

**Coles County SWCD  
Board Meeting Minutes  
December 12, 2023**

The December board meeting of the Coles County SWCD was held on Tuesday, December 12<sup>th</sup>, 2023, at the USDA Service Center in Charleston.

**Directors Present:** Bill Janes, Justin Thomas, Todd Easton, and J.C. Doty

**Associate Directors:** None

**SWCD Staff:** Lauren Spaniol, Bryson Gibson

**Guests:** None

**Agenda:** Janes called the meeting to order at 7:35am. The agenda was reviewed. Thomas made a motion to approve the agenda. Easton seconded the motion. The motion carried.

**Minutes:** Minutes from the November meeting were reviewed. Thomas made a motion to approve the minutes as presented. Easton seconded the motion. The motion carried.

**Timesheets:** Employee timesheets were reviewed.

**Travel Reports:** Employee travel reports were reviewed. Doty made a motion to approve the travel report. Easton seconded the motion. The motion carried.

**Financial Reports:**

November financial reports were reviewed. Easton made a motion to approve the reports. Thomas seconded the motion. The motion carried.

**Correspondence:** None

**Business:**

**No Action Required:** None

**Action Required:** The upcoming election was discussed, but no action was required to be taken.

**Staff Reports:** Spaniol and Gibson's staff reports are attached.

**Open Discussion:** None

**Upcoming Events:**

Dec. 25, 2023 – Christmas Day (Office Closed)

Jan. 1, 2023 – New Year's Day (Office Closed)

Jan. 9, 2023, 7:30 a.m. – Next Board Meeting

**Closing:** The meeting adjourned at 8:15 a.m.

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Bill Janes, Chairman