

**New Jersey Association of Conservation Districts**  
**Board of Directors Meeting**  
Trenton, NJ  
Monday, August 11, 2014

MINUTES

Members Present: Priscilla Hayes, Dennis Dougherty, Ray Cywinski, Tony Di Lodovico, Joseph Lomax, Charles Buscaglia

Also present: Robert Dobbs, Frank Minch, Rich Belcher, Carrie Mosley, Kerry Jennings, and Ines Zimmerman

The Board of Directors Conference Call was convened by President Priscilla Hayes at 11:57 am.

Minutes – The Minutes of the July 22, 2014 Board of Directors Conference Call were read.

Motion: It was moved by Tony Di Lodovico, seconded by Ray Cywinski and passed unanimously to approve the Minutes of the July 22, 2014 Board Conference Call as presented.

Financial Report – Dennis Dougherty presented the Financial Report. Account balances for period ending August 11, 2014:

Wells Fargo Money Market Account	\$ 8,242.06
Freedom Bank CD [Scholarship Fund]	\$ 40,000.00
Wells Fargo NJ Envirothon Account	\$ 23,952.04
Freedom Bank CD [NJ Envirothon]	\$ 30,000.00
Wells Fargo General Checking Account	\$ 82,483.53

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

The Board discussed NJ Envirothon and NJACD Memorial Scholarship balances.

Motion: It was moved by Ray Cywinski, seconded by Charles Buscaglia and passed unanimously that the NJ Envirothon and NJACD Memorial Scholarship accounts are officially accepted balances.

Draft Financial Policies and Procedures were reviewed by the Board. The Board considered an official rate for mileage reimbursement for pre-approved travel. The Board also reviewed a Meeting and Travel Expense Report form.

Motion: It was moved by Joseph Lomax, seconded by Charles Buscaglia and passed unanimously to adopt the Financial Policies and Procedures and to adopt the State of New Jersey mileage reimbursement rate.

Plans for the 2014 New Jersey Conservation Conference were reviewed. The Conference Planning Committee met on July 31, 2014 via conference call. The theme for the conference will be “Engaging Partners in the New Jersey

**Conservation Program.”**

Rich Belcher presented proposals for lodging, meeting space and food and beverage expenses from 3 hotels in the Morristown area. The Board reviewed the proposals and requested that Mr. Belcher continue negotiations with the Hyatt Hotel in Morristown, NJ.

The Conservation Conference will begin on Sunday, November 23<sup>rd</sup> with a potential tour hosted by the New Jersey Conservation District Employees Association and an evening reception. It was decided to look into hosting the evening reception at a nearby brewery, winery or other nearby venue. It was also suggested that we look into obtaining a local

sponsor for the reception. The Conference Planning Committee will meet via conference call on Friday, August 15 at 8 am to further develop the conference program, identify speakers and plan several training sessions.

**Executive Director's Report** – Robert Dobbs presented a report of his activities for the month of July. He also presented a status report of his activities related to the NRCS/NJACD Contribution Agreement for the period October 1, 2013 to the present. [See attached reports]

A draft Memorandum of Understanding between the USDA, State of New Jersey and New Jersey's Soil Conservation Districts has been prepared in response to a request by Carrie Mosley, NRCS State Conservationist. Mr. Dobbs stated that he would like to work with partners in developing a Working Agreement between the NJ Core Conservation Partners that would formally outline roles and responsibilities, duties and how partners will work cooperatively together.

Mr. Dobbs reviewed the draft NJACD Strategic Plan that has been prepared by Priscilla Hayes, Joseph Lomax and himself. Board members were asked to review the draft plan and submit comments and suggestions for goals and objectives for the association by the end of August.

He informed the Board that NACD has requested that NJACD join them as a cosponsor in supporting a bipartisan U.S. House Resolution 95/Senate Resolution 39 supporting voluntary, incentive based, private land conservation implemented through cooperation with local soil conservation districts.

**Motion:** It was moved by Joseph Lomax, seconded by Dennis Dougherty and passed unanimously to support the resolutions. President Priscilla Hayes will sign a letter of support and send it to the New Jersey Senators and Representatives.

**NACD Report** – Joseph Lomax reported that he represented NJACD at the 2014 NACD Summer Board of Directors Meeting held in Indianapolis in July. The Board Meeting was hosted by Dow Chemical Company at their headquarters and included a tour of the company's farm. In addition to association business, the Board Meeting addressed NACD legislative efforts related to the Endangered Species Act. He also reported that NACD has adopted a new Financial Manual, an updated Employee Handbook. NACD has also rolled out a new booklet on District Funding. These documents will be made available to Conservation Districts for use as a resource.

Mr. Lomax reminded the members that the 2014 NACD Northeast Region Meeting will be held August 24–26, 2014 at the Marriott Hotel in Newport, Rhode Island. Districts were encouraged to attend the conference.

The 2015 NACD Annual Meeting will be held February 1-4, 2015 in New Orleans, LA. The program is still under development and will include sessions on securing strategic resources for Conservation Districts.

**New Jersey Envirothon** – Rich Belcher updated the Board on plans for the 2015 New Jersey Envirothon that will be hosted by the Cape-Atlantic Soil Conservation District.

**2015 NJACD Budget** – Ray Cywinski presented a draft budget for Board review. Dennis Dougherty and Ray Cywinski will further develop the draft budget and present it to the Board for action at the next Board Meeting.

**Adjournment:** It was moved by Ray Cywinski, seconded by Tony Di Lodovico and passed unanimously to adjourn the meeting at 2:45 pm.

Respectfully submitted,

Robert Dobbs

**Robert K. Dobbs  
8 Wellington Place  
Rehoboth Beach, DE 19971  
856-906-4104  
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**Report of Activities**

July 18, 2014

Priscilla Hayes, President  
New Jersey Association of Conservation Districts  
3 Trellis Way  
Robbinsville, NJ 08691-1617

**Professional Services provided June 1 - 27,, 2014:**

Week ending June 6, 2014 17 Hours

- Website input
- Office management, filing
- Prepared Board of Directors Meeting Agenda, Minutes, Meeting Notices
- Telephone contact with Joe Lomax, Dennis Dougherty and Priscilla Hayes
- Participated in Partnership for Delaware Estuary Conference Call

Week ending June 13, 2014 20 Hours

- Attended State Soil Conservation Committee Meeting in Trenton, NJ
- Attended NJACD Board of Directors Meeting in Trenton, NJ
- Prepared Board Meeting Minutes
- Telephone Contact with Dan Mull, NRCS Acting Asst. State Conservationist
- Telephone contact with Priscilla Hayes

Week ending June 20, 2014 26 Hours

- NJACD Strategic Plan preparation
- Participated in NRCS Farm Bill Meeting/Webinar
- Association filing and data management
- Work on Draft MOU/NRCS Agreement
- Attended Partnership for Delaware Estuary Board of Directors Meeting

Week ending June 27, 2014 8 Hours

- Prepared and distributed NJACD newsletter
- Website updates provided to webmaster
- Telephone call with Rich Belcher on Annual Conservation Conference
- Attended NJ NRCS State Technical Meeting in Cumberland-Salem SCD

**TOTAL HOURS OF CONTRACT SERVICES PROVIDED:** 71 hours

**70.83 hours allowable hours @ \$40.00 per hour \$2,833.33**

