



# IASCD Board Meeting

## January 18, 2013

### Boise Hotel & Conference Center

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#### **IASCD Present:**

Kit Tillotson, President  
Billie Brown, Vice-President  
Rick Rodgers, Secretary  
Steve Becker, Treasurer  
Lynn McKee, Director  
Art Beal, Division 3 Alternate Director  
Lynn Bagley, Director  
Bret Rumbeck, Executive Director  
Nancy Weatherstone, Executive Assistant

#### **Others Present:**

Kent Foster, Ada SWCD  
Tony Poinelli, ID Association of Counties  
Senator Steve Bair  
Dick Bronson, ISWCC  
Teri Murison, ISWCC  
Delwyne Trefz, ISWCC  
Shelby Kerns, ID Div. of Financial Mgmt.  
Stephen Goodson, Office of the Governor  
Barry Burnell, Div. of Environmental Qlty  
Jeff Burwell, Idaho NRCS

#### **Call to Order:**

President Kit Tillotson called the meeting to order at 8:12 am. A quorum was present.

#### **Approval of Minutes:**

Lynn Bagley moved to approve the January 7, 2012 minutes as emailed. Seconded and the motion carried.

#### **Budget Review:**

The budget review will be postponed until Saturday, January 19<sup>th</sup>.

#### **Raffle Review:**

The board reviewed the raffle account and payment to IDEA for ticket sales. Bret Rumbeck will develop and submit report to the lottery commission by August 2013. IASCD can spend 80% of funds on charity or educational programs as outlined in IASCD application (including supervisor scholarships to attend conference), 20% is for discretionary spending. The board is looking at putting together a similar package for the 2013 conference, hopefully with a shorter turnaround time for the trip. Staff will work with board to print tickets by spring division meetings, and circulate tickets to others as well – schools, FFA, etc. Many of the donors that gave toward the travel voucher this year, are interested in donating again.

### **Conference Review:**

The board reviewed the 2013 conference account and registrations, as well as the IDEA agreement for a portion of proceeds to support IDEA. The board agreed to look at payment/donation to planning committee (or hosting division) as possible addition to policy manual for consistency, as well as having the payments part of the budget expenses prior to planning. The board also discussed having the planning committee provide feedback, or a final report after conference.

*8:50 am - Conference Review discussion was put on hold for guest speaker(s) presentation(s).*

### **Idaho Association of Counties:**

Tony Poinelli, Deputy Director with the Idaho Association of Counties, addressed the board.

Background – Bret Rumbeck had met with the Idaho Soil & Water Conservation Commission to discuss the Emergency resolution passed at the IASCD 2012 conference. He felt Mr. Poinelli would be a good contact to provide insight into counties and how they work, as well as ideas for districts when dealing with their respective counties. The following were discussion points:

- A district should visit their county commissioners and county clerks by April or May to be sure the district is in the budget.
- Once a district is in the budget – submit an invoice in December to the county - counties are required to pay within 60 days (prompt pay law). Ask the county clerk or commissioners when the best time to submit an invoice if unsure.
- If the district is notified by a letter of intent – remember to submit an invoice as well.
- Always have something in writing, whether an invoice, memo or letter that shows the district is in the budget. When counties cut the budget, it is a public process and usually under the general reserve, so stay part of the discussion.
- It is best for the district to talk to the counties early on in the process (spring), always include the county clerk in any discussion or mailing, since they are the ones who are responsible for the money.
- A district could develop an MOU or similar agreement with their county commissioners, listing actions or proposed services and build on the relationship each year. This approach could work with planning and zoning as well, especially in more urban areas.
- Any informative document submitted to the country, should show how the district benefits the county, through projects, as well as dollar figures.
- Invite county representatives from within the commissioners, clerks, or association to make a presentation to districts (conference) or attend a county meeting(s) beyond the budget request.

The IASCD board discussed meeting with the Idaho Association of Counties during their annual conference in June. Staff will contact Mr. Poinelli concerning the schedule and possible meeting dates/times. Mr. Poinelli also offered to talk to county commissioners for the IASCD as well.

