



December 28, 2010

SOUTHERN MARYLAND RC&D, INC.
COUNCIL MEETING MINUTES – OCTOBER 21, 2010

Chair Patricia Pinnell called the RC&D Council meeting to order at 7:02 PM. The following members were in attendance:

RC&D Members:

Jim Bardsley, Anne Arundel Forest Conservancy District Board
Stanley Boothe, St. Mary's Soil Conservation District
John Czajkowski, Anne Arundel Soil Conservation District
Jennifer David, Tri-County Council - Charles
Luis Dieguez, Charles Soil Conservation District
John Downs, Southern Maryland RC&D Board Appointed
Phillip Jones, Southern Maryland RC&D Board Appointed
Michael Pellegrino, Charles County Commissioners
Patricia Pinnell, St. Mary's Forest Conservancy District Board
Olga Walter, Southern Maryland RC&D Board Appointed
Bruce Young, St. Mary's County Commissioners

Others:

Mary Pat Berry, Charles County Garden Club
Buddy Bowling, USDA NRCS Southern Maryland RC&D Coordinator
Denitra Brawner, Southern Maryland RC&D Office Associate
Khadijah Brooks, Potential Student Board Member
Franklin Holley, Southern Maryland RC&D Program Officer
Marilyn Silbaugh, Millbrook Farm Grist Mill
Cathy Thompson, Charles County Department of Planning and Growth Management

There was a Quorum at this meeting.

INTRODUCTION

Pat introduced the following guests:

- Khadijah Brooks – Potential Volunteer/Student Board Member
- Cathy Thompson – Charles County Department of Planning and Growth Management
- Marilyn Silbaugh – Millbrook Farm Grist Mill
- Mary Pat Berry – Charles County Garden Club

Charles County Garden Club

Mary Pat Berry has asked the Board for assistance in finding grants for a healing garden at the Charles County Detention Center. The estimated project cost would be about \$30,000. Olga made a motion to help the Charles County Garden Club with their grant search. Jen seconded the motion. Motion was passed.

Millbrook Farm Grist Mill – MOU

Cathy Thompson thanked the RC&D Board and staff for their leadership and thanked Franklin for her help. The project has support from the Charles County Planning Department. Franklin says we owe gratitude to Charles County and to Cathy for her support. RC&D will assist in finding, writing and managing grants. RC&D did receive a \$1,000 grant from Southern Maryland Heritage Area Consortium to start work on an outreach brochure and to add a webpage to our website for the grist mill. Jen made a motion to accept and sign the MOU presented once reviewed by appropriate parties. Jim seconded. Motion was passed. The website and brochure should be available within the next 6 months.

OLD BUSINESS

Treasurer's Report

The Treasurer's Report for the First Quarter was presented to the Board. The Treasurer's Report will be filed for audit.

Olga reported that a CD is up for renewal. Bruce made a motion to roll over the CD. Luis seconded. Motion was passed.

Review Previous Minutes

Bruce made a motion to dispense with the reading of the minutes and to accept them as presented. Jen seconded and the motion was passed.

Project & Program Updates

Olga made a motion to accept the Program Officer's report that was previously sent out. Jim seconded and motion was passed.

Revised Award Criteria

Olga made a motion to adopt the revised award criteria. Luis seconded and the motion was passed.

Recap of RC&D Week & Contest Voting

Franklin said that 219 entries were received for RC&D Week's coloring and poster contest. She will keep members informed about presentations at various schools.

Chair Items

Pat reported on the following:

Mid Atlantic RC&D Conference – The Conference was cancelled due to lack of participation from the Mid Atlantic Councils. The three RC&Ds have decided to split the costs of the cancellation fee which was \$22,084. Pat thought that it would be a good idea that since the rooms at the hotel was basically paid for, Southern MD RC&D should plan to have a retreat for all three Maryland RC&Ds. It would be a good time to have a review of the Area Plan and have some other training. Pat also asked the Board to see if any organizations needed to have a meeting at the hotel before March. If so they could book under RC&D and RC&D would be reimbursed for the money they had to pay for the cancellation fee. Mike made a motion for Buddy to move forward with planning a retreat for all three Maryland Councils. Jim seconded and the motion was passed.

Lawyers - The National Association of RC&D Councils will be starting a program for RC&D to get legal help. Olga said there will be a fee. Jen made a motion to send letters to other lawyers to get quotes and continue the investigation with the National Association. Luis seconded and the motion was passed.

