

BOARD MEETING MINUTES

Present: Kristin Scott, Chairman
Rebecca Ortwein, Vice Chairman
Victor Vanover, Secretary/Treasurer
Debra Waller
Loren Hand
Jason Roberts
Karen Hlavacek

Staff: Mark Jacobs
Susan Brown
J.T. McMullen
Megan Clere

Field Rep: Pam Williams
NRCS: Ian Young (NP)
John Stork

Guests: Mike Wilson, Kevin Black, and Daniel Franks

- I. **CALL TO ORDER:** The meeting was called to order at 7:05pm by Chairman Kristin Scott.
- II. **INTRODUCTIONS:** Everyone went around the room and introduced themselves.
- III. **MINUTES:** There was no discussion of the November 2018 Minutes. Victor Vanover motioned to accept the November 2018 Minutes. Rebecca Ortwein seconded. All in favor.
- IV. **TREASURER'S REPORT:** The November 2018 Treasurer's Report and Financial Reports were presented. Debra Waller motioned to accept the November 2018 Treasurer's Report. Loren Hand seconded. All in favor.
- V. **DISTRICT REPORTS:**
 - i. District of Conservation (DOC) Report: Pam Williams read through the DOC December Reminders. All Field Representative are receiving technical assistance training for State Cost Share (SCS) at this time. SCS applications are due by December 31st. All Oath of Office papers are due to Johnna ASAP. Reminder for tree seedlings are due by April.
 - i. 10-Minute Training: Pam Williams reviewed the 10-Minute Training. There was no discussion.
 - ii. Ian Young, NRCS: John Stork reviewed the NRCS Report. Victor Vanover asked about what was considered a "small" watershed in the Farm Bill. John Stork will report back to him.
 - iii. District Staff Reports
 - i. Susan Brown
 - ii. Mark Jacobs
 - iii. Megan Clere
 - iv. J.T. McMullen, NWQI Pilot Project
- VI. **UNFINISHED BUSINESS:**
 - a. Earl Jones Property: The deed was passed around. Megan Clere will send this to Gwen Vice to review. Rebecca Ortwein motioned to sign the document upon Gwen Vice's reviewal. Victor Vanover seconded.
 - b. Amazon Stream Mitigation – Mark Jacobs: Meeting are continuing. They have visited the Lim Property, Dinsmore Property expansion, Camp Michael's, Sebree Property, and others.
 - c. Annual Reviews (moved to end) – Board Members: Upon reviewal of the budget and

evaluation, Debra Waller motioned Megan Clere to receive a \$1.50 raise, beginning December 26th. Rebecca Ortwein seconded. All in favor.

- d. Habitat Management Workshop – BCCDKY Staff/Supervisors: Megan Clere, Mark Jacobs, Susan Brown, Kristin Scott, Victor Vanover, Rebecca Ortwein, and Debra Waller attended the Habitat Management Symposium on December 10th and 11th at the Kentucky State University Research Farm. The workshop provided useful information and will be utilized for the BCCDKY Forest Conservation Workshop and future programs.
- e. Memorandum of Agreement (MOA) with The Boone Conservancy (TBC) – BCCDKY Staff: Susan Brown passed around the MOA for review. Pam Williams added one edit. Victor Vanover motioned to add Pam Williams’ edit and send to TBC for review. Rebecca Ortwein seconded. All in favor.
- f. Dress Code – Rebecca Ortwein: The dress code policy was approved and will be added to the HR Policy Manual at the next HR Policy Committee Meeting.

VII. NEW BUSINESS:

- a. Budget Updates – Budget Committee: The Budget Committee will have another meeting in the next coming weeks.
- b. ORBCRE Membership – Rebecca Ortwein: Rebecca Ortwein explained the ORBCRE mission and how it aligns with our own. Debra Waller motioned to become an ORBCRE member for \$200/year. Karen Hlavacek seconded. All in favor.
- c. Green Umbrella Membership – Megan Clere: ****Tabled for January****
- d. Social Media Clause – BCCDKY Staff: Susan Brown passed around a prepared social media clause. Jason Roberts motioned to add this to the HR Policy Manual. Victor Vanover seconded. All in favor.
- e. Conservation Kids Camp (CKC) Update – Susan Brown: CKC will be June 11th-14th. Most volunteers are confirmed already. Each day will be a theme (Day One, Water; Day Two, Wildlife, etc.). There will be new organizations involved this year, including Sanitation District No. 1. Registration will be opened in January and run until March 31st online using the Square for online payments.
- f. Basic Notary Training – Megan Clere: Megan Clere explained the convenience of becoming a notary for the office and building. Debra Waller motioned to pay \$100 for the basic notary training. Karen Hlavacek seconded. All in favor.
- g. Name tags – Megan Clere: The name tags will have the general ‘Board Supervisor’ to be utilized year after year. Megan Clere will order the name tags for less than \$150 before the next Board Meeting.

VIII. MISCELLANEOUS:

- a. Matt Wooten
 - i. Owes \$30 for CKC

With no further business, Debra Waller motioned to adjourn. Karen Hlavacek seconded. All in favor. The Board Meeting adjourned at 8:47pm.