

NYACD ANNUAL REGISTRATION FORM

The Hampton Inn, 25 Lakers Lane, Cazenovia, NY
Tuesday – Thursday, October 18th – 20th, 2022

Name: _____ Gender: M F

E-mail: _____

Representing: _____ County: _____

Mailing Address: _____

Phone: () _____ - _____ Cell Phone: () _____ - _____

Please list any special needs (dietary, accessibility, etc.)

Emergency Contact: _____ Phone: _____

Allergies (bees, medications, food, etc.) _____

Event Cost: Full w/two nights stay \$519.00 Full w/one-night stay \$379.00
Tuesday hotel only \$139.00 Wednesday w/Banquet \$189.00
Wednesday w/lunch only \$159.00 Thursday Only \$80.00

Spouse/Guests: Full w/one or two nights stay \$129.00
Wednesday w/Banquet \$89.00 Wednesday w/lunch only \$59.00
Thursday Only \$39.00

Tuesday Night Room Only: _____ Tuesday Madison County SWCD Tour _____

Full Event w/Wednesday Hotel: _____ Wednesday Only w/lunch: _____

Wednesday Banquet Only: _____ Thursday Morning Only: _____

First Timer: Yes or No *Please take \$25.00 off total cost of registration for being a first timer. (Directors Only)*

Early Bird Registration: Thursday, September 1st – Friday, September 9th, 2022
Please take \$25.00 off total cost of registration for being early

On-Time Registration: Monday, September 12th – Friday, September 23rd, 2022

Hotel Room: Yes or No Single _____ Double _____

Roommate: Yes or No Roommates Name: _____

Please Select Banquet Dinner Option:

- Beef Tenderloin ___ Topped w/Bordelaise Sauce w/Garlic Mashed Potatoes w/Spinach & Asparagus
- Bacon Wrapped Pork Loin ___ Topped w/Tomato Roasted Gravy w/Garlic Mashed Potatoes & Asparagus
- Sesame Encrusted Salmon ___ w/Wild Rice topped with a Sweet Chili Vinaigrette and Asparagus
- Vegetarian ___ Baked Egg Plant Parmesan topped w/Roasted Peppers, Spinach & Tomato Basil Sauce & Parmesan Cheese over Linguini
- Dessert – Apple Crisp Ala Mode Topped with/House-made Whip Cream

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Tuesday, October 18, 2022 – 2:00 p.m. – 4:30 p.m. (Meet in hotel lobby between 1-1:45 p.m.)

“Madison County SWCD Project Tour”

I will attend _____ I will not attend _____

Madison County SWCD staff will take you on a tour to view the district projects they have completed or are working on now within their county. **Led by:** *Steve Lorraine, District Manager, Madison Co. SWCD*

Wednesday, October 19, 2022 – 9:00 a.m. – 10:30 a.m.

Training Session I:

“Understanding the Budget Process”

I will attend _____ I will not attend _____

This session will explain the budget process, the procedures that should be used in preparing the budget and the resources and tools available to assist with budget development. It will also address amending the budget, and the reports necessary for successfully monitoring the budget during the year. **Instructor:** *William D Naylor, CIA, CFE Office of NYS Comptrollers*

Training Session II:

“Effective Evaluations”

I will attend _____ I will not attend _____

Scott is a previous District Manager and will discuss the importance of conducting annual employee evaluations and how they benefit the district and the employee. The SWCD Board of Directors plays a crucial role in staff evaluations- come find out how. **Instructor:** *Scott Fickbohm, Ag. & Mkts*

Wednesday, October 19, 2022 – 10:30 a.m. – Noon

Training Session III:

“What to Expect from OCS Audit”

I will attend _____ I will not attend _____

This session will familiarize you with the entire audit process: from its initial stages to final report. Learn what the auditors are looking for, the professional standards they follow, and your role in the process. We will also discuss some common findings and best practice recommendations, in an effort to help you avoid similar circumstances and take corrective action before an audit. **Instructor:** *William D Naylor, CIA, CFE Office of NYS Comptrollers*

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Training Session IV:

“Urban/Suburban Soil Health & Agricultural Support Programs & Projects” I will attend ____ I will not attend ____

In this session the instructors will share with you the Governor of NY’s signed signing into law the Soil Health and Climate Resiliency Act, requiring all state agencies to work together in order to mitigate climate change, improve soil health, and water quality. How this law amended the NYS Conservation District Law establishing soil health and climate resiliency initiatives and soil health research promotion. How NYS DAM and NYS Soil and Water Conservation Committee, as part of this soil health initiative, is to encourage farmers in **urban**, **suburban**, and rural communities to adapt soil health practices to optimize soil health. Each District will highlight what they are doing to support this initiative. Presentations will include lessons learned, intended plans for advancing these programs, including challenges, opportunities, board leadership/direction, funding sources, partnerships, community, and conservation benefits. **Instructor:** *Kelly Emerick, Monroe SWCD Ex. Dir., Shino Tanikawa, NYC SWCD Mgr., Mark Burger, Onondaga SWCD Ex. Dir.*

Training Session V:

“Grants” I will attend ____ I will not attend ____

This session will be an immersive learning opportunity on grants. This interactive course will discuss the type of grants, applying for competitive funding, grant awards and vouchering, interim reporting requirements, payments to landowners and contractor and grant closeout requirements. There will be examples of payments and closeout reports provided. Attendees are also encouraged to bring questions for group discussion.

