

## **Empire Chapter – Soil and Water Conservation Society**

Council Meeting Minutes

10:00 AM – 1:00 PM

September 10, 2009

Cayuga County SWCD, Auburn, NY

Present: Jim Hotaling, Peter Wright, Henry Kelsey, Brad Schwab, Lisa Miller and Greg Albrecht

### **1. Welcome and adjust agenda (Greg)**

#### **Administrative**

### **2. Review minutes from July 17th Council Meeting (Greg)**

- July 17<sup>th</sup> minutes not completed; will review via email or at next Council meeting.

### **3. Treasurer's report (Brad and Lisa)**

- Reviewed orders and publication inventories. Orders are lowest in memory for summer period. Inventories OK.
- The motion to pay Lisa's invoice (Invoice #7) for professional services (\$529) was been approved via email, because the Sept. 10, 2009 meeting lacked a quorum. Moved by Albrecht, seconded by Barra, and approved by the remaining.
- The motion to change the Empire Chapter's fiscal year to a calendar year basis and incur modest additional accounting costs (~\$100) for the shift has been approved via email, because the Sept. 10, 2009 meeting lacked a quorum. Moved by Albrecht, seconded by Schwab, and approved by the remaining.
- Lisa will prepare the forms for changes in president for our Vanguard and HSBC accounts.

### **4. 2009 – 2010 Budget Discussion (mix of administrative and programmatic) (Greg, Brad, All)**

- See attached proposed budget for 2009 – 2010
- Also note, new field notebooks are being developed by Don Lake in the next couple years. Historically, this has resulted in a spike in sales.

### **5. Proposal to Change Fiscal Year From Oct – Sep to Jan – Dec (Greg, Lisa, Brad)**

- All in attendance were in agreement that the change to the calendar year basis did not offer any drawbacks and would allow us to develop an annual budget for the Chapter in Quickbooks. The budget would then be used as structure for discussion of incomes, expenses, priorities and other expenditures throughout the year. Lisa found that the extra accounting costs of the shift, described below, would amount to a one-time expenditure of ~\$100 above the \$215 we normally spend on tax preparation.
- The motion to change the Empire Chapter's fiscal year to a calendar year basis and incur modest additional accounting costs for the shift (~\$100) has been approved via email, because the Sept. 10, 2009 meeting lacked a quorum. Moved by Albrecht, seconded by Schwab, and approved by the remaining.
- Lisa will meet with our accountant to implement the shift.

**6. Council Seats Up for Election (Greg)**

- VP, Secretary, Region 2 Rep, and Region 3 Rep are all up for election. Greg will contact incumbents to gauge interest for the regional reps and query other members for interest in the positions. Ideas for nominations welcome.

**Programmatic**

**7. Continue 2009 Empire Chapter Annual Meeting Discussion (mid-November) (Henry)**

- Continuing to work on agenda and speakers for Nov. 19<sup>th</sup> meeting.

**8. Mini-Grant update (Greg on behalf of Scott and Mini-Grant Committee)**

- Tabled Invasive Plant brochure application from Monroe County SWCD. Greg will contact Monroe County SWCD.

**9. Scholarship Update (Greg on behalf of Josh)**

- Josh has the scholarship materials prepared and mailed to our list of colleges and universities. Applications are due October 23, 2009.

**10. Awards Update (Jim, Lisa)**

- Greg will send reminder to all on email lists. Applications are due October 30, 2009.

**11. WebTree Training**

- Tabled.

**12. Meeting Adjourned**