

***NYS Conservation District Employees' Association  
NYS Soil and Water Conservation Committee***

**TO:** SWCD Directors and Staff  
County Water Quality Coordinating Committee Members  
Cooperating Agencies and Organizations

**FROM:** Jim Lieberum, President, NYSCDEA  
Mike Latham, Director, NYSSWCC

**DATE:** January 10, 2012

**SUBJECT:** 2012 Water Quality Symposium / CDEA Annual Training Session  
Holiday Inn Auburn, NY  
March 13 - 16, 2012

Dear Friends and Colleagues,

We would like to invite you to the 2012 Water Quality Symposium and the NYSCDEA Annual Training Session to be held at the Holiday Inn in Auburn, NY on March 13-16, 2012.

The strong partnership between the State Soil and Water Conservation Committee, the Conservation District Employees' Association and the NYS Department of Agriculture and Markets makes this Symposium possible. The teamwork of many individuals makes this conference an excellent opportunity to advance natural resource protection fundamentals across the State.

Education and training efforts remain a high priority for all parties involved and locating alternative resources for future symposiums is an ongoing and challenging process.

Please send a separate registration form with class choices for each person attending and return it with your payment to: **Lewis County SWCD, 5274 Outer Stowe Street, Suite #1, Lowville, NY 13367 or by email [nbillhardt@lewiscountyny.org](mailto:nbillhardt@lewiscountyny.org) by February 17, 2012.** Registration forms will be accepted electronically, *payments must still be mailed.* If you have any questions, please contact Nichelle Billhardt, Lewis County Soil and Water Conservation District at (315) 376-6122.

***The 2012 NYSCDEA  
Annual Training Session  
and  
Water Quality Symposium***

Presented By:

The New York State Conservation District Employees' Association, Inc.  
&  
New York State Soil and Water Conservation Committee

**March 13-16, 2012**

**Holiday Inn  
Auburn, NY**



*"Providing Today,  
Protecting Tomorrow"*

**New York State Conservation District  
Employees' Association**

New York State  
**Soil & Water**  
Conservation Committee

## General Information

Training Session Dates: Tuesday, March 13, 2012 1:00 pm - Friday, March 16, 2012 11:30 am

Registration Deadline: February 17, 2012 (**Please register early**)

Location: Holiday Inn Auburn  
75 North Street  
Auburn, NY 13021  
<http://www.hiauburn.com/>

Hotel Telephone: (315) 253-4531

General Directions: <http://www.google.com/maps?q=holiday+inn+auburn&fb=1&gl=us&hq=holiday+inn+auburn&ie=UTF8&hl=en&view=map&cid=17680120151708171121&ved=0CFYQpQY&ei=23YCTdr9O6j8ygSd-JDJCA&hnear=&z=16&iwloc=A>



Parking: Parking is provided at the facility

Hotel Facilities: In room coffee makers, hair dryers, iron/ironing board  
Hi Speed Internet, Wireless Internet, Pool

