

New Jersey Association of Conservation Districts  
Board of Directors Meeting – Trenton, NJ  
Monday, March 9, 2015

**MINUTES**

Members Present: Ray Cywinski, Tony DiLodovico (11:17am), Dennis Dougherty, Jay Kandle, Joe Lomax, Charles Bisceglia

Also Present: Robert Dobbs, Ines Zimmerman, Rich Belcher and David Lamm.

Convene Board Meeting: The meeting was called to order at 11:11AM by President Ray Cywinski

Minutes of the Previous Meeting: It was acknowledged the Minutes had been emailed to all Board Members prior to the meeting.

Motion: It was moved by Joe Lomas and seconded by Dennis Dougherty to approve the Minutes as mailed. The motion passed unanimously to approve the Minutes as mailed.

Special Order of Business: Position of Past President

- Priscilla Hayes had stepped down as Past President
- Charles Bisceglia is the most recent “Past President” of the Association.
- Charles Bisceglia has volunteered to fill the vacancy of Past President.

Motion: It was moved by Joe Lomax and seconded by Dennis Dougherty to appoint Charles Bisceglia to the Board of Directors in the position of Past President. The motion passed unanimously to appoint Charles Bisceglia to the Board of Directors as Past President.

A letter will be sent to the Freehold Soil Conservation District via Ines Zimmerman and Charles Bisceglia announcing the action of the Board of Directors in this matter.

Financial Report: Dennis Dougherty, Treasurer, presented the following Treasurer's Report as of March 6, 2015:

The following accounts are at Wells Fargo Bank, or as noted otherwise:

• Business Performance Savings Acc't #1262	\$8,244.45
• Certificate of Deposit (Freedom Bank)	\$40,000.00*
• Business Checking Acc't #0881 (Envirothon)	\$32,191.33
• Certificate of Deposit (Freedom Bank)	\$30,000.00*
• Business Checking Acc't #5944 (General Account)	\$53,142.12
• Business Savings Acc't #76812 (General Account)	\$25,008.22**

\* Not including accrued Interest.

\*\* Partners Savings Account suggested and offered by Wells Fargo Bank to maximize interest earned.

Motion: It was moved by Charles Bisceglia and seconded by Joe Lomax to approve the Treasurer's Report as presented. The motion passed unanimously to approve the Treasurer's Report as presented.

Envirothon: Rich Belcher presented the following report:

- Finances:
  - Funds received to date are \$11,300.00.
  - PSE & G has promised a \$5,000.00 grant.
  - Atlantic City Electric (ACE) is processing a check for \$1,000.00
  - Several Soil Conservation Districts have pledged donations.
  - Pinelands Nursery is a "T" Shirt sponsor, as well as donating 400 Red Oak Seedlings for the event.
  - The Division of Forestry is also donating seedlings for the event.
  -
- Registration:
  - 33 teams representing 16 counties have already registered for the Envirothon.
  - The registration deadline has been extended to March 16, 2015 due to the inclement weather this winter (school closings).
- On-line Registration:
  - Working extremely well.
  - Provides a "Team Profile".
  - Data is entered automatically to a spreadsheet.
  - Emergency Contacts are collected for each participant student.

- The Webmaster has done an extraordinary task with quick turnaround.

Envirothon (cont.):

- Next year's theme will be "Invasive Species".
  - It might be advantageous to "tie-in" with the NACD Regional Meeting
  - The Board should approach HEP and/or Somerset-Union Soil Conservation Districts to see if there is an interest in hosting the Envirothon.
- Future Funding:
  - Encourage Districts to submit names and/or entities that might donate to the Envirothon.
  - The Executive Director, along with the assistance of a Board Member should approach potential donors. It could be a "conflict of interest" for Districts to solicit donations directly.
  - Establishing an "Ad Hoc" Committee for the purpose of funding could be discussed at the upcoming Regional Meetings.

