



MACDE Board Meeting Minutes

Tuesday, February 1st, 2022

10:00am – 12:30pm

1. Call to Order
 - a. Motion was made by Shelly, seconded by Andy to call the meeting to order at 10:01 am. Motion carried.
2. Welcome
 - a. Members in attendance: Nicole Bernd, Ashley Brenke, Jessica Albertsen, Andy Arens, Cody Fox, Chessa Frahm, Mike Schultz, Shelly Lewis, Tara Solem, Tasha Lauer, Dan Cibulka, and Nathan Wiese
3. Approval of the Agenda
 - a. Motion was made by Shelly, seconded by Cody to approve the agenda. Motion carried.
4. Approval of the Minutes
 - a. Motion was made by Andy, seconded by Mike to approve the November 30, 2021 Minutes. Motion carried.
5. Treasurer's Report
 - a. No report
6. Directors' Reports
 - a. Area 1 – Nathan reported Area meetings are getting planned.
 - b. Area 2 – Jessica reported that Area staff are submitting the wage report. Staff are planning for the Envirothon. Their Area meeting will be held on March 16.
 - c. Area 3 – Tara has sent the wage and benefit survey out and employees in her Area are submitting insurance and fringe benefit information.
 - d. Area 4 – Dan reported that the metro Area managers met recently. Two different 1W1P projects in his area completed and are looking at Joint Powers Entities.



- e. Area 5 – Shelly is starting to collect information on the wage and benefit spreadsheet. 1W1P are keeping people busy. Her Area is planning to hold an HR training in the fall.
 - f. Area 6 – Mike reported they recently held a cover crop/soil health meeting. The Area 6 Chair meeting is tomorrow, at which the SWCD Board Chairs set the meeting schedules for the year.
 - g. Area 7 – Cody reported that the water storage grant will be coming out soon from BWSR. Discussion on technical trainings. There is a soil health meeting coming up next week.
 - h. Area 8 – Andy reported that staff are busy with 1W1P.
7. Old Business
- a. SWCD State Managers Meeting
 - i. Planning for a statewide meeting the last week of March in Brainerd.
 - b. SWCD/WD Follow-up meeting
 - i. November, 2021 meeting recap
 - c. Administration Session
 - i. Chantal Tougas is planning for a potential administration session in June.
 - d. Fall newsletter
 - i. Look at doing an annual update.
 - ii. Summary of funded projects could be included in the newsletter.
8. New Business
- a. Committee Assignments
 - i. Awards: Andy*, Shelly, Tara
 - ii. Membership Development (*new*): Chessa, Cody
 - iii. By-laws: Dan*, Meghan, Nathan Wiese
 - iv. Communications: Tasha*, Ashley, Meghan
 - v. Website: Chessa*, Tasha



- vi. Events: Cody*, Chessa, Shelly
- vii. Grants: Nicole*, Meghan, Dan
- viii. Professional Development: Chessa*, Cody, Nicole
- ix. Strategic Planning: Tara*, Dan, Jessica, Andy
- x. Technical Team: Cody, Alternates Mike, Nathan Wiese
- b. Wix Website Subscription Update
 - i. Memberships through Wix Update – recap of memberships submitted
- c. UMN Online training
 - i. UMN has a catalog of trainings available through their Professional Development catalog. See if any are of interest to the group.
- d. Financial Management staff shortage/concerns
 - i. Discussion on various office setups for financial management. Contracted services are an option.
- e. MACDE Leadership Scholarship application submittal
 - i. Nicole has opportunity to attend NACD meeting in Orlando, FL.
 - 1. Motion was made by Andy, seconded by Shelly to approve Nicole Bernd's scholarship application request to attend the NACD annual meeting. Motion carried.
- f. MACDE Education Grant Reimbursement request – Pennington SWCD
 - i. Motion was made by Cody to approve the \$1,080.00 payment, seconded by Dan. Motion carried.
- g. Technical Training – BWSR Area Tech Team meetings
- h. Unused services provided on MACDE website
 - i. Review of information that is available on the website.

The RFP for the education grant will be sent to the Board via email for review. Once approved, the RFP will then be distributed to Districts.



MACDE

Minnesota Association of Conservation District Employees

www.macde.us

Discussion on newsletter articles. Please submit articles to Tasha by February 28.

9. Adjourn – Motion was made by Mike, seconded by Cody to adjourn. Motion carried.