

**AISWCD Executive Committee Meeting Minutes
AISWCD Quarterly Board
Northfield Inn, Springfield, IL
December 8, 2014**

Present:

Myron Kirby, President
Tom Beyers, V. President
Van Bitner, Secretary
Kenny Vosholler, Treasurer
Jerry Snodgrass, Area 1 VP
Steve Fulling, Area 4 VP alternate
Kara Downin, ISWCDEA Co-Chair
Sondra Baker, ISWCDEA Co-Chair
Keith Livesay, ISWCDEA
Kelly Thompson, AISWCD
Gina Bean, AISWCD
Matt Hanauer, AISWCD
Sheryl Phillips, CREP
Catherine Dunn, CREP
Sarah Still, CREP

Absent:

Lonnie Wilson, Past President, LUC 2
Glen Bowers, Area 4 VP
David McCormick, Area 2 VP
Steve Stierwalt, Area 3 VP

The meeting was called to order by Myron Kirby at 9:05 am.

Approval of Agenda: Approved with an update by Jerry Snodgrass to add the topic of lobbyist to new business.

Motion: Tom Beyers

2nd: Kenny Vosholler

Approved: All

Approval of September 2014 Minutes: Gina Bean pointed out to the committee that no minutes were in the packet due to the fact that Sherry Finn had taken the minutes at the last meeting but left AISWCD before she typed them up. The committee then reconstructed what they could remember:

Attendance for the meeting included: Myron Kirby, Tom Beyers, Van Bitner, Kenny Vosholler, David McCormick, Rich Nichols, Sherry Finn, Ivan Dozier, Warren Goetch, Mike Rahe, Steve Chard, and Dave Dornbusch .

At the meeting, Warren Goetch talked about the Nutrient Loss Reduction Strategy, Mike Rahe went over RCPP applications, Sherry Finn announced that her last day would be September 30, 2014, and Dave Dornbusch talked about the pilot program.

A motion was made to approve the September 2014 minutes as constructed by memory.

Motion: Tom Beyers

2nd: Van Bitner

Approved: All

Approval of the October 2014 Conference Call Minutes

1st: Jerry Snodgrass

2nd: Tom Beyers

Approved: All

Committee Task Force Updates

Communications – Not Present

Education – Jerry Snodgrass reported that the committee would be discussing the Envirothon.

Planning – Van Bitner reported that the committee will be discussing this year's summer conference.

Financial Management – Kenny Vosholler reported that the committee would be looking at a good budget.

Legislative – Tom Beyers reported that a new Governor from the other party was elected. There is a transition team in place and this is a good time for AISWCD and SWCDs to get their face out there to the people on the team. The committee will be deciding on a Legislative Day date with the lobbyist.

Urban and Community Conservation – Jerry Snodgrass reported that Gerard Fabrizio, the other co-chair, will not be able to attend the meeting later in the day. Matt Hanauer is the new coordinator.

Area Vice President Reports

Area 1 VP – Jerry Snodgrass reported that he had been to Council one and two's meetings. Jerry had questions concerning the new policy of not printing packets out. He was wondering if partners would have print outs. There was discussion and a motion was brought to the group to print agendas and minutes for the meetings for everyone and to have a few full copies of the packets stapled together.

Motion made by: Jerry Snodgrass

2nd: Van Bitner

Approved: All

Area 2 VP – Not Present

Area 3 VP – Not Present

Area 4 VP – Steve Fulling was a last minute fill in as alternate so he did not have a report to give. Tom Beyers reported on Glen Bowers' behalf. He had been to a meeting with Glen where Glen had stood up and complimented the board and staff on how they handled the staffing issue in September. Tom Beyers also reported that Area Vice Presidents need to report at meetings, otherwise it sounds like they have not done anything since the last meeting.

