

New Jersey Association of Conservation Districts
Board of Directors Meeting – Trenton, NJ
Monday, May 11, 2015

MINUTES

Members Present: Ray Cywinski, Tony DiLodovico, Dan Galletta, Jay Kandle, Dennis Dougherty, Charles Buscaglia, Joe Lomax

Also present: Frank Minch, Rich Belcher, Inez Zimmerman, Desiree L. Dunn, Executive Director

Convene the Meeting: President Ray Cywinski called the meeting to order at 11:52AM.

Introduction: President Cywinski welcomed newly appointed Desiree L. Dunn to the New Jersey Association of Conservation Districts. Introductions were made by each of the current members of the Board of Directors, as well as Executive Director Dunn to the members.

President Cywinski explained the roles and responsibilities of the Executive Director to the board. In addition, President Cywinski will run “point” as liaison with Desiree Dunn concerning the activities of the Executive Director. All directives to the Executive Director will be channeled through President Cywinski to maintain a direct line of communication.

Desiree L. Dunn, Executive Director will also be added to the NACD mailing list to receive their publications.

Minutes of the March 9, 2015 Meeting: The Minutes had been emailed to all members of the Board prior to the meeting. In addition, printed copies were circulated at this time. There was one correction to the minutes. Under Membership and Dues: bullet 3 regarding the Delayed Payment Option was stricken.

Motion: It was moved by Joe Lomax and seconded by Dennis Dougherty to approve the Minutes as corrected. The motion passed. Dan Galletta abstained.

Minutes of the March 9, 2015 Closed Session: President Cywinski explained the minutes from a closed session of the New Jersey Association of Conservation Districts are not subject to the Open Public Meetings Act based upon the status of the association.

The Minutes of the Closed Session were also emailed to all members present at that meeting. Printed copies were also distributed to each member at this time.

Motion: It was moved by Joe Lomax and seconded by Dennis Dougherty to approve the minutes as mailed. The motion passed. Dan Galletta abstained.

Financial Report: Dennis Dougherty, Treasurer, presented the following Treasurer's Report as of May 8, 2015:

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

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| • Business Performance Savings Account #1262 (Scholarship) | \$8,245.14 |
| • Certificate of Deposit (Freedom Bank) | \$40,000.00* |
| • Business Checking Account #0881 (Envirothon) | \$40,635.12 |
| • Certificate of Deposit (Freedom Bank) | \$30,000.00** |
| • Business Checking Account #5944 (General Account) | \$49,792.26 |
| • Business Savings Account #76812 (General Account) | \$25,019.10 |

* Accrued Interest as of 12/31/14 = \$497.51

** Accrued Interest as of 12/31/15 = \$373.15

Treasurer Dougherty reported he is completing a registration process for invoicing and electronic payments with NRCS. The process is time consuming, but is progressing.

President Cywinski made a suggestion that the Treasurer's Report include a format, which would provide a comparison to the previous month's balance.

It was also suggested to revisit the By-laws as far as terms of Officers, especially the office of Treasurer as related to the length of service. A one-year turnover rate is not efficient and does not lend itself to continuity of service.

Motion: It was moved by Charles Buscaglia and seconded by Joe Lomax to accept the Treasurer's Report as presented.

NJACD Memorial Scholarship Fund: The current status in regards to the recipient's tuition account at Rutgers University is being checked.

NJACD Membership Dues Status:

- 13 Districts have paid in full for both 2014 and 2015 fiscal years.
- 1 District paid a partial payment of \$300.00 for 2014.
- 1 District paid \$0.00 for 2014.
- 2 Districts paid \$0.00 for 2015.

It was suggested a letter be drafted and sent to the two districts with outstanding balances asking if there are extenuating circumstances, such as hardship, which precluded the districts from paying their dues to the Association.

- The Board needs to address and clarify the issue of “Non Payment” as it would relate to the voting status of a District at Association functions.
- Establish whether “Non-payment” is directly related to “Grievance” versus “Hardship”.
- Draft a letter from the Association to the two outstanding districts requesting if a “Hardship” exists. Vice-president Dan Galletta will draft the letter.
- Attend as time permits one meeting of each of the two districts to meet with the respective Board of Supervisors.
- One of the two districts was able to pay dues to NACD for 2015.

