

Piedmont Conservation Council, Inc.

FINAL Executive Board Meeting Minutes

October 4, 2011

Members Present: Eddie Culberson, Vice-Chair (Chatham), Bill Alston (Randolph), Frank Green (Rockingham), Rudy Langley, Treasurer (Alamance), Hazel Puckett, Secretary (Rockingham), Gail Hughes (Orange), Stephanie Grant (staff)

Members Absent: Alex Ashton, Hester Vernon, Talmage Layton

- I. Call to Order & Chairman Comments – Eddie Culberson acting Chairman for meeting
 - a. Eddie Culberson called the meeting to order at 6:52 p.m. on October 4th, 2011 at the May Memorial Library in Burlington and confirmed the presence of a quorum.
- II. Approval of Minutes

Approval of September 6th, 2011 Executive Board Meeting Minutes
Minutes from the September 6th, 2011 meeting were reviewed.

 - a. MOTION: Bill Alston made a motion to approve the minutes as written. Motion was seconded by Gail Hughes.
 - b. VOTE: Unanimously approved.
- III. Discussion Items
 - a. Accounting , Insurance, Website
 - i. Accounting: Ms. Grant informed board members that she is working with Amy Parker Cook to get required information for 990 submission to J. Michael Fargis.
 - ii. Insurance: Ms. Grant was previously unaware that PCC has two insurance carriers: RG Saunders for general corporate liability and Beehive for Directors and Members insurance. Beehive expires on 10/8/11; Ms. Grant has the application filled out for renewal and needs board approval to have Chairman sign it and submit. Mr. Culberson confirmed that the cost (\$744) is in the annual budget. Mr. Langley informed members that Beehive was acquired 4-5 years ago as an additional level of coverage and PCC has never had a need to make a claim. Ms. Hughes asked if we could combine the two for the cost savings. Mr. Langley said that it is difficult to find Directors and Members at an affordable rate. According to the Beehive application materials, they do not offer General Corporate Liability Insurance. Mr. Langley also pointed out that RG Saunders has always been a supporter and sponsor of PCC.

MOTION: Mr. Langley moved to renew Beehive Insurance. Seconded by Bill Alston.
Vote: unanimously approved.
 - iii. Website : Mr. Culberson suggested that a section be added to the website that lists all PCC projects by county. Ms. Grant explained that Cyberscribe recommended a monthly review and update and requested board members look for out of date information and typos, etc.

b. Strategic planning retreat, overall thoughts/comments

Mr. Culberson commented that he thought the retreat went well overall and we came out of it with good action items. However, he hopes that our fundraising efforts do not resort to selling raffle tickets, Gail Hughes agreed. Mr. Alston thought it went great, but wished it had been longer. He is accustomed to 2-day retreats, but he thought we got a lot accomplished for the time allotted. Retreats are used for bonding and relaxation as well as planning, and we skipped the other purposes besides planning. Mr. Green commented that the members that really needed to be present did not show up – as in people whose voices are rarely heard remain unheard. Ms. Grant appreciated the summarizing of board member experience and strengths so she can be aware of each member's expertise. Mr. Culberson

c. Retreat Action Items:

d. To be discussed at Full Council Meeting

i. Ranking projects and fundraising ideas:

Mr. Culberson suggested that Ms. Grant email out the lists for Council Members to review and rank via email, picking top 5. (by October the 14th) and the votes/rankings be presented at the Full Council meetings on the 20th. All council members agreed this would be the best course of action. Ms. Puckett suggested we especially consider financial benefits of projects we take on. Ms. Hughes asked about the "Guidebook for Sustainability and Fundraising" that Kip mentioned at the retreat. Mr. Alston has a copy which he loaned to Ms. Grant to review before the Full Council meeting.

ii. Committee for bylaw review

Mr. Green volunteered to be on a committee with Alex Ashton and Stephanie Grant to review bylaws and present changes to the Full Council on October 20th. The latest version is from April 2011. Mr. Alston noted that our bylaws could be entirely different now that we are not bound by NRCS. Mr. Culberson suggested we make a few simple changes for the time being that would help the Council function; namely changing representation rules saying you could work in the County to represent it; or the ability to have a teleconference Board meeting. Mr. Green agreed that we make a few simple changes now and said we could take up a bigger overhaul next year.

e. Proposal of Piedmont Local Foods to use remaining \$6,288 in the ZSR grant for their own promotional purposes instead of Don Freedman and Associates.