OLD BUSINESS:

AISWCD Staff Changes -

Myron Kirby reported that Kelly Thompson is the new Executive Director and Gina Bean is the new Administrative Coordinator. He stated that they have been outstanding in their new positions. The office is on a new track and running good. He updated the Board on the missing funds situation that took place in September:

He stated that at the September 9, 2014 Executive Committee meeting, Sherry Finn had reported that her last day at AISWCD would be September 30, 2014. Kelly took over as Executive Director on September 16, 2014 and on September 18, 2014, while looking for papers in Sherry's off, she came across a drawer that had over \$20,000 in uncashed checks. Myron was called the next morning and decided at that time to let Sherry be done at AISWCD to take care of personal matters at home. Uncashed checks were deposited that day and Districts were notified if their check had been uncashed for some time. On September 24, 2014, Kelly, Myron, and Kenny Vosholler went to the bank and found that no deposits had been made since May. At this time it was decided to have an exit audit. The executive board was contacted and let known of the matter.

While doing some digging in QuickBooks Gina Bean found a questionable deposit. In QuickBooks it showed that \$350 in cash had been deposited for the petty cash taken out that year. There was also a check for \$2.00 from Whiteside County SWCD. Gina looked at the bank statement online and it showed no cash had been deposited and that a check from Whiteside County SWCD for \$352.00 had been deposited. The auditors would not have noticed this unless they would have looked at the bank statement specifically. Auction money was not entered so it was untraceable. After having the auditor do more digging, it was found that \$8,241.00 was missing in cash.

Myron Kirby and Kelly Thompson made many attempts to contact Sherry Finn with no success. A certified letter was sent to her home. Myron called her family and that is when Sherry contacted him. She met with Myron, Kelly, Van Bitner, and Gina Bean at the AISWCD office on October 15, 2014. She was given two options. Option one: pay \$10,000 plus \$5,000 for misappropriated funds. Option two: AISWCD could turn in the missing funds to their insurance company, but a police report would have to be filed. Sherry chose option one and met Myron and Kelly that Saturday with \$15,000.00 that was deposited into the account later that day. While there, Sherry also had to sign a letter, which Myron read to the Board, stating that this incident could be known to anyone. She also signed away her last paycheck and two vacation days.

Myron Kirby let the committee know there will be numbered receipts at the auction this year. There will be a copy for the payee and one for the auditor. Steps are being taken so this does not happen again. There are two signatures on everything money related in the office. Myron will also be meeting with the auditors every year so they are aware of money intake. He also suggested not changing auditors every three years like had been done in the past.

Dues Update - Gina Bean reported that she and the auditor have not been able to find a spread sheet on

Sherry Finn's computer of who has paid and how much they have paid. Since Districts have not been paid since the last time Sherry reported, Gina gave those numbers. 8 Districts have not paid any dues, 4 Districts have only paid the second installment and 2 Districts have paid a portion of their dues. Gina did report that Boone County had paid \$764.55 since Sherry's last report, but until a spreadsheet can be made, Gina does not know which category they are in. Myron Kirby suggested to the Board that if they know of a District that has paid and it isn't listed later, to let Gina know. Myron would like to visit all of the non-dues paying Districts in the near future.

604B Grant Update - Matt Hanauer introduced himself to the group and let them he wrote a grant to start a connection between farms and watersheds. There is a great network of farmers and is hoping he can get them together for a breakfast once a month in different areas.

CREP Grant Update - Gina Bean reported that all six positions are full. Sarah Still replaced Jeremy Pruden in Brown county starting on November 1, 2014. All Housing Districts are up to date on Housing District payments. It was asked if the Association could have someone at the next meeting give a partner report that deals with the other CREP in Districts.

Kenny Vosholler asked the CREP Resource Specialists what they do this time of year. Sheryl Phillips let him and the rest of the committee know that this is a good time for outreach. Catherine Dunn pointed out that a lot of properties don't know their potential for CREP and it's good to reach out to them and make them aware. Jerry Snodgrass thinks it is good for the CRSs to come to meetings and be seen.

Pilot Program – Kelly Thompson reported that Rich Nichols and Sherry Finn had been talking to Ivan Dozier and Dave Dornbusch concerning the pilot program. Five districts participated. The program didn't work exactly how they wanted. Myron Kirby reported that Ivan Dozier is on board to work with the Districts and AISWCD again. Ivan has three options for the new client gateway: 1. Hire a temp service 2. Hire his own employees 3. Ask Districts if they would help. If the board allows the contract, \$450,000 would be split between the Districts and AISWCD would receive \$50,000 for administrating. Districts must be in good standing to participate and Districts would be able to handle more than one county. Ivan had told Myron that if AISWCD was not on board to administer, he would not be offering it to the Districts. Computer seats are a case by case situation. NRCS will provide training to the Districts on the program. Myron let the committee know that at this time, AISWCD would not be hiring anyone new. He will see as time goes how much work it produces.

