



Kentucky Association of Conservation District Employees
August 7, 2008 @ Allen County
Linda Smith's Home in Scottsville, Kentucky

Present:

Brian Hacker – President
Stephanie Young – Vice President
Linda Russell – Secretary
Linda Smith – Past President
Martha Newby – Reporter

New President Brian Hacker called the meeting to order at 9:30 a.m. CST. Everyone present signed the Certificate of Attendance. Linda Russell presented the minutes of the July 20th meeting and the July 21st, 4:30 p.m. meeting (not the business luncheon minutes). **Linda Smith made a motion to approve the July 20th minutes with the following corrections:**

- ❖ In Bills to be Paid, strike “totes and” from Derek Smith totes and caps. The \$60 was for the caps only. We haven't received the bill for the tote bags yet.
- ❖ Strike “receipt book” from Martha Newby's bill for candy bars. She didn't need to buy a receipt book.

Stephanie Young seconded the motion. Motion carried.

Linda Smith made a motion seconded by Stephanie Young to approve the minutes of the July 21st, 4:30 p.m. minutes as presented. Motion carried.

Valorie Floyd emailed the Treasurer's Reports to Linda Smith and she distributed them. In the check register it is to be noted that Dorothy Scott's entry for membership doesn't list a monetary deposit because she paid her dues twice last fiscal year so we credited her for dues this fiscal year. Valorie just wanted to show that she is a member for the new year and her dues have been paid. Two area reps haven't renewed their membership yet and will be contacted as a reminder. The reconciliation summary and the check register balanced. **Stephanie Young made a motion seconded by Martha Newby to approve the reports and file for audit as presented. Motion carried.**

BILLS TO BE PAID:

Linda Russell brought up in reference to the May 12, 2008 minutes and in the May conference call minutes she didn't state the motion by Stephanie Young clearly what KACDE agreed to pay for in regard to Martha Newby's expenses for South East NACD meeting in Biloxi, MS. **To clarify the expenses Linda Smith made a motion to amend the May 12 minutes for KACDE to pay for Martha Newby's mileage, meals, and half of the room expense. Stephanie Young seconded the motion.** A vote needed to be taken by phone. Martha Newby abstained from voting. A vote was taken and Leslie Fourquean voted “Aye” by phone. **Motion carried.**

COMMITTEE REPORTS

Welcome/Hospitality

- Stephanie Young is in the process of obtaining items for gift bags for convention at Jabez (the ones we give as they register).
- Convention Door Prizes: The Executive Board and Area Representatives are asked to bring door prizes for the convention. Everyone is encouraged to bring one door prize if they wish.

- Martha Newby showed us some “Go Green” items made of 100% post-consumer recycled materials, yesterday’s discarded water bottles and yogurt containers. Prices are:

48 @ \$10.25 for an 8”x10” journal

48 @ \$11.25 for a 10 ¼”x12” padfolio

24 or more @ \$15.83 for large zippered deluxe padfolio

\$14 for deluxe urban sling (similar to an attaché case)

There is a Screen charge of \$55.00 and the Recycled Notepads may be reordered.

Normally we have an average of 55 – 60 people attending the convention. **Linda**

Smith made a motion to purchase 15 zippered padfolios for the officers and area representatives and 50 of the journals for attendees at the convention.

Stephanie Young seconded the motion. Motion carried.

Fundraisers

- ❖ **KACD convention totals** – We will obtain totals from Valorie Floyd on items sold at a later date.
- ❖ **GPS Unit** – We have collected \$238.00 to date for sale of raffle tickets for the GPS unit. All GPS tickets need to be turned in before the drawing at Jabez.
- ❖ **Kroger Fundraiser** – We only received 9 surveys back from our business meeting at KACD. Since we had such a low response, the Board made a decision to wait until Jabez to gather more survey results before proceeding with this project. We will also need to have 501(c)(3) status before we apply for the Kroger Credit Cards.
- ❖ **Fall Bulbs** – Stephanie Young sent the flower bulb brochures to Jennifer Hardwick for distribution to all of the Area Representatives.
- ❖ **Friendship Blankets** – Stephanie Hacker has material for the butterfly blanket and she is putting it together and plans on purchasing it. We may have 6 blankets left and these will taken to Jabez to sell before we make any more of them.