Mr. Ashton successfully negotiated with Don Freedman to keep these funds. Brenda Sutton has requested these funds to advertise Piedmont Local Food in Our State magazine in the Piedmont-Triad section over five issues and promotional materials. Mr. Langley commented that Ms. Sutton has done a lot for PCC, and did not receive adequate services and support on the Piedmont Local Food Event. He believes PLF deserves the funds to try and make up for that. Mr. Alston raised the question of what else PCC could do with the money if we keep it. Ms. Grant said that it would just become overhead funds, however these advertisements will help fulfill the

requirements of the ZSR grant. Mr. Culberson also suggested we ask Ms. Sutton to put a PCC logo or a saying “in partners with” or “this ad made possible by” or something of that nature in her ad.

MOTION: Mr. Alston moved to allow PLF to use remaining funds as long as she recognizes PCC in the Our State ads. Seconded by Rudy.

Vote: unanimously approved.

- f. Pass remaining funds to Randolph County S&W District for Quilt Trail continuation. RCS&W had previously requested \$200 to put brochures in the NC visitor’s center. However, the NC Tourism Board is allowing them to put the brochures in the center for free, so now they are asking exactly what money does PCC have left and can they use it. According to Ms. Grant there is \$1,754.13 left in the grant aside from PCC’s admin fee. Mr. Culberson and Ms. Grant discussed that if they have approved applications waiting, we could reimburse them for supplies, updates to website or brochure printing as funds allow. The website information may be cost prohibitive to update unless there was a lumped “Phase II” we could add. Same with the brochure. Mr. Alston said they have another 15-20 people ready to participate. Mr. Culberson suggested RCS&W give us a list of names and addresses and we reimburse them as work is done.

MOTION: Ms. Hughes moved to ask RCS&W district to give PCC names and addresses and PCC will pay any invoices as a result of continuing the project up to the remaining grant amount. Second: Alston

Vote: unanimously approved.

IV. Decision Items

- a. Keeping payroll employer accounts open
PCC is required to submit quarterly reports on employees, even though we don’t have any. We could let the status lapse and would have to reapply. Mr. Culberson suggested that at which point we can afford an employee, we can afford the cost and time to reapply. Ms. Grant added that Marilyn Meares mentioned at the retreat that it’s just forms and staff people can fill them out.
MOTION: Rudy Langley moved we close out the employer accounts with the IRS.
Seconded by Gail Hughes.
VOTE: Unanimously approved
Ms. Grant will tell Reavis and Parrish to close out the accounts.
- b. Renew Insurance: already taken care of
- c. Approval of Contract with Princeton Hydro for Lassiter Mill Dam.
Ms. Grant and Lynnette Batt worked on the contract with Princeton Hydro, and it has been reviewed/edited by Alex Ashton. We are waiting on the PH Scope of Work for insertion as an attachment in the contract, and proof of P.E. certification in NC. PH has already approved the draft and is ready for signature pending board approval. Mr. Alston asked about Ms. Grant being the key contact and if work will be ongoing after she leaves. Ms. Grant responded that it should be complete, and if not, all we have to do is notify PH of the change and give a new contact person.

MOTION: Bill Aston moved PCC approve the contract as it stands. Seconded by Hazel Puckett

VOTE: Unanimously approved.

Mr. Alston and Ms. Grant discussed bringing County Commissioners to the site.

d. Approval of Invoices

Stephanie Grant presented the invoices for approval for payment:

National Association of RC&D Dues: \$450.00. Ms. Grant noted that she sees a lot of value in this membership including frequent technical support and a membership to Grant Station.

