

# NCDEA

Board of Directors Meeting  
Hilton Americas Hotel, Houston, Texas  
1:00 p.m. – 5:00 p.m.  
Saturday, January 28, 2006  
Meeting Room 329

The National Conservation District Employees Association [NCDEA] Annual Board of Directors Meeting was called to order by President Robert Dobbs at 1:00 pm. Introductions were made.

## Attendance:

<b>Officers:</b>	Robert Dobbs	President	Cindy Moon	Vice President
	Connie Richmeier	Treasurer	Glenda B. Lewis	Secretary
	Rich Baden	Past President		
<b>Board:</b>	Tim Riley	NE Region	Tommy Brooks	SE Region
	Greg Baneck	NC Region	Carolann Corado	SC Region
	Jeri Trebelcock	NP Region	Vacant	PA Region
	Peter Vigil	SW Region		

## **Others Present:**

Ann Spake	Sherri Trotter	Linda Smith	Carolyn Tucker
Ruth Cunningham	Jessica Cornett	Mary Smith	
Paula Templeton	Stephanie Young	Teresa Hice	
Fredia Rice	Barbara Gill	Martha Newby	

Robert Dobbs, called the Business Meeting to order at 1:02 p.m.

The invocation was given by Greg Baneck.

Glenda B. Lewis, Secretary, completed a roll call and confirmed that a quorum was present

## Presidents Report:

President Robert Dobbs gave his President's Report. He presented the Strategic Plan to the board. (A copy is attached). A follow-up on the White House conference will be held and NCDEA will take the lead on planning the event. President Dobbs thanked Cindy Moon on her hard work putting together the booklet for the luncheon. President Dobbs reported that Billy Wilson, NACD President has asked him to serve on the NACD Strategic Plan committee. President Dobbs also reported that NACD and NCDEA will sign a three year work plan while here at this meeting. (A copy of report attached).

Secretary Glenda Lewis presented the Annual Meeting minutes of February 5, 2005, and the February 7, 2005 Board of Directors meetings to the Board. The minutes of the June 3, 2005; June 4 and June 5 Mid-year Board of Directors Meeting were presented.

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**Minutes:** The Minutes of the February 5, 2005 meeting were presented.

**Motion:** It was moved by Carolyn Tucker, seconded by Greg Baneck and passed to approve the Minutes as presented.

Minutes: The Minutes of the February 6, 2005 meeting were presented.

**Motion:** It was moved by Connie Richmeier, seconded by Tommy Books and passed to approve the minutes as presented.

Minutes: The minutes of the June 3, June 4 and June 5, 2005 were presented

**Motion:** It was moved by Greg Baneck, seconded by Carolyn Tucker and passed to approve minutes as presented.

**Financial Report:** Connie Richmeier, Treasurer, presented the Financial Report for the period ending December 31, 2005.

The balance of the Operating Account as of January 25, 2005 is \$7,938.64.

The 27 states have paid membership dues.

NCDEA participation in NACD's Associate Membership Program was discussed. NCDEA has an agreement with NACD whereby \$10.00 from their \$35.00 or higher dues level comes back to NCDEA to support our operations. Connie Richmeier was asked how many district employees participated in the program. Connie was asked to contact Karen Williams of NACD to research how many NACD members have joined with \$10.00

The balance of the Don Aron Scholarship fund is: 6,988.70.

**Motion:** It was moved by Tommy Brooks, seconded by Cindy Moon and passed to accept the Financial Reports as presented.

Connie Richmeier answered questions regarding dues. Stated we are not at 100%.

Connie Richmeier presented a proposed NCDEA Budget for 2006.