### **Senator Steve Bair :**

The board welcomed Senator Bair to their meeting at 9:16 am. The Senator discussed the following:

- Personal background – Chair of the Ag committee, was on JFAC the last 6 years, so fully aware of the budget cuts that have affected the SWC and districts.
- Visited with Senator Dean Cameron to review the SWC budget and line items. The IASCD restated that the 2 to 1 match is the priority for the association and districts.
- Suggested any presentations made to legislature include percentages of funds that are used for administrative costs versus conservation on the ground (projects).

- When asked how the association or districts can best communicate with members of JFAC prior to the budget hearing, the Senator felt a brief, concise letter in the mail, a newsletter to legislators to keep them up to date on the association and districts, or personal contact of individual legislators, were all effective forms of communication. The Senator complimented the IASCD on their published newsletter – it was clean, crisp and not too lengthy and he enjoyed reading it.
- There are \$169 million line item requests this year. Between elections and the start of session is not a good time to communicate to legislators. Contact closest to the session and then again in the summer – summer allows legislators time to read letters, etc.
- Understand that, today, there are more urban legislators than rural in the Idaho legislature – which can make it difficult to address rural or agricultural issues. However, the urban population is all about conservation and compliance with agencies, etc – so make sure to sell your story. The association and/or district story is important, but remember to sell urban conservation to legislature (programs that benefit the urban population).
- No major issues related to Agriculture have emerged as of yet.

*The board took a break at 09:48 am*

*The board reconvened at 10:03 am, and Idaho Soil & Water Conservation Commission Chair Dick Bronson joined the meeting.*

### **Conference Review (continued):**

The board discussed the IDEA agreement, and felt that they had fully met the deliverables agreed to by both parties. However, the board felt they needed to address budget cuts to all discretionary programs (including IDEA and Auxiliary) in order to be fiscally responsible. Possible budgetary cuts are not a reflection on any program or its value to the IASCD. Educational programs can be funded through raffle proceeds, and therefore do not affect the IASCD general funds. Rick Rodgers moved to fund IDEA at 8% of the conference registration proceeds, for a total of \$1535.20. The motion was seconded.

Discussion: Total registrations and proceeds were down slightly this year due to smaller number of NRCS participating (due to their own budget constraints). The motion carried.

By consensus, the board agreed to review (as the year progresses) all discretionary programs (those not held by contract or membership fees) listed within the budget for a possible 2% cut to be fair and consistent with a balanced budget.

Staff reviewed the request for a down payment to hold the facilities of Living Waters Ranch in reservation for the 2013 Envirothon. The Envirothon program is self-funded, all funds are generated through grants and/or donations. Steve Becker moved to have staff provide a \$500 payment to LWR for the facility reservation, out of the existing Envirothon account. The motion was seconded and carried.

### **SWC Report:**

Teri Murrison discussed the following items:

- The SWC and the IASCD will be sharing presentation time with the legislature in February.
- The SWC hired a contractor to provide tools to improve communication and outreach. Steve Stuebner has signed a contract (with deliverables), and his position will be through April 30<sup>th</sup>. Only \$1500 out of general funds have been used towards the position, it will provide tools, not another position. The position is in line with the SWC strategic plan. This position is part of the communication process itself, which is part of the process of getting conservation on the ground through educating.

- A survey has been sent out to all districts and partners asking input that will help Steve Stuebner proceed and develop tools to meet the needs of districts.
- Requested time on the division meeting agendas for Tony Bennett (SWC) to present a power point on the TMDL, in addition to the SWC report.
- H. Norman Wright, SWC Commissioner, needs to be confirmed (he has been reappointed). Lt. Governor Little's office will be handling the process.

Delwyne Trefz discussed the following items:

- The technical assistance process has been adopted, now we implement the process (make note of any changes needed for process in the future - but process is in place for this year).
- Request for assistance is due into SWC by March 31, 2013.
- Currently working on a reference manual that will be accessible via SWC website.
- District capacity funds that were not used previously (districts that chose not to apply) were requested by north Idaho districts to fund a grant writing training with the understanding that those who attend will share information with all districts. The method of sharing this information is under discussion.
- In addition - districts may make written requests for grant writing assistance through the SWC for 319 grant proposal - as per instruction in the manual.

