

## RECORDING MINUTES OF A MEETING

\*A SIMPLE GUIDE WOULD BE TO FOLLOW THE AGENDA WHEN TAKING NOTES AND RECORDING MOTIONS

The following is a guide and a Sample is included.

Call meeting to order (who and at what time)

Introductions (record those present and their affiliation)

Approvals (record motions to approve)

Treasurer's Report (record topic & any resulting motions)

Old Business (record the topic and any motion)

New Business (record the topic and any motion)

Partner Agencies (record brief summary of information presented)

-If no report is available, avoid commentary, simply record 'no report'

Grant Review (record brief summary of information presented)

Field Report

Other (brief summary)

Upcoming Events (may or may not re-list from Agenda)

Adjourn (record the time)

Next Meeting (record next meeting date)

Executive Session (if board retires to executive session, it should be recorded properly). Do Not take notes of discussions held in Executive Session. Motions cannot be made in executive session, motions stemming from discussion held in executive session must be recorded after coming out of executive session and should be recorded just like any other motion.

\*Robert's Rules of Order and Dunbar's (Parliamentary Procedure Instructional Materials Center) are resources available as guides to conducting meetings and public business.

Lawrence Conservation District  
Board of Supervisors Meeting  
Aug. 2, 2017  
District Office Building  
Spearfish SD 57783

*APPROVED MINUTES*

Those present were: Supervisors Karl Jensen, Charles Edwards, Charles Nicholas and Eric Hanson, District Conservationist Justin Boerboom, Division Forester Allyssa Gregory and District Manager Zindie Meyers.

Chairman Jensen called the meeting to order at 6:00 p.m.

Charles Edwards moved to approve the minutes of the July 5, 2017 board meeting. Eric Hanson seconded. Motion carried; unanimous vote.

Bills and deposits were presented for review. It was noted that the county commission did not include an increase of funding for the district in their preliminary budget for 2018. Charles Edwards moved to contribute \$75.00 to the SDACD Endowment Fund in honor of Rod Baumberger. Eric Hanson seconded. Motion carried; unanimous vote.

Justin Boerboom gave the NRCS report with updates on programs, events and office staffing.

Allyssa Gregory updated the board on promotion efforts for the Aspen grant. She has 13 site visits scheduled in response to landowner contacts. She also recommended that the conservation district note planting restrictions for Russian Olive on the tree order form.

Committee reports were given.

Charles Nicholas moved that the Lawrence Conservation District enter into joint powers agreements with Custer, Elk Creek, Fall River and Pennington Conservation Districts for the purpose of grant administration within the boundaries of those district on projects approved under the Aspen Regeneration and Restoration Grant. Charles Edwards seconded. Motion carried; unanimous vote. Chairman Jensen signed the agreement.

Agenda for the SDACD convention was discussed and those planning to attend were made aware of registration deadlines.

District pricing was reviewed and no changes recommended for 2018.

Meeting adjourned at 7:03 p.m.

*Zindie Meyers, recorder*

BUTTE CONSERVATION DISTRICT  
JANUARY 13, 2015  
MINUTES

Call meeting to order: Tim Reich @ 6pm

Present: Tom Berdan-GF&P, Sarah Eggebo, Cliff Conry, Melanie Williamson, David Winkler, Tim Reich and Yvette Kirkman

Absent: Jeff Smeenk

Approval of Minutes

Williamson moved to approve the minutes of the last meeting, Conry seconded, all in favor, motion carried.

Approval of Treasurer's Report

Winkler moved to approve the treasurer's report and pay bills as presented, Williamson seconded, all in favor, motion carried.

Old Business

New Business

Board Re-Organization – At 6:07p Tim Reich turned the meeting over to Sarah Eggebo, Eggebo called for nominations for Chairman, Conry nominated Reich, Williamson seconded and Winkler moved that nominations cease, all in favor, motion carried. At 6:10p Eggebo turned meeting over to Reich, who called for nominations for Vice Chair, Conry nominated Winkler, Williamson seconded the motion and moved that nominations cease, all in favor, motion carried. Reich called for nominations for Secretary/Treasurer, Williamson nominated Conry, Winkler seconded and moved that nominations cease, all in favor, motion carried.

Tree/Drill Report – Currently 6 MP, 27 HP orders and 2 individuals scheduled for the drill in April. Surplus cancellations are due Feb. 1 and all planting deposits are due Jan. 30<sup>th</sup> or they will be cancelled. Discussion regarding a potential planting, it is late coming in and essentially a renovation, the planting will be moved to 2016.

Grant Review – update on current grants, all signed contracts have been returned on new grants and should start seeing more finished projects coming in.

BFRWP – next meeting March 5 @ 1pm, First Interstate Bank, BF

Tim reported that the last 319 funding round was successful and several more projects will get funded in the spring, the last meeting that was held was focused on Spearfish Creek and how/where to start on improvement of issues (irrigation delivery, bank stabilization and flooding)

Vale Ag Show – Jan. 14<sup>th</sup> @ Dave's Neighborhood Pub (Vale) 10a-2p

Field Report – see attached

Tom Berdan, SD GF&P, was in attendance to report on potential funding sources for projects, not all details have been ironed out but Butte CD was on board if partner projects should become available

Other Business

Yvette reported dates for the Newell Science Fair, David mentioned that he would be judging again this year and also dates for the Hospice Ball, which we participate as an auction donor

Tim also reported on his meeting with Jeff Zimprich, State Conservationist and the potential for having an informal summer gathering to showcase what the BFRWP has accomplished and brainstorm how to move forward

Upcoming Dates

Jan. 14 – Vale Ag Show

Jan. 19 – Martin Luther King Holiday – Office Closed

TBA – Leadership Conference (postponed due to weather)

Jan. 30 – Feb. 8 – Black Hills Stock Show

Executive Session – At 6:52 the board went into executive session for the purpose of discussing personnel items. At 7 the board returned to regular session, Dave moved to approve a pay increase for the district manager, Melanie seconded, all in favor, motion carried.

Adjourned: 7pm

Next Mtg: Feb. 10 @ 6pm