

**New Jersey Association of Conservation Districts  
Board of Directors Teleconference  
Wednesday, August 7, 2013**

**Minutes**

Attendance: Priscilla Hayes, Raymond Cywinski, Dennis Dougherty, William Joseph Lomax, Robert Dobbs  
Absent: William Pollock, Mario Tridente

NJACD President Priscilla Hayes convened the teleconference at 11 am.

Minutes: The Minutes of the previous Board Meeting were read.

Motion: It was moved by Dennis Dougherty, seconded by Joseph Lomax and passed unanimously to approve the Minutes of the June 10, 2013 Board Meeting.

Financial Report: Mario Tridente submitted a written Financial Report for the period ending July 31, 2013. The Board reviewed the financial statements. It was noted that 11 Conservation Districts had paid 2013 Dues.

Motion: It was moved by Ray Cywinski, seconded by Dennis Dougherty and passed unanimously to accept the Financial Report as presented.

The Board discussed recent bank fees associated with activity in the operating checking account.

Motion: It was moved by Dennis Dougherty, seconded by Ray Cywinski and passed unanimously to authorize payment of bank fees and to obtain overdraft protection on the association's checking account

Priscilla Hayes appointed Mario Tridente, Dennis Dougherty, Joseph Lomax and Robert Dobbs to a Budget Committee. The committee was charged with drafting a FY2014 Budget for review and action at the 2013 NJACD Annual Meeting.

Project Soil Status Report: Raymond Cywinski updated the Board on the status of Project Soil. A project consultant, teacher Bill Haines, has completed work elements. Final payment has not been made to Mr. Haines.

The Board discussed the promotion and use of Project Soil Curriculum. Priscilla Hayes reported that 4-H representatives have indicated that they would like to use elements of the curriculum in their programs. The Board emphasized that the association needed to control use and marketing of program. It was agreed to add verbiage on all Project Soil Curriculum documents stating that the program was developed by the New Jersey Association of Conservation Districts in partnership with the USDA Natural Resources Conservation Service.

Mr. Cywinski stated that he would follow-up with Mr. Haines and Mario Tridente to arrange for transfer of NRSC grant deliverables and final payment. The Board thanked Mr. Cywinski for his efforts in shepherding the project to fruition.

2013 New Jersey Conservation Conference: The Board reviewed plans for the 2013 New Jersey Conservation Conference, scheduled for October 27-28, 2013 at The Golden Inn in Avalon, NJ. [See attached Conference Agenda]

It was agreed to offer a separate registration fee for the Conservation Tour and Reception for other individuals to attend.

Action items:

- Joseph Lomax will work with the NJ Conservation District Employees Association to finalize plans for the Conservation Tour
- Priscilla Hayes will confirm participation of NJ Conservation Partnership Leaders in conference

- Joseph Lomax and Robert Dobbs will further develop content for session entitled, “Proud Legacy: 75 Years of Conservation Success in New Jersey.” Priscilla Hayes, Joseph Lomax and Sam Race will be speakers for this session. Ray Cywinski will moderate the session
- Robert Dobbs, Priscilla Hayes, Joseph Lomax and Dennis Dougherty will confirm speakers/panelists for the session entitled, “Promising Future: Opportunities for New Programs and Services, Partnerships and Funding for Conservation in New Jersey.” Bill Brash will be contacted for a possible speaker from the NJ Forest Service. Dennis Dougherty will moderate the session
- The luncheon will be moderated by Ray Cywinski and feature a state legislator as key speaker. Dennis Dougherty will make arrangements for a State Senator or Assemblyman from the local legislative district to speak
- NJACD Awards will be presented during the luncheon by NJACD President Priscilla Hayes and the invited legislator
- Robert Dobbs and Priscilla Hayes will prepare award nomination forms for Outstanding Builder; Outstanding Legislator; District Supervisor Award and District Employee Award for distribution to NJ SCDs. Award nominations will be due the first week of September
- The 1:45 pm concurrent sessions will include a session on legal responsibilities presented by Cliff Lundin [OPRA Act, Open Public Meeting Act, etc]; a session presented by Bill Brash on Board/Staff Roles and Responsibilities; and a session presented by Carrie Mosley on NRCS working relationship with districts, status of field office of the future, CAP Program, etc.
- The 2:45 pm concurrent sessions will include the 2013 NJACD Annual Business Meeting and two sessions sponsored by the NJ Conservation District Employees Association.

2013 NJACD Annual Meeting: The Board adopted the following agenda for the association annual meeting:

- Minutes of 2012 Annual Business Meeting
- 2013 Financial Report
- FY2014 Budget
- Resolutions
- Election of Officers
- Election of District Supervisors to State Soil Conservation Committee
- NACD Report

Board members present indicated their willingness to continue serving on the NJACD Board of Directors.

Priscilla Hayes and Robert Dobbs will prepare 2013 NJ Annual Conservation Conference correspondence, registration form, final agenda and supporting documents for distribution to New Jersey Conservation Districts and Conservation Partners the week of August 12, 2013.

NJACD Website: Priscilla Hayes and Robert Dobbs reported on the status of the current association website. The current website consultant has been terminated and will provide access codes and password to the association. Robert Dobbs and Priscilla Hayes will provide recommendations for new website design, web hosting, associated costs, etc at the next Board Meeting.

Consultant’s Report: The NJACD Consultant prepared a report of professional services provide since May 2013. Priscilla Hayes informed the Board that NACD has invited the consultant to attend the NACD Executive Directors’ Conference September 8-11, 2013. The Board discussed participation and financial support. Action was tabled.

Adjournment: It was moved by Dennis Dougherty, seconded by Ray Cywinski and passed unanimously to adjourn the teleconference at 12:57 pm.

Respectfully submitted,

Robert Dobbs

## Consultant's Report:

### Professional Services provided by Robert Dobbs since May 2013:

- Met with Priscilla Hayes to identify work elements
- Updated and revised NJACD contact directory
- Prepared hard copy filing system
- Prepared digital files
- Reviewed historical files
- Telephone contact with Priscilla Hayes on regular basis
- Prepared correspondence for NJACD President
- Reviewed, organized and revised historical materials
- Contacted NACD with updated NJACD Board Directory
- Reviewed website and website contact
- Revised current website content materials
- Identified areas of improvement for website
- Reviewed past implementation of NJACD Conservation Contests
- Prepared Agenda and meeting materials for NJACD Board Meetings
- Prepared Minutes for NJACD Board Meetings
- Contacted Delaware Conservation District representative about plans For 2013 NACD Northeast Region Meeting
- Reviewed plans, agendas, materials and implementation of past Annual New Jersey Conservation Conferences
- Reviewed plans, agendas and implementation of past NJACD Annual Meetings
- Prepared draft agenda for 2013 NJ Conservation Conference
- Contacted prospective speakers for 2013 NJ Conservation Conference
- Prepared draft agenda for 2013 NJACD Annual Business Meeting
- Prepared draft NJACD Association Dues Invoice
- Researched potential grant funders
- Notified NJ Conservation Districts about NACD Northeast Regional Meeting Details

### Deficiencies/Needs identified:

- Missing Board Minutes
- Missing historical Financial Statements and Records
- Need Federal Tax ID number; DUNS number; NJ Sales Tax Exemption Number for files
- Need NJ Non-Profit Filing Reports for last few years
- Need central location to maintain long-term storage of files
- Have not found any Financial or Administrative Policies – I am working on draft policies for Board review
- Need Strategic and Annual Plans

### Under Development:

- Board of Directors Manuals
- Board Job Descriptions
- Administrative Policies
- Identifying grant requirements