2012 Water Quality Symposium Schedule of Events

Time	Tuesday, March 13	Wednesday, March 14	Thursday, March 15	Friday, March 16
7:00-8:15 8:30-12:00		Breakfast  1. CNMP (8AM – 12:00) 8. Battling for your Budget 9. PowerPoint for Beginners 10. FOIL *** (begins at 10)*** 11. Making Maps with Mad Skills 12. Cover Crop Management 13. Stormwater Design 14. CPESC Review (offsite)	Breakfast  1. CNMP (8AM – 12:00) 18. Making The Web Work For You 19. Access for Beginners 20. Grant Writing 21. Agricultural BMP's 22. Basic Hydraulics 23. Environmental & Ecological Principles	Breakfast: 7:30 – 9:00 am  Sessions begin at 9 am other than CNMP 1. CNMP (8:00-Noon) 25. Districts in the News 26. Help the Board Conduct an Audit 27. Files Management 28. Equestrian Land Stewardship 29. Technician's Forum 30. Watershed Panel
12:00-1:00	<b>Registration 11:00 AM</b>	<b>Lunch (Division Meetings During Lunch)</b>	<b>Lunch</b>	<b>Classes End 11:30 am/ Check-Out</b>
1:30-4:30 PM	<b>Opening Session 1:00 – 1:25 pm Classes begin at 1:30 PM</b> 1. CNMP (1:30 PM - 5 PM) 2. Clerk's Forum 3. Manager's Forum 4. Problems In Construction 5. Emergency Stream Response 6. Hazard Mitigation 7. Educator's Entourage	<b>Classes begin at 1:00 PM</b> 1. CNMP (1:00 PM - 5 PM) 8. Battling for your Budget 12. Cover Crop Management 13. Stormwater Design 14. CPESC Review (offsite) 15. PowerPoint for Intermediate 16. Competitive Bidding and Ethics 17. ArcGIS: Better Data & Maps	<b>Classes begin at 1:00 PM</b> 1. CNMP (1:00 PM - 5 PM) 18. Making The Web Work For You 19. Access for Beginners 21. Agricultural BMP's 22. Basic Hydraulics 23. Environmental & Ecological Principles 24. Grant Tracking	
5:30	<b>Dinner (5:30 - 6:30)</b>	<b>Dinner and CDEA Annual Meeting (6:00 - 8:00)</b>	<b>Reception - 6 pm</b> Raffle and Auction results <b>Banquet – 7 pm</b> with Recognition Awards Followed by camaraderie and entertainment	
7:00-Until	Entertainment at 9:00 at the bar	Entertainment at 9:00 at the bar		

# Opening Session Agenda

Tuesday, March 13, 1:00 p.m. - 1:25 p.m.

## Welcome and Opening Remarks

Mike Latham, Director, NYSSWCC, Division of Land and Water, NYS Department of Ag and Markets,  
Jim Lieberum, President, NYS Conservation District Employees' Association

## Training Session Orientation

Nichelle Billhardt, Vice-President, NYS Conservation District Employees' Association, Inc.

## NYS Conservation District Employees' Association

Nominations of Officers

**Course Descriptions:** For clarity, the course numbers on the **Registration Form** and **Schedule of Events** correspond with the numbers in the course descriptions below.

### 1. Title: Comprehensive Nutrient Management Planning (CNMP) Training: (NRCS Phase 2)

**Instructors:** Personnel from the NYS Department of Agriculture and Markets, Cornell University, Cornell Cooperative Extension, USDA-NRCS, NYSDEC, and AEM Certified Planners.

**Date and Times:**

	3/13/12 1:30-5 pm	3/14/12 8am – 5pm	3/15/12 8am – 5pm	3/16/12 8am-Noon
<b>AM</b>		NY 312 Watersheds Farm Business Goals Erosion Control	Resource Problems & Solutions: Concentrated Sources, Pastures, Pathogens & Feed Management	Planner Responsibilities Tour of a CNMP
<b>PM</b>	Policy Planning Procedures Standards DEC Permits	Nutrient Management (NY-590)	Resource Problems & Solutions: Manure Storage, Transfer & Treatment; Emergency Action Plan; Neighbor Relations	

**Description:** An intensive, four-day training on the development of Comprehensive Nutrient Management Plans (CNMP). The training is required for planners seeking certification to become an AEM or NRCS Planner and provides credit for Level 3 Ag Planning within the Soil and Water Conservation District Training Curriculum. The session is divided into components to allow currently Certified Planners to attend portions of the training as an update.



Qualifies for Technician Training Curriculum and application has been made for CCA CEU's.

\*Note extended instruction times for this course. Instructors include: Dale Gates, Greg Albrecht, Bob Brower, Jeff Ten Eyck, Quirine Ketterings, Karl Czymmek, Shawn Bossard, Paul Cerosaletti, Rob DeClue, Christine Watkins, Dave Roberts, Dale Dewing, Richard Martin, etc.

