



September 30, 2011

SOUTHERN MARYLAND RC&D, INC.  
COUNCIL MEETING MINUTES – JULY 28, 2011

Chair Patricia Pinnell called the RC&D Council meeting to order at 7:05 PM. The following members were in attendance:

**RC&D Members:**

Stanley Boothe, St. Mary's Soil Conservation District  
Bill Clark, Calvert Soil Conservation District  
John Czajkowski, Anne Arundel Soil Conservation District  
Luis Dieguez, Charles Soil Conservation District  
John Gray, Calvert County Commissioners  
Michael Pellegrino, Charles County Commissioners  
Patricia Pinnell, St. Mary's Forest Conservancy District Board  
Olga Walter, Southern Maryland RC&D Board Appointed  
Tommy Wright, Southern Maryland RC&D Board Appointed

**Others:**

Denitra Brawner, Southern Maryland RC&D Office Associate  
Al Stewart, Southern Maryland RC&D Executive Director

There was a Quorum at this meeting.

Pat welcomed everyone to meeting. She welcomed Al Stewart as the new Executive Director.

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### **Treasurer's Report**

There were no comments regarding the Treasurers Report. It will be filed for audit.

### **Review Previous Minutes**

Tommy moved to accept the minutes. Bill seconded. Motion was passed.

### **Program and Project Updates**

Al asked if there were any questions or comments for the program and projects reports that were sent out prior to the board meeting. He mentioned that the Bald Eagle and Theodolite Tracking Station projects are completed. Olga moved to approve the report. John Gray seconded. Motion was passed.

### **Chair Items**

Pat reported on the following:

Audit – We sent out solicitation letters to various auditing firms for our next audit. We received one proposal from Askey, Askey & Associates. We received a phone call from another firm, Murray & Wamsley & Schrader, LLC but Pat has not gotten in touch with the lady from the firm. Pat said that she and Al talked to Cathy Askey from Askey, Askey & Associates and questions Cathy asked has opened their eyes on a lot of things. Cathy cannot give an estimate until she sees the 2010 Audit which we have not received. Bill suggested having a written contract stating the fiscal year and due date of our audits. He also suggested sending Cathy Askey an audit when it is completed.

Meeting Dates & Times – There have talks about changing the board meeting schedules to coincide with budget due dates, evaluation dates, plan of work, annual plan, etc. It was decided to keep the schedule the same as it stands now.

### **FY 2011 Operating Budget**

Al presented the actual 2011 Operating budget. Olga moved to accept the budget. Bill seconded. Motion was passed.

### **FY 2012 Operating Budget**

Al presented the proposed 2012 Operating Budget. Olga moved to accept the budget. John Czajkowski seconded. Motion was passed.

### **Plan of Work**

Al presented the Plan of Work. Bill moved to accept the Plan of Work. Olga seconded. Motion was passed.

### **Mini Grant/Annual Funding Amount**

Mini Grant Committee recommended a \$2,000 a year allowance for the Mini Grant program. The RC&D received an application from Bruce for the Envirothon. The board suggested Bruce resubmit the application and have a SCD Board member or school teacher request the money not Bruce and the \$500 will be given to St. Mary's SCD. Bill moved to get the application back from St. Mary's SCD. Tommy seconded. Motion was passed.

### **Executive Director Items**

Al reported on the following:

General liability insurance – Franklin had given him some information before she left for the Board to look into. We now have three now which includes Business Owners, Commercial Crime and Directors and Officers. Franklin suggested the board get Volunteer Accident Insurance. The insurance would cover a board member and volunteers that would get hurt on a RC&D project site or in the office. The cost would be \$310 a year. Olga suggested we stay with what we have now. The Board requested a copy of the insurance policy sent to them to put into their binder for RC&D material.

Oxbow Observation Platform – Al and Jim attended the Oxbow meeting. The estimate to do the platform is \$190,000. The Russett Community is looking to do fundraising and want RC&Ds help. Al wants to know how to proceed and how much to charge for admin fee. Olga wants more information. Pat recommended one of the representatives from Russett come to the October meeting.

Request to take computer courses – Al asked if the board would pay for him to take computer classes at CSM. Olga moved to pay the \$525 for Al to attend the classes. Bill seconded. Motion was passed.

Al also requested permission for him and Denitra to attend a bookkeeping training class provided by Askey, Askey and Associates. The cost of the class is \$45 per person. Olga moved that Al and Denitra attend the training. Tommy seconded. Motion was passed.

National RC&D Week – September 25-October 1, 2011 – Olga said that the National RC&D will be celebrating 50 years during RC&D week. Andy will send ideas to RC&D Councils. Tommy suggested we get with the three papers to show local projects and tell how much RC&D has put into the area. Pat suggested putting together an event for legislators showing projects then and now. Tommy recommended showing projects benefiting the Chesapeake Bay. Al will contact the Board if he needs help.

**Admin Fee Schedule** - Olga said we need to increase our admin fees that we charge the Navy. Bill asked Al to look at numbers and come back to the October board meeting with some more information. Tommy said to add a sentence stating the admin fee will not exceed a certain amount.

### **Office Associate Items**

Denitra reported on the following:

St. Mary's County Riverfest – Bruce sent some information about an event in Historic St. Mary's City. It will take place on September 3<sup>rd</sup>. The cost for nonprofits is \$20 to set up and exhibit.

Copier – Southern Solutions sent a quote for a copier/printer. The price is \$1,399.00. Includes toner and supplies except paper. Onsite network and Training cost \$250. Onsite service and supply \$30 a month. Copies costs 0.019 each. One time delivery fee of \$20. Olga moved to purchase a copier for the RC&D office. Bill seconded. Motion passed.

**For the Good of All**

Tommy announced the birth of his first grandchild, a girl born last week.

Bill announced the birth of a donkey on his farm.

Al said that John Gray has dry fire hydrant pipe stored at his house. We can move it next door. John Downs will work on plans for dry fire hydrant.

The meeting was adjourned at 9:07pm.

Reviewed and Submitted for  
Council Approval By

A handwritten signature in cursive script, appearing to read "Olga Walter".

Olga Walter  
Treasurer/Secretary

*Prepared by Denitra Brawner, Office Associate*