MOU Update

Sondra Baker and Kara Downin reported on the MOU that ISWCDEA was involved in with NRCS. They reported that Ivan Dozier has talked with them and he will be looking into a template in the next couple of months.

Sondra Baker reported on a second MOU with FFA concerning the Envirothon. It has been signed by both parties. In this agreement FFA will still pay the \$100 for FFA teams to compete at the state competition. They will also be represented on the taskforce, add AISWCD and SWCDs to media outlets they use, and actively look for sponsorships. The Envirothon coordinators will contact FFA as soon as LUC competitions are done so FFA can check if students are current members. After the state competition, all scores will be sent to FFA.

Affiliate Membership Update – Gina Bean reported that there is only one new member, Christian County SWCD.

NACD North Central Region - Tom Beyers reported that there has been a lot of talk of cover crops on the conference calls.

FY2015 Budget Update - Kenny Vosholler let the committee know the budget would be discussed in the financial committee meeting.

Policy Book Update - Tom Beyers reported that the policy book has been compiled from the last 10 years' resolutions. Rich Nichols has made recommendations and the book will be looked at during the March Quarterly Board meeting.

Regional Stewardship Challenge Update – Gina Bean reported that Missouri won every station except Oral Presentation. Iowa won that station. Missouri finished in first place, Virginia was in second place, and Iowa took third place.

NEW BUSINESS:

2015 Farm Progress Show - Kelly Thompson reported that planning has started for the 2015 Farm Progress Show. The event will take place on September 1, 2, 3 in Decatur, IL. The Partners in Conservation tent will have 20-30 partners.

NACD North Central Region, January 2015 Meeting

A motion was made for Myron Kirby to be the delegate and Tom Beyers to be the alternate at the NACD meetings.

Motion made by: Van Bitner

2nd: Steve Fulling

Approved: All

The Executive Director's attendance will be discussed in the financial committee when the budget is passed.

NACD Annual Meeting, February 2015

Gina Bean reported that Myron Kirby had won the NACD North Central Region scholarship and that \$400 would be coming off of his registration. Kelly Thompson reported that Matt Hanauer was not being sent this year, but will be going next year to talk about the IUM.

Kelly Thompson told the committee that the association has two books to donate to the auction. Jerry Snodgrass let them know, that yes those are great items, the auction is looking for bigger items. He will look into an item.

A motion was made for Myron Kirby to be the delegate and Tom Beyers to be the alternate at the 2015 NACD Annual Meeting.

Motion made by: Van Bitner

2nd: Jerry Snodgrass

Approved: All

Waters of the US (WOTUS) – Kelly Thompson reported that since comments from Districts were on both sides, the Association could not take a position.

Illinois Nutrient Loss Reduction Strategy – Kelly Thompson let the group know that the Nutrient Loss Reduction Strategy is out for comment until January 24, 2015. It is located on the AISWCD website and she has sent an email with links. If there are any questions, call her at the office. Myron Kirby suggested that everyone put the word out to landowners.

AISWCD Summer Intern – Kelly Thompson

AISWCD Lobbyist – Jerry Snodgrass has been asked many times, "What is our lobbyist doing for us?" He knows a former district officer who has an agriculture background. Mike Hoffmann, he says, does not come to meetings that often. Tom Beyers let him know Mike is on a contract for \$24,000.00.

Competition is ok to have. He also stated that Mike and Rich Nichols tracked the bills weekly and informed everyone on what they thought was relevant. Mike contacted Tom, Lonnie Wilson, and Rich continuously when items came up.

Other

The group discussed the client gateway again. A motion was made for the executive board to bring to the full board that AISWCD enter into an NRCS contract and be the administrator of funds in the client gateway program.

Motion made by: Jerry Snodgrass

2nd: Steve Fulling

Approved: All

The meeting was adjourned by Myron Kirby at 12:04 pm.

1st: Tom Beyers 2nd: Kenny Vosholler Approved: All

Minutes taken by: Gina Bean, AISWCD Administrative Coordinator