**2. Title: Clerks Forum - Accepting Credit & Debit Cards with Quickbooks**

**Instructor:** Debra Kelley (*Chautauqua County SWCD*)

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** These days more and more customers prefer to use electronic forms of payment. Come learn how to use QuickBooks software to accept and process Credit Card and Debit Card Payments for your District. There will be time for open discussion, so please, bring any ideas or questions you may have to share with others in your position. (*The Clerks Forum has been moved to Tuesday so that you have the rest of the week to network with co-workers on topics or questions generated at the Forum*)

**3. Title: Manager's Forum**

**Instructor:** PJ Emerick (*Ontario County SWCD*)

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** This forum has been scheduled at the beginning of the week to generate conversations that can be continued throughout the week. Discussion will entail the rising cost of health insurance, employee retirement, and other District expenses. With costs reaching unprecedented heights, how can we search for ways to reduce these expenses? What are our options for seeking out new sources of stable, long term funding? Please come join us for an informal discussion on new funding ideas such as municipal agreements, NYS Department of Transportation's Memorandum of Understanding with Districts, stormwater services, Agricultural Nonpoint Source and WQIP grants, and much more.

**4. Title: Common Problems During Construction and How to Avoid Them**

**Instructor:** Carl Bartlett (*Madison County SWCD*) and Ryan Cunningham (*Skaneateles Lake Watershed Agricultural Program*)

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** We have all been there and know how easily it can happen. This class will have real life case studies of projects that didn't turn out as expected. It is a fine line between success and failure. One misstep along the way can be the undoing of a project. We will discuss from planning, implementation, operation and maintenance, through Tier V evaluation how each one of these projects started and finished. Then we will determine the misstep that occurred in the process, which led to the project going astray. The class will finish up with some great ideas on what to do before construction starts to ensure no surprises arise during construction.

**5. Title: Emergency Stream Response**

**Instructor:** Richard Weidenbach, Graydon Dutcher, Thomas Mallory (*Delaware County SWCD*)

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** With the extreme flooding issues seen across the state in the last five years, Delaware County SWCD has developed and implemented an emergency stream triage program that is being utilized to train both contractors and municipal officials on what to do immediately following a flood event. The staff from Delaware SWCD will share why they developed this program and how it is being successfully implemented in their watersheds.

**6. Title: The Federal Hazard Mitigation Program- Assisting Communities and Building District Capacity**

**Instructor:** Jim Lieberum (*Warren County SWCD*), Kevin Lewis (*Oneida County SWCD*)

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** Many municipalities are turning to Districts to assist with repairing their communities from recent severe storm events and in some counties, Districts have been asked to take on the role of Hazard Mitigation Coordinator. Through many federal (FEMA) and state (SOEM) agencies, funds are available to assist the communities, could your District be one?

Listen and learn from several Districts about being involved with Pre-disaster mitigation, Hazard mitigation and recovery programs. This may be a good opportunity to show more value to your county at budget time!

**7. Title: Educator's Entourage**

**Instructor:** Soil and Water Conservation District Educators including Diane Fiorentino (*Chemung*); Robyn Worcester (*Greene*), Seth Dennis (*Tompkins*), Chelsea Benson (*Columbia*), Caitlin Stewart (*Hamilton*) and Judy Spring (*Genesee*).

**Date:** Tuesday, March 13<sup>th</sup>                      **Time:** 1:30 PM – 4:30 PM

**Description:** Spark new and creative ways to convey your conservation message. Join some of the best educators in the state to gather new and innovative ideas for your presentations to people of all ages! This will be a casual and fun class with energetic presentations on a range of topics from streams and macro invertebrates, to our old friend Ronny Raindrop.