**Motion:** It was moved by Carolyn Tucker, seconded by Tim Riley and passed to approve 2006 budget as presented.

Connie Richmeier presented a report from the Fund Raising Committee. The committee is represented by Connie Richmeier, Cindy Moon, Tim Riley, Phil Griswold and Glenda Lewis. Tim has researched a grant proposal that is Ag based for water quality. The grant is due March 15. The work for this grant will need to be contracted out. Decision made for Tim to work on grant budget and bring back on Wednesday for further actions

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Connie Richmeier stated that the committee also recommended that NCDEA may want to seek help from a professional grant writer. The grant would cover the grant writer's fees. Robert suggested that we perhaps poll the association for names of experts.

Connie Richmeier stated that the Finance Committee also recommends continuing the dance and raffle for 2007. Associate Member dues were discussed and Connie submitted a concept paper. Decision was made to bring back the concept paper on Wednesday. Connie also reported that her room number is 7052 and she would accept raffle tickets and money any time.

The Dance will be held on Monday night from 9:00 p.m. until 12:00 midnight. A DJ has been hired. The Past Presidents were in charge of arranging the event. We will have a western theme and decorations have been purchased. Help will be needed at the front door selling tickets.

NCDEA's 501C3 tax status was discussed. Connie Richmeier and an accountant spent 4 hours going over the application on January 23. A contact for the Don Aron Scholarship Fund had to be established and Connie submitted Glenda Lewis as the contact.. NCDEA still owes the accountant for 4 hours work.

President Dobbs asked for a report from the NCDEA Audit Committee. The committee consisted of Tommy Brooks, Chair, Greg Baneck, and Carolyn Kelly. Comments made were that the treasurer should maintain a back up of the work disc and to copy it and send it to the secretary once a month. Tommy thanked Connie for all her hard work. Robert thanked Tommy and the committee for their hard work.

**Motion:** It was moved by Carolyn Tucker, seconded by Cindy Moon, and passed to accept the Audit Committee's report.

Cindy Moon reported on the status of NCDEA's sightseeing bus tour. Cindy stated everyone is to meet in the east lobby at 11:45 a.m. and will leave at 12:00 noon. We have two full buses for the tour.

Connie Richmeier reported that the NCDEA Board of Directors has received a Challenge Grant for up to \$2,000.00 match to create an endowment fund for the association. She stated that the matching funds will only be presented if we have 100% participation from the entire board.

**Motion:** It was moved by Tommy Brooks, seconded by Connie Richmeier and passed to proceed with the NCDEA Endowment Fund Challenge Grant. A date of June, 2006 was established for funds to be contributed.

President Robert reviewed the Annual Meeting Agenda for Monday's meeting.

### **Employee Choice Awards Committee Report**

President Robert turned the meeting over Rich Baden, Past President, and chair of the awards committee. Much discussion took place concerning the association's awards program. Comments were made concerning the criteria used for judging. Statement was made that national experience was a requirement. Rich reported there were only 4 applications. Comments were made by Linda Smith, Kentucky DEA president; Ann Spake, Southeast First VP, Teresa Hice, North Carolina DEA President, Greg Baneck, Jeri Trebelcock, Tommy Brooks, Peter Vigil, Tim Riley, Carolyn Tucker, Connie Richmeier, Cindy Moon and Rich Baden. Rich stated our partners were having similar problems with their awards programs. He also suggested the chair of the committee should be someone who is not a board member. All realize the program needs to be fixed. President Robert stated this will be done and established a new awards

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committee to address issues raised during the meeting and to recommend changes for board consideration at the mid-year board meeting.

### **Election of Officers**

Rich Baden, as past president was asked by Robert to chair the nomination committee. Rich contacted each area rep. asking for nominations. None were submitted. Therefore the same slate of officers was presented as Robert Dobbs, President, Cindy Moon, Vice President, Connie Richmeier, Treasurer and Glenda Lewis Secretary. Rich requested nominations from the floor three times. None were received.

**Motion:** It was moved by Rich Baden, seconded by Jeri Trebelcock and passed to elect officers as presented.

President Robert stated Partner Reports would be received during the Monday luncheon and Wednesday business meeting.

