Idaho Association of Soil Conservation Districts

Meeting Minutes

Date: March 31, 2026
Time: 1:00 p.m. to 2:35 p.m.
Location: Zoom

Attendance
Present: Tori O'Neal, President, Devin Fielding, Treasurer, Wendy Green, Secretary, Richard Kunau, Director, Jeff Connolly, Director, Mary Huff, Executive Director, and Patxi Larrocea-Phillips, Government Affairs

The purpose of the meeting was to onboard Mary Huff as the new Executive Director and to review initial priorities, roles, systems, financial processes, and operational expectations of the Idaho Association of Soil Conservation Districts (IASCD).

Executive Director Onboarding

- Introductions were made and the role of the Executive Director within IASCD was discussed.
- Board expectations, communication structure, and meeting cadence were reviewed.
- Initial priorities were discussed, including outreach to districts, reviewing policies, and strengthening communication.

Systems and Access

- Systems access was reviewed, including IASCD email, website, Facebook, QuickBooks, and shared files.
- Key contacts for onboarding support include Tori, Devin, and Wendy.

Financial Onboarding

- Devin will provide financial records and materials to support transition.

Government Affairs

- Coordination with government affairs representatives and partners was discussed.
- Communication expectations during legislative sessions and interim periods were reviewed.

Idaho Gives Participation

- The Board discussed participation in Idaho Gives.
- **Decision:** The Board approved participation in Idaho Gives.

Roles and Workflow

- Clarification of roles between the Executive Director and Board of Directors.
- Communication expectations and workflow coordination were discussed.
- Emphasis was placed on improving communication and rebuilding trust with districts.

Communication and District Engagement

- Plans were discussed to improve communication with conservation districts.
- Monthly Zoom meetings for districts will be initiated.

- Introductory outreach to district supervisors will be conducted by the Executive Director.
- Efforts will be made to update and maintain accurate district contact information.

Meetings and Transparency

- The Board discussed meeting transparency policies.
- Formal board meetings will continue to follow a 24-hour notice requirement.
- Executive/working sessions may occur without 24 prior notice.
- Summaries or minutes of executive/working sessions will be shared with membership following Board approval.

Decision-Making Processes

- In an effort to streamline operations, a process was established for operational decision-making:
    - Items under $500 may be approved via board poll.
    - All poll approvals require final sign-off from the IASCD President.
    - Larger decisions require formal board approval.

Upcoming Events

- Idaho Envirothon (April 27–28) discussed as an opportunity for engagement.
- Forestry competition (May 14) discussed, including possible meet-and-greet.
- Board members and Executive Director plan to attend as schedules allow.

Action Items

Board / Staff

- Draft policy language regarding meeting notice requirements (Tori)
- Review and update policies and procedures (Wendy, committee)
- Develop spending matrix and decision thresholds (Tori/Devin)
- Update and maintain district contact lists
- Explore association mailing address options
- Add events to calendar and communications

Executive Director

- Send introductory communication to membership
- Begin outreach to district supervisors
- Organize board documents and systems
- Update website content
- Plan and schedule monthly district meetings
- Coordinate meetings with key partners

Next Steps

- Follow-up board meeting to be scheduled
- Continued onboarding and transition activities
- Ongoing communication improvements and district engagement

The meeting was adjourned at 2:35

Respectfully Submitted by:
Mary Huff
Executive Director