

New Jersey Association of Conservation Districts

Board of Directors Meeting

Monday, October 20 2014

MINUTES

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

Also present: Carrie Mosley, Robert Dobbs, Cathy Costa, Bill Brash, Frank Minch, Rich Belcher, Ines Zimmerman, Glen Van Olden, Michael Rigolizzo, Matthew Fox, Barbara Rosko, Cliff Lundin, David Reilly, Rick Dovey, Dan Galletta, Charlene Costaris, John Furfari, James Hill, Mario Tridente, John Sarnas, Gray Russell, William Pollock, Allen Carter, Robert Fenton

The NJACD Board of Directors Meeting was convened by President Priscilla Hayes at 12:01 pm.

Minutes – The Minutes of the August 11, 2014 Board of Directors Meeting were read.

Motion: It was moved by Joseph Lomax, seconded by Dennis Dougherty and passed unanimously to approve the Minutes of the August 11, 2014 Board Meeting as presented.

Education Activities: Richard Belcher reported on NJ Conservation Partnership Activities. The scheduling of the 2015 NJACD Memorial Scholarship Program was discussed.

Motion: It was moved by Dennis Dougherty, seconded by Tony Di Lodovico and passed unanimously to begin promoting the 2015 Scholarship Program on November 1, 2014 and to set a deadline of March 1, 2015 for submission of Scholarship Applications.

The 2015 New Jersey Envirothon will be hosted by the Cape-Atlantic SCD. The theme this year is “Urban Community Forestry,” in affiliation with the National Envirothon. Mr. Belcher announced that the NJ Envirothon Planning Committee will meet on October 21, 2014 to further develop the program.

Robert Dobbs reported that the National Envirothon Development Committee has met regularly by conference call. A funding plan has been drafted and the committee is approaching potential corporate and foundation sponsors. The National Envirothon will be held at Missouri State University, Springfield, Missouri, July 27 – August 2, 2015.

Financial Report – Dennis Dougherty presented the Financial Report. Account balances for period ending October 17, 2014:

Wells Fargo Money Market Account	\$ 8,242.06
Freedom Bank CD [Scholarship Fund]	\$ 40,000.00
Wells Fargo NJ Envirothon Account	\$ 23,041.04
Freedom Bank CD [NJ Envirothon]	\$ 30,000.00
Wells Fargo General Checking Account	\$ 81,859.56

Motion: It was moved by Ray Cywinski, seconded by Charles Buscaglia and passed unanimously to accept the Financial Report as accepted.

Mr. Dougherty stated that he would be submitting the 2015 Budget to the Board for review later this week.

President’s Report: Priscilla Hayes reported that she would be leaving her position on the Mercer SCD, State Soil Conservation Committee and New Jersey Association of Conservation Districts on December 31, 2014.

Executive Director’s Report: Robert Dobbs presented reports of his activities for August and September (See attached reports).

Motion: It was moved by Ray Cywinski, seconded by Joseph Lomax and passed to accept the Executive Director’s Report.

2014 New Jersey Conservation Conference: Robert Dobbs reported that announcements, the Conference Agenda, and Registration Forms have been distributed to New Jersey Conservation Districts and our Conservation Partners. The NJ Conservation Conference will be held November 24, 2014 at the Rutgers Eco-Complex in Columbus, NJ.

NJACD Contractor's Training Program: NJACD is sponsoring a Contractor's Training Program, in association with the Burlington County SCD, on November 24, 2014. The training program is being held in conjunction with the Annual Conservation Conference. Registration forms and promotional information has been distributed to NJ Conservation Districts, South Jersey Builders League and New Jersey Builders Association. Dennis Dougherty reported that he has received several registration forms for the training program.

NJACD Nominating Committee: Robert Dobbs reported that the NJACD Nominating Committee has met several times via conference call to nominate a slate of candidates to serve as officers of the NJACD Board of Directors. The Nominating Committee consists of Chairman Jay Kandle (Gloucester County SCD), Matthew Fox (Sussex County SCD) and John Van Nuys (Hunterdon County SCD). The Nominating Committee should have a final report and slate of candidates within the next two weeks.