SJ Grant Consulting, \$8,652.00

Talmage Layton, gas for FabLab: \$31.01

Kimley-Horn, \$16,949.50

Backwater Environmental, \$23,799.56

Kip Godwin (retreat mileage), \$225.33

Marilyn Meares (retreat mileage), \$248.43

MOTION: Bill Alston moved to approve the above invoices for payment. Seconded by Rudy Langley

VOTE: Unanimously approved

V. Project Updates

- a. ACC – Construction complete. Sampling (NCSU as a sub to EcoEngineering). Keep in mind that \$25k is held by CWMTF until after final report is submitted (late summer 2012). This remaining amount will be for sampling report and my final report. Construction ran ~5k over budget, but Jim Halley said he will reduce NCSU and Mike Ruck subagreements to make up for it. Ms. Grant has not spoken with Mark Newsome (ACC VP) recently, but Jim has been discussing final items with facilities staff. Mr. Langley asked if we had ever received anything in writing about the water flow across the parking lot, and if so, send something in writing back suggesting that they contact and engineer to take care of it and we have no money to take care of it.
- b. CW Stanford – Construction is underway, bioretention nearly complete. In general, project is moving along very well. City permitting done, County permitting still not done. Ms. Grant has been waiting for a couple of weeks for electrical sub signatures. Ms. Hughes also added that Terry Hackett has conducted a clean-up of the area with boyscouts (trash was discovered during clearing and grubbing), and she and Mr. Hackett will be presenting the project on Thursday October 13, 2011 at the _____.
- c. FabLab – MFL has been at Durham Bus Station. Has not gotten any donations. Ms. Grant has concerns about 1.staffing – we need to find people to be on fab-lab 24-7; and 2. a business plan to present to funders. Ms. Hughes expressed concern about the permanent location – she thinks that with the community college system as strong as it is in this state, and the motivated student body at these community colleges, and the rural people that come into the CC's, that we should work with them. Durham Tech is on the bus line. People going through there are paying for services from the CC, and might be able to afford the upper end of our sliding cost model, or Durham Tech could even

sponsor on an organizational level. It is Ms. Grant's opinion that the Durham Bus Depot is not a good place for the permanent lab because the space is too small and there is security issues being open 24-hrs a day without partitions. Ms. Hughes agreed to contact someone at Durham Tech. Mr. Culberson agreed to contact Doug Gulley at Durham Tech to talk about FabLab.

- d. Caswell County Wick applicator – no updates
- e. Casell County Farmland Protection Plan – no news on the Urban Forestry Grant

VI. Board Member Comments, New Business

- a. Gail Hughes presented a mock-up of the poster to be presented at the National Environmental Educators Conference about the CW Stanford stormwater project by her, Terry Hackett, and Eric ____ (8th grade science teacher). She realized that the photos they put on the poster covered where it said "Piedmont Conservation Council" but it will be fixed. The conference will be Thursday 10/13/11 in Raleigh. She will ensure the school board and county commissioners see it, and put one in the high school and one in the middle school.
- b. Gail Hughes also added that the OCSB had a connection at the Nicholas School that has begun sampling the CW Stanford project at no expense. N, P, hydrocarbons, particulates, etc.

VII. Upcoming events/meetings

- a. Full Council Meeting scheduled for October 20st, 2011 at Alamance Community College, with an optional tour of the stormwater project at 5:30pm.
- b. Next EB meeting Tuesday November 1st, 2011 6:30pm-8pm at the May Memorial Library. The board discussed the possibility of postponing the meeting to the 8th because the 1st is less than 2 weeks after the full council meeting. Ms. Grant passed on that Mr. Ashton would prefer the 1st and cannot make it on the 8th. The rest of the group agreed that the 1st works better for them.

VIII. Adjournment

MOTION: Rudy Langley moved to adjourn the meeting. Seconded by Bill Alston.

VOTE: Unanimously approved.

The meeting was adjourned at 8:25 pm.