Memorial Scholarship Fund:

- Only one applicant submitted an application prior to the deadline for submission.
- The deadline was March 1, 2015.
- The Applicant:
  - Attends Rutgers University.
  - Has maintained a 3.95 cumulative grade point average.
  - Is in the 5<sup>th</sup> semester, 2<sup>nd</sup> year of college.
  - Has completed the application in full.
- For future reference, notices should be sent to all Financial Aid Officers in the respective New Jersey colleges and universities.
- The current scholarship award is \$1,500.00.
- Future funding needs to be addressed before the Principal of the Memorial Fund begins to become depleted.
- 

Motion: It was moved by Dennis Dougherty and seconded by Joe Lomax to award the Memorial Scholarship to the successful applicant. The funds should be paid directly to the educational institution. The motion passed unanimously to award the Memorial Scholarship to the successful applicant as per directed in the motion.

Rich Belcher will contact the Bursar's Office at Rutgers University to verify if there is an outstanding balance in the student's tuition account.

### Membership and Dues:

- There are two Districts that have outstanding dues from 2014.
- Thirteen Districts are current with their 2015 Dues.
- One District has taken the 50% delayed payment option.
- Two Districts still remain outstanding in regards to their 2015 dues obligation.
  - It was suggested the Board should reach out with a telephone call to the District Chairpersons and /or District Managers of the respective Districts to encourage payment of the outstanding dues.
  - A letter should be sent to the respective two Districts asking for a 50% payment by March 31<sup>st</sup> with the balance paid by June 1, 2015.
- The By-Laws should be addressed as to whether non –payment of annual dues should reflect a non-voting status of a district failing to pay its annual dues.

President's Report: President Ray Cywinski presented the President's Report during the State Soil Conservation Committee meeting, which was given prior to the NJACD Board of Director's Meeting. All Board of Directors, with the exception of Jay Kandle, were present at the SSCC meeting.

In addition, President Cywinski brought the Board of Directors up to speed regarding the Webmaster contract:

- The fee is \$250 per year.
- The NJACD website is updated yearly
- The task to update involves approximately 7 hours per year.
- The fee also includes the Hosting Fee.
- The contractual period would begin on April 19, 2015.

Motion: It was moved by Joe Lomax and seconded by Dennis Dougherty to renew the contract with the current Webmaster. The motion was passed unanimously to renew the contract with the current Webmaster.

Executive Director's Report: Robert Dobbs, Executive Director present the Board of Directors a written outlined synopsis of the Executive Director's activities since the previous Board of Director's meeting.

In addition, Robert Dobbs reported the following:

- Annual Poster Contest Awards Ceremony:
  - Would be held at the State Museum to coincide with a spring meeting.
  - The museum is not open on Mondays.
  - May 14, 2015 is a tentative date available for the ceremony.

## Executive Director's Report (cont'd):

- Annual Poster Contest Awards Ceremony (cont'd)
  - May 14, 2015 is close to the date of the Envirothon, which may make it difficult to complete the judging on time.
  - Deadline for Poster submission is April 1, 2015.
  - May 19 and 26, 2015 are available days at the Museum.
  - Mondays and Thursdays are days that the NJ Legislature is in session.
  - Lead-time is needed to notify award recipients and get their returned responses.
  - A tour of the State House might be in order.
  - \$2,400 is available for awards and folders.
  - Rich Belcher was asked to get a price for 1,000 folders, which should be in the range of \$750.00 to \$1,000.00.
  
- NACD Regional Meeting:
  - West Virginia will host the Annual NACD Regional Meeting.
  - West Virginia has a working theme.
  - It will be held August 2 to 4, 2015.
  - 200 rooms have been reserved for the event.
  - One of the best-projected attendances due to location in a resort area.
  
- NACD Funding:
  - No funding available. It is the hosting state's responsibility to secure funding.
  - NACD will promote news releases.
  