NJACD Conservation Awards Program: Robert Dobbs reviewed nominations received for the 2014 NJACD Conservation Awards Program. The Board reviewed and discussed nominations.

Motion: It was moved by Ray Cywinski, seconded by Dennis Dougherty and passed unanimously to award Outstanding Professional Conservationist Award to Bill Brash (Mercer County SCD) and Outstanding District Administrative Achievement Award to Jacqueline Connelly (Morris County SCD).

Motion: It was moved by Ray Cywinski, seconded by Charles Buscaglia and passed unanimously to award the Outstanding District Supervisor Award to two individuals, Priscilla Hayes (Mercer SCD) and Henry Dreyer, Jr. (Somerset-Union SCD).

Powers and Duties of NJACD Officers: Robert Dobbs presented a draft description of the Powers and Duties of NJACD Officers for Board review. Priscilla Hayes requested that a committee consisting of Dennis Dougherty, Ray Cywinski, Joseph Lomax, Robert Dobbs and she meet via conference call on October 28, 2014 at 8:30 am to finalize the document.

NJACD Strategic Plan: Joseph Lomax and Robert Dobbs presented the 2015 – 2017 NJACD Strategic Plan for Board review. Board members have reviewed draft versions of the document over the previous six months

Motion: It was moved by Ray Cywinski, seconded by Dennis Dougherty and passed to adopt the 2015 – 2017 NJACD Strategic Plan.

NACD Report: Joseph Lomax reported on activities of the National Association of Conservation Districts. He stated that the 2015 NACD Resolution process is underway. State Associations of Conservation Districts have been requested to submit resolutions for review and adoption at the 2015 NACD Annual Meeting.

Mr. Lomax reported on the status of the EPA Wetlands initiative. He stated that there is a debate within NACD on how to address this.

NACD will hold its 2015 Annual Meeting February 1 – 4, 2015 at the Marriott Hotel in New Orleans, LA. The theme for the meeting is "Conservation: Key to a Healthy Nation."

Other Business: Ray Cywinski acknowledged the service of Cathy Costa and Priscilla Hayes on the NJACD Board of Directors. He thanked for their leadership and contribution to the New Jersey Conservation Program.

Adjournment: It was moved by Ray Cywinski, seconded by Joseph Lomax and passed unanimously to adjourn the meeting at 1:04 pm.

Respectfully submitted,

Robert Dobbs



Executive Director's Report

August 2014

Operations:

- Prepared and distributed NJACD Board Meeting Agenda, Meeting notices, Minutes and Reports for Board review and action.
- Attended August 11, 2014 State Soil Conservation Committee Meeting in Trenton, NJ
- Attended August 11, 2014 State Soil Conservation Committee Meeting in Trenton, NJ
- Updated NJACD Directory to reflect changes in District Supervisor appointments
- Updated and managed NJACD hard-copy and electronic files
- Prepared updated NJACD Board Roles and Responsibilities for Board review
- Prepared NJACDenews newsletter
- Prepared Executive Directors Report and Invoice

Annual New Jersey Conservation Conference:

- Prepared and distributed NJACD Board Agenda, Conference Call Notice and Conference Call Notes for 2014 NJ Conservation Conference Board Conference Call.
- Participated in August 15, 2014 NJACD Board Conference Call to finalize details for 2014 NJ Conservation Conference. The theme for the conference is "Engaging Partners in the New Jersey Conservation Partnership."
- Prepared and distributed 2014 NJ Conservation Conference Notice and Conference Agenda to NJ Conservation Districts and NJ Conservation Partners.
- Prepared and distributed 2014 NJACD Awards Nomination Forms and Announcement to NJ Conservation Districts and NJ Conservation Partners.
- Worked with Priscilla Hayes in appointing Jay Kandle, Chair, Matthew Fox and John Van Nuys to NJACD Nominating Committee.
- Provided bylaws, Board position descriptions and supporting documentation to Nominating Committee
- Telephone and email contacts with nominating committee members
- Prepared and distributed 2014 NJ District Supervisor and District Staff Length of Service Awards Nominations Forms and Announcement to District Chairs and District Managers.
- Prepared 2014 NJ Conservation Conference "Silent Auction" notice and request for donations to NJ Conservation Districts.
- Telephone contacts with Priscilla Hayes, Dennis Dougherty, Joseph Lomax, Ray Cywinski, Frank Minch, Bill Brash and Christine Raabe regarding planning and operation of Annual Conference.
- Telephone and email contacts with District Managers

