



**Minnesota Association of Conservation District Employees
State Director's Meeting
September 28, 2005
Stearns County USDA Service Center**

Attendance:

Bryan Malone, Pennington SWCD (Area 1)
Karen Carlsrud, Clay SWCD (Area 2)
Susan Shaw, Mille Lacs SWCD (Area 3)
Brian Watson, Dakota SWCD (Area 4)
Brian Nyborg, Jackson SWCD (Area 5)
Rick Reimer, Kandiyohi SWCD (Area 6)
Anne Spanbauer, Filmore SWCD (Area 7)
Karen Anderson, Clearwater SWCD (Area 8)

President Brian Watson called the meeting to order at 10:00 a.m.

Agenda Approval:

Two items were added to the agenda. Item number 4.5, Area 5 Training Request and under MASWCD State Convention item d, Trade Show.

Motion by Anne Spanbauer, second by Rick Reimer to approve the amended agenda. All in favor, motion carried.

Secretary's Report:

The June 28 meeting minutes were provided. There were some grammar changes provided.

Motion by Bryan Malone, second by Brian Nyborg to approve the June 28, 2005 minutes as amended. All in favor, motion carried.

Treasurer's Report:

Karen Carlsrud provided the September 19, 2005 Treasurer's Report. She also provided the adopted 2005 Budget with current expenses and revenues. Current Treasurer's balance is \$6,916.13. **Motion by Rick Reimer, second Karen Anderson to approve the September 28, 2005 Treasurer's report. All in favor, motion carried.**

Area 5 Training Request:

Brian Nyborg presented on behalf of Area 5 a reimbursement request for training. A Front Page training session was held in July. Attendees were charged a fee, but it was not enough to cover the full expense. Exact cost of the training was not known, but in the 2005 approved budget includes a \$250 allotment to each Area for training purposes. Currently there is no policy on what these budgeted training funds can be used for or process for reimbursement. It was recommended that guidelines be developed regarding the use of budgeted training funds. **Motion by Rick Reimer, second by Susan Shaw to approve the request from Area 5 for \$250 in training expenditures. All in favor, motion carried.**

Annual Meeting and Summer Training:

The 2005 MACDE Summer Session Evaluation Summary results were reviewed. Discussion was held regarding location, tours and whether or not the session should be held every year. Board consensus was that we should continue holding the annual meeting during a summer training session and that each area will take turns assisting with the planning. The host Area will decide individually if a tour will be part of the training program. If that Area decides on a tour, then the session will need to be held in that Area. Brian Nyborg and Rick Reimer volunteered to take a look at the southern tier of the state and get feedback from their areas.

MASWCD State Convention:

Each area was asked to provide a donation for the MACDE raffle. Prizes are as follows:

- Area 1 -Rock Bakken Elk Print & Wildlife Clock
- Area 2- (2) \$50 Cash Prizes
- Area 3- Nor-Easter Basket
- Area 4- \$100 Fleet Farm Gift Card
- Area 5- Garmin GPS Unit
- Area 6- \$75 Gander Mountain & \$75 Cabela's Gift Cards
- Area 7- Amish Basket of Goodies
- Area 8- Northlander Bag

Anne Spanbauer reported on the MACDE raffle. If the total value of the prize donations is under \$1500 per year then a permit and license number are not required. All unused tickets and information will be kept in case of an audit. The raffle ticket from last year was reviewed. A request was made to spell out if possible MACDE. Last year 3,500 tickets were printed with sales of 2,362. Following discussion, a suggestion was made that each district would receive 4 books of tickets to sell. A letter will be posted to the website and sent out with tickets to each district by October 15th.

A motion was made by Brian Nyborg, second by Rick Reimer to print 4,000 raffle tickets and distribute 4 books to each of the 91 districts to sell. All in favor, motion carried.

The MACDE will be assisting the MASWCD on Monday evening with the live auction and throughout the conference with the silent auction. In return, 25% of the proceeds from the live auction will be given to the employees association for their assistance. The items for the silent auction will be set up next to the MACDE booth at the trade show and will need to be supervised. Each Area Director was asked to find at least 2 representatives from their area to assist with the live auction on Monday evening between 7:00-10:00 p.m.

A request was made to consider having some type of evening program during the MASWCD state convention where new and old employees would have a chance to get acquainted. The topic will be considered when planning the employee training session verses the MASWCD state convention due to the number of employees attending and other commitments during the convention.

Staffing the booth at the MASWCD Trade Show was discussed. Brian Watson will mail out a list for signup to work at the booth. It will be split into 2 hour shifts with 2 or 3 people needed per shift.

A motion was made by Karen Carlsrud, second by Bryan Malone to purchase a booth space for \$350 at the MASWCD Trade Show. All in favor, motion carried.

NCDEA Update:

Brian Watson attended the NACDEA conference in July at Fort Wayne Indiana. The National Association of Conservation District Employees – North Central Region held a meeting and Watson attended. A large representation was present from Illinois and Indiana. It was stated that

NCDEA and NACD is working on an updated registry of all District employees The NCDEA National Conservation Training Needs Survey Final Report was distributed for review.

NACD Presentation (Carol Berg):

Carol Berg, MASWCD President gave a power point presentation on the NACD North Central Region accomplishments and activities.

Agency Reports:

BWSR Report- A representative from the BWSR staff was unable to attend. Rick Reimer attended the August BWSR Board meeting and provided updates.

NRCS Report- Brian Watson relayed an apology from Paul Flynn for not being able to attend the annual employee training session in June. No NRCS staff present.

MASWCD Report- Carol Berg, MASWCD noted that the Washington D.C. leadership session was a great success and was co-sponsored by NRCS. The MASWCD Board voted in June to sponsor another Leadership For This Century training session. The last session in this 2 year program will automatically be a trip to Washington D.C. She asked that all Districts encourage supervisors to attend. The MASWCD Board met in Duluth. They worked on levy initiative options and how to present this information to legislators. This information will be passed on to the legislative committee.

Other:

A thank you note was received from the School of Environmental Studies for the donation to attend the National Envirothon event.

Anne Spanbauer sent a thank you note to Ralph Tuck for the hanging plants that were given away at the employee training session.

The next MACDE board meeting time was discussed. It was decided that the board should meet at 3:30 on December 5th, with the place to be announced.

A motion was made by Anne Spanbauer, second by Rick Reimer to adjourn the meeting. All in favor, motion carried. Meeting adjourned.