President’s Report:

NJACD Annual Conference: The 2015 Annual Conference will be held at the Rutgers ECO Complex once again. The preferred dates sought are October 16, 23 or 30, 2015.

A Friday conference should encourage participants to network following the day’s festivities.

President Cywinski will reach out to the districts for input on program suggestions to make the conference appealing to all.

- A Keynote Speaker that would increase attendance.
- Training sessions
- Topics of Interest and Concern

The disadvantage of a Friday conference date at the ECO Complex is that sessions have to end by 4:30 PM due to other scheduling conflicts at the ECO Complex. A Thursday conference may be the only logical choice given this constraint.

2015 Northeast Regional Meeting Plan:

- Some districts have stepped forward indicating a desire to host the event.
- Ray Cywinski will share the format from the West Virginia Conference with the prospective hosting districts.
- The Regional Meeting is traditionally held in August.
- There are normally around 200 +/- attendees per year.
- Interest has been shown by HEP (in conjunction with Bergen), Cape Atlantic and Freehold Districts.

Executive Director, Scope of Work:

Annual Plan of Work:

- Deliverables for NRCS are very important, as NRCS is a major partner with the Districts.
- Desiree Dunn may work with the Penn Foundation on behalf of the Association.
- Desiree Dunn will attend an all-day training session with NRCS, which will help define the Executive Directors role with NRCS.
- The training session should help update and further develop Working Agreements between NRCS and the Districts.
- Desiree Dunn will get direct involvement into the Envirothon, especially in terms of securing financial commitments from potential sponsors.
- Desiree Dunn is encouraged to include personal visits to those major corporations in New Jersey that have connections to environmental interests.
- Desiree Dunn's role is to focus upon searching out foundations that are in New Jersey and have an association with environment. Wal-Mart is an example of a company that plays a role in the environment.

2015 Envirothon:

Awards and Checks:

- Sponsorship from United Water has specific designations attached to their donation.
- Typically, all awarded funds go directly to the sponsoring school district.
- West Windsor, 3rd place contestants did not have school sponsorship. The students raised the money independently from the school.

Motion: It was moved by Joe Lomax and seconded by Charles Buscaglia to award checks to the 1st and 2nd place teams directly to their respective schools. The 3rd place award would be awarded to the individuals from West Windsor, in the form of Scholarships.

The Motion passed unanimously.

The Awards Ceremony is scheduled for Tuesday, May 19th.

Rich Belcher will send Thank You letters to all sponsors and participants in the 2015 Envirothon.

National Envirothon:

Rich Belcher is looking for funding for the winning team to represent New Jersey at the National Envirothon. Funding is sought for travel and registration.

National Envirothon, continued:

Funding for travel and registration was tabled until the June 8th meeting for an actual amount.

Motion: It was moved by Joe Lomax and seconded by Charles Buscaglia to pay the registration fee for the 1st place team. The Motion passed unanimously.

Rich Belcher will attend the National Envirothon as a NJ State representative.

Motion: It was moved by Joe Lomax and seconded by Tony DiLodovico to pay the \$800.00 registration fee for Rich Belcher, plus transportation. The total cost should not exceed \$1,500.00. The motion passed unanimously.

NACD Report:

Joe Lomax will attend the Spring Board Meeting in Washington DC.

In addition, Joe Lomax will have a NACD Meeting this summer in Spokane, Washington. The dates are from July 10 to July 13. Joe Lomax is seeking support from NJACD.

Motion: It was moved by Charles Buscaglia and seconded by Tony DiLodovico to allocate funding, not to exceed \$1,300.00, contingent upon funds being available in the Annual Budget for Joe Lomax's expenses. The Motion passed unanimously.

Adjournment:

Motion: It was moved by Tony DiLodovico and seconded by Joe Lomax to adjourn the meeting. The Motion passed unanimously.

Meeting Adjourned at 1:31PM

The next regular meeting will be held on Monday, June 8, 2015 in Trenton.

Respectively submitted,

Jay Kandle
Secretary