



Special Meeting Minutes
September 15, 2023
Email

Executive Committee Members

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

Division Representatives

Rebecca Campbell, Division I
Jason Cuddeback, Division II
Carla Yaw, Division III
Shawn Murphy, Division IV
Maren Stoddard, Division V
Corrina Aldrich, Division VI
Travis Ferry, Division VII
Vacant, Division VIII



- **A motion was made by Stewart and seconded by Aldrich to approve funding the following 4-Hour Fund approved applications directly without reimbursement: QuickBooks Consultant and Technical Assistance for \$5,100 and Silvopasture Training for Professionals for \$6,900. Stoddard abstained. Carried.**

Respectfully submitted,

Joann Burke
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CDEA Secretary



New York State Conservation District Employees' Association, Inc.

Soil and Water Conservation Districts provide ongoing programs and services to conserve, enhance, and protect soil and water resources in communities.

Email discussion: 4-Hour Funds Policy

CDEA President Caitlin Stewart emailed the board on September 13, 2023 the following: Two people have contacted me with concerns about accessing the 4-Hour Funds per the current policy (attached). As written, the policy states that funds will be administered through reimbursement, and Districts are finding it challenging to front the money for their programs. I kindly ask for your consideration for CDEA to fund the following directly without reimbursement:

- QuickBooks Consultant and Technical Assistance - \$5,100.00
- Silvopasture Training for Professionals - \$6,900

I will update the policy (attached for your review) to enhance the clarity of #1 because Districts are applying for funds to send staff to Cons Skills, and remove the reimbursement requirement if this board supports that action.

Corrina Aldrich

I am okay with funding these two directly and reviewing the wording for reimbursement/direct payment in the policy in November.

We do need to revisit the wording of #1 as stated below to further clarify to districts that are applying.

Jessica McLaughlin

I am good with funding these two requests directly and then reviewing the wording for reimbursement process at the November meeting. I agree that we need to clarify to districts who are applying so there is no confusing in the future.

Shawn Murphy

I think paying legitimate bills would be okay. What we don't want is to send out funds that have to be returned. So if the Quickbooks person bills quarterly, forward and pay. Have CCE bill for x number of participants, then we pay. If it is for x number of hotel rooms and they can't/won't wait and it needs to be paid in real time, coordinate with a cc holder. The expenses are approved as part of the proposal, but you are right – it is a deviation from the written policy. So I am in favor as long as we are not “forwarding funds” that may need to be returned, if that makes sense.

Katy Kemmeren

I am in favor of the CDEA paying bills directly, if that will aid in utilizing the 4-hour funds. I understand many boards may not understand fully..

All bills (reimbursements, payment authorizations, fund transfers, credit card payments) that I pay, all get signed off by the Member-At-Large. Just like when I pay bills for my district there is a second set of eyes on those also before checks are out the door.

I agree that the wording needs to be changed in item #1. Maybe it should include something like "workshops such as WQS, Cons Skills, Admin Conference are already partially funded by these funds and are ineligible for funding." Wording isn't 100% but something like that.

Joann Burke

I agree with Shawn! Pay as they go!

Rebecca Campbell

I support paying for the programs directly. Thank you!

Alice Halloran

Yes to paying bills directly for these two applications.

Travis Ferry

I agree with others, if paying for things directly makes it easier on Districts and on us, then we should go for that.

Carla Yaw was on vacation when this discussion occurred.