Programs/Activities:

- Met with Joseph Lomax and develop and draft NJACD 2015-2017 Strategic Plan
- Incorporated revisions and updates into document
- Reviewed Strategic Plans of similar organizations
- Submitted draft Strategic Plan to NJACD Board for review and comment
- Participated in NACD National Envirothon Development Committee Conference Call on August 15, 2014. The Development Committee is setting up protocol for fundraising, setting goals and identifying potential Major Sponsors and donors.

Meetings/Conferences.

- Attended The Partnership for the Delaware Estuary (PDE) Board of Directors Meeting on August 20, 2014 in Wilmington, DE. The PDE is leveraging funds from State DEPs in Pennsylvania, Delaware and New Jersey,

corporate funding, EPA, 319-funding and donations. to improve water quality and habitat in the estuary; establish oyster beds on the Delaware River, tributaries and Delaware Bay; educate public[time not charged to NJACD]. Participated on PDE Annual Gala event committee and Development Committee.

- Attended NACD Northeast Regional Meeting in Newport, Rhode Island August 24-26, 2014. The meeting did not have strong attendance as in past. The program was well planned and addressed interests of Districts in the northeast region.
- Attended NACD Northeast Region Board Meeting on August 25, 2014. Tom Gordon, representing the State of Maine, was elected Region Chair and Roger Noonan, representing the State of New Hampshire, was elected Region Vice Chair. The Board will meet again during the NACD 2015 Annual Meeting in New Orleans.



Executive Director's Report

September 2014

Operations:

- Prepared and distributed NJACD Conference Call Agenda, Notices, and Notes for September 3, 2014 Board Conference Call
- Participated in NRCS/NJACD Contribution Agreement Conference Call
- Prepared and distributed reports for NJACD Board
- Updated and managed NJACD hard-copy and electronic files
- Prepared NJACDenews newsletter
- Prepared Executive Directors Report and Invoice
- Researched and reviewed funding opportunities using PDE sources
- Email contact with Tom Gordon, NACD Northeast Region Chair

Annual New Jersey Conservation Conference:

- Telephone contacts with Priscilla Hayes, Dennis Dougherty, Joseph Lomax, Ray Cywinski, Frank Minch, Bill Brash and Christine Raabe regarding planning and operation of Annual Conference.
- Telephone and email contacts with District Managers
- Followed up by telephone and email with Jay Kandle, Chair of Nominating Committee and committee members.
- Telephone contact with Mr. Galletta, Cape-Atlantic SCD concerning nomination for 2nd Vice President position on Board
- Followed up with District Managers on 2014 NJACD Awards Program

Programs/Activities:

- Met with Joseph Lomax on September 25, 2012 to complete draft NJACD 2015-2017 Strategic Plan
- Follow up phone calls and email with Joe Lomax regarding NJACD Strategic Plan
- Incorporated changes and finalized draft Strategic Plan
- Distributed Strategic Plan to Board for review
- Participated in NACD Policy Task Force conference call. I am acting as liaison with NACD Education and Stewardship Committee in policy review and updates
- Conference call on September 30, 2014 with State Conservation Executive Directors

Meetings/Conferences.

- Attended NRCS State Technical Committee Meeting on September 17, 2014 in Somerset, NJ. The State Technical Committee meets quarterly to advise the State Conservationist on such issues as management policies and procedures, technical programmatic recommendations, public information and outreach, guidance on conservation practices, including new and innovative practices, etc. The meeting was well attended with agency representatives, partners and non-profit representatives.
- Attended The Partnership for the Delaware Estuary (PDE) Board Meeting on September 29, 2014 in Wilmington, DE. [not charged to NJACD]