



Meeting Minutes
October 31, 2023
Zoom Call

Executive Committee Members

- + Caitlin Stewart, President
- Jessica Armstrong, Vice President
- Joann Burke, Secretary
- Katy Kemmeren, Treasurer
- Alice Halloran, Member at Large

Division Representatives

- Jason Cuddeback, Division II
- Carla Yaw, Division III
- Shawn Murphy, Division IV
- Maren Stoddard, Division V
- Corrina Aldrich, Division VI

Guests

- Alaina Robarge, Ontario County SWCD
- Nichelle Swisher, Lewis County SWCD

Absent

- Rebecca Campbell, Division I
- Travis Ferry, Division VII
- Olivia Calandra, Division VIII



Minutes

- I. **Call to order** – President Stewart called the meeting to order at 9:04 a.m.

- II. **Approval of 4-Hour Online Fund Applications**
 - A. Murphy stated that Cortland County SWCD submitted an application for a Notary Public prep workshop that is open to all Districts. An instructor has been selected and the cost is for instructor, materials, and personnel services. There is a minimum number in attendance to hold this workshop. After taking the prep course attendees should successfully pass the test. Murphy stated it's nice to have at least one person who is a Notary Public in each office, not bad to have two. Stewart stated this is a great idea since she has often had to go over to the county building to get documents notarized and she is not there. Having a notary public in the office is powerful and she thinks this a great idea.
 - **A motion was made by Stewart, seconded by Cuddeback to approve the Notary Public Exam Prep Workshop in the amount of \$2,150. Murphy abstained. Carried.**

Halloran stated that Renee took a course online for \$77 plus the cost of the exam and

she's now a Notary Public. She could print stuff out from the online course. She asked if there could be other satellite course offerings throughout the state because for some counties it is too far from them to travel. All workshops are usually only offered in the middle of the state. Murphy stated that if this workshop is successful and another county wants to replicate it then they would need to fill out an application. Stoddard asked maybe another Division Rep could sponsor this or maybe Renee could share the online course for the folks who can't attend this workshop. Halloran stated the website was through the NYS Notary Association. You could email them at info@notaryeverything.com. Halloran stated that she gets people can take the course online but attending a class in a group setting has its advantages too. Murphy stated the instructor wrote his own manual that every attendee will be given. Stewart stated she liked Murphy's idea of being it a pilot if it's successful and discuss the challenges then replicate it in another part of the state. Kemmeren stated she is a Notary Public and this workshop would be a good refresher for those that are already licensed especially if you can't meet the minimum of 10 attendees. Aldrich likes the idea of the refresher if you cannot meet the minimum requirement.

- B. Stewart stated that Lewis County SWCD submitted an application titled "You don't need a permit for that! Or do you?" in the amount of \$1,500 for a half day training for highway superintendents, staff, and department of public works. They are still working on credits. Swisher stated that changes especially to the regional permits and highway guys are asking what they do with these permits. Talking with NYS DEC they said it would be a great idea to work together to put on this training with easy flowcharts to make it easier for highway superintendent to know what their next steps are and what permits they need to complete working with NYS DEC and Army Corp. Also, this would give another opportunity to provide updates on the permit process with NYS DEC, Army Corp, and the Adirondack Park. Also highlight services that Districts offer throughout the state that highway superintendents don't know especially the new ones. Possibly make a manual that would mimic what Chemung County did through FL-LOWPA. Have the most current permits available in a workbook. Aldrich liked the idea of the flowchart that can be shared. Murphy stated he has always wished there was a flowchart to reference DEC wise and federal wise. He asked Swisher if she was willing to send out invitations to Districts that are interested in replicating this training. Swisher stated she could open it up to other Districts statewide. She said in Lewis County which is rural she has some well-trained highway superintendents in the environmental realm then have some that don't even use a cellphone or email. If you feed them they will come especially if you are going to talk about permits. A little encouragement to come and make it only half a day because they don't have a whole day to come. Also, to keep it light, to the point and keep it easy. It's hard to get highway department to go outside of their county. Stewart stated Swisher makes a good point about turnover in our highway departments. Highway Superintendents are elected officials. You have incoming people swamped so make this simple for them and start that relationship between highway department and conservation district staff because the highway departments are the

ones who will be performing in-kind services for your grants. They are the operators of the backhoes, skidsteers, etc. She loved the idea of it being a template and to get District staff to attend that would be great too. Swisher stated maybe she could get FEMA involved. They may not have a stream that needs a permit, but they still need the jurisdictional letter that states they don't have jurisdiction. Halloran stated her county was going to do something similar in a lighter version at the highway superintendent association meeting but was wondering about Swisher offering this one there and tying it into it and still get it sponsored. Swisher stated at their monthly superintendent meetings you would only get 20 minutes and this training couldn't fit in that time slot. It needs to be half a day. Halloran also agreed that the flowchart would be great. Swisher stated that Jessica Hart from NYS DEC would develop the flowchart.

