Antrim Conservation District
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ANTRIM CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING - DRAFT MINUTES

August 26th, 3:00pm 7915 Cameron Street, Central Lake, MI 49622

Meeting called to order by Chairperson at: 3:01pm by Adrienne Wolff

Attendance ACD Board: Randy Johnson, Kathy Peterson, Kelly Doyle, Adrienne Wolff. Heidi Shaffer via phone from 3:15-3:50pm.

Partners/Public: Jarris Rubingh, Nick Panicola (Produce Safety Technician), Jim Pawlowicz

ACD Staff: Wade Foster, Mike Meriwether, Zander LaPointe, Katie Gray

Agenda Review and Approval: *Motion by Randy Johnson to accept August 26th ACD Board of Directors Meeting agenda with additions of: Quickbooks online, outreach materials, and possibility of hiring movers. Second by Kathleen Peterson. Motion carries 4-0.*

Public Comment:
Jarris Rubingh - County Commissioners recently approved Materials Management contracts with Networks Northwest. Suggestion idea of ACD considering this kind of work for potential future contracts.

Jim Pawlowicz - Regarding the Quickbooks Online addition, reminder that MACD dues include a Quickbooks discount.

Information and Correspondence: Heidi Shaffer's notes for meeting in her absence.

Staff, Partner, and Committee Reports: Staff written reports submitted: Wade Foster - Executive Director, Kathrine Gray - CAKE CISMA Coordinator, Mike Meriwether - District Forester, and Zander LaPointe - Office & Program Assistant. Partner written reports submitted: MACD, MDARD, and Nick Panicola - Produce Safety Technician.

Motion by Randy Johnson to accept monthly staff, partner, and committee reports. Second by Kathleen Peterson. Motion carries 4-0.

Approval of Board Meeting Minutes for July 22nd, 2026: *Motion by Adrienne Wolff, second by Randy Johnson to accept July 22nd, 2026 board meeting minutes. Motion carries 4-0.*

Approval of ACD Annual Meeting Minutes for July 22nd, 2026: *Motion by Randy Johnson, second by Kathleen Peterson to accept July 22nd, 2026 annual meeting minutes. Motion carries 4-0.*

Approval of Special Board Meeting Minutes for August 4th, 2026: *Motion by Adrienne Wolff, second by Kelly Doyle to accept August 4th, 2026 special board meeting minutes. Motion carries 4-0.*

Financial Review and Requests: *Motion by Randy Johnson to approve the financials for July 2026. Second by Kelly Doyle. Motion carries 4-0.*

New Business:

<u>Staff Bonuses</u>
The ED recommends that the board remove quarterly bonuses in exchange for a higher focus on performance based wage increases or achievement based bonuses.

Motion by Kelly Doyle to remove quarterly bonuses from the budget in lieu of performance and achievement-based wage increases as approved by the board. Second by Adrienne Wolff. Motion carries 4-0.

<u>Education and Outreach Position</u>
Motion by Adrienne Wolff to approve the Education and Outreach position description. Second by Randy Johnson. Motion carries 4-0.

<u>Budget Amendments</u>
See ED recommended budget amendments in the board packet.

Motion by Randy Johnson to approve amendments to budget. Second by Kathleen Peterson. Roll call: Johnson- yes. Peterson- yes. Doyle- yes. Wolff- yes. Motion carries 4-0.

<u>Board Meeting Schedule Change</u>
Motion by Kelly Doyle to change regular meetings to 4:00 pm every second Wednesday of the month at 4820 Stover Rd, Bellaire, MI. Second by Adrienne Wolff. Motion carries 4-0.

<u>Board Committee Members review</u>
Review and if needed assign new members to E&O, Admin, and Buildings & Properties committees. New committee assignments include:

Administration Committee - Wolff, Foster, Meriwether, Peterson
Building & Properties Committee - Wolff, Johnson, Meriwether, Foster
Education & Outreach Committee - Doyle, Shaffer, Gray

<u>Board Committee meetings Schedule</u>
ED provides a schedule for regular E&O, Admin, and Buildings & Properties committee meetings. Suggestion is made for committees to meet within designated month at least a week prior to board meetings to assemble recommendations for the board’s advance consideration.

<u>Agenda Addition: Quickbooks Online</u>
Johnson & Foster discuss the advantages of changing accounts over to Quickbooks online.

<u>Agenda Addition: Outreach Materials</u>
Peterson recommends the district’s use and update of brochure and educational printouts. Discussion to consider as a future Education & Outreach committee project.

Agenda Addition: Possibility of hiring movers
Board considers the option of hiring movers to help move oversized & bulky items in the move back to the Stover location. Meriwether offers his availability alongside other volunteers to save the expense.

Old/Ongoing/Unfinished Business:

MDARD Elements
Board intends to complete all four MDARD Elements independently before September 9th Board meeting, review with Pawlowicz to follow. Elements due October 1st.

General Discussion & Director Reports:

Administration Committee - Wolff, Foster, Meriwether, Peterson - none

Building & Properties Committee - Wolff, Johnson, Meriwether, Foster - none

Education & Outreach Committee - Doyle, Shaffer, Gray
Peterson: The Extraordinary Caterpillar free screening - September 16th 5:30pm at Elk Rapids Cinema

Upcoming Meetings & Events:
- September 7th - Holiday: Labor Day
- September 16th - MACD Region 3 meeting 9:30am-3pm at the Charlevoix CD - Rivka from MACD will also be providing a mini workshop/training to cover board transitions and responsibilities, etc.
- September 26th - Household Hazardous Waste Collection 8am-12pm at the Antrim County Road Commission
- September 26th - Conservation Con: Post Storms Community Workshop 9am-3pm at Treetops Resort

Next Board Meeting Date: September 9, 2026 at 4:00pm at 4820 Stover Rd.

Motion to adjourn at 5:03 pm by Kelly Doyle, second by Adrienne Wolff, motion carries 4-0.

*Draft Minutes Approved By Secretary:*______________________________ *Date:*_____________