

No quorum during meeting, but voting by email completed after meeting

In Attendance: Lauren Weston (District Manager), Richard Noel (Chair), Vicky Drew (Treasurer), Sarah Larose (NRCS Zone District Conservationist), Dan Pipes (new Associate Supervisor); *Carissa Stein emailed approvals after the meeting*

No Quorum during Meeting but emails received voting on certain items after the meeting

Conducted at USDA Office Conference Room on S. Main St. in St. Albans.

Minutes recorded by Lauren Weston

The written minutes are a synopsis of the discussion at the meeting. Motions are as stated. Minutes will be subject to correction by the Board. Changes, if any, will be recorded in the minutes of the next meeting of the Board.

Minutes:

3:00 pm: Group gathers, notes that this is not an official meeting as there is not a quorum of Supervisors; Vicky Drew and Richard Noel are only Supervisors present.

Welcome Dan Pipes, new Associate Supervisor, meet and greet and get to know each other.

Richard Noel signs NRCS MOU with update regarding Kate Wettergreen's new full-time position in the office.

3:20 pm: NRCS update from Sarah Larose, NRCS Northwest Zone District Conservationist. Lauren Newman has given her notice to VACD and will be leaving mid Sept. Receiving engineering support from Josh Nappi. Program dates released for application submissions.

3:40 pm : Update from Richard Noel about NRCC/VACD meetings. Finance Committee met to discuss Tactical Basin Planning grants and approve allocations to Districts

4:03 pm: Board reviews and votes on 2022 July 26 Board Meeting Minutes. Vicky Drew makes a motion to approve minutes; Richard Noel seconds. *Carissa Stein approved via email on 9/1/22 to Lauren Weston. Motion carries.*

4:17 pm: Lauren Weston reviews updated FY22 Finances for entire fiscal year through June 30, 2022. There had been a couple of errors on the Profit and Loss by Month presented on July 26, 2022. These errors were the double-reporting of health care costs. Another clarification made by Lauren Weston is that though the Income for FY22 is now shown as \$31,793.56, some of that income had already been in our bank account. This is because in FY2022, the accountant and Lauren Weston caught in the accounts there were: 2300 Deferred Revenues of \$10,692.19 from a grant from 2018 that Jeannie Bartlett had set up to only move to Income once the billable work had been completed specifically regarding Signs of Conservation and AgCWIP money. In October 2021, this was noticed and rectified by moving the funds up into income for AgCWIP. This is not how the District currently tracks such work and payments as now we put the entire invoice in as Grant Funding in accounts receivable once the invoice is sent to the funder and it shows up on the balance sheet and profit and loss sheets under the accrual accounting

method. Additionally, 2350 Restricted Gift Revenue – Hurteau, Flora of \$1,200 was spent down in FY22 during the October 2021 tree planting with USFWS at Goose Pond. Richard Noel makes a motion to approve FY22 Profit and Loss and Balance Sheets with annotations on these sheets for future records; Vicky Drew seconds. *Carissa Stein approved via email on 9/1/22 to Lauren Weston. Motion carries.*

4:30 pm: : Lauren Weston reviews updated FY23 Finances through July 29, 2022. Lauren Weston also shares that FCNRCD was notified that we do not need to be payment Form 940 to the IRS which is Federal Unemployment because they have us categorized as a 501(c)(3); Lauren Weston clarified that we are not a 501(c)(3) and will be sending a letter to the IRS to that effect, but that we are exempt as a government entity. Group chats about wanting to see some form of quarterly Budget to Actual reporting to track progress throughout the year, Lauren Weston indicated that she will try to determine a useful way to view this information given the constraints of our funding methods. Vicky Drew makes a motion to approve FY23 Profit and Loss, Balance Sheet, and Bank Statement; Richard Noel seconds. *Carissa Stein approved via email on 9/1/22 to Lauren Weston. Motion carries.*

Remainder of meeting spent informally review proposed Updated Financial Policy and associated Procurement Policy and Board Treasurer role for Vicky Drew. Also reviewed Proposed Updated Personnel Policy. Group was given a copy of the FY23 workplan to review as well and ask any questions.

5:15 pm: Lauren Weston shared about upcoming event on October 12th for Conservation Equipment Programs – advertisement coming soon. Vicky Drew volunteers to ask neighboring farmer to host a “Cropping Day” for NRCD staff similar to the Dairy Barn Tour Day in March 2022.

5:20 pm: Scheduling next District Board meeting location TBD, Tuesday, Sept. 27th from 3:30 pm to 5:30 pm.

Board members will also be expected to participate in a Diversity, Equity, Inclusion, and Justice workshop hosted by the University of Michigan team on Wednesday October 5th from 2:00 to 4:30 pm.

Starting in October, all Board meetings will be held on the final Tuesday of the month at 3:00 pm to ~5:00 pm.