

**SHAWNEE RC&D AREA COUNCIL**  
Williamson County USDA Service Center Conference Room  
502 Comfort Drive, Suite E Marion, Illinois 62959  
Tuesday, October 23, 2012

The meeting was called to order at 7:00 p.m. by Glenn Seeber, Chair. Members and guests present:

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|-------------------------------------------|-------------------------------------|
| • Glenn Seeber, Kinkaid Lake Conservancy  | • James Warder, NRCS DC Saline Co.  |
| • Doris Heaton, Franklin Co. SWCD         | • Connie Beck, U of I Extension     |
| • Rudy Rice, Perry Co. SWCD               | • Dale Shumaker, Pul/Alex SWCD      |
| • Butch Rider, Gallatin Co. SWCD          | • Susan Odum, Johnson County        |
| • Tom Anderson, Saline CO. SWCD           | • Keith Livesay, Union Co. SWCD     |
| • Rick Street, NRCS DC Gallatin/Hardin Co | • Jim Kirkland, IFRC                |
| • Chris Evans, CWMA                       | • Tabitha Ayres, Executive Director |
| • Cathy Poshard, Program Manager          | • Tom Fisher, Franklin Co. SWCD     |

The meeting was called to order by Chairman Glenn Seeber at 7:00 p.m. followed by roll call/introductions.

**Minutes** – Motion was made by Connie Beck and seconded by Susan Odum to approve the July meeting minutes. Motion carried.

**Chairman's Comments** – Glenn discussed the changes in the organization that have taken place since Shawnee RC&D separated from NRCS. We have made changes to our By-Laws and we need to continue to update them. Next year the board needs to review the by-laws.

1. Glenn stated that he has checked on the Attorney General's and the Paul Simon Institute websites for boards and organizations and determined we are not a "Public Body". We are a Not For Profit Corporation and do not need to adhere to the rules as most councils and agencies do. Our Council is not required to take the on-line mandatory training required for boards and organizations. At the next Executive Committee meeting, Glenn hopes to have revised Operating Procedures. Some Grantors request copies of our operational policies as well as budget, list of members including their occupations and Annual Report. In renewing our contract with Chris, we found the auditor had used a very old list of members in our AG990 for this past year.
2. Meeting quarterly makes it difficult to take action on grants that we have a short turn around to submit. Later we will discuss having a "Blanket Approval".
3. Grants – We should not get hung up on thinking we are just "grants". We have the Sustainable Living Expo, workshops with Jim Kirkland, Conservation Education for youth and adult audiences. Shawnee RC&D's name has helped the Kinkaid project move forward. Since 1970 Kinkaid has had 3 key players; National Forest Service, Illinois Department Natural Resources and the Conservancy District. This year, Glenn stated, that he was able to get all three players together at the same time for the first time.
4. Insurance – We now have insurance to cover our council and staff through Traveler's. We pay \$740 for a year.

5. Operational Procedures and By Laws – When Melissa left, we divided the office jobs. Submitting and follow up paperwork is very time consuming. The Chair needs to take care of the mechanics of the meetings, have one lead on grants and contracts. Tabitha looks at deliverables and time lines. Cathy takes care of the cash flow, paying bills and quarterly reporting. We need to revamp the Operations Manual and will talk more about it at the January Council meeting.
6. Lumping Motions – Meetings already last 1 ½ to 2 hours. Our geographic area, being 16 counties, makes it difficult to do business. Sometimes we need to move on a grant opportunity quickly.

**Treasurer's Report** – Doris Heaton made the motion to accept the Treasury Report as presented and Butch Rider seconded. Motion passed.

**Audit** – Tabitha explained the process taken to find a new auditor. A 3 year contract with the Tanner & Marlo agency has been signed. They guarantee we will have the audit completed by the end of November, with no extensions being requested. Three firms didn't bid, as they said they would be too expensive for our organization. Tanner & Marlo both came to the DSAC and met with staff to go over what we have in place and what we expected. They will meet with the Council and attend our Annual Meeting to explain the audit. We will be switching from modified cash to accrual method of accounting. They will also audit each grant, costing \$100 per grant. Glenn has checked with some of our granting partners and they have no problem with us building the expense into the grants to have them audited.

**Budget** – Phyllis is still having health issues. Glenn and Cathy have gone ahead and prepared a tentative budget. This is contingent upon the audit. After the audit, Glenn, Phyllis and Cathy will revise if necessary. Doris Heaton made a motion to accept the budget and Rudy Rice seconded. Motion passed.

