

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

The September board meeting of the Coles County SWCD was held on Tuesday, September 12th, 2023, at the USDA Service Center in Charleston.

Directors Present:

Bill Janes, Todd Easton, and J.C. Doty

Associate Directors:

None

SWCD Staff:

Lauren Spaniol

Guests:

None

Agenda:

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

Minutes:

Minutes from the August meeting were reviewed. A typo was found and corrected. Doty made a motion to approve the minutes as amended. 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:

July and August financial reports were reviewed. Easton made a motion to approve both reports. Doty seconded the motion. The motion carried.

Correspondence:

None

Business:

No Action Required:

Directors were reminded to complete Freedom of Information Act (FOIA) and Open Meetings Act (OMA) trainings online. Easton had recently completed his training, and a copy of his certificate of completion was provided to be placed on file. Spaniol will email the directors the training links for ease of access.

The conservationist/conservation farmer of the year award was discussed. Last year's award winner was a "conservationist" so if tradition is followed this year's awardee should be a conservation farmer. Directors were asked to think about potential nominees before the next meeting.

Action Required:

A copy of the profit and loss report for fiscal year 2023 (July 1, 2022-June 20, 2023) was presented to the board for review, along with a new proposed budget for fiscal year 2024 (July 1, 2023-June 30, 2024). Spaniol explained the budget categories and compared last fiscal year's data to expectations for this year. Easton made a motion to approve the new fiscal year 2024 budget as presented. Doty seconded the motion. The motion carried.

The FY24 NRCS Contribution Agreement/sub-agreement with AISWCD has been made available to the district for both administrative (CSP/EQIP) and technical (CRP) work. Doty made a motion for the district to participate in the program. Easton seconded the motion. The motion carried.

Gibson has requested approval to travel to Bloomington, Illinois for 2 Ag in the Classroom training programs in September. Both will be one-day trainings (no lodging required). Easton made a motion to approve the travel. Doty seconded the motion. The motion carried.

Recent staff and board turnover has necessitated changes to authorized users on the district's financial accounts, including checking accounts, savings accounts, certificate of deposit accounts, and credit card accounts. Doty made a motion to remove all previously authorized users and add Janes (Chairman of the Board), Easton (Secretary/Treasurer of the Board), Spaniol (Employee: Resource Conservationist), and Gibson (Employee: Administrative Coordinator) as authorized users/signers on all accounts. Easton seconded the motion. The motion carried.

The district's account through UMB requires adoption of an "Organization Resolution and Agreement for Credit Card Program." Doty made a motion to adopt the resolution, adding Easton as the "recordkeeper," Janes as the "additional officer," and Spaniol as the "Designated Officer." Easton seconded the motion. The motion carried.

Staff Reports:

Spaniol and Gibson's staff reports are attached.

Open Discussion:

None

Upcoming Events:

Fish Sale Pickup, 11AM on October 4th at the Coles County SWCD Office
Columbus Day (Office Closed) on October 9th

Closing:

Easton made a motion to adjourn the meeting. Doty seconded the motion. The meeting adjourned at 8:38AM.

Bill Janes, Chairman