



**BOARD OF DIRECTORS MEETING**  
**January 21, 2009 – 10:00 A.M.**  
**State Conservation Commission Board Room – Topeka, KS**

**Board of Directors Present**

Gene Albers, President  
Ronald Brown, Vice President  
Bevin Law, Secretary/Treasurer  
Jon Starns, Director  
Pat Lehman, Executive Director

**Guests Present**

Jim Krueger, Assistant State Conservationist, NRCS  
Greg Foley, Executive Director, State Conservation Commission  
Scott Carlson, Assistant Director, State Conservation Commission  
Mindy Vogt, EO President

**Meeting Called to Order**

Gene Albers, President, called the meeting to order at 10:00 am at the State Conservation Commission Board Room in Topeka.

**Approval of Agenda**

Lehman noted that Assistant State Conservationist Jim Krueger is present replacing State Conservationist Eric Banks at the meeting. Ronald Brown moved to approve the agenda as presented. Bevin Law seconded the motion. Motion approved.

**Approval of Minutes**

Jon Starns moved to approve the minutes as presented of the November 23, 2008, and the November 25, 2008, meetings. Ronald Brown seconded. Motion approved.

**Area II KACD Director Resignation**

Ronald Brown moved to accept the resignation of Area II KACD Director LaVern Wetzel from the Board of Directors. Bevin Law seconded the motion. Motion approved.

**Area II KACD Director Appointment**

Ronald Brown moved to appoint Kyle Hoffman, Comanche County Supervisor, to the KACD Area II Director position. Jon Starns seconded the motion. Motion approved.

## **Financial Report**

Lehman reported that for safety purposes he will no longer post the financial information as part of the minutes on the website. They will be included in any minutes the board receives, and if anyone would like the information, they may request it from him. Lehman reported on the checking account register, the year-to-date KACD budget as of January 21, 2009, the savings account at Emprise Bank, the current Certificate of Deposit held by the Sunflower Bank at 3.20% interest for one year, and the savings account at Sunflower Bank with the interest from the CD automatically transferred to a savings account also at the Sunflower Bank each month. The interest is transferred to the Emprise savings account once a quarter. Lehman said he would have a proposal at the May board meeting as to how the money from the savings account would be distributed. Bevin Law moved to approve the financial report. Jon Starns seconded the motion. Motion approved.

## **Dues Update**

Lehman reported on the county dues and said that the dues are arriving daily. No action required on this issue.

## **NRCS Report**

NRCS Assistant State Conservationist Jim Krueger presented the report. No action required.

## **EO Report**

EO President Mindy Vogt presented the report. No action required.

## **SCC Report**

Greg Foley made the report for the SCC. Greg discussed SB 231 and discussed what the timeline for hearings and the presentation to the House and Senate budget committees will be. Greg talked about the Governor's budget proposal relating to the SCC program. The House Appropriations and the Senate Ways and Means Committees will now work the budget from the budget committee's recommendation. No action required.

**Board Member Reports:** No board member reports.

## **Old Business:**

### **2008 Convention Summary**

Lehman reported on the 2008 KACD Convention, presenting the board with the summary of evaluations and evaluation comments submitted. Forty-three evaluations were submitted by attendees to the convention. Below Lehman discussed recommendations to be instituted for future conventions. Discussion was held and the board requested Lehman prepare a proposal to be acted on at the May board meeting. No further action was required.

## CONSIDERATIONS FOR 2009 CONVENTION

### Registration/Refund Policy

Despite information distributed to all districts regarding convention registration, which clearly stated that only spouses are exempt from registration, there were a number of convention attendees who participated in meetings, breakout sessions, and meals without registering for the convention. Also, KACD has no formal refund policy for the annual convention; therefore, we gave refunds to those who were unable to attend and requested refunds - even when we weren't notified of non-attendance until the convention was already underway. The association incurs convention expenses (i.e., meal counts, preparation of convention materials, etc.) for each attendee regardless of his or her attendance. Since members are allowed to register at the convention, we should encourage them to register there if they are unsure whether they can attend.

*Recommendation:* Institute a registration/refund policy beginning with the 2009 convention as follows:

- Everyone attending except spouses must be registered. Name badges will be required for entry into all meetings, breakouts, and meals.
- Continue to offer a bundled price like we did this year, but with just one deadline (instead of an early bird bundle and a regular bundle). Bundle price is the best value.
- Offer an unbundled price for registration and meals (higher than bundled price).
- Continue to allow registration at the convention at the same **unbundled** price (this year it was \$135).
- Continue to allow purchases of meal tickets at the convention as long as the hotel allows us to add to our meal counts.
- Pre-registration deadline (availability of bundle price and convention packet prepared and waiting when attendee arrives) will be one week out from the opening day of the convention.
- Cancellations made after October 31st are subject to a cancellation fee.
- No refunds given after the registration deadline (one week out from convention).

### Host Counties

With a primary host county and an alternate host county from each of the five areas, we have ten host counties responsible for carrying out host duties at the convention. This year, Robin met with representatives from the host counties and explained their duties. Host counties are expected to help convention attendees find meeting rooms as well as take tickets at all meals and pass out programs and other materials. They were asked to observe where they were needed and step in to help. Instead, most of them assumed someone else had it covered and didn't show up to help. For example, at the banquet, only two people showed up to be ticket takers, so only one of the three doors was covered.

*Recommendation:* Reduce number of host counties from a total of ten to a total of five. Assign specific duties to each of the five counties (i.e., assistance with passing out registration packets, ticket takers at meals, badge checkers at meetings/breakout sessions, general traffic coordination/miscellaneous assistance, etc.). This process increases the likelihood that duties will be covered. In addition, counties will only be required to perform host duties at the convention every 21 years!

### 2011 KACD Convention

Lehman reported that KACD has contracts with the Wichita Airport Hilton for conventions to be held in 2009 and 2010. The hotel asked to extend the contract to 2011. Lehman reported he had looked at different hotels and locations and presented comments on these locations relating to the KACD Convention. After much discussion Bevin Law moved to extend the KACD Convention at the Airport Hilton Hotel, Wichita, Kansas, in 2011. Ronald Brown seconded the motion. Motion approved.

### **Committee/Task Force Recommendations**

Discussion was held on the KACD Committee recommendation from the 2008 business session discussion. The board recommended that Lehman present a plan at the May board meeting following the comments from the business session discussion.

### **Endowment Committee Trustees Appointments**

Jon Starns moved to appoint Pat Sauble, Chase County Supervisor, to a three-year term; Ted Nighswonger, Graham County Supervisor, to a two-year term; and Lyman Nuss, Russell County Supervisor, to a one-year term and one trustee reaffirmed each year. Bevin Law seconded the motion. Motion approved.

### **Next Board Meeting**

The next regular board meeting will be May 13, 2009, at 1:00 pm at the Southwestern College at Winfield, Kansas, the location of the State Envirothon competition.

### **Adjourn**

Ronald Brown moved to adjourn the meeting at 1:50 pm. Bevin Law seconded the motion. Motion approved.