

SWCS Empire Chapter Council Minutes – February 1, 2008

Present: Peter Wright, Brian Boerman, Dianna Power, Brad Schwab, Lisa Miller, Bub Barra, Bill Keating

Minutes Prepared by: Dianna Power, Secretary

1. Financial Report – Lisa Miller
 - a. Check to Dana Chapman is for National Meeting Reimbursement
 - b. Expense Assets \$26,926.17 is checking account balance only.
 - c. Inventory – T-Shirts
 - i. Left over from Rochester National meeting, need to think of ideas to use them up
 - d. Inventory – Manuals
 - i. DEC should have link on their website to our SWCS NY website, but they have the order form instead. Lisa will call DEC and Peter will follow up with DEC if needed.
2. Endowment – Brad Schwab
 - a. Our endowment is currently in a mutual fund.
 - b. Do we want to change where it is? Brad is going to follow up with the company managing the mutual fund to get more info and options
3. Conservation Skills Workshop – Peter Wright
 - a. Request was received this past fall asking for \$350 in sponsorship.
 - b. In 2006 we paid \$750 toward Conservation Skills Workshop
 - c. Dianna motioned to approve the \$350 sponsorship
 - d. Brian seconded
 - e. The motion was carried
4. Membership – Peter Wright
 - a. Should we have a strategy for addressing membership issues?
 - i. A Membership Chairperson?
 - ii. Last year Brian would email new members and leaving members with greetings and reminders.
 - iii. Peter will plan to do the same and may also “CC” the regional reps on the emails
 - b. Ankeny manages a complete list of all members.
 - c. The National SWCS website is available for searching for members
5. Website – Brian and email from Greg Albrecht
 - a. Our domain name is secured. The order form for manuals and a new members link to the National website are functional, but that is it.
 - b. Greg and Brian sat down with Ancient Wisdom, a web design firm in Ithaca and came up with these options as outlined by Greg in his email:
 - i. total redesign (~\$5500)

- ii. our current site but with their Webtree Content Manager built in (allows lay people to manage content themselves (~\$1500-\$2000)
 - iii. refresh visuals on site and we manage content via FTP (requires some web skill on our part (~\$2000); and/or
 - iv. stick with look of old site, load updated content (after our content audit), and use an as-needed maintenance contract with AW to update to hoist new docs to the sight periodically (~\$1200 bring site up to speed and then \$120/hr for maintenance; 1-5 day turn around).
 - c. After discussion, the overall interest was in options #2 and #4.
 - i. A motion was made by Brian to purchase the “Webtree Content Manager” software and from there hire Ancient Wisdom on an as needed basis to update the site. Bub seconded the motion. Motion was carried.
 - d. Website Management – it was clarified that the website will be maintained as part of the Secretary’s duties, particularly as the management should be easier with the “Webtree Content Manager” software.
 - e. Information for the website to be updated: Council members should get all information (as was requested by Brian in December) to Brian as soon as possible so that he can get it to Ancient Wisdom. We will now be moving forward with getting the website updated.
- 6. Mini-Grant – Bill Keating
 - a. Adirondack RC&D Council request \$100 sponsorship for their 2008 Adirondack Waterfest
 - i. Bill motioned to pay the \$100 for the Waterfest
 - ii. Dianna seconded
 - iii. The motion was carried.
- 7. Future Activities for Consideration in 2008 – Peter Wright
 - a. Minigrant policy – plan to discuss at March council meeting
 - b. National SWCS Meeting
 - c. Scholarships
 - d. Annual Meeting in the fall
 - e. Summer Workshops
- 8. March Meeting
 - a. Scheduled for 3/11/08 at 9:30am to 12:00pm, prior to the beginning of the Water Quality Symposium.
 - b. Location TBD, most likely the Auburn Holiday Inn or the NRCS State Office in Syracuse
- 9. Adjournment
 - a. Dianna made a motion to adjourn
 - b. Brian seconded the motion
 - c. Meeting Adjourned