

Minutes of the Kentucky Association of Conservation District Employees
May 18, 2010 Conference Call
10:00 a.m. ET

Participants in the call:

Brian Hacker – President	Martha Newby – Reporter
Linda Russell – Secretary	Kim Brown – Area 1 Rep
Stephanie Young – Treasurer	Debbie Eubank – Area 2 Rep
Linda Smith – Past President	Penny Warwick – Area 3 Rep
Joy Edwards – Area 4 Rep	Wanda Gilbert – Area 7 Rep
Terri Shaw – Area 6 Rep	

President Brian Hacker called the meeting to order at 10:00 a.m.

Linda Russell presented the minutes of the March 29, 2010 conference call via email. **Wanda Gilbert moved to approve the minutes seconded by Kim Brown. Motion carried.** The minutes of the April 16, 2010 conference call were presented by Brian Hacker. **Stephanie Young moved to approve the minutes as emailed seconded by Penny Warwick. Motion carried.**

Stephanie Young presented the March Financial Report via email. **Joy Edwards moved to approve the report as emailed and file for audit seconded by Kim Brown. Motion carried.** Stephanie Young had emailed the April Financial Report, however, we informed her it didn't print out correctly. She will try resending it during the meeting. Later in the meeting Stephanie reported that her Quicken was combining the regular KACDE account with the Benevolence Fund account. April's report will be approved at the next meeting.

Stephanie Young contacted SECDEA about the voided check. The original check was finally located and has cleared in our bank account. Therefore, there is no need to re-issue another check as approved earlier. Leslie Fourqurean has also found her check from the training held in Western Kentucky and has cashed it.

BILLS TO BE PAID

- a. Stephanie Young had trouble accessing the Budget Conferencing bill online. Brian Hacker said he would help her with that.
- b. \$128.27 – Bonding for Treasurer and 5 individuals

Linda Russell moved to pay the bills seconded by Martha Newby. Motion carried.

KACDE Awards Committee Report – Wanda Gilbert, Chair

The Kentucky Shine Award for April is Zach Gentry of Rockcastle County. Stephanie Young will submit the May award for Area 8. Wanda stated her email address needs to be changed on the Kentucky Shine Award form. Penny Warwick submitted the May Super Star, Pete Dotson, to Jennifer Hardwick. Wanda will check with Jennifer to see if this has been sent out by email. Wanda reported that district employees Faye Ferrell and Christian Scott will be featured in the next "Who's in the Limelight?"

OLD BUSINESS

1. Fundraiser Updates
 - a. Address Books – The address books and memory boxes would make great graduation gifts. Kim Brown will have some available at the KACD convention.
 - b. Schwan's – Kim Brown spoke to a representative and he will get back with her. They do not know the total of our money earned from this event yet. According to what people have said, we sold over \$700 worth of product.
 - c. Oil Lamp- Stephanie Young is still looking for suitable oil lamps.
2. KACD Convention Events
 - a. Envirothon Team Recognition Progress Report –
 - b. Annual Business Luncheon – The reports needed for that meeting were discussed. Brian asked Joy Edwards, Linda Russell and Linda Smith to review the Annual Plan of Work and the Long Range Plan. Stephanie Young and Linda Smith are working on the Annual Financial Report. Wanda Gilbert said she has a lot of paper in various colors we can use for copies of reports included in the luncheon booklets. Joy Edwards asked if it was time for an external audit. We conduct one every four years or when the Treasurer changes. Our last external audit approved was by Kimberly Richardson on August 26, 2008 for the fiscal year 2007-2008. As follow-up, her findings and compliances were added to our policies. We do need to conduct one since the Treasurer has changed. Martha Newby will contact Kimberly Richardson to see if she will be available. Johnna McHugh may also be able to assist us.
 - c. Committee Action – Brian Hacker asked that the Special Projects Committee to promote the annual KACDE Conference during the KACD Convention.
 - d. Election Nomination Reminders – Brian reminded the officers eligible to run again and for new nominees that the deadline for their nomination is May 30, 2010. A letter of intent along with a photo and short biography should be submitted to the Nomination Committee.

NEW BUSINESS

1. Annual KACDE Conference Giveaway Items – Martha Newby stated that Derek Smith told her about a special his company was having on fabric briefcases made from recycled materials and the deadline to order was May 31. They regularly cost \$16 but were marked down to \$7 each with a minimum order of 50. There wouldn't be a setup fee. If we ordered 75 the cost would be \$520. We need to be thinking about this or some other items for Jabez. The grocery totes and rain gauges were also mentioned.
2. Fundraiser Ideas
 - a. Iphone, Ipod, LED TV, 2 tickets to the World Equestrian Games in Lexington, 2 tickets for State Park were some suggestions.
 - b. Membership Drive Basket – It was decided to go with the theme “Pride of Kentucky” for this year's basket. Get items before June meeting.
 - c. Baby Basket – Possibility of a basket filled with baby items for EBay auction.
3. Other – Martha is using QuickBooks online for the Woodford County Fair Board. This is a very secure program. There is no worry of your computer crashing and loss of your information. Permissions can be assigned for people to view and print reports but they

aren't able to make any changes or deposits. Each person has their own login and password. The cost is approximately \$300 per year and if paid at once one month is free. Brian Hacker asked if this is something we would be interested in. Will the cost remain the same each year? Some members said they would check it out.

Brian Hacker reported on the Soil and Water Conservation Commission Meeting he attended. Brian volunteered to send a letter to District Employees asking them to be receptive to new policies being implemented by the SWCC and DOC concerning the handling of taxpayer funds. These policies will be for the protection of the employee as well as the District Board members.

Next meeting is June 11, 2010 at Woodford County Conservation District at 10:00 a.m. EST. There will also be workdays June 11-12 and maybe June 13.

With no further business, the meeting was adjourned by President Brian Hacker at 12:15 p.m.

Minutes respectfully submitted by

Linda Russell
KACDE Secretary