**8. Title: Battling for your Budget - Strategies that Work!**

**Facilitator:** William Cooke (*Communications Consultant*)

**Date:** Wednesday, March 13<sup>th</sup>                      **Time:** 8:30 AM – 4:30 PM

**Description:** The time to focus on your future funding is now and all year-round! The more the public and decision-makers understand Districts, the more they support them. Making this happen is everybody's job. Join long-time District supporter William Cooke to discuss proven strategies to help advance your outreach efforts. Hear from District Managers who employed specific communications techniques with successful results. Bring your ideas on ways you've worked to bolster your budget. Understand how just a few minutes of your time can make all the difference to the future of your District.



*Application has been made for 6 credits towards Competency #1 of the Management Certification.*

**9. Title: PowerPoint for Beginners using Microsoft Office 2007**

**Instructor:** Margaret Colella (*Cayuga-Onondaga BOCES Center for Learning Adult Education*)

**Date:** Wednesday, March 14<sup>th</sup>                      **Time:** 8:30 AM – Noon

**Description:** This course will teach you the basics of using Microsoft PowerPoint to create professional presentations.



*Please bring your laptop with Microsoft Office 2007 installed. (Please only attend if you will be working with the 2007 version of Microsoft Office -trying to teach other versions will take away from the effectiveness of the class.)*

**10. Title: FOIL and the Open Meetings Law and How They Apply to Districts**

**Instructor:** Bob Freeman (*Committee on Open Government*)

**Date:** Wednesday, March 14<sup>th</sup>                      **Time:** 10:00 AM – Noon

**Description:** New York State's Freedom of Information Law allows members of the public to access records of governmental agencies. Learn the direction concerning the time and manner in which agencies must respond to FOIL requests and about what is public and what is not. Also learn about the requirements imposed by the open meetings law. Questions will be answered throughout the session.

**11. Title: Making Maps with Mad Skills**

**Instructor:** George Hilton (*Town of Queensbury*)

**Date:** Wednesday, March 14<sup>th</sup>                      **Time:** 8:30 AM – Noon

**Description:** This GIS course is designed to assist the technical staff person with the skills needed to develop consistent, useful maps geared not only to the requirements of AEM Conservation plans but also to the ultimate customer – the landowner. Emphasis will be placed on mapping requirements, consistent use of tools, readability and usefulness without duplication or overwhelming the customer. The contents and elements from this course go beyond the AEM program and make it a solid platform for all mapmaking.



*Application has been made for CCA CEU's and laptop with ArcGIS 9.x is required for this course.*

**12. Title: Cover Crop Management and Programming**

**Instructors:** Personnel from the NYS Department of Agriculture and Markets, Morrisville State College, Soil and Water Conservation Districts, AEM Certified Planners, and others.

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

**Description:** A full day class detailing:

- A. Benefits of cover cropping
- B. Basic applications and management of various cover crops in rotations common on NYS farms
- C. Innovative uses of cover crops for dairy farms
- D. Case studies of how Districts and private sector crop consultants have supported both the initial adoption and longer-term use of cover crops by farms



*Qualifies for Technician Training Curriculum and application has been made for CCA CEU's.*

**13. Title: Phase II Stormwater Ponds and Green Infrastructure Design**

**Instructor:** Paula Smith (*P.E., CPESC, CPSWQ, CMS4s*), Kelly Emerick (*CPESC, CPSWQ, CMS4s*) John Dunkle (*P.E., CPESC, CMS4s*)

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

**Description:** Attributes of stormwater pond design for effective stormwater pollutant removal, including inspection requirements for maintenance to ensure proper function. *Application and design of the new Green Infrastructure practices, specifically Bio-retention, Raingardens, and Vegetated Swales.*



*Qualifies for Technician Training Curriculum.*

**14. Title: CPESC Review (Offsite)**

**Instructor:** Phil Griswold (*Seneca County SWCD, CPESC*)

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 8:00 AM -5:00 PM

**Description:** If you are planning on taking the CPESC exam anytime soon or just need a brush up in Erosion and Sediment Control, then mark this course down! Be prepared to MUSLE through soil loss equations, review erosion and sediment control practices and learn how to figure out pure live seed rates. A CPESC Exam will be held for attendees at a later date. Lunch and breaks will be provided.

