



## Board of Director's Meeting -Trenton

December 14, 2015

# MINUTES

**Members present:** Ray Cywinski, President; Dan Galletta, Vice President; Dennis Doherty, Treasurer; Charles Buscaglia

**Excused:** Jay Kandle; Tony DiLodovico, Joseph Lomax

**Also Present:** Desiree Dunn, Executive Director; Frank Minch, SSCC; Rich Belcher, NJDA; Carrie Lindig, NRCS State Conservationist; Chad Cherefko, Asst. State Conservationist / Field Ops. ; Christine Raabe, Ocean District Manager; Dave Reilly, Cape Atlantic District Manager; Ennis Zimmerman, Freehold District Manager

**Call to Order:** President **Cywinski** convened the meeting @12:20 PM.

**Motion to Approve Minutes:** The Minutes from August 10, 2015 were provided by E-mail to all members of the Board. Hearing no questions or comments, **Cywinski** entertained a motion to approve.

- **Galletta so moved. Dougherty seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

**Financial Report:** (Source document - Treasurer's 12-14-15 Report)

Wells Fargo Bank Accounts as of 12/11/15, or as noted otherwise:

- **Business Savings #1262 (Scholarship) = \$6,747**
- **Certificate of Deposit (Freedom Bank) = \$40,000<sup>i</sup>**
- **Business Checking #0881 (Envirothon) = \$29,295.75**
- **Certificate of Deposit (Freedom Bank) = \$30,000<sup>ii</sup>**
- **Business Checking #5944 (General Account) = \$34,316.23**
- **Business Savings #76812 (General Account) = \$25,030.84**

**Discussion:** **Dougherty** said updated accrued interest will be forthcoming in January, 2016. He further described that the big difference is anticipation of 2016 N.E. Regional expenses and reminded Belcher that outstanding checks need to be resolved in order to close the account. Hearing no further questions, **Cywinski** entertained a motion for approval.

- **Buscaglia so moved. Galletta seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

<sup>i</sup> Accrued interest as of 12/31/14 = \$497.51

<sup>ii</sup> Accrued interest as of 12/31/14 = \$373.15

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### **Motion to Investigate other Accounts:**

**Discussion:** **Cywinski** initiated conversation about allowing the Treasurer to seek other financial vehicles next year for possible higher yields.

- **Galletta so moved. Cywinski seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

### **Motion to pay NRCS \$750 dues:**

- **Buscaglia so moved. Galletta seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

### **Post-Event Survey - (2015 Annual Conservation Partnership Meeting):**

**Discussion:** **Dougherty** confirmed that there were 110 attendees, up from last year. **Dunn** confirmed that to date 35 responses have been received and she'll tally the results by the end of the year. **Cywinski** said his understanding that feedback has been mostly positive. He confirmed that there would not be a separate 2016 Annual Meeting, the Board agreeing to instead incorporate a Session within the itinerary of the 2016 Northeast Regional Meeting in August for the purpose of approving 2015 Minutes and slate of candidates, etc.

### **Motion to approve contract extension:**

**Discussion:** As per a letter from **Cywinski** submitted to NRCS, **Dunn's** services as Executive Director are needed through December 31, 2016. **Lindig** agreed and stipulated that funds exist to pay the position through 2016. **Cywinski** entertained a motion for approval.

- **Buscaglia so moved. Galletta seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

### **Envirothon Update:**

**Discussion:** **Belcher** updated the Board. It's moving forward. He discussed sending a blank letter to Districts to assist in seeking funding. He described estimated costs = \$25 - \$27,000 and sponsorship is traditionally made by Wakefern for \$500, and an anticipated PSE&G grant, leaving \$15,000 needed. **Lindig** said NRCS has put aside \$5,000 for Envirothon. **Belcher** detailed reimbursements to the participating MACE school that had to be made and the reasoning. **Cywinski** discussed a strategy whereby NJACD will request funds upon recommendation of prospective donors by the Districts.

### **Poster Contest:**

**Discussion:** **Cywinski** acknowledged that **Belcher** had provided updates at the prior SSCC meeting. **Dunn** requested the materials presented to the State Committee so that updates can be incorporated into these minutes. **Belcher** said they would be forthcoming.

