

**5/10/2017**  
**Minutes-SWCS WV Chapter**  
**9:00AM**

Those present included Tom Basden, President; Jamey Darlington, Treasurer; Becky Bowers, Secretary; Melissa Merritt, Peg Reese, Andrea Walker and Suzy Campbell.

The meeting was called to order by President, Tom Basden at 9:04 AM.

**New Business:**

**Financial/Treasurer's Report** – Suzy moved that we renew 1 and 1 contract for the website. Melissa seconded the motion. Motion passes. Andrea moved to accept the treasures report. Melissa seconded it. Motion passes. Still \$410 in the account for new members.

**Secretary Report** – Minutes were omitted. Becky will get typed up and sent out.

**2017 SWCS scholarship recipients** – Jamey made a motion to accept Audrey and Alexandra as the scholarship winners this year. Mellissa seconded the motion. Melissa thanked Becky for making the scholarship possible. Motion passes. Tom will let him know. Jamey will go to the credit union and pick up the two checks and drop them off to Kim (plant soil science secretary).

**Old Business:**

**Newsletter** – Peg needs: president's column and finalize the upcoming meeting. Tom wants to include about the annual SWCS conference. Members should notify him if they would like to take a van out to Madison, WI. Melissa noticed that the travel arrangements worked out well last year. Peg thinks the end of the month is when she can get the newsletter sent out.

**2017 Spring/Summer Training** – Tom will get back to Jeff about the training and the best dates for him. Andrea asked if it would be a July training? Tom said he didn't know, what is the pleasure of the group. Melissa checked the minutes, it says end of June, July if it needs to be pushed back. Tom will talk with Jeff and let the group know.

**Other Business:**

**Annual Conference** – Tom would like to put together a van trip. He is going to try and recruit a student who can help with the conference, thus the conference cost will be covered. Melissa asked if we had a delegate picked yet. Jamey said that Josh has been approved to go through NRCS. Becky inquired if she had been approved. Jamey wasn't sure yet. Peg: Those who are planning on attending, if they want to reduce their registration cost by helping. Suzy and Andrea are planning on attending as well. Peg asked if Barb would get her travel covered if she gets the award. That gives Tom an idea on vehicle needs. He can get a bigger van if need be. If we get the word out, maybe we can get more people. Last year we

offered one person to attend and the chapter covered registration (Andrea was recipient). Peg asked if the funds to attend the conference was used up. She donated a few years ago. Jamey thought it was only for new members. Peg thought it was for both. Jamey- we have always paid for it out of our general funds. Tom wants to put an announcement out that a group is traveling out together. Must pay by June 20<sup>th</sup> to get early registration fee price.

- Peg moved that we make Josh our delegate with Tom the back up. Tom seconded the motion. Motion passes.
  - Melissa mentioned to send an email out to let Josh know.
- Jamey moved that the WV Chapter pay registration fee for one member to attend the International SWCS conference. Becky seconded the motion. Motion carries
  - Melissa inquired that it wouldn't take \$ away from supporting new members. It would not.

**Chapter worksheet to help improve Executive Council with continuity** – Tom said he struggled with getting the report to nationals, especially as a one term president. It was a struggle to get all the information together. He would like to see a sub group or complete this as a conference call. He felt at a disadvantage answering for the group. It didn't give full advantage to the chapter because it was just one person's view. We would want Jamey on the call to give financial information. They wanted newsletters and things that he did not have. Melissa agreed, and if Jamey ever left or if a new person is coming in, it would be good to have references. From her perspective as a past president, it would be helpful to have these resources. She is thankful for the new members and wants to be able to help them out and give them proper tools. She thinks a worksheet would be a good starting point to gather the information. Tom – this will allow people to get prepared for the expectations ahead. He thinks the timeline/dates/info is a working document that we should all review at least once a year. Maybe a good time is when a new president is brought in or at the business meeting. Peg suggested doing it while doing the chapter report, everything would be fresh then. Melissa and Tom suggested having it in the agenda, check chapter calendar. This way, we are looking at the document monthly. It will keep us on track. Melissa – then it wouldn't be piled up on one person, won't be as over whelming. What is the next step? Jamey said there was a correction for the NRCS conservation credits. Melissa suggested we could use google docs to keep up with the worksheet. Becky said it wouldn't work for NRCS. Peg mentioned it is a free service and you don't need a license, just an email account. Melissa suggested maybe Jamey could make the corrections, email it out and then we can put it on google docs. We want to make sure that everyone has the most recent updated copy. Jamey thinks maybe NRCS could do that for them. Melissa will put the document up and share it, everyone can report back to her as to if they were able to use that.

**Chapter Letter to Headquarters: Award notifications- Peg Reese** - Peg suggested that we as a chapter send a letter to SWCS headquarters to ask them to notify the person that made the nomination as well as the person who is receiving the award.

- Peg moved that we write a letter to headquarters to make it a standard practice to notify nominators if their nominees got the award or not. Melissa seconded the motion. Motion passes.
  - Peg will put a letter together. Tom asked if we have chapter letterhead, we do. He will sign something and send them the hard copy.

Tom asked if people are getting the emails to attend the regional meeting. Melissa said we got invited, but it looks like it was their annual meeting. Peg said NC was very drivable from WV. She didn't remember the dates. Melissa said the date is June 1<sup>st</sup> and 2<sup>nd</sup>, in Raleigh, NC. It is for members and non-members. There is a lot of leadership information. Registration by May 22<sup>nd</sup>, with hotel by May 18<sup>th</sup>. The email was sent out on May 5<sup>th</sup>. Peg asked who all got the invitation. Looks like everyone in the region got the invite. Peg noted this is a cost alternative to the international conference. Do we think there is West Virginians that would be interested in going? Jamey- if we are going to pay for the registration, she would offer it to the executive council members first and then to regular members, especially those that would like to hold an office. Melissa would be interested in attending, but does not need funding. Jamey mentioned that we could send more people to this at \$50/person. Peg was thinking carpooling but she would need to drive separately to visit family. Jamey said to go ahead and send it out (Tom can send it out), and see what responses we get. We can hold a quick meeting if we need to vote on paying for registration. Tom doesn't have an updated list of members. Melissa said if you sign in to national, you can get a more recent updated list. It looks like a really good conference. Peg thinks it isn't more than 8-10 hour drive from Morgantown. Jamey thinks 8 would be the max. It's a good deal for the southern members. She checked to see what the proper cost would be for our members.

## **Schedule next meeting**

**June 6<sup>th</sup> 2017 at 2pm.**

Motion was made to adjourn the meeting at 10:06 am by Melissa and seconded by Jamey; Motion Passes.