💧 ***If you have a week-long registration, a \$75.00 fee is charged for this course to cover the required CPESC review manual. If you are taking the CPESC Review course only, the total cost is \$175.00***

💧 ***This review course will be at the Cayuga County SWCD Office on 7413 County House Road in Auburn from 8:00-5:00. Lunch, breaks and all materials will be provided at the site.***



*Qualifies for Technician Training Curriculum.*

**15. Title: PowerPoint for Intermediate Users using Microsoft Office 2007**

**Instructor:** Margaret Colella (*Cayuga-Onondaga BOCES Center for Learning Adult Education*)

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 1:00 PM – 4:30 PM

**Description:** In this course you will learn how to plan, organize, design, and deliver professional presentations using PowerPoint. This session will include enhancing, and viewing presentations that contain charts, links, sound, action buttons, and more!



*Please bring your laptop with Microsoft Office 2007 installed. (Please only attend if you will be using the 2007 version of Microsoft Office -trying to teach other versions will take away from the effectiveness of the class.)*

**16. Title: Competitive Bidding and Ethics**

**Instructor:** Mark Stevens (*NYS Comptroller, Department of Legal Services*)

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 1:00 PM – 4:30 PM

**Description:** Learn the rules, regulations, and purpose of competitive bidding. You will also learn the role of the board of directors in the process and what is subject to competitive bidding.

**Ethics:** Learn how NYS employees, government officials, and Public Corporations are regulated in the ways of ethics, political activities, and post-employment rules after leaving government service.

**17. Title: Arc GIS Tips and Tricks for Better Data and Maps**

**Instructor:** George Hilton (*Town of Queensbury*)

**Date:** Wednesday, March 14<sup>th</sup>      **Time:** 1:00 PM – 4:30 PM

**Description:** Have you ever wondered if there is an easier or better way of utilizing GIS tools? Have you seen a professional present data in an understandable and eye opening fashion? Well, rest assured there are a number of simple tools, extensions, tricks and scripts available for you to utilize. This course will assist in developing your GIS skill set to better present information for reports or public information.



*A laptop with ArcGIS 9.x is required and this course and qualifies for the Technician Training Curriculum.*

**18. Title: MAKING THE WEB WORK FOR YOU: Site Design, Writing, Social Media & Messaging that Gets Noticed.**

**Instructors:** Keith Kobland (*News Anchor/Reporter, Channel 9 Syracuse*), John Sheehan (*Environmental Communications Specialist*)

**Date:** Thursday, March 17<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

Join our good friend and long-time District supporter, television news anchor/reporter Keith Kobland, who will discuss how news reporters use social media sites like *Facebook*, *Twitter* and *LinkedIn* to generate story leads. Learn how to get the attention of the broadcast media, access reporters and elevate your web stories into news features. Come and find out how these emerging communication technologies can work to showcase your District and your best work.

Media expert John Sheehan will share some real world successes and failures in website design and content, while revealing simple methods for keeping your site attractive, useful and up to date. Learn ways to increase your web site's effectiveness by simplifying its appearance and improving its user-friendliness. You will gain tips for building an 'electronic storefront' that will make people want to look inside.



*Applying for 6 hours toward Competency #1 in the Management Certification Program.*

**19. Title: Access for Beginners using Microsoft Office 2007**

**Instructor:** Margaret Colella (*Cayuga-Onondaga BOCES Center for Learning Adult Education*)

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

**Description:** Learn to create a database of collected, related data organized in a manner to easily access, retrieve, and utilize. Skills acquired during this workshop include: creating a new database, creating a table, managing a table, filtering records, creating queries, creating relationships, and creating reports.



