

***Piedmont Conservation Council, Inc.***

***FINAL Executive Board Meeting Minutes***

***March 5, 2013***

**EB Members Present:** Alex Ashton (Chair, Guilford), Eddie Culberson (Vice Chair, Durham), Rudy Langley (Treasurer, Alamance), Hazel Puckett (Rockingham), Frank Green (Rockingham), Gail Hughes (Orange), Norton Webster (Chatham)

**Staff Present:** Jacob Leech

**EB Members Absent:** Bill Alston (Randolph), Hester Vernon (Caswell)

- I. **Call to Order & Chairman Comments:** Alex Ashton, Chair
  - a. Alex Ashton, Chair, began the meeting at 6:40 and announced the presence of a quorum.
- II. **Minutes:** A motion was made to accept the minutes of the February 5, 2013 Executive Board meeting. (M: Green, 2: Hughes; Unanimously Approved)
- III. **Discussion/ Decision Items**
  - a. **Outstanding Membership Dues:** Jacob Leech announced that PCC received a dues payment from Randolph County for \$500, and a letter from Chatham County stating that they did not have enough in their budget in the current year to pay dues, but hoped to include PCC dues in their budget next fiscal year. Orange and Wake dues payments are still outstanding. Gail Hughes announced that Orange Co. would be submitting \$1,000 soon, and possibly paying the remainder later in the year pending available funds. She also mentioned that Brent Bogue relayed to her that Person Co. had already taken steps to include PCC dues in the upcoming fiscal year budget.
  - b. **Randolph Co. Quilt Trail Project Closeout:** Randolph SWCD contacted Jacob to inquire whether there were remaining Quilt Trail funds to pay for additional brochures. Approximately \$1,700 remains from that project. Alex suggested that we solicit a written request for documentation and deduct the 10% administrative fee prior to payment. Gail noted that Orange Co. would be interested in such a project.
  - c. **Randolph Co. Farmer Appreciation Dinner:** Jacob announced an invitation from Randolph SWCD to attend the upcoming Farmer Appreciation Dinner and host a booth. He is unavailable for the event. Jacob will try contacting Bill Alston to check his availability.
  - d. **NC Association of RC&D Councils Annual Meeting:** The meeting would be at Haw River State Park April 17-18. Jacob requested to attend. Rudy, Millie, Hazel and Frank plan to attend. A motion was made to pay Jacob's registration of \$95. (M: R. Langley, 2: Hughes; Unanimously approved.)
  - e. **Bonding:** Rudy Langley did some initial exploration into fiduciary bonding for the Council. \$100,000 in coverage would cost approximately \$359 per year. The council may be able to put a fiduciary rider on the existing liability policy. Rudy will check on other options and price an option through Carl Walker Insurance.