- NACD Regional Meeting 2016:
  - New Jersey will be the host state.
  - August to October would be the preferred hosting time.
  - Delaware has hosted in September.
  - New Jersey will choose the theme.
  - New Jersey will responsible for breakout sessions.
  - A format is available; it is a matter of "plug-in".
  - Districts will need to "bid" to host the event.
  - The August West Virginia NACD Regional Meeting should be the venue at which the New Jersey NACD Regional Meeting should be announced.
  - Robert Dobbs will prepare a "skeleton agenda".
  - Freehold has an interest in hosting the NACD Regional Meeting.
  - No other Districts have responded regarding hosting.

## Executive Director's Report (cont'd):

- Regional District Meetings
  - Need Agenda
  - An Association Report
  - Moderator from NJACD Board of Directors at each meeting
  - Frank Minch presentation on Chapter 251 Guidelines for Single Family Dwellings
  - Registrations should be sent directly to Dennis Dougherty, Treasurer
  - Carrie Mosley presentation on NRCS updates, possibly new MOU being rolled out for Districts, William Penn Trust grant applications and additional funding opportunities for the Districts.
  
- Non-profit Federal Registration
  
- Annual Plan of Work
  - Has been mailed to Ray Cywinski and Joe Lomax
  - Read and Comment
  - Action can be taken
  
- NJACD Annual Meeting
  - Look for a central location
  - Eco Center was well received last year
  - Looking for October 2015 dates with Friday, October 16 as primary date with Friday, October 23, 2015 as a backup.
  - One day
  - Training Sessions for Staff
  - Should announce at upcoming Regional Meetings
  - Hold the General Session in the auditorium and use other rooms for employee training and breakout sessions.
  - Rich Belcher will make the arrangements.
  - Look for a Keynote Speaker for more draw.
  - Encourage networking at the conclusion of the day.

NACD Report: Joe Lomax presented a report on NACD activities, including upcoming meetings and dates:

- The Annual Fly-in and Spring Board Meeting are coming up.
  - The focus will be on Legislation, the Farm Bill and natural resources.
  - Joe Lomax will attend the two-day meeting
  - Joe Lomax is a member of the HR committee.
  - Joe Lomax will “self-fund” this meeting.
- 2015 Summer NACD Board Meeting
  - Will be held in Spokane, Washington
  - Joe will seek reimbursement from NJACD for flight and hotel expenditures.
- White Paper:
  - Joe Lomax presented a White Paper entitled Conservation Districts – Weathering Change.
  - Joe Lomax presented copies at the SSCC meeting as part of his report.
  - “Conservation Districts are not recognized for their current or potential value to natural resource management, for livable communities, quality of life – that is sustainable prosperity.”
- NACD Leadership:
  - Previously, there had been 3 CEO’s in a period of one year.
  - The current CEO has been on the Board for three years.
- Farmland Trust: The Northeast has two key members on the Board.

NRCS Report: David Lamm reported the following:

- There are grant opportunities for Districts including the William Penn Trust.
- The current MOA expired in December 2014 and needs to be re-signed in 90 days.
- NRCS with the assistance of the William Penn Trust has funded National Wildlife – Audubon Society.
- Joe Lomas added that 50/50 grants are hard to match. William Penn Trust can help with the districts 50% portion.

Envirothon Judging:

- Sheila is reaching out for judges.
- The next Envirothon meeting is scheduled for April 10, 2015.

Closed Session: There was a motion to go into Closed Session for the purpose of discussing the position of Executive Director.

At 12:47PM President Ray Cywinski closed the General Session and opened the Closed Session.

Secretary Jay Kandle recorded minutes of the Closed Session separately.

At 1:39PM President Ray Cywinski adjourned the Closed Session

Adjournment: It was moved by Tony DiLodovico and seconded by Charles Bisceglia to adjourn the meeting. The motion passed unanimously to adjourn the meeting.

The Meeting was adjourned at 1:40PM

Respectively submitted,

Jay Kandle, Secretary