


Pennsylvania Association of Resource Conservation and Development Councils

	<p style="text-align: center;">2013 ANNUAL MEETING MINUTES</p> <p>DATE: Wednesday, September 25, 2013 TIME: 10:00 AM – 2:00 PM LOCATION: Hoss's Steak and Sea House, 1450 Atherton Street State College, PA 16803</p>
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Welcome Doniele Russell, President

Introductions Delegates, alternates and guests as per list. Quorum was met.

Capital RC&D: Cheryl Burns (D), Susan Richards, Adam Dellinger

Community Partnerships: Sam Price (D)

Endless Mountains: Laura Hewitt (D)

Headwaters: Mike Bloom (D), Janie French, Brittany Dittmore

Penn's Corner: Doniele Russell (D)

Penn Soil: Wes Ramsey (A)

Pocono Northeast: George Kauffman (A), Sue Berkowitz

Southern Alleghenies: Robb Piper (D), Sue Moon (A)

RC&D Council Reports

Each Council shared updates about their council, project and programs as noted in the provided handout.

Lunch

Business Meeting Doniele Russell, Chair

- The business meeting was called to order at 12:15 PM

Delegate Roll Call Cheryl Burns, Secretary

- Delegates and alternates present as indicated above.

Approval of July 2013 Meeting Notes

- Laura noted that the expiration date included after the Invest Account balance refers to the CD. She also noted that an August 21, 2013 date was set for an Executive conference call.
- (Hewitt/Bloom) Approved as corrected.

Election of Officers

- The positions of Vice-President, Treasurer and At-Large were open for election and the nominating committee confirmed the ballot including:

Vice-President; Robb Piper (exp. 12/31/15)
Treasurer; Sue Moon (exp. 12/31/15)
At-Large; Jack Hanish (exp. 12/31/14)

- George Kauffman moved to close nominations
- Motion to elect slate (Bloom/Ramsey), approved.

Treasurer's Reports Sue Moon, Treasurer

- Sue Moon reviewed the financial reports (distributed and attached) and noted that funds were transferred from the Northwest Savings account to PNC. The Invest account balance was also transferred to an account at PNC.
- Laura Hewitt noted the issue of billing impacting 2013 budget but from actions in the 2012 budget.
- Ms. Moon addressed questions posed by delegates pertaining to the Budget to Actual report.
- The CD's balances held at Northwest will be deposited in a PNC account once released
- Motion to approve treasurer's report prior to audit (Piper/Kauffman), approved.

Fiscal Year 2013 Budget Sue Moon, Treasurer

- The proposed budget was reviewed, discussed and updated to reflect the following changes:
 - National Dues \$375.00
 - Discussion was held about the process for developing, printing and distributing the annual report. The Annual Report will now be developed by Endless Mountains and will compliment website updates.
 - Endless Mountains' new contract will be for 30 hours at \$40 per hour for website development & maintenance as well as annual report production, noting not to exceed \$1200.00.
 - New Budget: \$3825
 - Motion to retain 2013 dues structure (Piper/Hewitt), approved
 - Motion to transfer the balance of the Northwest CD upon expiration to a PNC account (Piper/Hewitt), approved.
 - Motion to approved 2014 Budget as revised (Piper/Kauffman), approved

Old Business

Website Update:

- Laura Hewitt shared a presentation with ideas for a website update
 - Actions for the site include:
 - George Kauffman will develop language for an 'About' section
 - Wes Ramsey will rewrite USDA-NRCS partnership language
 - Sue Berkowitz inquired about a site counter or analytics

New Business

Priorities for 2014

- Doniele Russell will distribute a questionnaire to identify priorities and should be returned prior to November 25th.
- PARCD will host a special meeting for the purpose of strategic planning on December 11 from 10 AM – Noon.
 - The 2014 meeting schedule will be determined at that time.

