



**Board Meeting**

**Date: Monday, June 10, 2024, 5:00pm**

**USDA Service Center, Yorkville, IL**

Present:	Absent:
<p><b>Kerri Horton, Chairwoman</b>  <b>Scott Kaufmann, Treasurer</b>  <b>Deanna Bazan, Secretary</b>  <b>Ariel Beauchamp, Education Coordinator</b>  <b>Nicole Schneider, Administrative Coordinator</b>  <b>Megan Andrews, Soil Conservationist</b>  <b>Nancy Cinatl, The Conservation Foundation</b></p>	<p><b>Alyse Olson, Resource Conservationist</b>  <b>Rita Feltes, Vice Chairwoman</b>  <b>Seth Wormley, Kendall County Board Liaison</b>  <b>Zach Bachmann, Kendall County Board Liaison</b>  <b>Erika Luft, Acting District Conservationist</b></p>

5:08 pm:

**Call to Order**

Meeting was called to order by Kerri Horton, Chairwoman.

Horton called for additions to the agenda. The following action was taken:

**Motion to approve the agenda by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan- Motion Carried.**

5:09 pm:

**Minutes for Approval**

- Horton called for approval of all of the minutes combined - April board meeting minutes, the April 8<sup>th</sup> Finance Committee meeting minutes, the April 9<sup>th</sup> Education Committee meeting minutes, the May 13<sup>th</sup> Finance/Personnel Committee meeting minutes and the May 24<sup>th</sup> NRI Committee meeting minutes. The following action was taken: **Motion to approve all minutes - the April board meeting minutes, the April 8<sup>th</sup> Finance Committee meeting minutes, the April 9<sup>th</sup> Education Committee meeting minutes, the May 13<sup>th</sup> Finance/Personnel Committee meeting minutes and the May 24<sup>th</sup> NRI Committee 1<sup>st</sup> motion by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**

5:10 pm:

**Financial Reports**

The AC highlighted the deposits of the spring sales, the payment of the spring tree sales invoice with both Pizzo and Winding Creek, the directors’ liability insurance, AISWCD membership dues, and the last intern check. The following action was taken:

**Motion to approve the April and May Treasurer’s Report by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**

5:14 pm:

**Reports**

- Committees: Personnel/Finance, Policy, Education, Strategic Planning:**
  - There was a Finance meeting held on April 8<sup>th</sup> and a Finance/Personnel Meeting on May 13<sup>th</sup>. Highlights for these two meetings are included in the AC Report.
  - There was an education committee meeting held on April 9<sup>th</sup>. Highlights from this meeting are included in the EC Activity Report.
- NRCS:** Written report provided by Acting District Conservationist Erika Luft & included in packet.
- SWCD:**
  - EC- Ariel Beauchamp: Report provided as written with highlights on the following:
    - This last lesson for this school year was Pollinators – the kids created a “Throw & Grow” seed ball to take home.

- 1,296 Students in 2 months.
- Attended an Ag in the class coordinator meeting
- NRT – 2 out of the 3 days were a success. One of them cancelled due to weather.
  - Overall, 303 students in 2 days.
- Reorganizing the Educational Coordinator lessons:
  - 3 lessons instead of 4 for Fiscal Year 2025
- Farm Safety Camp is cancelled this year. Too much going on and not enough time to plan.
- Looking to hire an Education Coordinator Presenter – 1 day a week to help with presentations. This position is replacing the need for an intern.
- Teachers are coming for Ag in the class on June 18<sup>th</sup>.
- Focusing on reporting
- The Golf Outing this year is on August 9<sup>th</sup>, 2024.
- AC- Nicole Schneider: Report provided as written with highlights on the following:
  - Wrap Up and Execution of Spring Sales
  - Finance Committee Meetings/Budget Updating and Finalizing
  - Updating of APO & FOIA Policy
  - Used Oil Drive Planning
  - Minute Taking Course
  - Participation in the Natural Resource Tour
  - Summer Training Conference – Schneider asked if any directors interested in attending – Deanna Bazan confirmed she can attend.

**4. Kendall County Board:** No report at this time.

**5. IDOA:** Report is included in the board packet. Verbal highlights given by Schneider.

Highlights include:

- FY24 final Grant allocations confirmed, these remaining funds are to be received still.
- FY25 Grant allocations confirmed with the state.

**6. AISWCD:** Partner updates included packet. Verbal updates given by Schneider. Highlights include:

- 75<sup>th</sup> Annual Meeting & Summer Training Conference. Registration included in packet.
- Loyal to the Soil Education Day – 5/7

**7. LUC 3:** Verbal updates given by Schneider. Highlights include:

- The budget was confirmed by Shelly the grant allocations reduction by half what the grant was last year. Discussion about sourcing other income from private investors and other sources of income like NRIs.