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### **2016 Northeast Regional Meeting:**

**Discussion:** Updates were provided by **Reilly, Raabe** and **Zimmerman** with Board members adding input regarding determinations made at a planning subcommittee meeting Cywinski convened at the Eco Complex, in Bordentown on November 12th and attended by about eight 8) stakeholders. **Raabe** provided notes of said meeting via e-mail.

**Reilly** said he contacted the Districts to solicit volunteers and so far 12 want to help with hospitality. He reached out to Atlantic Community College, a blueberry grower, Belleview and Thomasello wineries, the latter suggesting a “standing party”, costing \$30 - \$40 / head. Will be reaching out to Districts for menu ideas. Wrap up dinner should focus on New Jersey. Suggested the next planning meeting can be by teleconference. **Zimmerman** will connect with NJDCEA as well as the Northeast Employees Association. Discussion ensued regarding tour routes. **Reilly** said Tom Budd has a good cranberry operation but logistics have to be worked out.

**Zimmerman** questioned who pays –NACD responsibilities vs. NJACD and the Districts? **Cywinski** said it’s still being worked out. **Zimmerman** said she’s working on hospitality bags. **Dunn** offered items she was directed and has accumulated for said hospitality bags and was told to give them to Reilly. Determined that money raised will go to the Scholarship Fund. **Buscaglia** suggested all costs should be built into the registration fees.

**Dougherty** discussed bus transportation. He found most companies will provide a 5-hour window. **Reilly** asked for the green light to work on an Ag. Tour for Sunday. All agreed the tours should be coordinated to keep the busses off the Parkway on Sunday. Tuesday’s tour may involve an overall 100- mile round trip and boxed lunches should be provided. **Raabe** stressed that if Tuesday’s planned tours are to cover Suburban / Urban / Agriculture sites, then time will be a factor. Something to showcase the ecology of the Pine Barrens. Important to integrate speakers with tours. **Belcher** suggested a stop at the Forest Fire Ranger Station, as several years ago they did a fly-by.

**Zimmerman** questioned how the website will be used. **Dougherty** said he will take care of Pay Pal. **Raabe** said it is unlikely the Districts can accommodate debit cards. **Dunn** said she is close to securing a new webmaster and/or interactive web host, as directed. Dunn volunteered and was assigned creating the Save-the-Date flyer, to be sent by 1<sup>st</sup> week in January and incorporated with NACD’s E-notes and E-Resource news.

**Lindig** asked about the keynote speaker. NJ Congressman, Frank LoBiondo, suggested as someone to fit into the theme of a changing environment. All agreed that scheduling committee will play a critical role.

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**Minch** said his office will handle all printing. **Zimmerman** asked for aprons from NJ USDA. Idea – getting every State District involved in providing gifts to speakers. Final flyers should have State’s winning poster on cover. Jay Kandle to be asked to work on sponsor sheets with Raabe.

**Lindig** asked for clarification of theme. **Raabe** described that Recipe for Success will highlight the “ingredients” that led to success. The IGNITE format will feature presenters getting 5 minutes to present with the audience choosing afterward which they want to follow up in order to keep momentum and build excitement. Conservation Partnership will highlight successes.

**Zimmerman** discussed how usually an early breakfast is hosted on the 2<sup>nd</sup> day. NJCDEA will cover the costs for Sunday, yet it was brought up that it is the organization’s biggest fundraiser. Ongoing discussion ensued regarding meeting rooms, group needs, sponsorship and Belcher’s need to amend the contract with the Sea View, if necessary.

**Buscaglia** discussed sponsorship and grants. Budget will be important as it’s a tough year for grants. **Cywinski** said he prefers to send a broad appeal. **Reilly** said he’d like all the chairs of the various subcommittees set up in November to do as he did and solicit help.

**Dunn** presented her Fundraising Plan template she gleaned together from several webinars. She requested and was granted permission to replace the full Strategic Plan on the website, showing weaknesses, with a one page compilation of the positive attributes of the organization. She requested a fundraising subcommittee for NJACD’s overall grant seeking, however, the Board concurred that members have too much on their plates with 2016 N.E. Regional planning.

**Motion to Adjourn:**

- **@2:08 PM, Galletta so moved. Dougherty seconded. No abstentions. No objections. Voice Vote: All members voted “aye” in the affirmative. Motion carried.**

Respectfully submitted by:

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Desiree L. Dunn, Executive Director

***✓ APPROVED January 11, 2016 via teleconference vote***