

# San Juan RC&D Council Board Meeting

October 20, 2009 ❖ 9:00-12:00

SJRC&D Office / USDA Service Center

## Minutes

Present: Bob, Roy, Jim, Doug, Nicole, Dave

Absent: Wanda, Cindy

### **Call to Order - 9:08am**

Approval of Minutes from Previous Meetings: September 17, 2009.

Motion-Jim

Second-Roy

Motion Approved

### **Treasurer's Report**

◇ Travel Reimbursements

◇ Review and Discussion of Balance Sheet Detail & Statement of Financial Position – Aug/Sept 2009

*Action: Nicole*

- Memorize Reports by Project
- Quarterly Notice to Projects of Financial Position
- Quarterly Finance Meeting with Board Members Budget vs. Actual /Financial Position
- Ask Marcy about 2 Interest Incomes on P&L

◇ Checks #3089-3095

◇ ACHs dated 9/11/09 and 9/25/09

### **Council Business**

#### **Old Business-Discussion**

◇ Annual Meeting

Wednesday, Nov. 18<sup>th</sup>

Roy arranged room at Rec Center and food through 4-H

Jim Isgar not available

Bruce Whitehead not available

Speakers list –Discussion

Janet Wolf- Animas Watershed?

La Boca – Gabe Eggers?

Jane -confirmed

San Juan Basin Recycling Assoc.?

Peter Butler?

*Action: Nicole /Doug*

- Send Invitations
- Send invitees to Council Members
- Finalize speakers
- Christmas Party research

◇ Colorado League Update-Bob

League Training-Sustainability

Conference Call tonight 7pm

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## Minutes

- ◇ 2009 Budget
  - Deficit this year to come out of our reserves
  - Deficit in 2010 unless we reduce expenses/increase income
  - Discussion about Weather Modification and new format for contracts and funding

- ◇ 2010 Budget-Discussion
  - Payroll Dept. vs. In-house payroll processing
  - Motion to investigate in-house payroll
  - Second
  - Motion approved

### *Action Roy/Nicole*

- Look at Payroll In-house and 990 In-house

### *Action Nicole*

- CANPO/DANPO discounts on insurance? Research
- Review insurance policies on yearly basis with insurance rep (as per QAP Report)
- Bulk rate postage research
- Look at Office Supplies & Registration/Meetings line item in QB immediately and send to BOD
- Travel/Mileage change to Council Travel and Mileage

Motion to retain mileage but drop per diem and Council will buy lunch and board contribution receipt provided to Council Board Members each year for tax purposes

Second

Motion approved

### *Action Nicole/Bob*

- Finalize review and have ready for November

- ◇ Other Old Business
  - Audit vs Review
  - Action Nicole*
    - Cost of Audit in past

## **New Business**

- ❖ Fiscal Sponsorship, Administration Percentage and Fees for Service-Discussion
  - Action Nicole*
    - Order Fiscal Sponsorship Book -6 Ways of Doing Business
- ❖ Grant Writing Service and Fees to Charge - Discussion
- ❖ Office Manager Position –Discussion
  - Action Nicole*
    - Marketing Plan and Business Plan

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## **Minutes**

### ❖ Other New Business

DUI Court Discussion

*Action Nicole/ Doug*

- Meeting with them to determine hard numbers, budget, program and background

*Action Nicole*

- Create proposal for grant services
- Connect with Amy –Probation Officer to enter in to partnership

### **Other Business**

RRCC Nov 5, Pagosa Springs

Coordinator Update

Office Manager Update

Regional Council of Government –COGS Discussion led by Roy

### **Council Work Session**

**Calendar Training – Roy Demonstration**

### **Lunch by CJ's**

**Annual Plan of Work-Discussion**

**Next Board Meeting:** November 18, 2009, 1:00 to 3:00 at Durango Rec Center

Speaker - Joe Keck

**Meeting Adjourned at 12:50pm**

**SJRCD Board Meeting Minutes (10/20/09)**