



MONTHLY BOARD MEETING MINUTES

10/8/2024

USDA Service Center

Board Members

Larry Kilmer

Chairman

John Fielding

Vice Chairman

John Demerly

Supervisor

Steve Cosgray

Supervisor

Rich Hines

Supervisor

Bruce Reynolds

Associate Supervisor

Staff

Katelyn Walker

District Administrator

PRESENT

Larry, John D, John F, Rich, Marty, Courtney McFall, Penny,

Geneva, Katie

1. CALL TO ORDER

The meeting was called to order at 8:46am by Larry

2. APPROVAL OF MINUTES AND FINANCIAL REPORTS

Motion By: Rich

Seconded By: John D

Motion Carried

3. STAFF & PARTNER REPORTS

Staff/Office Update

District Administrator, Katie Snowberger provided report for staff

NRCS Update

Derek was not present, but submitted a NRCS Report

ISDA Update

Geneva presented updates from ISDA. Main point was the Election committee information

Courtney presented information on Soil Sampling.

Extension Update

Marty presented information on the Extension office.

Held Building Stronger Bonds group, 10 signed up, 9 showed.

RC&D Update

Presented by John F. Held annual meeting in Winamac

225 students participated in rafting trip

Other Partners

Needing help finishing up cover crop for plot

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4. OLD BUSINESS

Fair Ground Project- Still working on it, Marty said he would like to be part of the project Annual Meeting

Needed make decision on date, location, and caterer for the meeting

Katie will be calling the location and caterer to see if available

Motion: To select the date of the meeting to be set for March 11, 2025 and the backup date to be March 12, 2025. Also to set the location as the Beehive for the meeting location and Oliver Catering for food.

Motion By: John D

Seconded By: Rich

Motion Carried

Tree City

Oct 23rd was the city meeting, mitch will sign the MOU.

Would like to have some time during the annual meeting to have Roos and/or Billue to talk about tree city. Didnt have time to set up a motion but will be discussed again for the next meeting.

IDEA Conference-Meeting 10/9 up in LaPort.

Election Committee

Finding someone to be an interested Citizen for the election committee. Can't be anyone on the board, board family, or staff.

Motion: To approve Derek Carty and Collett for the election committee.

Motion By: John D

Seconded By: Rich

Motion Carried

NEW BUSINESS

Contractor (Katelyn)

Katelyn submitted her invoice for hours she was at the office to help Katie learn processes of the job.

Motion: To approve the invoice submitted by Katelyn for payment

Motion By: Rich

Seconded By: John F

Motion **Carried**

Contractor PO (Katelyn)

Wanting to set a budget for the next 30 days in a dollar amount.

Motion: To have a \$500.00 max for Kately for the next 30 days from PO created by Katie

Motion by: Rich

Seconded by: John D

Motion **Carried**

Uniform Compliance Guidelines

Wanted to know what items Katie would need to request approval for to get a payment made

Motion: Geneva would send Katie the list of expenses that Katie can pay and then set up a AP Claim

Motion by: Rich

Seconded by: John D

Motion: **Carried**

Banking Card

Discussing what type of card we are needing to get, whether its a Credit card or a Bank Credit card

Motion: Secure a company Credit card that Katie is the signer for, through the Bank of Wolcott.

Motion by: Rich

Seconded by: John F

Motion: **Carried**

OTHER

Discussed what the plan was for the part time employee that was to start Jan. 2025

Motion: Part time employee (Brenda) to be deferred on bringing her on in Jan 2025, till funds, space, and amount of need are figured out.

Motion by: Rich

Seconded by: John D

Motion: **Carried**

Business Plan

Rich requested we start working on business plan and marketing plan

Katie is planning on working with Geneva on a proposal for a business plan to submit to the board. The goal is to start the process by the end of the year and 1st of the year have a plan set to present.

5. ADJOURN

The meeting was adjourned at 10:14am

Next meeting will be held on:

November 12, 2024

Time: 8:00am

USDA Service Center