The board stressed the message received from districts - that technical assistance is their number one priority (apart from full funding). Commissioner Dick Bronson explained that the funds for the temporary position (Steve Stuebner) can only be used for SWC operating expenses, and are one time only funds and will not be available next year. The tools generated from this position will aid in communication between districts as well, not just with SWC. Steve Stuebner spoke about developing a messaging process and materials for the SWC. Messaging will include the partnerships importance, the value of the SWC, the role of the SWC from a partnership perspective, etc. The survey will help determine website content, brochure content, etc. The overall message will be about districts, not just the SWC, and how the two are partners and rely on each other.

**Shelby Kearns (Idaho Division of Financial Mgmt.) & Stephen Goodson (Office of the Governor):**

Joined the meeting at 11:41pm and discussed the following:

- Shelby summarized the rule making process and referenced a previous discussion held with the SWC and IASCD concerning an emergency resolution passed at the 2012 IASCD Conference (payments received by county commissioners and SWC funding). Rules are law, so changing is the same as changing a law - needs legislative review, etc.
- When changes are made, they can create new problem(s). If we were to move or extend the grace period, it just becomes another deadline (and another chance to miss). Difficult (or impossible) to write a law that allows for discretion, without hard and fast rules, enforcement becomes an issue. This rule was reviewed and has been approved as written.
- The SWC has no discretionary ability to interpret the law, the law states funds "received" (not "allocated") and allows for no leeway.

The board clarified that "an extension" was not requested, but looking for a mechanism that would allow for minor discretion if needed, otherwise some districts cannot function if they receive no funding through no fault of their own. IASCD will look into the "Prompt Pay" law as a way to help with districts and payments received from county commissioners. Perhaps outlining those items provided to counties as "goods and services" would also assist with the process (request input from Atty. General).

The board asked Shelby and Stephen on the best way to communicate with the Governor and the legislators. The following items were suggested:

- Better if Association/Districts recognize the economic conditions facing the state (and nation), so when visiting with the Governor's office – do not request the 2 to 1 match, but match the request to the % increase in revenue (or a lesser amount). This request might be better received by the legislature or Governor's office.
- Talk about accomplishments of the Association/Districts, and what will be done with an increase in funding (i.e., projects, work in process, future plans, etc.). Provide better stories to sell to legislature.

The board asked how the Association/Districts can get our message across in a more efficient way. The Association/Districts have not been able to get with the Governor or to have him attend any of our conferences...any suggestions?

- Best to make any budget presentations in the summer, June and July are best (August is the absolute latest).
- Coordinate IASCD meeting with a visit to the Governor's office.
- Showcase Association/Districts work or accomplishments, do not necessarily talk about the budget with every presentation. During any presentation – provide a sell, if requesting a specific budget, provide a summary of the top 3 projects/priority common to all and highlight.
- Provide statistics or specifics to projects or story (how much sediment was reduced in a stream, how many landowners were involved, etc.), but do not overwhelm with details, but enough to make it sell.
- Demonstrate a realistic knowledge of the current state budget, do not ask for the pie in the sky.

*Board recessed for lunch at 12:10 pm*

*Board reconvened meeting at 1:30 pm*

### **Barry Burnell (DEQ):**

The board discussed the current payment process with districts holding 319 grants through DEQ. The districts (and IASCD) have to cover expenses incurred by staff/landowners due to the lateness of reimbursement payments. The process is making it difficult for districts to function and to "sell" the program to new or existing landowners and other districts. Participating districts are frustrated with the reimbursement process. Barry Burnell (DEQ) discussed the following items:

- DEQ provides a 10% advance (of grant funds), to get started with grant project up front.
- DEQ turn-around time is averaging 20 days until payment (when invoice is submitted correctly), 45 days if invoice is incorrect (average days).
- This is the last year DEQ will be processing payments through paper invoicing, from this point forward invoicing will be done on-line. DEQ has experienced some issues with electronic invoicing but working through those.
- 319 Grant application/invoicing training will be available in April, out of Twin Falls. If north Idaho is interested, DEQ could set up similar training.