*\*Please bring your laptop with Microsoft Office 2007 installed. (Please only attend if you will be working with the 2007 version of Microsoft Office- trying to teach other versions will take away from the effectiveness of the class.)*

## 20. Title: Successful Grant Writing

**Instructor:** Margit Brazda Poirier (*Grants4Good*)

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 8:30 AM – 12:00 PM

Workshop participants will learn the skills needed to write compelling state and federal grants. Topics will include:

- 1) How to find funding sources (corporate, foundation, and government sources)
- 2) Preparing information commonly asked for in grant applications (e.g. Work Plans, Budgets)
- 3) Tips for developing state and federal grant applications.

## 21. Title: Agricultural Best Management Practices

**Instructors:** Tom Eskildsen (*Yates County SWCD*), Carl Bartlett and Steve Lorraine (*Madison County SWCD*)  
Additional Instructors TBD

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 8:30 AM - 4:30 PM

**Vineyard BMP's:** Vineyards require adequate drainage and often multiple types of drainage are needed. Discussion on what types, when and how to implement will be covered. Pesticide management in vineyards is a critical component. Pesticide mixing and loading facilities as well as new technologies will be covered.

**Milkhouse Waste Systems:** What should you use to handle your milkhouse waste? A pump out system. Maybe a VTA with a dosing setup. We will cover both and what design considerations should go into your decision.

**Wetland Treatment Systems** - NRCS 656: An overview of the proper use and application of this practice. Discussion on design criteria and where they are best suited for implementation.



*Application has been made for CCA CEU's and qualifies for the Technician Training Curriculum.*

## 22. Title: Basic Hydraulics

**Instructor:** Rick Rinaldo, (*NRCS*)

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

**Description:** This course is a level 2 class covering basic understanding of water flow. Topics covered include: hydraulics of pipelines, drop inlets and straight pipes, orifice and weir flow, hydraulics of culverts and open channel flow, as well as some commonly used software to assist in the design process. **Pre –**



**Requisites: Basic Hydrology, Runoff Hydrology.**

*Application has been made for CCA CEU's qualifies for the Technician Training Curriculum.*

## 23. Title: Introduction to Environmental and Ecological Principles

**Instructor:** Paul Ray (*Retired NRCS*) and Kim Farrell (*NRCS Biologist*)

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 8:30 AM – 4:30 PM

**Description:** There are many interactions and processes that take place within our natural environment that we often take for granted in our daily work to protect natural resources. From energy, carbon, nutrients, and water to all living life, cycles drive our environment. This course will be a refresher on how these cycles work, how they interact and how human activity can influence them. More than just a primer, this class will present the basic principles of ecology using examples that are relevant and common to conservation in New York.



*Application has been made for CCA CEU's and qualifies for the Technician Training Curriculum.*

**24. Title: Grant Tracking**

**Instructor:** Tom Eskildsen (*Yates County SWCD*) and Brian Steinmuller (*NYSSWCC*)

**Date:** Thursday, March 15<sup>th</sup>      **Time:** 1:00 PM – 4:30 PM

The NYS Environmental Protection Fund – Agriculture Non-Point Source Grants Program is constantly changing. This class will give guidance on interim reporting, final close out along with some ideas on tracking time and expenses to help make the closeout process easier.

**25. Title: Districts in the News**

**Soil and Water Roundtable Participants:** Mark Burger, (*Onondaga Executive Director*); Brian Wohnseidler (*Jefferson Executive Director*); Amanda Barber (*Cortland District Manager*), Greg McKurth (*Wyoming District Manager*), Elaine Dalrymple (*Schuyler Field Manager*), Brenda Weaver (*Schoharie Office Manager*), Caitlin Stewart (*Hamilton Conservation Educator*) and others.

**Date:** Friday, March 16<sup>th</sup>      **Time:** 9:00 AM – 11:30 AM

**Description:** Successful press and media exposure can help your District enhance public understanding and garner the support you need, especially at budget time. Join this roundtable discussion and hear from top “*District in the News Award*” winners as they share their success and struggles dealing with the press including: what works and what to avoid, ideas that get noticed, follow-ups, building relationships with reporters, what to do when the information they report is wrong, photos that get published, and much more. Whether you are already working with the press or haven’t yet explored that territory, don’t miss this opportunity to share your experiences and take back some tried and true techniques for press success. This roundtable discussion will help you overcome barriers, generate fresh ideas, avoid pitfalls and take your efforts to the next level.