**Motion:** It was moved by Greg Baneck, seconded by Connie Richmeier and passed to adjourn at 3:50 p.m.

Submitted,  
*Glenda B. Lewis*  
Glenda B. Lewis  
NCDEA Secretary

# NCDEA

2006 Annual Meeting and Luncheon  
Hilton Americas Hotel, Houston, Texas  
11:30 a.m. – 12:45 p.m.  
Monday, January 30, 2006  
Ball Room J

The Annual Meeting and Luncheon of the National Conservation District Employees Association was called to order at 11:07 a.m. by President Robert Dobbs.

President Robert introduced the Board members and the Area Reps. President Robert also thanked Cindy Moon for all her hard work on the luncheon booklet she put together for this meeting. All thought it was a very good tool to have and contained information needed.

Cindy Moon conducted a Roll Call of the States present at the meeting. A total of 38 states are represented at the meeting.

Martha Buff, Past President of NCDEA presented the invocation.

President Robert introduced Mott Buff, Shirley Ball and Kay Wessinger, past presidents who were in attendance.

President Robert presented his State of the Association address. Robert also reported that the key note speaker Michael Brubaker with the US Landcare Initiative would not be present.

President Robert then introduced Mrs. Bobbi Jeanquart, Executive Director of National Association of RC&D Councils. Ms. Jeanquart reported on how our organizations have worked and presented very favorable remarks to the group about NCDEA. She thanked NCDEA for all their hard work and stated she hopes our partnership will continue.

President Robert then introduced Mr. Billy Wilson, President of NACD. Mr. Wilson also thanked NCDEA for all their hard work and dedication.

President Robert stated he would sign an agreement with Land Care and CEPEST while at this meeting.

Connie reminded everyone of the Endowment Challenge, the raffle, and the dance.

The luncheon adjourned at 12:45 p.m.

Submitted,  
*Glenda B. Lewis*  
Glenda B. Lewis  
NCDEA Secretary

# NCDEA

Board of Directors Meeting  
Hilton Americas Hotel, Houston, Texas  
Wednesday, February 1, 2006  
1:00 p.m. – 3:00 p.m.  
Meeting Room 337

The National Conservation District Employees Association [NCDEA] Annual Board of Directors Meeting was called to order by President Robert Dobbs at 1:05 pm. Invocation was presented by Jeri Trebelcock. President Robert introduced Mr. David Ward Executive Director of CPESC. Mr. Ward discussed the certification of professional soil conservation professionals program and how our organizations could work together.

President Robert then introduced Mr. Jim Cox, Executive Director of NASCA and Mr. Kelly McGowen who presented remarks.

## **Review of 2006 Annual Meeting**

Comments about the NCDEA Annual Meeting were taken from the group. Several positive comments were made about the booklet and several people asked Cindy Moon to email them a copy for their records. Connie Richmeier presented a report on the status of the Don Aron Scholarship Raffle. Expenses have been \$1,597.58 and to date the association has cleared \$2,047.42.

Cindy Moon presented a report on the NCDEA Sightseeing Bus Tour. As always more seats could have been sold, but because of the deadline set by the bus company the decision was made by Robert and Cindy not to go out on a limb and reserve another bus on faith. Recommendations were made to express the need for response in a timely manner next time tour is advertised.

President Robert then asked the Regional Representatives to stand for their installation on the 2006 Board of Directors. Those installed were Carolann Corado, Peter Vigil, Jeri Trebelcock, Tommy Brooks, Irene Moore and Tim Riley.

President Robert stated he wanted the group to continue to be a forward thinking group. The agenda for the meetings will remain the same. A Task Force has been formed to study NCDEA and bring suggestions and recommendations to the mid-year board meeting for action. Tommy Brooks is to chair the task force. Employee Choice Awards program will be revisited and recommendations will be presented at the mid-year meeting. Cindy Moon will chair this committee. Linda Smith, Tim Riley, Connie Richmeier and Greg Baneck will serve on the committee. The scholarship fund will be vested at the end of the meeting. President Robert asked to have a committee work on this and make a presentation and recommendations at the mid-year meeting. Teresa Hice, Peter Vigil and Glenda Lewis will work on this.

