

Empire Chapter – Soil and Water Conservation Society

Chapter Council Meeting Minutes

1:00 – 3:00 PM

January 19, 2012

Teleconference

In attendance were:

Elaine Dalrymple, Heath Eisele, Aaron Weiss, Cherie Sage, Don Lake, Jessica Sargis, Lisa Miller, Brad Schwab.

- 1) Review minutes from the November 16, 2011, Council Meeting (H. Eisle)
We will leave [REDACTED] in the report for dollar amount figures when uploading minutes to the website. The official copy will be kept separately. This will protect some privacy, but allow for ongoing consistency in record keeping.

Elaine moved to accept; Cherie seconded the motion; all approved.

- 2) Treasurer's Report (L. Miller, J. Sargis, All)

- Review Chapter finances
- Review orders and publication inventories
- Lisa Miller's invoice for Chapter services

The (separate) finance reports were reviewed and discussed.

Lisa said the Year End report is what needs to go to the accountant. Scholarship funds have been mailed out. We received a check from Vanguard for this. We are unable to get a checkbook to write the checks ourselves, so we obtained a dispersal check from Vanguard.

Jessica said that we did not have a loss in 2011. Handling fees for the booklets is not included yet, but does need to be.

Elaine asked why the report seemed to show only half of 2011.

Brad pointed out that the way the profit and loss is written it may look like our expenditures exceeded our income by [REDACTED].

Investment funds are balanced quarterly.

Brad questioned why our membership entries are down. He asked Lisa to check on the numbers from 2010 and compare to 2011 because he felt that we should have more income from memberships.

January sales have been good.

Heath moved to accept the Treasurer's Report; Jessica seconded the motion; all approved.

- 3) 2012 Budget (H. Eisele, All)

Lisa asked if we can use the January to December 2011 budget. Jessica said she would like a better breakdown put in. Lisa, Heath, and Jessica will formulate a budget for voting on at next meeting.

4) Updating Field Notebook (D. Lake)

Don explained a bit of the history of the field notebooks: they stem from 1992 and 1994 NYS DEC General Permit (SPEDES). They help outline the contractor's responsibilities and winter stabilization techniques. The DOT and DEC have both reviewed and approved them. We have new photos and updates to put in. Once we update this (hasn't been done since 1994?), we should have a peer review process which will include various entities such as Land Improvement Contractors of America (LICA).

Don said we need to be able to commit resources to this process. These being 80 hours of Lisa's time, and the publication costs, in hopes of publishing this summer. (Our existing inventory is ~600 copies) The newer version will be smaller, not spiral bound, without laminated pages. The target cost per book is ~8.00\$. Don is also looking into securing an EPA grant to help with costs.

Brad asked if we would be able to use some of the Mini-Grant funds to help defray the costs. (we have [REDACTED] ear-marked for the Envirothon, and [REDACTED] ear-marked for the Conservation Skills Workshop)

Aaron said that he felt that we should commit resources because our publications are some of the most important things we do as a society.

We will also need to maintain an electronic copy of the publication and have a person in charge of updating it consistently.

A motion to approve the needed funding was brought by Aaron. Jessica seconded the motion. All approved.

Don and Lisa will meet to begin working on the booklet.

5) Annual Report to National SWCS (usually due mid-Feb) (H. Eisele, All)

Heath will handle the report to Ankeny. All are to send their contact information and position to Lisa. She will put the list together for Heath. Cherie will use the same list to update the website.

6) Chapter priorities for 2012 (H. Eisele, All)

Some brainstorming/discussion was focused on Chapter Priorities in the following order:

1. Update the Field Notebooks
2. Increase Membership
3. Foster Mini-grants
4. Have Fun
5. Update website consistently

7) Opportunities to expand membership, sales, reach, impact, etc. of the Chapter (H. Eisele, All)

There was a question posed about summer activities. Some suggestions were a Barbeque, a Cabin/overnight outing, Farm tours. We will try to organize a tour of Spruce Haven Farms.

All Council members are asked to look for opportunities to set up our banner and speak to people about membership. Cherie said that if the opportunity arises and a member does not want to be the person at the booth, she will gladly arrange it and attend the function.

Heath is going to the Young Farmer Conference March 4 and 5. He will take the banner and set up.

8) Schedule Chapter meetings for the rest of the year (H. Eisele, All)

Dates for meetings will be:

- March 16th (at the Water Quality Symposium)
- May 16th (teleconference 1-3)
- July 18th (teleconference or summer meeting/BBQ)
- September 19th (teleconference)
- November will be the annual meeting-hoping for second or third week of November

9) Other?

Since Mini-grant money is spoken for this year, it should be stated or removed from the website.

A motion to adjourn was brought by Elaine. This was seconded by Cherie. All approved the motion.