Adjourn

Motion to adjourn, 2:30 PM (Bloom/Piper), approved.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cheryl Burns". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Cheryl Burns
PARCD Secretary

PA Association of RC&D Councils
Treasurer's Report P&L
January 1 through September 24, 2013

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
Old NW Savings to New PNC					
Deposit	01/02/2013	1138	PA Association of RC&D Cou...	InitialDeposit:NWSaviTransToNewAcct	2,068.02
Total Old NW Savings to New PNC					2,068.02
510.00 · Unrestricted					
514.00 · Membership dues					
Deposit	01/02/2013	321	Southern Alleghenies RC&D	DUES:2012:SouthernAlleghenies	175.00
Deposit	02/08/2013	1167	Community Partnerships RC&D	DUES:2013:CommunityPartnerships	75.00
Deposit	02/08/2013	5001	Headwaters RC&D Council	DUES:2013:Headwaters	75.00
Deposit	02/08/2013	9950...	Pocono Northeast RC&D	DUES:2013:PoconoNE	75.00
Deposit	02/15/2013	2209	Endless Mountains	DUES:2013:EndlessMtnsRC&D	75.00
Deposit	03/07/2013	1013	Penns Corner	DUES:2013:PennsCorner	75.00
Deposit	03/07/2013	3154	Capital Area RC&D	DUES:2013:Capital	75.00
Deposit	03/20/2013	2459	Penn Soil RC&D	DUES:2013:PennSoil	75.00
Deposit	07/03/2013	323	Southern Alleghenies RC&D	DUES:2013:SARC&D	75.00
Total 514.00 · Membership dues					775.00
Total 510.00 · Unrestricted					775.00
520.4 · Transfer from INVEST					
Deposit	09/10/2013	6797...	INVEST	INVEST:ClosedAcct	4,270.89
Total 520.4 · Transfer from INVEST					4,270.89
Total Income					7,113.91
Expense					
68300 · Travel and Meetings					
68320 · Travel					
Check	01/29/2013	1001	Endless Mountains	TraveltoAnIMtg:2012	100.00
Total 68320 · Travel					100.00
Total 68300 · Travel and Meetings					100.00
700.00 · General and administrative					
701.00 · Allocable					
785.00 · Support Services					
785.02 · Treasurer					
Check	09/24/2013	1004	Somerset Conservation District	SupportService:2013:Final	500.00
Total 785.02 · Treasurer					500.00
785.03 · Secretary					
Check	04/10/2013	1002	Capital Area RC&D	SupportServ:Secretary:Sep12-Jan13	600.00
Total 785.03 · Secretary					600.00
785.06 · Website					
785.07 · Website Host & Domain					
Check	07/09/2013	1003	Endless Mountains	Website Host & Domain	50.00
Total 785.07 · Website Host & Domain					50.00
785.06 · Website - Other					
Check	01/29/2013	1001	Endless Mountains	Update Website	500.00
Check	07/09/2013	1003	Endless Mountains	Update Website	500.00
Total 785.06 · Website - Other					1,000.00
Total 785.06 · Website					1,050.00
Total 785.00 · Support Services					2,150.00
Total 701.00 · Allocable					2,150.00
Total 700.00 · General and administrative					2,150.00
Total Expense					2,250.00
Net Ordinary Income					4,863.91
Net Income					4,863.91

**PA Resource Conservation Development
Budget vs. Actual
2013**

	<u>24-Sep-13</u>	<u>Budget</u>	<u>Balance</u>
Income			
DUES	775.00	675.00	100.00
Invest Transfer	4,270.89	4,375.00	(104.11)
Total Income	5,045.89	5,050.00	(4.11)
Expense			
License and Permits		50.00	50.00
Meetings & Conferences	100.00	350.00	250.00
Postage		50.00	50.00
Printing & Reproduction		550.00	550.00
Support Services			0.00
Annual Report		500.00	500.00
Other		500.00	500.00
Penns Corner RC&D		150.00	150.00
Southern Alleghenies RC&D	500.00	700.00	200.00
Capital RC&D	600.00	500.00	(100.00)
Endless Mountains RC&D	1,000.00	1,000.00	0.00
Telephone (Conference Calls)		100.00	100.00
Travel to National		500.00	500.00
Website Host & Domain	50.00	100.00	50.00
Total Expense	2,250.00	5,050.00	2,800.00
Net Income	2,795.89	0.00	2,795.89

Acct Bal-Opened January 2, 2013 **\$2,068.02**

PNC Ending Balance September 24, 2013 **\$4,863.91**

INVEST Balance - **CLOSED 8/31/2013** **\$0.00**

NW Savings Bank CD **\$14,205.89**