## **Leadership Conference**

President Robert discussed this conference. A possible date for this conference will be September 2006.

## White House Conference

NCDEA will take the lead on planning this follow-up meeting.

## Fund Raising

Tim Riley presented his grant budget. After discussion decision was made to continue with grant process.

**Motion:** A motion was made by Tim Riley, seconded by Connie Richmeier and passed to continue working on grant.

Connie presented the Revised Concept Paper on Associate Member dues. After discussion decision was made to check past records for donors, to consider a diamond level of giving, to make giving cumulative and to check NACD records.

**Motion:** Motion was made by Connie Richmeier, seconded by Rich Baden and passed to proceed with concept.

Connie reported she has received one donation for the Board Member Challenge Grant.

A market plan and hiring of an Executive Director was discussed. Robert and Cindy will work on a job description.

## Mid Year Board Meeting

Plans for meeting were discussed. Decision made to begin meeting on Thursday and end on Saturday at noon. Dates will be June 1, 2, & 3, with place to be announced. Possibility of tour in first day.

Gene Whittaker, Webmaster for NACD, came in the meeting to make a few announcements. AgLearn with NRCS is in the works. Each employee could take a total of 8 courses. Security for CCE machines is becoming a big issue. New employees will have to be finger printed and fill out a security application.

## Action Items

<b>Date</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Status</b>
1/28/2006	Fundraising committee Review Associate Membership Program - Fundraising Benefits/Expectations	Cmte.	Wed. Mtg.2/1	Done - Concept Paper
1/28/2006	Report on Raffle Status	Connie	2 Wks.(2/14)	
1/28/2006	Monthly status reports to Robert by chairman of Assn. Review Task Force	*Tommy	Monthly (Starting 3/1)	
1/28/2006	Final report of Assn Review Task Force	*Tommy/Committee	5/1/2006	
2/1/2006	Send electronic version of NCDEA Annual Meeting Program Booklet to Regional Representatives for distribution to State Presidents	1 (2/7/06)	Wk. Done	

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2/1/2006 Employee Choice Award Recommendation

\*Cindy, Mid-Year Board Meeting  
Linda Smith,  
Connie, Tim,  
Greg, Peter

2/1/2006 Scholarship Committee Recommendation

\*Glenda, Mid-Year Board Meeting  
Teresa,  
Greg, Peter

2/1/2006 Submit USDA Grant Proposal (Research Funding--thru Cooperative Extension)

Tim Riley, By March 15  
Deleward  
Coop. Ext.

President Robert asked for final comments from the board members.

Irene Moore – will attend Mid-Year meeting

Tommy Brooks – two good meetings, lunch and dance were great.

Tim Riley – positive direction, coming along, level of respect is increasing.

Rich – very impressed with the room full of attendees today.; Robert is doing a great job, respect level continues to rise. Commended Robert and the board.

Glenda – our plans are laid out – we need to deliver

Cindy – we have grown – good meeting

Connie – at the table, have goals and objectives, ready to grow

Carolann – meeting was great and is learning a lot.

Peter – has been on the board for one year, has been treated like family

Jeri – great meeting and feels we are represented as a full partner

Robert – we are under scrutiny, must act professional, we have great influence and possess a quiet power

Carolyn – auction went over 30 minutes, need more people to work with auction

Jessica – first meeting, tour was good.

Thomas – has been spoiled having Robert at his table for meetings, will attend mid-year

Martha – need more space for meetings next year – room too small

**Motion:** A motion was made by Cindy Moon, seconded by Connie Richmeier and passed to adjourn the meeting at 2:55 p.m.

Submitted:

*Glenda B. Lewis*

Glenda B. Lewis

NCDEA Secretary

To be attached:

Action Items, All Regional Reports, President's Report, Financial Reports, Bookley