval at the next meeting.

The next regular meeting/teleconference of the Executive Council was scheduled for 10:00 a.m. on Friday, December 7, 2007. However, a special meeting to approve a contract for 2008 Annual Conference Coordination will be called by the President as soon as a draft has been negotiated. It was moved by Casey, seconded, and passed to adjourn the meeting at 5:10 p.m.

PATRICIA GROVER, SECRETARY

DAVID ROSE, PRESIDENT