NEW BUSINESSOffice Associate Evaluation

Pat mentioned that she will get back to everyone about Denitra's annual performance evaluation in the next few days.

New Student Member

Olga made a motion to accept Khadijah Brooks as the new student member. Jen seconded and motion was passed.

Salary Increment Policy

Jen presented to the Board a modification to the Employee Handbook. Jen along with the Personnel Committee members Pat, Jim and Bruce worked on a salary increment policy for RC&D employees. We will follow the Federal GS schedule. Salary increases will take place with the employees' annual performance reviews. More discussion was had on the subject.

Bruce made a motion to incorporate the changes as presented by Jen into the Employee Handbook. Olga seconded and the motion was passed.

Pat thanked Jen, Jim and Bruce for all the work they put into putting the policy together.

Olga mentioned that the RC&D handbook needs to be updated. She also felt that more RC&D documents should be added. Pat thought that this could be done when we have the retreat.

Office Associate Items

Denitra reported on the following:

National RC&D Dues – Olga made a motion to pay the \$450 for the dues. Jim seconded and the motion was passed.

Small Farm Conference – Reminded everyone that the deadline for registration is October 29th. Phillip and Olga are interested in attending. Jen made a motion that the Board pay for the two members to attend. Luis seconded and the motion was passed.

Charles County History Day – The event will take place on March 25-26, 2011 at McDonough High School. Olga made a motion to participate and give \$100 savings bond to the winner. Mike seconded and the motion was passed.

Star 12 Training Program – Denitra asked the Board to pay for 12 months of unlimited onsite and online training. The cost will be \$149.00. Olga made a motion to pay. John Downs seconded and the motion was passed.

Maryland Nonprofits

Pat reported that the membership is up for renewal. The cost will be \$150.00. Luis made a motion to pay. Bruce seconded and the motion was passed.

Program Officer Items

Franklin Holley reported on the following items:

Living Shoreline Fact Sheet – Franklin will add a resource page to our website. It will show a basic introduction to living shorelines and have a link to Maryland Eastern Shore RC&D and other web pages.

Franklin mentioned that the training she and Olga attended in Iowa was great. Olga mentioned that the training materials should be brought to the Retreat.

Coordinator Items

Buddy Bowling reported on the following items:

Forage Agronomy 2009-2010 – The agreement has been completed, money has been spent and deliverables have been met. Olga made a motion to close the project in POINTS after the final report has been submitted. Bruce seconded and the motion was passed.

Proposed Amendments – Proposed amendments were sent to the Board for review prior to the board meeting. One amendment was to change the wording in our Area Plan in the Land Conservation section. John Downs made a motion to adopt the amendment as written. Olga seconded and the motion was passed. In the other amendment, we needed to change the Oxbow Scenic Overlook Construction to Oxbow Scenic Overlook Permitting stage. Jen made a motion to accept the language. Bruce seconded and the motion was passed.

There has been talk about an agreement from NRCS stating the Southern MD RC&D should be reimbursed for the travel to the National Conference in 2009. A letter will be sent to Jon Hall asking for the reimbursement.

Buddy had a meeting with Bob Eaton from Sun Trust Bank. Bob wants the Board to consider Sun Trust for their banking needs.

For the Good of All

Luis said that Commissioner Collins is always looking for speakers for his monthly Kiwanis meeting. Luis could ask the Commissioner if a representative from RC&D could speak about the program. Pat suggested Mike, as a County Commissioner representative, could be the speaker.

St. Mary's Agriculture Building – Bruce said that the building is coming along. He still has not heard anything from the government.

Olga mentioned that Charles County had cut RC&D \$300 from their operating funds. She called and talked to Rebecca Bridgett and we should be getting the other \$300 shortly.

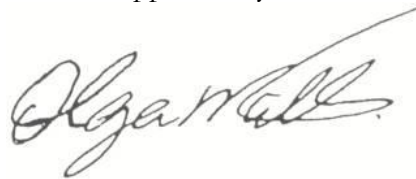
At this time Franklin, Denitra and Buddy were asked to leave the room.

Pat asked for the minutes to show that the Board decided to give Franklin and Denitra \$1,000 bonuses. She wanted to also show that Denitra will receive a check for the raise she didn't receive within the last year.

The meeting was adjourned at 9:50 PM.

The next full board meeting will be January 20, 2011.

Reviewed and Submitted for
Council Approval By

A handwritten signature in black ink, appearing to read "Olga Walter". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Olga Walter
Treasurer/Secretary

Prepared by Denitra Branner, Office Associate