



KACDE Conference Call
March 26, 2009
10:05 a.m. EST

Participants in the call:
Brian Hacker – President
Linda Russell – Secretary
Linda Smith – Past President
Leslie Fourqurean – Area 1
Debbie Eubank – Area 2
Shelley Isenberg – Area 3
Joy Edwards – Area 4
Tracy Yocum – Area 5
Wanda Gilbert – Area 7
Sandy Gay – Area 9

President Brian Hacker called the meeting to order at 10:05 a.m.

Linda Russell emailed the minutes of February 18th and March 6th conference calls to the Governing Board. **Sandy Gay moved to approve the minutes with correction to the February 18th minutes: under Committee Reports, Travel Guidelines, there was a sentence that didn't relate. "The Bylaws Committee will be developing guidelines for DOC field rep distribution of KACDE material." This sentence will be removed from the Travel Guidelines and placed under "Operations Committee" report. Leslie Fourqurean seconded the motion. Motion carried.**

Stephanie Young was not on the conference call. Therefore, the Treasurer's Report for ~~March~~ February was tabled until next month's meeting.

Bills to be paid:

Remaining balance on credit card – \$984.50

Reimburse Linda Russell - \$5.83 for cards, \$60.18 for postage

Wanda Gilbert moved to pay these bills if funds are available seconded by Linda Smith. Motion carried. Linda Russell abstained from voting.

COMMITTEE REPORTS:

Fundraising Committee Report – Shelley Isenberg

- **Status of T-shirt sales** – President Brian Hacker had asked Linda Russell to be responsible for all matters relating to the tee shirt sales (orders, invoicing, etc.) and she had agreed. **After discussion, Linda Smith moved for the tee shirt project to continue to be administered by the Treasurer. Joy Edwards seconded the motion. Motion carried.**
- **Update on Page's Seeds fundraiser** - Shelly has heard from only 6 counties with seed orders, therefore the deadline has been extended to March 27. Orders so far total \$141.05. The postage cost to mail the brochures to Area Reps was \$40 resulting in a "to-date" fundraiser profit of \$101.05.

- **State Park Pass** – Tracy Yocum has obtained a pass, we believe, for one night’s stay at any Kentucky State Park. **Sandy Gay moved to purchase a \$50.00 gift certificate for any Kentucky state park to be included with the overnight stay which, can be used for meals or at the gift shop. Linda Smith seconded the motion. Motion carried.** We discussed if the pass could be used on weekends and if they gave us one night how much they would charge for an additional night. Tracy’s contact also needed to know when we were going to give the pass away because it will be good for 1 year only, following the date of the drawing. Tracy made a call while we were on this conference call and found out that they are giving us two nights! The pass cannot be used on major holidays or weekends in the months of July and October. Tracy will send the packet to Shelly Isenberg when it’s received.
- **Membership Basket** – Martha Newby has a couple of ideas for the basket. A lot of people have requested we put together another gardening basket or an Italian Dinner themed basket. Another suggestion was a fitness basket with a jump rope and hula hoop or combine gardening items with fitness items into one basket. Everyone be thinking of ideas and present them at the April meeting in Russell Springs.
- **Wii Raffle**– Raffle funds from the Wii system will go to the Benevolence Fund. Stephanie Young has agreed to purchase this item and not be reimbursed until the raffle is completed.

Linda Smith moved to have the following schedules for our fundraisers:

- The Wii drawing will be at the KACD banquet in July for our Benevolence Fund.**
- The KACDE Membership Basket will be given away at our KACDE luncheon during the KACD convention in July.**
- The drawing for the State Park Pass and gift certificate will be given away at the convention in Jabez this fall.**

Shelly Isenberg seconded the motion. Motion carried.

- **Tax Preparation** – Brian Hacker has volunteered a free tax service to district employees; offering to prepare tax returns for employees and those employees may choose to make a voluntary, tax deductible donation to KACDE for this free service.
- **Awards Committee Report – Wanda Gilbert**
 - KY Shine Award** – ~~Carolyn Reed, Anderson County~~, Valerie Tipton, Bourbon County, has been nominated for Area 6.
 - “Super” Star** – The “Super” Star nominee for March is Chairman Bascum Smith of Russell County Conservation District. Discussion was held on presenting Super Star nominees with a KACDE license plate to display on their vehicle. **Joy Edwards moved to give a license plates to each Super Star including past nominees. Sandy Gay seconded the motion. Motion carried.** Valorie Floyd has a box of them and we will pick them up next month.
 - Who’s in the Limelight?** – Wanda is working on the March issue of the Limelight. Her email has been down and she hopes to have it out soon.
- **Budget Committee Report – Linda Smith** – The Budget Committee held a conference call. Fred Lauver, committee member, could not be on the call but commented by email and phone call to the Chair. The budget committee worked to make the document more realistic and in-line with previous years’ revenues and expenses. **Sandy Gay moved to**

approve the proposed budget to the membership to be presented for a vote at the KACDE luncheon in July. Joy Edwards seconded the motion. Motion carried.