**8. ISWCDEA / Insurance Committee:** Verbal updates given by Schneider. Highlights include:

- April & May health insurance invoices have been received and paid.
- The month of May was open enrollment. Employees received an enrollment booklet. Rates for health insurance decreased by about 45%. Both the booklet and the new rates are included in the board packet.

5:30 pm:

**Old Business:**

**1. Timesheets Review & Approval:** Staff April & May timesheets were presented for review and approval. The following action was taken:

**Motion to approve April & May timesheets by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan  
Motion Carried.**

2. **Director Vacancy:** Horton greeted the regular meeting attendee interested in becoming a new associate. Horton appointed Cinatl as the new Associate Director. Schneider provided the new associate with a description of the associate director position for the district, a district brochure and district pen.

5:45 pm:

#### New Business

1. **Employee Bonus Compensation for RC and EC:** The directors discussed compensation for RC and EC covering the vacant AC position's duties as well as the training/onboarding process for new AC hired on back in March. All directors agreed. **Motion to approve Employee Bonus Compensation for RC and EC – by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**
2. **QuickBooks Master Admin & Owner Principal Changes:** Schneider explained the Master Admin and Owner Principal needs to be updated and submitted to QuickBooks. Schneider provided Horton with the documents to sign to make this switch. Horton signed the documents.
3. **Update Check Signers:** Bazan noted to add this new business to September's board meeting agenda when the AC 6-month probationary period is complete.
4. **Natural Resources Information Report Review & Approval:** The board reviewed the presented NRI Reports 2412-2417 in the board packet for review and approval. The following action was taken: **Motion to approve NRI Reports 2412-2417 by Deanna Bazan; 2<sup>nd</sup> by Scott Kaufmann – Motion Carried.**
5. **Draft FY25 Budget Review & Approval:** A copy of the FY25 budget was included in the board meeting packet for directors and staff. The FY25 Budget was presented for review and approval. The following discussion ensued:
  - Funding for District Operations (line item 501) from IDOA is estimated at \$36,000. How insurance is being covered through these funds is still being decided.
  - Bazan noted last fiscal year we saved \$5,000 for a storage unit – removed to accommodate partial of the deficit.
  - The board decided to move forward showing a deficit in the budget - the board confirmed and agreed the district will utilize the NRI and Operational funds that have been put on reserve the last few years to cover the deficit.The following action was taken: **Motion to approve the FY25 Budget – by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**
6. **FY25 Board Meeting Schedule Review & Approval:** The FY25 Board Meeting Schedule was presented for review and approval. Bazan asked for the date of the July 2024 meeting be changed to 4:00PM. Schneider asked for the November meeting to be switched due to a holiday. The meeting moved from November 11<sup>th</sup>, 2024 to November 18<sup>th</sup>. The following action was taken: **Motion to approve FY25 Board Meeting Schedule with edits by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**
7. **FY25 FOIA Policy Review & Approval:** The FY25 FOIA Policy was presented for review and approval in the board packet. Schneider noted changes that were made – *dates updated, new positions updated and the Operational Funding \$ amount*. Due to the operational budget being at a deficit, the operational funds updated on FOIA policy to reflect the deficit in the budget. The dollar was confirmed with the board and is reflected in the FOIA policy. The following action was taken: **Motion to approve FY25 FOIA Policy - by: Deanna Bazan; 2<sup>nd</sup> by Scott Brummel – Motion Carried.**
8. **Annual Plan of Operations Review & Approval:** Schneider presented the FY25 Annual Plan of Operations for review and approval. Work items to remain the same as FY24. The following action was taken: **Motion to approve FY25 Annual Plan of Operations with edits- by: Scott Kaufmann; 2<sup>nd</sup> by Deanna Bazan – Motion Carried.**

6:45 pm:

**Correspondence:** See board packet. Correspondence highlights page included in the packet in Correspondence section.

- Schneider provided verbal updates referencing the highlights page.

- Updates: FREP e-newsletter, Chicago Wilderness e-newsletter, The Conservation Foundation e-newsletter

6:58 pm: **Adjournment: Motion to adjourn by Scott Kaufmann, 2<sup>nd</sup> by Nancy Cinatl – Motion Carried.**

**Our next regular board meeting is scheduled for July 8th, 2024, 4:00pm at the Yorkville USDA Service Center.**

Minutes Submitted by: Nicole Schneider