



St. Joseph County Conservation District  
693 E. Main Street  
October 21, 2020  
Centreville, MI 49032  
(269)467-6336 x5

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December 16, 2020 Board Minutes

6:00 Call to order by Howard Avildsen

**Directors Present:**

Howard Avildsen, Board chair

Dan Blasius, Vice chair at his home in White Pigeon

Carol Higgins, via zoom located at her home in Mendon,

John Nelson via zoom located at his home in White Pigeon

**Directors absent:**

Chad Clark, Treasurer

**Introductions/Visitors:** none

**Additions or Deletions to agenda:** Higgins motioned to approve the agenda as presented. Nelson second, motion passed.

**Public Comment:** None

**Approval of September board meeting and Budget hearing Minutes, and October Board Minutes:** Higgins motioned to accept both Sept and October Board Minutes, Nelson second. Motion passed.

**Treasurer Report:** Nelson motioned to approve the October and November financials, Blasius second, motion passed.

**Correspondence Reports:**

**MAEAP:** written

**NRCS:** written

**CISMA:** written

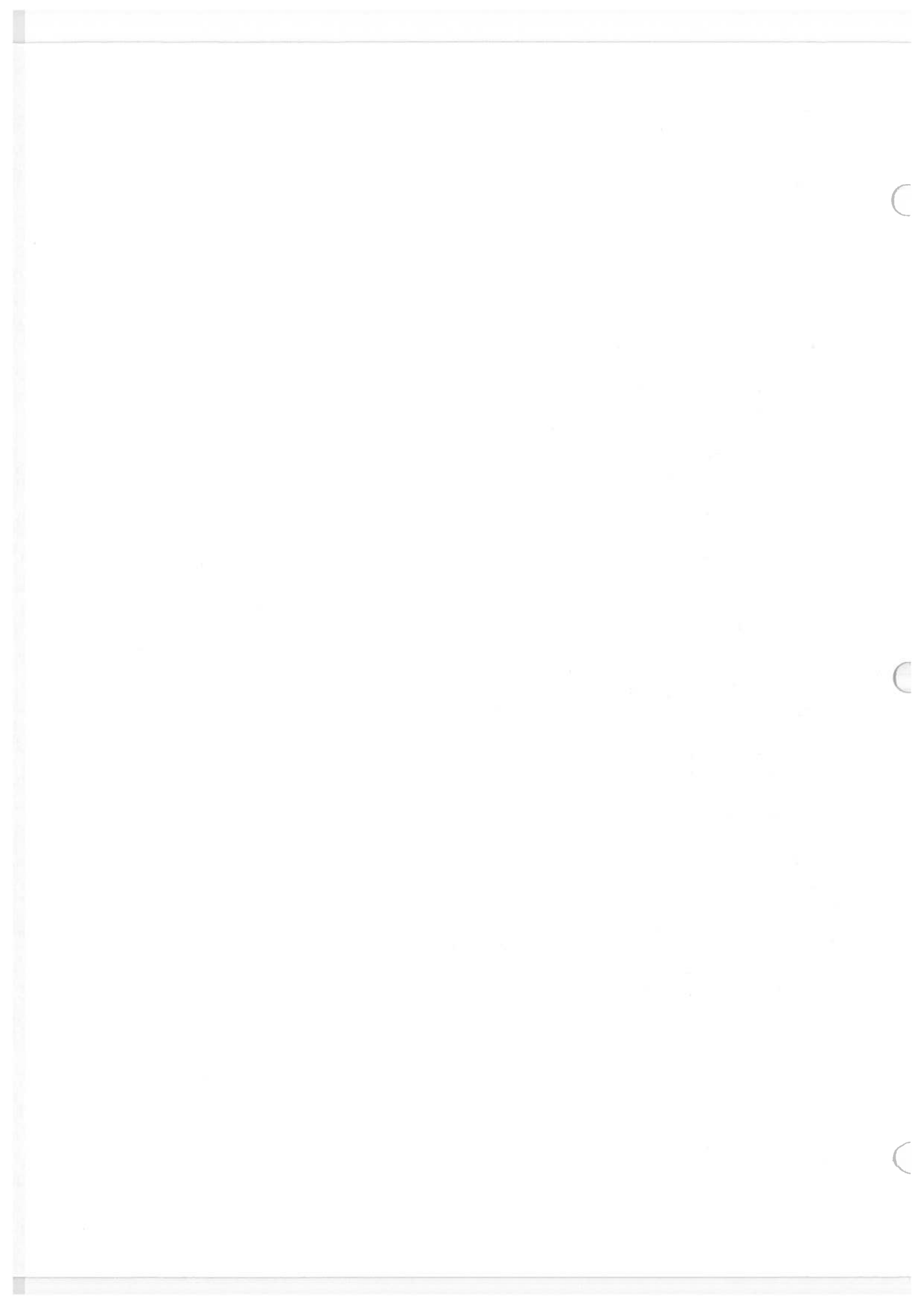
**MDARD:** none

**Administrator:** spoken/written

**Board:** Higgins explained about her zoom meetings with the MACD winter conference. She attended several different ones and thought they were all good. She especially liked the update on spotted lanternfly invasive species class.

**Old Business:**

- **Conflict of interest:**
- **FY19-20 finalized.** Higgins motioned to accept the adjusted FY19-20 budget amendments. Blasius second. Motion passed



- **Plan of Work:** The board had several new items to add to Grace's workload for the upcoming year. Final copy attached. Nelson motioned to accept the FY20-21 Plan of work. Higgins second. Motion passed.
- **Natural Resource Assessment:** Now on line and paper copy. Grace will email the 3 different focus groups, board members will send to atleast 10 potential people who will complete the survey. Staff will share on Facebook and other technical venues. New name as Conservation Needs Assessment following the NRCS language.
- **Annual Meeting: April 22<sup>nd</sup>.** Grace will continue to provide information to pull the meeting together. With the potential of a virtual but hopefully a in person meeting even if out side at the Covered Bridge Park
- **Audit update:** Audit started November 10<sup>th</sup> with several phone calls, emails and passing off binders and QuickBooks to Gabridge and Co, Grace then met in person to finalize the paperwork portion of the audit on December 14<sup>th</sup>. Final report and invoice will be sent to the District in January.

**New Business:**

- **MACD Dues:** After board discussion, Higgins motioned to support the MACD with the gold level of \$1000.00 with a quarterly payment plan of \$250.00 Nelson second and motion passed.
- **Employee Handbook:** Grace had one update to add about meetings and the Covid19 process for employees. New additions will be given in January after the MACD conference Manager update.
- **New MACD Director/Manager Handbook:** After the John Switser update meeting, Grace will provide the information as only Higgins will be attending the on line class.

**PA116: none**

**Adjournment:** Nelson motioned to adjourn at 7:10 pm Higgins second. Motion passed

**Next Meeting: January 20, 2021** at 6pm at the St. Joseph County Conservation District Offices and Zoom or google meetings.

**Board Chair Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