- f. **Approval of Routine Budget Expenses:** Approval of budgeted items will be considered at April's meeting along with budget amendments. The process of pre-approving budgeted items will be considered for the upcoming fiscal year. Alex noted that although the board will consider approving these items, all expenses will still be presented to the board for review monthly.
- g. **Budget Amendments:** The Fab Lab Subcommittee previously approved the modification to Fab Lab's budget to \$135,900 from \$180,000. The Fab Lab revenue will be decreased from \$200,000 to \$150,000. Jacob requested that the full board approve that the change be reflected on PCC's fiscal year 2013 budget so that it is consistent with Fab Lab's budget as submitted on grant proposals. The motion was made to approve the budget modification. Other budget changes will be considered next month. (M: Hughes, 2: R. Langley; Unanimously approved)
- h. **Grant Opportunities:**
- **NRCS-CIG:** Alex presented an idea to apply for the CIG program to fund the Ag Landlord Project. While it may not be a conventional match for the program, it may be unique enough to gain some attention. Norton mentioned that his wife is part of a group call Bio-Synosis, which is interested in applying through PCC for a project idea they have been working on. After some discussion, it was decided to invite the group to the next meeting to propose their project idea. A motion was made to move forward with Bio-Synosis for the pre-proposal. (M: Puckett, 2: R. Langley; Unanimously approved with Norton Webster recusing from the vote due to potential conflict of interest)
  - **EPA 319:** Gail introduced the 319 grant and suggested to pursue it to assist with funding the Chapel Hill High School project. The grant amount will be introduced in April. (M: Hughes, 2: Puckett; Unanimously approved)
- i. **Charitable Solicitation License:** Jacob informed the board that in the course of the audit it was realized that PCC is operating without a Charitable Solicitation License, which would be required by many non-federal grants and direct contributions. The application would cost \$100. A motion was made to apply for the CSL. (M: Webster, 2: Green; Unanimously approved)
- j. **Invoices:**
- The following were approved for payment in full. (M: Webster, 2: Green; Unanimously approved with contingencies noted)
    1. **Jacob Leech - \$2,500.00**
    2. **Amy Parker Cook - \$305.00**
    3. **Wildlands Engineering - \$632,82** (contingent on EEG funding)
    4. **Dorsett Associates, LLC - \$8,500.00** (contingent on ADFP funding and satisfaction of Advisory Committee)
    5. **Carl Walker Insurance – up to \$400 depending on total of pending invoice (Actual \$328.00)**
    6. **SJ Grant Consulting - \$15,358.41**(pending CWMTF funds)

#### IV. Updates

- a. **Accounting/Audit:** Results of the audit will be submitted this month and final audit will be turned in prior to March 31.
- b. **Durham Green Roof:** An MOU has still not been created. Jacob and Eddie have both been working with EEG to get some movement, with hopes the issue will be resolved soon. EEG staff has been frequently unavailable.
- c. **Chapel Hill High School:** Jacob and Gail are waiting to schedule a date with CWMTF staff to review project site.
- d. **Alamance Community College CWMTF Grant:** The final report was submitted and payment is expected soon. There have been ongoing problems with the installed cistern at the school and Jacob is working to get the contractor to address the installation problems.
- e. **Farm Incubator:** The steering committee met in February at Elon College, with Janet MacFall named Committee Chair.
- f. **Fab Lab:** Michelle is working without pay to get the new Kent Street space set up, continue programming, and acquire funding. A contract addendum will be drawn up for her to receive pay pending available funds.
- g. **Lassiter Mill Dam Removal:** Jacob will be meeting with USFWS personnel next month on the site to go over the construction sequence and hopes to schedule a construction date for June.
- h. **Smithermans and Troy 2:** Smithermans will be scheduled for this summer. Troy No. 2 will proceed once budget modifications with USFWS are completed in the coming months.
- i. **Caswell County Farmland Protection Plan:** A draft Plan has been submitted to the Advisory Committee. A meeting will take place to review the draft and gather feedback this month. Alex requested a copy of the Plan to review as well as a copy of the consultant's contract.
- j. **Ag Landlord Project:** Alex distributed a short project summary. He and Jacob will proceed with investigating project feasibility from a legal and financial standpoint.
- k. **Start2Farm Conference:** Jacob has been working to bring the Start2Farm Conference, a national project for beginning farmers of USDA-NIFA, to Raleigh. The conference will take place this month.
- l. **Pending Grants:**
  - **CWMTF Chapel Hill HS:** Decision expected next fall.
  - **Orange Co. Outside Agency Support:** Decision expected this summer.
  - **Creating New Economies Fund:** Decision expected in April.

#### V. New Business

- a. Gail announced that Noah Ranells is interested in working with PCC on the Ag Landlord project in Orange County if funded.
- b. There have been 2 new Council applications since the last meeting, both in Orange County.

- c. Alex noted that it is imperative that we get a Council quorum in April and encouraged everyone to contact Council members in their county to welcome their attendance.

**VI. Upcoming events/meetings**

- a. Next Full Council meeting is April 25, 2013 at Alamance Community College 6:00-9:00pm.
- b. Next Executive Board Meeting is May 7 at Alamance Community College 6:30-8:30pm.

**VII. Adjournment**

The meeting was adjourned at 8:50 pm.