



Florida Chapter
PO Box 357473
Gainesville FL 32635-7473

Florida Chapter Teleconference Minutes May 20, 2008

The meeting was called to order at 2:30 by President Jeff White. In attendance were President-Elect Ken Lackmann, Treasurer Eric Harper, Secretary Donna Hopwood, Council members Bruce Turnbull, Ed Sheehan and George Johnson. Vice-President Keisha Brown, Council members Jeff Norville, Chris Menhennett, Jeff Schmidt and Howard Harrison were unable to participate.

Motion made by Lackmann to approve the minutes from the March 27, 2008 meeting, seconded by Turnbull, and approved.

Treasurer's Report

Harper provided a financial statement (attached) and the following treasurer's report. Four Sunstate Federal Credit Union accounts have been closed and monies transferred to Bank of America into two accounts, one checking and one high yield savings. A motion was made by Lackmann and seconded by Johnson to keep \$1,500 in checking for day to day activities, and the remaining to be put in savings, and for Harper to compare interest rates with other options such as a certificate of deposit. Additionally, the Chapter President will be added to the account but only a single signature will be required to draw checks from or transfer money between the accounts. The motion passed. Monthly statements are sent to Bartow.

Sheehan provided the financial audit report. Member Richard Ford and Sheehan reviewed account information and have reconciled all checks, withdrawals and deposits since January 2007, but were unable to determine the source of a couple of deposits during this timeframe. The amounts brought forward matched within a few dollars to Harper's financial statement with the difference being interest added on the final SunState statement which was not available during their review. Sheehan complimented Harper on organizing the account information. Lackmann made a motion for Sheehan and Ford to sign a statement showing they performed a financial audit for the period covering January 2007 through March 2008, and, based on the audit, for the Executive Council to accept the account balances of \$7,407.46 in checking and \$19,086.30. The motion was seconded by Johnson and approved.

Committee Reports

Planning & Events (Lackmann):

- Tri-State Meeting - suggested holding the meeting in 2009.

- 2007 Meeting Awards – Turnbull to discuss financial statement with Norville and committee will present options at the next teleconference

Membership & Recruitment (White for Schmidt):

- White has been working with NRCS Area 3 and has provided payroll deduction forms; Norville sent a notice out to Area 1 NRCS employees about joining SWCS. Discussed goals:
 1. Gain exposure to raise membership from current 75 to 100 by the end of the year – what can we offer?
 2. Student Chapters – requires 5 dues paying members to be active. Hopwood will discuss with Randy Brown (UF) how to get students and professors involved in SWCS
 3. Ask NRCS State Conservationist to promote membership among employees

Professional Development / Scholarships (Brown unavailable) – Harper volunteered to be on the committee.

Old Business

Net Meetings – Brown & White to coordinate quarterly hour-long lunch net conference meetings. Council to submit topic or training suggestions ASAP. Turnbull discussed possible problems using NRCS network with non-NRCS employees. White will check for possibilities such as a web access site through USDA.

Chapter Website (Harper) – Address is www.flswcs.org and has been in service a few weeks, although still in development stage. Cost is \$47.87 annually and once ready, will be linked from Ankeny SWCS website. Suggested items for the webpage: by-laws, minutes, council members, committees, annual convention link, SWCS scholarships link, and pictures of events. Harper currently has an old version of Front Page and will check into the cost for upgrading to MS Expression.

New Business

Budget – Hopwood discussed formulating a budget to include annual expenditures such as travel, State Land Judging plaques & rosettes, scholarships, supplies, etc., and to discuss fund raising activities, before major expenditures are made. Harper requested all Committee Chairs and the Executive Council to submit budget requests to him before the next meeting. White will report on teleconferencing costs.

AFCD Function - Discussed holding a social the evening of August 14 prior to the AFCD meeting in Panama City Beach to increase awareness of SWCS and to recruit new members. This may work well if NRCS holds a DC meeting the same time. Possibly a BBQ dinner (under \$10) local music and short SWCS program. Need to find a place indoors. Turnbull will discuss with Norville. Decision to be made ASAP so flyer can be put in AFCD meeting registration notice.

Email Campaign – Hopwood mailed letters in April to Florida members without email addresses to update email records. Only a few responded. Phone calls will be made next.

SWCS International Conference – NRCS STC Carlos Suarez will attend and has approved attendance for 4 additional NRCS employees: Norville & Hendricks who will be receiving awards, Lackmann and White.

Next Meeting – Teleconference, July 14, 2008 @ 2:30 pm.

Action Items

1. Harper to compare CD rates with current Bank of America savings rates
2. Sheehan and Ford to sign a financial audit statement
3. 2007 Awards Committee to review financial statement and provide award recommendations at next teleconference meeting
4. Hopwood to discuss how to increase UF student and faculty membership with Dr. Brown
5. Executive Council to send quarterly net conference ideas / topics to Brown & White ASAP
6. White will check web access availability for non-NRCS members
7. Executive Council to send pictures and other suggestions to Harper for Chapter website
8. Harper to look into upgrading web software
9. Committee chairs and Executive Council to submit budget items to Harper prior to July 14
10. White to find out what teleconferencing costs are for inclusion in Chapter budget
11. Turnbull and Norville to decide if membership drive at AFCD meeting in PCB is feasible or not
12. Hopwood to call membership who do not have email addresses listed



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This is a summary of Financial Statement for May 19, 2008.

Bank of America balances as of May 19, 2008

Free Checking: \$7,407.46
Business Savings: \$19,086.30

DEPOSITS:

Free Checking

\$7,657.19: Transfer from SunState Credit Union
\$231.54: dues from national SWCS

Savings

\$19,082.55: Transfer from SunState Credit Union
\$3.75: Interest

CHECKS WRITTEN AND DEBITS CHARGED:

Debit of \$47.87 to ehostpros.com for yearly webhosting.
Check 5001 for \$16.40 to Donna Hopwood for stamps.
Check 5002 for \$400.00 to Dr. Randy Brown for Landjudging awards.
Debit of \$17.00 to Bank of America for checks.

Bank of America Free Checking

Beginning balance as of March 1, 2008: \$0.00
Two deposits were made \$7,888.73
Ending Balance as of May 19, 2008: \$7,407.46

Bank of America Business Savings

Beginning balance as of March 1, 2008: \$0.00
Two deposits were made \$19,086.30
Ending Balance as of May 19, 2008: \$19,086.30