

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

***FINAL Executive Board Meeting Minutes***

***May 7, 2013***

**EB Members Present:** Alex Ashton (Chair, Guilford), Eddie Culberson (Vice Chair, Durham), Rudy Langley (Treasurer, Alamance), Hazel Puckett (Rockingham), Frank Green (Rockingham), Bill Alston (Randolph)

**Staff Present:** Jacob Leech

**EB Members Absent:** Norton Webster (Chatham), Gail Hughes (Orange), Hester Vernon (Caswell)

- I. **Call to Order & Chairman Comments:** Alex Ashton, Chair
  - a. Alex Ashton, Chair, began the meeting at 6:35 and announced the presence of a quorum.
- II. **Minutes:** A motion was made to accept the minutes of the March 5, 2013 Executive Board meeting. (M: Culberson, 2: Alston; unanimously Approved)
- III. **Discussion/ Decision Items**
  - a. **Outstanding Membership Dues:** Wake County is the only county with outstanding dues for the current fiscal year.
  - b. **Princeton Hydro Contract Addendum:** Princeton Hydro issued an addendum to their October 2011 contract for PCC's consideration. The original contract included design and permitting for the deconstruction of the Lassiter Mill Dam in Randolph County. The Addendum would extend their contract to include construction oversight for an additional \$13,500.00. This would bring the total contract amount to \$74,341.00. The motion was made to accept the contract addendum, utilizing Princeton Hydro's services for construction oversight. (M: Culberson, 2: Alston; unanimously approved)
  - c. **Fiduciary Bond:** Rudy Langley announced that the quote for the fiduciary bond policy was still not complete. The board agreed to seek advice of council member and attorney Bo Rodenbough while awaiting the quote in order to make an informed decision, and will discuss the matter further at the June meeting.
  - d. **Changes to Financial Reporting System:** Based on the recently completed audit of last fiscal year's finances, it has been recommended that PCC switch to monthly, accrual based accounting and reporting. Jacob presented some initial estimates from PCC's current contract bookkeeper, Amy Parker Cook, to perform the transition and monthly upkeep of the books. Amy estimated the initial setup fee to be \$130 (to switch to accrual) with a \$65 monthly fee after the initial setup. Amy informed Jacob that she now carries liability insurance. She will develop a formal proposal for the Board's consideration at the next meeting.
  - e. **FY 2013 Budget Amendments and Financial Status:** Jacob prepared two documents for the Board's review – a FY 3013 Budget vs. Actual sheet and a Financial Status report showing projected account balances and unobligated funds at the end of the current fiscal year. The Budget vs. Actual sheet showed PCC to be well under budget in most operating and project categories due to delays in several projects, and a slight overage

in Part-time Staff/Contract (\$4,150 over budget - Jacob's current contract was not figured into original budget) and General Liability Insurance (\$100 over budget due to additional insured not originally included). The Financial Status report took into account current obligations of cash-on-hand as well as projected income and reimbursements, showing PCC to hold an estimated \$24,122.17 of unobligated funds by the end of the fiscal year.

- f. **FY 2014 Budget Draft:** The draft FY 2014 budget was presented showing a Total Income (Grant Revenue + Sponsorship Revenue) of \$274,620.00, with only committed project funds and projected sponsorships being included. Total Expenses were shown to be \$269,197.00, with a change in net assets projected to be an increase of \$5,423.00. Several corrections were suggested for the final draft, to be considered at the June meeting of the Executive Board, including:
- Quote needed from J. Michael Fargis for financial review;
  - Change Insurance to reflect potential addition of fiduciary bond;
  - Reduce Organizational Dues to include 50% payment to NARCDC and SE Association, maintain 100% support of NC Association;
  - Delete line-item for Bank Service Charge;
  - Add line-item for Training & Education w/ no balance – to be considered on a case-by-case basis;
  - Adjust Durham County dues to reflect \$500 of in-kind support through office space and utilities in addition to \$1,500 cash contribution.
- g. **Grant Opportunities:** Motions were made to approve the following grant proposals for submission:
- **Chapel Hill High School 319 NPS:** The proposal amount of \$250,800 was recommended to support the project in addition to CWMTF support recently solicited. (M: Puckett, 2: Alston; unanimously approved)
  - **Durham SWCD 319 NPS:** The proposal amount of up to \$200,000 was recommended for a concrete channel drainage/stream restoration project. (M: Langley, 2: Green; unanimously approved)
- h. **Invoices:**
- The following were approved for payment in full. (M: Langley, 2: Green; Unanimously approved)
    1. **Jacob Leech - \$2,500.00**
    2. **Princeton Hydro - \$1,035.85**

**IV. Updates** – There were no project updates due to time limitations.

**V. New Business** – No new business.

**VI. Upcoming events/meetings**

- a. Next Executive Board Meeting is June 4 in Rockingham County at the Extension Office (Hazel will arrange) 6:00-8:30pm.
- b. Next Full Council meeting is July 18, 2013 at Alamance Community College 6:00-9:00pm.

**VII. Adjournment**

The meeting was adjourned at 8:55 pm.