

# Empire Chapter – Soil and Water Conservation Society

Meeting Minutes – Council Conference Call

1PM – 3PM

May 15, 2013

Call-in Number: 605-475-6700 and Pass Code: 306-5726#

## 1) Welcome

- Council members present: Caitlin, Cherie, Elaine, Scott, Jess, Lisa, and Brad.
- Caitlin prepared the minutes.

## Administrative

## 2) Review/Approval of minutes from the April 17, 2013 Council Meeting

- A motion was brought by Elaine to accept the minutes.
- Cherie seconded.
- The motion was approved by unanimous consent.

## 3) Treasurer's Report (L. Miller, J. Sargis, All)

- Discussion about the Treasurer's Report: a [REDACTED] bank service fee has been charged by First Niagara Bank to the checking account. This did not happen before because they were waiving it originally. From now on, the [REDACTED] fee will be charged to the account on a monthly basis. Lisa called First Niagara and inquired as to how this fee could be waived. First Niagara said that there is a plan called Biz200 that does not charge a monthly fee if a certain amount isn't maintained. Biz200 is good for an income of mostly checks and credit cards. If we were to switch to Biz200, it also offers 200 free transactions per statement cycle. The council voted in favor of switching to Biz200.
  - A motion was brought by Jess to switch to Biz200.
  - Cherie seconded.
  - The motion was approved by unanimous consent.
- Other discussion: 42 field notebooks (3<sup>rd</sup> edition) were sold this month; more books have been bought after the flyer to contractors went out; an extension for the 990 form has been filed for the Chapter's taxes; the treasurer's spreadsheet for the Vanguard account now matches the statements - the spreadsheet was rounding; and questioning whether the [REDACTED] be moved back into the Vanguard account that was taken out to pay for the 3<sup>rd</sup> edition field notebooks. The council went on to approve the treasurer's report.
  - A motion was brought by Cherie to accept the Treasurer's Report.
  - Jess seconded.
  - The motion was approved by unanimous consent.

4) Lisa's Invoice 13-05 (All)

- There were no objections to the approval of Lisa's invoice # 13-05 for [REDACTED]
- A motion was brought by Elaine to accept the invoice and pay Lisa \$ [REDACTED].
- Jess seconded.
- The motion was approved by unanimous consent.

5) 1 Year and 5 Year Strategic Plan (Aaron, All)

- Aaron was not present at the meeting but sent out an email afterwards on 5/22/13.

6) Announcement created by Elaine for Field Contractor's notebook

- Many field notebooks have been ordered due to this flyer. The following was discussion based on three possible orders of 175 3<sup>rd</sup> edition field notebooks:
  - 175 books were ordered on 5/14/13 by Westchester County SWCD (Robert)
  - Another possible order from the West Chester Bureau of Purchase & Supply (Steve). The council was not sure if this was the same Westchester County that ordered on 5/14/13.
  - Nicole from *Book Review Wholesale*, a wholesale distributor from Long Island, wanted a quote on 175 books and was inquiring about the availability of a discount.
  - The council was discussing who should receive the discount for ordering in bulk. It was decided in the past that NY County SWCD would receive a 5% discount for buying 10 or more field notebooks. How will we handle bulk orders now and in the future? Is the discount just for districts or can it be applied to other companies?
  - Cherie brought a motion to apply the 5% discount for 10 or more books for non-profit companies or the government. It was not voted on.
  - Lisa mentioned handling bulk orders on an individual basis – we do not want to lose a sale.
  - With the 5% discount applied, the books are roughly [REDACTED] each. Scott was wondering if we sell them for [REDACTED] to all of the aforementioned inquirers, will this hurt us.
- Scott brought a motion to apply the 5% discount on the order to the West Chester Bureau of Purchase & Supply.
- Elaine seconded.
- Cherie and Scott were in favor – Brad, Caitlin, Jess, and Elaine were not in favor. The council members not in favor would like to know via email more about the three interested buyers before applying the discount to their order.
- Cherie sent an email on 5/17 explaining that the order from Steve Pirone of the Westchester County Purchasing Department's order was the same as the Westchester County SWCD order by Robert. They will receive the 5% discount being a district. Cherie called Nicole from Book Review Wholesale. Nicole will not be marketing our publications but said she would still be placing the order.

7) Summer meeting ideas/discussion

- Cherie called Chobani – they do not offer tours
- Brad called Yancey's Fancy and Perry's Ice Cream. Perry's does not offer tours and it is possible to do a tour sometime during the first week of August at Yancey's (via email on 5/17/13)
- Cherie said a good time frame to go on the summer tour would be either July 12<sup>th</sup> or August 2<sup>nd</sup>.
- Elaine recommended going to Genesee County as there is a lot happening with the yogurt summit there.
- Heath is waiting to hear back from Quaker Mueller – a yogurt plant (via email on 5/17/13).

8) Topics for November Meeting

- Discussion about a date to have the November meeting and if it is possible to piggy-back it with an AEM or CCA training.
- Possible dates: November 19<sup>th</sup>-21<sup>st</sup>.
- What other topic ideas should be covered besides soil health?
- The grange building could be a possible site or the meeting room at the Cayuga County SWCD building.
- Caitlin will see how much it costs to use the auditorium downstairs in the Cortland Grange building for the November meeting. The Cayuga County meeting room is available on November 12th, 14th, 15th, 19th and 22<sup>nd</sup>.
- Cherie will send Heath an email for other topic ideas.

**Programmatic**

9) Next Council Meeting: Wednesday, June 19, 2013, 1-3 PM conference call

- A motion was brought by Cherie to adjourn the meeting.
- Scott seconded.
- The motion was approved by unanimous consent.

10) National Society – Annual Conference

- A delegate was not named at the end of the meeting. Cherie will decide if she is going.