*Application has been made for 2.5 credits toward Competency #1 in the Management Certification Program.*

**26. Title: Helping your Board Conduct an Audit of the District Books**

**Instructor:** Richard Blafield (*NYS Comptroller’s Office*)

**Date:** Friday, March 16<sup>th</sup>      **Time:** 9:00 AM – 11:30 AM

New York State Conservation District Law requires the District Board of Directors provide an annual audit of the Treasurer. Find out the proper procedure and law citation for Board audits in accordance with NYS SWCD Law Article 2, Section 8 Organization of Directors, Subpart 3.

**27. Title: Files Management Training**

**Instructor:** Kent Stuetz (*Regional Advisory Officer, NYS Archives*)

**Date:** Friday, March 16<sup>th</sup>      **Time:** 9:00 AM – 11:30 AM

**Description:** Organizational specialists suggest that managing active records is one of the most expensive aspects of any organization. People are the number one cost associated with active office files. One of the keys to cost-efficient local government is proper management of active records. For many, files management is one of the last great frontiers. You inherited a system that was inherited by your predecessor, and the whole system, including the nasty filing cabinets, dates back sometime before the great flood. We rationalize that somehow it is just easier to stick with the same old, same old rather than tackling what appears to be a Billy Fucillo-sized huge project. But it really may not be that bad or that onerous of an undertaking. Talk to anyone who has revamped their active filing systems and installed modern filing equipment with end-tab files, labeling, and color coding. It is like a sensational makeover du jour! Access is improved (you can find your stuff quickly), valuable office space is freed-up (the new equipment stores more records in less space), you will thereafter save tons of time (\$\$\$\$), it looks great (you become even a bigger star) . . . need I say more?

**28. Title: Relating to Equestrian Land Stewardship**

**Date:** Friday, March 16<sup>th</sup>                      **Time:** 9:00 AM – 11:30 AM

Troy Bishopp (*Madison County SWCD*), Kristen O’Dell (*Orange County SWCD*), Jennifer Conte (*Saratoga County Cooperative Extension*), Myra Lawyer (*Dutchess County SWCD*)

**Description:** Join a team approach and conversation on how to inspire horse owners to be pasture wise and paddock smart towards the environment. We will highlight local successes and challenges in working on these issues. We’ll also learn about practical equine nutrition, feed costs and behavior to help you make informed decisions on planning and implementing conservation work.



*Application has been made for CCA CEU’s.*

**29. Title: Technicians Forum**

**Facilitator:** Jarred Popoli (*Cortland County SWCD*)

**Date:** Friday, March 16<sup>th</sup>                      **Time:** 9:00 AM – 11:30 AM

**Description:** This session will provide technicians the opportunity to discuss, share, and provide feedback on a variety of topics related to our daily duties including programs, technical tools, and trainings. Be prepared to discuss mapping/GIS, surveying equipment, engineering services, useful computer programs, partnerships, unique programs, training, tips/tricks, successes and/or difficult situations and how they were handled.

**30. Title: Watershed Panel**

**Facilitator:** Aaron Ristow (*Ag Coordinator of the Upper Susquehanna Coalition*)

**Date:** Friday, March 16<sup>th</sup>                      **Time:** 9:00 AM – 11:30 AM

**Description:** To maximize the protection and enhancement of the major water resources in the State, many watershed based coalitions or alliances have been created. In fact, today every major watershed in NY has its own group that encourages partnerships and implementation in the form of a watershed plan. This session will include representatives from the major watershed coalitions. There will be a brief presentation from each participant describing their organizational structure, major challenges they face, and the successes they have achieved (including how they have gained additional funding for their organization). After the presentations there will be a panel discussion lead by a moderator.