The board asked why districts do not get total grant funds up front (as previously done):

- The reimbursement process provides DEQ oversight on use of the funds. The process allows for the only opportunity to provide accountability and review of the funds, since there are no audits through DEQ.

The board stressed that districts are discouraged from applying for 319 grants due to their experiences with the process.

- Electronic processing has sped things up, even though there have been some issues with software, but in the long run it has improved the process. Districts need to remember that the more complete the invoice, the quicker the process.

The board reported that districts have expressed a concern with the hours/expense spent on developing the required invoice for the on-line process and how small discrepancies can delay the process (i.e., a completed and scanned invoice cutting off a portion of heading).

- DEQ training should provide not only application process but on-line invoicing as well.

Rejection of an invoice is due to incomplete information or when a category has been exceeded. The board asked if there is there a process to have more money forwarded to districts up front, instead of reimbursement - so districts don't have to hold up payment to staff and/or cooperator. If a district did not invoice for 10% of the total grant with the first invoice, there seems to be no other opportunity to invoice for an advance. What caused change from advance to reimbursement process?

- Districts did not spend all the grant money they were awarded, and that was a liability for the state, as well as any left-over funds had to be turned back to EPA.

The board asked if it would it be possible for district to enter into a 3 year contract with DEQ, providing time for any money not used by the district to be utilized by DEQ (not EPA)? Would 3 year contracts solve the issue, as well as providing cooperator contracts with benchmarks, so the district is not holding money without any results? What about monitoring?

- The more specific a grant application, the better chances for funding. Maybe those grants would be more eligible for a higher percentage of an advance? DEQ will discuss it with the legal department and see if that is even feasible. Grants would need to have some flexibility due to act of nature/weather.
- DEQ will not be using 319 funds for water quality monitoring.

#### **NRCS Report:**

Jeff Burwell discussed the NRCS budget, Farm Bill program, and the agencies focus over the next two years (request report). Jeff is back in Idaho full time, after being the acting State Conservationist for the state of California. Jeff offered to provide rent-free office space to IASCD staff at the state office. The board thanked him and is currently looking into the process of an early release from their current lease.

#### **One Plan:**

Wayne Newbill attended the board meeting to discuss the status of the Idaho One Plan program. Earlier in the year, Bret had met with Wayne and Kent to discuss the status of the program and IASCD's involvement (the program's original goal was on-line conservation). Wayne reported that the CIG (NRCS) portion of the program (mapping for nutrient management) is completed. The Department of Agriculture had plans to do major renovation, but that was not done. The record keeping portion of the program works well, the fumigation management portion is up and running, but the conservation planner is used sparingly - maybe it can be used in the WAGG process. The agreement with IASCD and Montana State University is completed.

The IASCD board expressed a need to define the financial responsibility of all parties concerning One Plan and feels they need a letter stating that IASCD has no further financial obligation to the program. Bret will draft a letter stating the conclusion of One Plan, with board and Wayne signatures. IASCD expressed support and gratitude to Wayne and the program, but feels the IASCD needs to conclude their financial responsibility to the program. IASCD can be removed from presentation and all other publications. Billie Brown moved to develop an agreement between the IASCD and Wayne Newbill to conclude the One Plan program between both parties. The motion was seconded and carried.

### **IASCD Dues Increase:**

The board reviewed the letters received (to date) in response to their request for feedback concerning the IASCD dues increase as approved at the 2012 conference. The following items were discussed:

- How do we address a motion that was made and approved by the membership at conference, but is not being supported by most districts – according to the letters received to date?
- Need to look at the voting spread as recorded at the conference: 16 voted yes (12 voted no) in favor of the dues increase, as compared to total districts (and when many districts could not make it to conference to vote or discuss).
- Board realizes this is important, and the need to respond to needs and concerns
- Identify the issues addressed by districts. Address proposals provided by districts, and take into account the misconception that the IASCD is different than the districts...IASCD is the districts.
- How well did we communicate the funding issue prior to conference?
- How could we have more participation on an issue that affects all districts, statewide?
- Not a lot of time for discussion on the issue (at conference), for the magnitude of the issue.
- At the conference - 16 districts voted in favor of the dues increase and a quorum was present. However, we did not get much in the way of a response to our letter requesting input. (for discussion).
- We need concrete ideas on how to function as an association.
- Need to ask...has there been a decline in supervisor involvement, overall? Not just with IASCD, but their role in districts as well.
- Need to discuss all possible avenues to help districts meet financial goals, not just IASCD dues and budget.
- All understand that the total amount proposed for dues is going to be difficult to meet.
- A motion was approved concerning dues, but can we re-adjust when we review our budget in June?
- IASCD could provide concrete ideas to districts to assist with funding shortfalls through sponsors, donations with big business, etc. Individual supervisors/districts can provide ideas to generate funding as well (i.e., an individual supervisor could raise \$100 through a local business donation...that can add up across a board).
- Need to generate ideas for districts to generate funding prior to spring meeting
- Need to brainstorm for sources that can be tapped into for funding.
- Need to remember – we all have the same purpose – to get conservation on the ground. The association is the combined efforts of districts, both need to be viable to thrive. Our membership could be expanded to non-ag based population (as with farm bureau), we need to broaden our base and tie in with other organization to get them involved with conservation and our association/districts (see information brochure).
- Sponsors could be a major source of income and many ideas are long term ideas, but what about now? Maybe we need to address long term versus short term ideas.
- What has IASCD done to be self-sufficient? Provide information (agreements, projects, etc.)
- Provide a qualitative narrative as a supplement (Steve Becker, IASCD Treasurer, would be willing to work on this with staff).
- Do we need a more concrete financial plan for 5 years, and include fundraising, and other ideas?

The following fundraising ideas were generated through districts response letters, as well as IASCD board members (see parenthesis). This list will be provided to districts (via email) prior to spring division meetings, to help generate discussion at those meetings.

- IASCD could offer a % of raffle earnings to districts as well, through ticket sales (*IASCD*)
- Pay a percentage of a district's total allocation towards dues. For example: 1.3%. The first \$1500 is the starting point. So, it would be 1.3% of your allocation plus \$1,500. (*District*)
- Solicit associate memberships within a district. For example: \$10 to \$20 for an individual member and \$50 for a business. (*District*)
- Administer dues request in increments. (*IASCD*)
- Membership drives for districts and IASCD. (*Both*)
- Provide a workshop during division meetings, in lieu of agency reports, to generate ideas for new funds. (*District*)
- Work with non-traditional partners for funding resources. (*Both*)
- District capacity building/grants. (*IASCD*)
- Have IASCD host a water quality conference (or other topic) to raise money. This has been done several times in the past. (*IASCD*)
- Implement a membership fee for district newsletters and/or other services. (*District*)
- Sell ad space on district website. (*Both*)
- Put a donation button on district and IASCD website. (*IASCD*)
- Corporate or other donations. (*IASCD*)
- Bank sponsorship for IASCD or district –where funds are held. (*Both*)
- Cut down to one division (fall) meeting per year. (*District*)
- Hold annual conference in Boise every year and shorten to a 1.5 to 2 day meeting. (*District*)
- Consolidation of districts where possible. (*District*)
- IASCD offers assistance to districts with counties; improvement with relationships and sharpen communication with commissioners. (*IASCD*)
- Hold a North/South Conference; one year in Boise, the next in Lewiston/Moscow. (*District*)
- Tap into environmental and other groups. (*District*)
- Partner with other projects/groups - like the million mile, uphill bike path, etc. (*District*)
- Joint ventures with other districts, such as 319 grants. (*District*)

Lynn McKee moved we consolidate the ideas generated and provide in a letter to districts. The motion was seconded. Discussion: Inform districts that this list was generated as a result of district input and IASCD, and to please be prepared to discuss the list at division meetings. The motion carried.

#### **Financial Accountability Document (2007):**

The board discussed a document brought to their attention concerning district financial accountability. The document is not relevant or current, and is not IASCD policy.