**Executive Director Report** – Tabitha reported that the Hidden Springs project is on schedule. Beth Shimp has been assigned more responsibilities. There is a new Botanist at the Jonesboro office who we are looking forward to working with on this project.

We have had some changes to the Prescribed Fire Resource grant. Jody Shimp informed us of a change in match required. We have until grant end to come up with match and believe we can secure enough from other sources. The grant will only cover 65% of costs. We have completed one year and we have reviewed the grant. It has been amended to cover a larger geographic area. We have learned the requirements for the Shawnee National Forest and IDNR. Our website has a link now to the on-line training.

Friends of the DSAC – The deliverables are due the end of May. In December, Tabitha will be meeting with the group to present By-Laws and their 501©3 application. They need to approve these as the next step. There is money for an attorney to review and a facilitator to help them form their Board of Directors. After they form their Board, they can begin to hold meetings, take minutes and our participation will be fulfilled according to the grant.

Harrisburg Releaf – Emily Hanson and Jerry King have met with the group. \$18,000 is needed to purchase trees. Letters will be sent to residents in December and trees planted in the spring. Jim Warder stated that there were 16 at the planting workshop and that Emily and Roger were very pleased with the turnout.

Website – The website is LIVE. We need photos of Conservation Fairs, Envirothons, and workshops.

Trans Canadian RR – we have applied for a \$63,000 grant with 10% indirects. The grantor is going to fund one proposal from Illinois and we were the only one to submit. It is a short term grant for re-caning which will work with Tracy's new grant.

2013-2014 Global ReLeaf – We have submitted a \$74,000 grant with 10% indirects.

Monsanto-USDA Collective – Farmers who farm 200 acres of corn or wheat or 80 acres of pumpkin, squash, tomatoes & beans, or other crop are eligible for a \$2,500 drawing for their favorite charity \$5,000 in the drought counties. One drawing per county....if you know of any farmer who might qualify, please help out Shawnee RC&D and let them know. They can go to their website.

**Program Manager Report** – Cathy stated that she has been working on closing out the fiscal year, grant quarterly reporting and working with Stephanie on the Expo.

## **OLD BUSINESS**

**Chair's Report** - Glenn reported that Tracy has signed a contract for 3 years and that she will be working on implementation resulting from the research on her last grant.

Chris has begun his new state-wide position working on the State Wildlife Action Plan which includes animals and plants. This is a 3 year grant.

**CWMA** – Glenn stated that Chris conducted a nationwide search for candidates. This position has funds at this time to continue for 1 ½ years. The Refuge will continue to house this position. Karla Gage has accepted our offer and will begin January 1<sup>st</sup>. Chris stated that he may have \$15,000 we will be able to put toward salary.

**Expo** – Rick reported that Stephanie has been working very hard on this project. All the monies that have been donated towards this event are spent locally. Anyone who would like to volunteer to help with this event is welcome. Tabitha stated that Stephanie has raised substantial funds for this event. Glenn commented that the EXPO has a fantastic web presence.

**EXPO 2013** – Glenn stated that at the January meeting we will need to decide the future of the Expo. Hopefully Stephanie will be able to join us. If we continue the program, we need to keep in mind that it is probably too much for one person to undertake.

## **NEW BUSINESS**

Annual Meeting – Cathy will check with Field of Dreams on the availability of their facility March 26, 2013. Glenn suggested that Chris and Karla might provide our program and also have updates from IDNR and Shawnee National Forest.

**Project Updates** – It will be a few months before we hear from Global ReLeaf and Kinkaid grants.

Transportation for Schools – Glenn expressed the need schools have for funds to transport children to conservation programming. Numbers at these events are dropping. Glenn and Tabitha are working on statistics to be able to make proposals and seek funds.

**Approval of Executive Committee Actions** - Glenn requested that the Council give approval for the audit and grant applications that have been submitted. Doris Heaton made a motion to accept the actions of the Executive Committee and Connie Beck seconded. Motion passed.

**Jim Kirkland** – told about the Goods in the Woods workshop in McLeansboro in early November. Connie stated that she would be glad to help out if needed.

**Susan Odum** – has completed a retail marketing study for her program area of Community and Economic Development, regarding money staying in the communities. She reported that there is a net leakage in the retail industry of 272 million in Southern Illinois. Southeast Missouri and Kentucky show a retail surplus.

Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Cathy Poshard

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