- **Public Relations Committee Reports/Request** – Martha Newby requested that she needs information for the Kentucky Shines newsletter ASAP. She will try to have it out by next week. She would like for all committee chairs to submit an article.
- **Website Editor Request/Update – Linda Russell** – Linda received an email from Jessica Cornett stating she had updated sections on our website, such as Bylaws, order forms, Plan of Work, etc. Jessica has injured her wrist and will be taking it easy for awhile. We send her our get well wishes and hope she recuperates quickly! We appreciate Jessica volunteering as Website Editor.
- **Nominating Committee – Linda Smith** – Linda Smith sent an email to all district employees regarding KACDE officer elections to be held in July. This election includes all odd numbered Area Reps, Vice President, and Treasurer. Anyone wishing to run for an office should send her notice in writing or by email. She has heard from one Area Rep to date. July 8th is the deadline for nominations.

Old Business

1. **Travel Guidelines and Procedures Policy** – Brian Hacker commended everyone who worked on the guidelines that were emailed prior to the conference call. **Linda Smith moved to adopt the travel guidelines as policy seconded by Tracy Yocum. Motion carried.**
2. **KACDE Business Documents Approval** – The draft copies of the Plan of Work for 2009-2010 and the Long Range Plan were reviewed. On the Long Range Plan under benefits of being a KACDE member, the word Personal was changed to Professional. An addition of: “January 2010 – Host Mid-year meeting for KACDE Governing Board at Jabez” was added to the Plan of Work. The Benevolence Committee Policies and Regulations were discussed. Under Application Process it states: “The person making the request will notify the benevolence committee on district letterhead.” **Debbie Eubank moved to delete the words “on district letterhead” seconded by Shelley Isenberg. Motion carried.**

New Business

1. **KACD Business Luncheon Preparations & Tentative Agenda** – Ideas to streamline our business meeting were discussed. This all photos such as Years of Service and Kentucky Shine Awards, will be taken as a group instead of individually. The election of officers will be moved to the beginning of the meeting instead of near the end. A lot of people have left by the time elections are held. The deadline for officer nominations is July 8 and ballots will be ready, if needed. Although the officer elections are being moved to the beginning of the meeting, the officer installations will remain at the latter part of the meeting.
2. **Audit of Treasurer’s Records** – We had an external audit conducted last year. We should have an internal audit since the Treasurer has changed. **Linda Russell moved to conduct an internal audit at the next meeting in Russell Springs, seconded by Sandy Gay. Motion carried.** We decided to give Valorie Floyd an appreciation gift for serving

as Treasurer and one to Jessica Cornett for her work on our website. Anyone on the Governing Board wanting to donate money for these gifts can contact Linda Russell.

3. **501c3 Conduit Policy** – Our policy is modeled basically after NCDEA’s policy. NCDEA has a designated committee to handle grant proposal reviews. Brian asked that we review this draft document.
4. **Policy Recommendations and Suggestions** – According to Robert’s Rules of Order we can meet by conference call and take votes by email as long as it is stated in our policy. Development of this policy is postponed until the April meeting to obtain the correct language.
5. **Annual Convention Grant Proposal** – Ruthie Pike, an advisor to KACDE, is assisting with our “Thinking Outside” Workshop grant proposal. Brian Hacker stated that Mendel Wade, SECDEA President, contacted him and confirmed he will be attending our annual conference at Jabez, possibly for all 3 days.
6. **Request by Brenda Truett, Jackson County** – Brenda has been talking to Grady Wilson of KACo about a group application for health insurance. Sandy Whitaker of Rockcastle County is very interested in this also. Wanda Gilbert, Area 7 Rep, volunteered to send out emails to see if any one else is interested in having health insurance.

Reminders

- a. **Next Board Meeting** – Our next board meeting is April 17th in Russell County.
- b. **eBay** – We will have a box at our display at KACD Convention and at Jabez to collect items for eBay auction.
- c. **Tobacco Stick Stars** – Brian Hacker made two of the primitive-style stars and will be delivering them. He will get a photo of them and try to get more stars made for upcoming conventions. Jennifer Hardwick is familiar with the primitive style décor and we will ask her about a reasonable price the stars.

With no further business to discuss, the conference call meeting was adjourned at 11:42 a.m. on a motion by Joy Edwards, seconded by Wanda Gilbert. Motion carried.

Minutes respectfully submitted by

Linda Russell
KACDE Secretary