#### **Emergency Resolution Update:**

Beyond the earlier discussion, Bret reviewed the Emergency Resolution passed at the 2012 conference. Bret will send a memo out to district about the rule, current status of the resolution and will include in his report at division meetings (as well as an email). By consensus, the board agreed to send out a reminder to districts about invoicing their county commissioners. For future discussion –

IASCD policy should reflect the direction provided through the Idaho Division of Financial Management and the Governor's office as stated earlier in these minutes.

**Office Location:**

Staff will draft a letter to our current property manager/landlord requesting an early release from our lease due to budget constraints. The draft will be reviewed by the board. Staff is to pursue rent-free options and move forward as needed.

**Farm Bureau:**

Lynn McKee reported to the board on the Farm Bureau Conference he attended as an IASCD representative. The most important concept he gathered at the conference, is how the Bureau has a greater membership than just the agricultural community. He encouraged the IASCD to continue to look into the possibility of new membership (outside traditional partners) and including youth as a category (FFA).

**Legislative Updates:**

Bret reviewed upcoming legislative activities: District display date is January 29<sup>th</sup> at the Capitol. JFAC hearing with the SWC is the next day – January 30<sup>th</sup>. There appears to be no major issues at the moment facing the legislators (ag related). However, the removal of personal property tax is an issue that will have to be addressed by IASCD. It could mean a loss of 140 million dollars to counties, and that will have an effect on all SCD's. Bret will keep the board posted on the issue. Bret also discussed "Obama Care" and how it affects conservation districts - exemption for companies employing under 30 people. Bret can provide more information for anyone interested. A welcome letter was sent to legislators and IASCD has several legislative presentations set up (see Bret for dates).

**IASCD Advisory Board:**

Steve Becker discussed the idea of forming an advisory board that would have maybe 10 other partners as members – Fish & Game, Office of Species Conservation, Association of Counties, Idaho Power, etc. The group does not need to be a "formal" group, but allow for an exchange of ideas from funding, projects, legislation, programs, etc. The group would allow IASCD to build relationships with other "partners" and allow other organization/agencies to learn more about districts as well. The proposed board would meet separate, maybe in conjunction with IASCD board meetings (not as part of the IASCD board meeting). The group may provide opportunities for the association or districts to partner with other entities for possible contract work. Art Beal mentioned that there is a current board, "The Idaho Partnership Group", that may be of interest to IASCD. Steve offered to work with IASCD staff on the details and visit with potential members of such a group. By consensus, the board approved for Steve, and staff, to move forward on the IASCD Advisory Group idea.

**Spring Division Meetings:**

Division 1 - March 7<sup>th</sup> Bonner SWCD, Sandpoint

Division 2 - March 8<sup>th</sup>, Clearwater SWCD

Division 3 - February 26<sup>th</sup> Adams SWCD

Division 4 - TBA

Division 5 - March 20<sup>th</sup>, Portneuf SWCD, Pocatello (11 am tentative)

Division 6 - March 21<sup>st</sup>, East Side SWCD, Idaho Falls (10 am tentative)

**IASCD Truck:**

Bret Rumbeck provided a memo comparing the costs of a rental vehicle, IASCD truck, and personal vehicle usage for travel. The board questioned whether it makes sense to continue paying insurance,

maintenance, fuel (for a 4 wheel truck), etc. on a 15 year old vehicle. The board will continue discussion during tomorrow's meeting.

Lynn McKee moved to adjourn the IASCD board meeting at 6:05 pm and to reconvene Friday, January 19<sup>th</sup> at 8:00 am. The motion was seconded and carried.



# IASCD Board Meeting

## January 19, 2013

### Boise Hotel & Conference Center

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#### **IASCD Present:**

Kit Tillotson, President  
Billie Brown, Vice-President  
Rick Rodgers, Secretary  
Steve Becker, Treasurer  
Lynn McKee, Director  
Art Beal, Division 3 Alternate Director  
Lynn Bagley, Director  
Bret Rumbeck, Executive Director  
Nancy Weatherstone, Executive Assistant

#### **Others Present:**

#### **Call to Order:**

President Kit Tillotson called the meeting to order at 8:00 am. A quorum was present.

