

Kentucky Association of Conservation District Employees
September 15, 2008
Annual Convention at KY Leadership Center in Jabez, Kentucky
4:00 p.m. EST

Those present:

Brian Hacker – President
Stephanie Young – Vice President
Linda Russell – Secretary
Martha Newby – Reporter
Valorie Floyd - Treasurer
Leslie Fourqurean – Area 1

President Hacker called the meeting to order at 4:00 p.m. Linda Russell presented the minutes of the August 7 meeting in Allen County, the August 13 Conference Call minutes and the September 2 Special Conference Call minutes. Copies of the minutes were distributed and read by everyone. **Martha Newby moved to approve all three minutes with corrections noted today. Stephanie Young seconded the motion. Motion carried.**

Valorie Floyd read the treasurer's report. One item to be mentioned, on the check register there is a deduction for the cost of checks. Valorie contacted the bank and we are supposed to get our checks free. They will be reimbursing us the \$23.15 cost. The check register and the reconciliation report balanced. **Stephanie Young moved to approve the reports and file for audit. Leslie Fourqurean seconded the motion. Motion carried.**

BILLS TO BE PAID:

Stephanie Young – For Thank you cards, gift bags and convention supplies – the receipts haven't been received yet.

Credit card bill - \$52.94 for the State Employee Choice Award

Martha Newby – For our food for lunch today and for autumn and Christmas décor for our Adopt – A – Room – \$101.54

Linda Russell moved to pay these bills seconded by Leslie Fourqurean. A vote will be taken later when other Board members arrive. A vote was taken on Tuesday, September 16 with Linda Smith and Sandy Gay voting aye. Martha Newby and Stephanie Young abstained from voting. Motion carried.

COMMITTEE REPORTS:

- **Committee Idea for Convention:** The committees were discussed and to encourage volunteers, Brian suggested that we list each committee and its responsibilities and duties on a large sheet of paper and post those in the general session room. Then people can choose which committee they would like to serve on. Everyone thought this would be a good idea. Leslie volunteered to write the headers and information on each paper.

OLD BUSINESS

- **Employees Choice Award** – Stephanie Young of Boyd County is our winner this year. Her application will proceed to the Regional Level.
- **Financial Audit Procedures** – The KACDE Material for Audit List and Records and Document Disposal List were composed by Linda Smith and was emailed for review. **Martha Newby moved to adopt the Audit Materials List as Policy #8 and the Records and Document Disposal List as Policy #9. Stephanie Young seconded the motion. Motion carried.**
- **Guidelines for Travel** – We need to adopt guidelines for travel. Brian informed us that a sub-committee of the Operations Committee has been appointed to work on this.
- **501 (c)3** – Brian reported that our application has been received and they have 60 days to respond to us about whether we get approved or not.
- **Secretary of Agriculture Update** – Brian still hasn't heard anything from Richie Farmer yet, but he will keep trying.
- **Kroger Card Fundraiser** – The Kroger Card Fundraiser has died for lack of interest.

NEW BUSINESS

- **Board Meeting Schedule:** October 10 at Woodford County
November at SECDEA conference in Pigeon Forge
December at Joy Edward's (Jefferson County)
- **Convention Time:** The name tags for attendees have been completed and will be requested to be returned at the end of the convention so they can be re-cycled next year.
- **KACDE Calendar:** **Stephanie Young made a motion that our KACDE Calendar be changed from calendar year January-December to fiscal year July-June. Leslie Fourqurean seconded the motion. Motion carried.**
- **Bonding:** Brian and Valorie need to check to be sure that both of them are bonded.
- **Policy #7 Annual Convention Registration Refund:** Currently, the only reimbursements granted for KACDE convention is due to medical emergency. It is recommended we clarify medical emergency and who it would pertain to and the full refund policy. **Leslie Fourqurean moved for Policy #7 to read as "Employees may request a full refund of paid registration to annual convention if request is made on or before September 1st. All other requests for reimbursement will only be granted when: an employee or their immediate family has an unexpected illness, medical emergency or death." Valorie Floyd seconded the motion. Motion carried. Immediate family is Spouse, Parents, Children, Grandparents, Siblings, Aunts, Uncles, Nieces, Nephews, In-Laws (mother, father, brother, sister, son, or daughter). This reimbursement statement will be added to the registration form for next year's convention.**

- **Martha Newby made a motion that for any member of the Governing Board who attends the day prior to the annual KACDE convention who attends the Board Meeting and assists in preparing for the convention, that night's room will be paid by KACDE, providing funds are available. Linda Russell seconded the motion. Motion carried.**
- Stephanie Young, Brian Hacker and Martha Newby reported on the South East Resource Conservation and Development convention they attended in Wytheville, Virginia on September 10 – 13. Brian gave a presentation about a Stream Bank Restoration Project on Mill Branch in Knox County. Stephanie gave a presentation about the Stream Bank Restoration Project completed on Trace Fork which is on the Young property. Martha said they both gave excellent presentations and we are proud of our KACDE officers. While at the convention, they spoke with Dan Ellison, the Vice President of Kentucky Association of Conservation Districts (KACD), concerning membership to KACDE. Mr. Ellison paid for an Associate Membership of \$12 and gave us a donation of \$8.

With no further business Valorie Floyd moved to adjourn at 5:35 p.m. seconded by Leslie Fourquarean. Motion carried.

Minutes taken and respectfully submitted by

Linda Russell – KACDE Secretary.