OLD BUSINESS

- **Employee Choice Award** – Brian will send an email to remind employees to nominate District Employees and District Supervisors. The deadline is August 15 and applications should be sent to Wanda Gilbert.
- **KACDE Convention Agenda, etc.** – John Redding, Cindy Moon and all of the other speakers need to have the program, registration form, directions, and travel arrangements sent to them.
- **Conservation Day** – Brian Hacker asked if Stephanie Young would continue planning this project with assistance from Linda Smith, if needed. Stephanie will contact her State Representative to see what he has found out so far.
- **Treasurer’s Report Certification/Validation Policy** – A list of all items required for an audit should be comprised to make the audit move more smoothly. We will ask Joy Edwards to comprise this list. **Linda Smith made a motion that all items required for an audit need to be organized and available before the audit begins. Linda Russell seconded the motion. Motion carried.**
- **Richie Farmer** – Brian Hacker will make contact with Richie Farmer’s office about the funding for educational purposes.

NEW BUSINESS

- A. **Annual Convention Scholarship Applications** – We have not received any applications for the scholarship to date. Therefore, the deadline for applications has been extended to August 31st and an email will be sent to inform everyone.
- B. **Streamline and confirm Jabez agenda – Stephanie Young moved to provide S’mores for Tuesday night and popcorn and soft drinks for Wednesday night. Linda Russell seconded the motion. Motion carried.**
- C. **Decorations, Awards, etc.** – Cindy King will be responsible for the decorations at Jabez. Due to the time involved in making certificates and distributing them, we will not be giving as many “fun” awards this year. This will give attendees more free time.
- D. **Guidelines for Credit Card Use** – The guidelines were set at the May 12 meeting that each purchase must be pre-approved by the Board and the balance must be paid in full each month. Valorie Floyd applied for a credit card in Brian Hacker’s name and he has received the card. KACDE’s card limit is \$5000.00 and the limit on the Brian’s card is \$1500.00. Valorie contacted Brian when she filled out the application.
- E. **501(c)(3) Application comments/suggestions** – Brian presented information about the application for 501 (c)(3) status. There is a \$750.00 application fee. By acquiring this status, KACDE will be able to apply for grants and other funding opportunities. Another benefit is that we possibly could become the fiduciary for SECDEA. **Martha Newby moved to apply for the 501(c)(3) status and to pay the \$750.00 application fee. Stephanie Young seconded the motion. Motion carried.**

Miscellaneous

Linda Smith announced that Cindy Potts of Henderson County was the winner of the *Kentucky Proud* Membership Basket that was given away on Tuesday night at the KACD convention.

Martha Newby made a motion to make J.R. Wilkinson an honorary member of KACDE because of all of his hospitality, generosity, and support. Stephanie Young seconded the motion. Motion carried.

Stephanie Young invited everyone to a field day at her farm in Boyd County on August 27 at 10:00 a.m. ET. A free lunch will be served to attendees. The field day will highlight a Stream Restoration project completed on her farm.

Linda Smith contacted the conference call company and changed Jessica Cornett’s account to Brian Hacker so he will be able to initiate the conference calls.

The Board agreed to change the “KACDE Tag Line” to “KACDE Motto” on any of our literature and correspondence.

Since gas prices are so high, the Board decided to have the next work day on Monday night, September 15th at Jabez. We will be putting together the gift bags for registration.

With no further business Stephanie Young moved to adjourn at 3:50 p.m. seconded by Linda Russell. Motion carried.

Minutes submitted by Linda Russell, Secretary