Instructor: *Bethany Bzduch, Ag & Mkts Program Manager*

Wednesday, October 19, 2022 – 12 Noon – 1:00 p.m. **LUNCH is served!!!**

Lunch Meeting Session:

NYACD Division Meetings (during lunch) I will attend ____ I will not attend ____

This will be led by each NYACD Division representative. Selection of Division NYACD Board representatives will be selected by divisions.

Wednesday, October 19, 2022- 1:00 p.m. – 4:30 p.m.

Afternoon Annual Meeting Session:

“Annual Business Meeting” I will attend ____ I will not attend ____

Annual business meeting to discuss what NYACD has done, is doing, finances, resolutions, and election of officers. **Led by Sam Casella, NYACD President.**

Wednesday, October 19, 2022 – 5:00 – 6:00 p.m. Hors d’oeuvres

Wednesday, October 19, 2022 - 6:00 – Annual Awards & Banquet

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Thursday, October 20, 2022- 8:30 a.m. – 10:00 a.m.

Training Session VI:

“E Records Management”

I will attend ____ **I will not attend** ____

This session will introduce the management of electronic records, including identifying electronic records, Assigning, and applying retention schedules, Files management and naming conventions, and Maintaining access to records for their full retention periods. The New York State Archives **Instructor:** Monica Hauck-Wheaton, *Regional Advisory Officer, Central NY Archives*

Training Session VII:

“Ethics”

I will attend ____ **I will not attend** ____

This session will discuss the importance of ethics related to SWCD Board of Directors. This interactive session will review what Ethics mean, how to recognize potential conflicts and unethical conduct. We will also discuss laws that govern ethics and legally permissible actions that could pose a potential conflict of interest. We will conclude with a discussion on risk management and contract management. This will be an interactive session and attendees are encouraged to ask questions and present scenarios for discussion. **Instructor:** *Brian Steinmuller- NYS SWCC Assistant Director*

Training Session VIII:

“NRCS & Urban Agriculture”

I will attend ____ **I will not attend** ____

Introduction to ASTC-Partnerships, People’s Garden, NRCS Programs and Urban Opportunities. **Instructors:** *Tammy Willis, Assistant State Conservationist ASTC for Partnerships & Kim Farrell, ASTC for Programs*

Thursday, October 20, 2022- 10:00 a.m. – 11:30 a.m.

Training Session IX:

“Managing Email Records: Challenges & Strategies”

I will attend ____ **I will not attend** ____

Although “email” is a single format, these messages serve many functions. This means that managing an organization’s email records may involve adherence to numerous retention requirements. The volume of records being created and received, their distribution across the organization, and the existence of attachments or links can further complicate the identification and proper treatment of email records.

This session will focus on strategies that organizations can use to address challenges associated with email records. Topics will include creation of policies and procedures for managing emails records and methods for preserving message long-term. **Instructor:** *Monica Hauck-Wheaton, Regional Advisory Officer, Central NY Archives*

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Training Session X:

**“New Interim Raised Bed-Conservation Practice Standard & Conservation Activities-
CPA/DIA/CEMA’s”**

I will attend _____ I will not attend _____

Learn about the NEW Interim Raised Bed (812) Conservation Practice Standard and Conservation Activities – Conservation Planning Activities (CPA), Design Implementation Activities (DIA) and Conservation Evaluation and Monitoring Activities (CEMA). **Instructor:** *Josh Hornesky, State Agronomist & Valerie Podolec State Resource Conservationist*

Training Session XI:

“Directors Roles and Responsibilities”

I will attend _____ I will not attend _____

SWCD Board members are local officials with especially important responsibilities. This session will focus on the important roles and responsibilities each District Board member has and how their role ensures effective on-going operation of the Conservation District. This will be an interactive session with time for discussion.

Instructor: *P.J. Emerick, Ag & Mkts.*

Signature of participant: _____ Date: _____

This registration form must be completed and returned by **September 9, 2022 (early bird special)** or by **September 23, 2022 (on-time)**.

Mail and Issue Check to: NYACD, C/o Ernie Swift, Treas., 415 West Morris Street, Bath, New York 14810

Mail Registration to: Blanche L. Hurlbutt, 24 North Street, Edmeston, NY 13335 or email: blanche_13335@yahoo.com. Any additional questions call 607-965-6316

The NYACD is offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or physical challenges.