


Pennsylvania Association of Resource Conservation and Development Councils

	<p style="text-align: center;">December Meeting MINUTES</p> <p>DATE: Friday, December 14 , 2012 TIME: 10:00 AM LOCATION: Conference Call via gotomeeting.com</p>
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Introductions Delegates, alternates and guests as per list. Quorum was not needed.

Capital RC&D: Cheryl Burns (D)

Endless Mountains:

Southern Alleghenies: Sue Moon (A)

Pocono Northeast: Jack Hanish (D), George Kauffman (A)

Headwaters:

Penn's Corner: Doniele Russell (D)

Penn Soil: Wes Ramsey

Treasurer's Reports Sue Moon - Treasurer

- Invest Account Balance as of 11/30/12: \$4268.97
- Documents needed to set up a new bank account include the Articles of Incorporation and 501 designation letter.
- It was determined that all organizational documents will be kept with the PARCD Treasurer.
- Discussion was held to determine the most recent IRS 990 & BCO-10 filings. Wes Ramsey and Sue Berkowitz will check their files for most current paperwork and if necessary IRS & BCO will be contacted to determine current filing status.
- The Treasurer will send dues notices
 - Note: Pocono NE now utilizes a PO Box mailing address

Old Business

Website report:

- Laura Hewitt updated registration information from Pocono NorthEast to PARCD and renewed domain registration. She will bill accordingly
- PARCD Officer email addresses will be added to the website
- Discussion was held regarding development of a password protected members only page. It was suggested to also look into seeing if Google Doc services would suffice.

- Doniele Russell will follow-up with Laura Hewitt in January to determine the costs of developing a password protected page.
- Laura Hewitt requested assistance in reviewing and updating the About Us page. George Kauffman agreed to review the page and provide recommendations.
- A request was made for introductory paragraphs to be displayed on the website focusing on each council's current activities.
- Laura Hewitt requested submissions of relevant activities to add to the PARCD online calendar or submission of other important documents that are relevant to the PARCD council members and partners.

Gotomeeting.com

- The council will continue to meet using the gotomeeting service and will reevaluation during the July business meeting.

Meeting Scheduling

- The council will continue to meet on the 2nd Wednesday of the first month of each quarter at 10:00 AM.
- Cheryl Burns will work on a form for submitting council updates in advance.
- The Council Executive committee will meet via conference call one month prior to each scheduled council meeting.
- Cheryl Burns will draft check lists to be evaluated by Executive committee.

New Business

Updates

- There was discussion about updates regarding Mid-Atlantic RC&D including the dues reduction from \$300 to \$200 and the possibility of learning about grant opportunities through Mid-Atlantic. Penns Corner and Capital are not participating in Mid-Atlantic but plan to keep their affiliation with the National RC&D Council.
- Discussion was held as to the process for reimbursement noting that reimbursement for positions is done through invoicing and that no contracts are necessary.

Adjourn

Motion to adjourn (11:00AM) (Who?)

Next Meeting: January 9, 2013, 10:00 AM.