#### **Sympathy Gift:**

Billie Brown moved to send Chris Simons, Balanced Rock SWCD flowers or a sympathy gift for the passing of her husband. The motion was seconded and carried.

#### **Travel Vouchers:**

By consensus, the board requested that staff provide the treasurer, Steve Becker, with any travel vouchers for his approval prior to payment.

**IASCD Vehicles:**

Rick moved for staff to offer the IASCD truck (IASCD 5) for sale to districts through blind bids, and based on the response, have the option to sell through other outlets. The motion was seconded and carried.

*Billie Brown departed at 8:12 am*

There are two other IASCD vehicles that will no longer be utilized by IASCD/District staff, and should be considered for sale: A 2004 Ford Ranger in Grangeville and a 2000 Ford F150 in Pocatello. By consensus, the board requested staff to research the condition and status of each vehicle for possible sale.

**IASCD Standing Committees:**

The board confirmed the need to talk to the Chairman of each Standing Committee prior to conference. It is the responsibility of each IASCD liaison to contact the Chairs early, prior to summer season. All committees are now educational/informational in structure, except for the resolutions committee. Bret will email reminders to the board on committee responsibilities.

**Policy Review:**

By consensus, the board determined the first step to updating the IASCD policy is to request (after the legislative session) that Bret Rumbeck go through all previous resolutions, motions, etc. and compile a list of those that need to be part of a policy draft. Staff has provided all board members with the most current policy manual (2007) for their review and will address the topic in a conference call(s) and at the June 2013 meeting. The board will review on an on-going business.

**CPA Proposal:**

The RFP drafted by Bret Rumbeck was discussed. By consensus, the board agreed to send out the final RFT after April (tax season), with a request for responses back by May 24<sup>th</sup> in time for the June meeting. Steve Becker and Bret will work on proposal and have another draft to the board for review. The board will conduct interviews of prospective (top 3) candidates. It was stressed that any CPA hired, be experienced with Non Profits (990 document). Steve Becker moved to require that any CPA considered for the IASCD position must have experience with non-profits. The motion was seconded and carried.

**Informational Brochure:**

Bret Rumbeck reviewed the draft brochure he developed for the IASCD. The purpose of the brochure is to inform and encourage affiliate membership within the IASCD. The board provided Bret with comments and he will incorporate those and send out a new draft for review.

**Financial Misc:**

Lynn McKee moved to fund Auxiliary at 80% of previously requested levels (\$1000), for a total of \$800, to be paid prior to the 2013 conference. The motion was seconded. Vote: Yes - 3, No - 1. The motion carried.

Steve Becker moved to approve the payment of \$300 each toward the Forestry contest in Sandpoint and the Soils Judging contest in Burley and that the funds come entirely from the raffle proceeds. The motion was seconded. Discussion: These funds could be considered discretionary, but since they are strictly educational programs, can be funded from the raffle proceeds and not the IASCD general fund. Vote: Yes 3, No 1. The motion carried.

**Budget Review:**

The board reviewed the quarterly budget. Staff will check with Des on the following:

- SW proceeds, make sure all are reflected in budget (deposits)
- Remove raffle proceeds from IASCD budget, show separately like Envirothon
- Staff will work with Steve Becker and provide new company and categories to present at June meeting.

Staff was asked to gather information on training for Quick Books (for both Bret & Nancy).

*Steve Becker departed at 10:37 am*

Idaho Community Foundation could be a conduit for donations to IASCD. Staff will pursue idea.

**June Meeting Dates:**

The board will decide on dates during conference call.

**District Capacity Assessment:**

Board members will review document and will discuss at a future date., perhaps invite any sponsors of the program to the IASCD June meeting.

**Idaho Historical Society:**

Art Beal reported to the board on district materials found at the Idaho Historic Society – they have little information on conservation districts. Art requested IASCD send last year’s directory, and then send one every year after for records. Staff will provide Art (IASCD Historian) and he will take to society. Remove private information from records prior to publication.

Rick Rodgers moved to adjourn the meeting. The motion was seconded and carried. The meeting adjourned at 11:04 am.

Respectfully Submitted:

Nancy Weatherstone  
IASCD, Executive Assistant