- **A motion was made by Murphy, seconded by Aldrich to approve the You don't need a permit for that! Or do you? in the amount of \$1,500 with the addition of the flow chart and district staff be invited that are interested in replicating this training. Yaw abstained. Carried.**

III. **NYS Farm Show** - Robarge explained to the committee that the Empire Farm Days/State Fair Committee decided to not participate at the Empire Farm Days due to not enough volunteers since they changed the days and times plus the focus has kind of moved away from Agriculture towards more of a festival. Some of our agricultural agency partners have stopped participating. We aren't getting the crowd we are looking for. The committee feels that the NYS Farm Show from February 22-24, 2024 from 8:30 to 4 would be a better fit but it's a bit pricey. A 10'x10' booth is \$1,050 but she will get in touch with the coordinator and see if there's a cheaper rate like they get for the State Fair booth. This would be a CDEA and Soil and Water booth. Robarge also stated that they were hoping to order pop up banners since this is an indoor event and these banners could also be used at college career fairs. At Vista Print the banners are \$150 plus approximately \$50 in shipping. One banner for general SWCD programs/photos and another for SWCD careers. Aldrich stated she loves the idea of soil and water careers. Robarge stated that they don't have any promotional materials except for some seed packets that they didn't use from the Farm Days. She also stated that it would be nice to have the SWCD career brochure professionally printed since it's hard to print them off in house and they look nice. She was thinking of getting 250 copies printed at Staples for \$315-\$410. For promotional materials they were thinking seed spoons, koozies, or notepads. NYS Farm Show is a really nice event and with the Empire Farm Days you have the State Fair right after it which makes it hard to get people from all over the state to come to the centralized location twice to volunteer for a shift. It's kind of nice to get out and doing something during the winter like going out and talking to farmers. This will be agriculturally focused, and we will have the AEM trifold brochure plus a ton of other AEM outreach material. The proposed budget is approximately \$3,000 which includes the booth rental, banners, promotional materials and a little for any unexpected costs that may be associated to this. Stewart stated that this is an excellent idea but there's

no Empire Farm Day line item on the budget but it's a great use of 4-Hour funds as this is clearly benefitting Districts statewide. Robarge added that in years past she always took a little of the promotional items for the State Fair for the Empire Farm Days. There never has been much of a cost to have a booth at the Empire Farm Days when they have shared a tent with NYS Ag and Markets. She spent \$75-\$100 on flowers for the booth and water for the volunteers. Cuddeback stated that the Empire Farm Days is disappointing. Participation is poor. Soil Health folks have pulled out and are talking about the winter farm show as well. He also added that this proposed budget items for the NYS Farm Show would also be used at the State Fair and Career Days. This could be used universally and not a one stop shopping for just the Farm Show. Aldrich asked if schools take ag students. Burke stated that her local school FFA attends. Cuddeback stated that Cayuga County has 3 school FFAs goes as well. Murphy stated this was a great idea and he was combing through the 4-Hour funds policy and is wondering where it would best fit. He suggested at the next meeting to change policy to include outreach because it isn't specifically written in the policy to include it. Aldrich agreed with Murphy. Stewart asked Robarge when the deadline for the NYS Farm Show was for the application and deposit. Robarge stated it was cheaper to register in the summer, but she will reach out to the coordinator and ask. Murphy stated that most times there is a not for profit or governmental rate. Robarge stated she will inquire for this year if not next year. Stewart will be sending out the 4-Hour Online Fund that will have outreach included. Stewart asked Cuddeback to send Robarge the application for 4- Hour funds and stated that the next CDEA meeting will be held November 27th and 28th but if she needs the application approved earlier, we could have another short meeting like this. Murphy stated moving forward maybe have a discussion in adding this to our annual budget. Stewart stated yes definitely get this into the 2024 budget. Yaw thanked Murphy for clarifying all of her questions she had concerning the Notary Public prep workshop. Murphy stated it helped clarified it for everyone.

IV. Sympathy card- Cuddeback stated that everyone saw the email from Armstrong with Kevin Lewis's passing and he requested a sympathy card be sent to Lewis's family. He will reach out to Ferry to get one sent. Halloran stated Ferry is doing a good job because he has requested reimbursement.

V. Adjournment

- **A motion was made by Cuddeback, seconded by Halloran to adjourn the meeting at 9:42 a.m. Carried.**

Respectfully submitted,

Joann Burke

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CDEA Secretary