

## MONTHLY BOARD MEETING MINUTES

- I. **CALL TO ORDER** - On Tuesday November 20, 2018, at 8:34 am a regular meeting of the Board of Supervisors of the St Joseph County SWCD at the USDA Service Center, 2903 Gary Drive, Plymouth, IN 46563 was called to order by John Dooms, Chairman.

**PRESENT – SWCD**

John Dooms, Chair/Supervisor  
Mike Burkholder, Supervisor  
Dave Vandewalle, Supervisor  
Dave Craft, Supervisor  
David Straughn

**PRESENT – SWCD/NRCS**

Debbie Knepp, NRCS DC  
Sarah Longenecker, SWCD CC  
Sandra Hoffarth, SWCD AA  
Jane Sablich, SWCD EEC

**Present - EX-OFFICIO**

**PRESENT – Public**  
n/a

**ABSENT – SWCD**

Jeremy Cooper, Vice-Chair/Supervisor  
Jim LaFree  
Dru Wrasse  
Richard Schmidt  
Randy Matthys  
Chuck Lehman

- II. **ADDITIONS TO AGENDA** – n/a

III. **REGULAR BUSINESS**

- a. **Legislative Updates** – n/a
- b. **Indiana Conservation Partnership Updates** – n/a
- c. **Minutes: September 18, 2018 board meeting** – Minutes were reviewed and approved as presented by motion (Vandewalle/Burkholder).
- d. **Treasurer’s Report: (9/19/2018-11/19/2018)** – The treasurer’s report was reviewed and approved as submitted by motion (Vandewalle/Craft).
- e. **Approval of Claims (9/19/2018-11/19/2018)** –A motion (Vandewalle/Burkholder) was made to approve Claim Nos. 11380-11400 for a total of \$19,990.77 as presented. Motion carried.

IV. **OLD BUSINESS**

- a. **St. Joseph Co. Soil & Water Conservation Partnership Staff Reports**
  - i. **Field Office Report** – The field office report was presented to the board & reviewed. (Attached)
  - ii. **NRCS Talking Points** - Knepp informed the board the NRCS EQIP FY19 application deadline is December 21
- b. **Committee Reports**
  - i. **Annual Meeting** – Hoffarth passed out the silent auction donor forms and let the board know the tickets are printed if anyone wants theirs already to sell to contact the office. Registration is online on the website and as an event through Facebook.
- c. **CWI2016 Raingarden & Conservation** – A motion (Burkholder/Vandewalle) was made to approve the payment of \$3,000 for a residential raingarden and \$1,031 for 51.5 acres of cover crops. Motion passed.
- d. **Landfill Inspection** – Burkholder reported that the inspection was very informative, and that they are actively working to keep the surrounding area clean and keeping sediment in place.
- e. **2019 Donor Program/2019 CWI grant** – Hoffarth let the board know that we did not receive the 2019 CWI grant that we applied for. Because of this, the board agreed to add a donation option to help with conservation practices and to add a note in the donor letter to keep the momentum going to ask for donation for this. Hoffarth passed out to the supervisors the mailing list so they can make personal contact with the donors they know. Hoffarth will mail out the packets the week of Nov. 26<sup>th</sup>.
- f. **Producers Meeting** – Longenecker informed the board that the date will be February 6, 2019 at Christo’s Banquet Center in Plymouth. Speakers lined up so far are Dan Childs who will discuss cover crops, weed management, & herbicide resistance and Shaun Castile who is known as the soybean guy. PARP credits will be available. More details to come later.

V. **NEW BUSINESS**

- a. **Schedules/ Upcoming Events / Any Related Claims** - calendars were handed out explaining upcoming special events & holiday schedules on the back of the agenda.
  - i. **Leadership Institute – Impacting Community** – A motion (Vandewalle, Craft) was made to approve \$140 for the registration fee for Cooper & Burkholder. Motion passed.
  - ii. **Cover Crops: Doing What Can’t be Done – Again workshop Dec. 4<sup>th</sup>** – A motion (Vandewalle, Craft) was made to release up to \$200 for registration for any supervisors wanting to attend this workshop. Motion passed.
- b. **2019 IASWCD Annual Meeting Delegate & Conference Attendees** – A motion (Burkholder, Vandewalle) was made to release \$2,000 plus per diem for registration and hotel for 4 attendees. (\$315/ea. Registration, \$123 plus tax/ea. Hotel) Motion passed.

- c. **2019 Budget** – Hoffarth went over the proposed budget for 2019. Majority of changes are within the education class. Under Adult Education and Outreach we had to add in the Producers Meeting and Contractors Breakfast. Now that Sablich has been in her position for a year the Youth Education class has an adjusted budget based on 2018 numbers and projected projects. A memorial funds class was added for the donations received for both Dale Stoner and Stacey Silvers. Under the Vehicle class, the insurance for the van needed to be increased from \$655 to \$910. Please look at the draft budget and if anyone has any questions or concerns, contact Hoffarth. The budget will be approved at the December board meeting.
  - d. **2019 Annual Plan of Work** – Dooks went over the importance of the APW. Drafts were handed out. If anyone has any concerns or questions, please contact the office. The APW will be approved at the December board meeting.
  - e. **2018 Annual Report Style** – After some discussion about a newspaper, 8-page newsletter or calendar style, it was decided to do the 8-page newsletter style again this year. The board asked to move this discussion up to the August board meeting to give more time to change styles if needed.
  - f. **Memorial Funds for Stacey Silvers** – Hoffarth informed the board that we did receive \$30 in donations for the memory of Stacey Silvers. Dooks also let the board know that the family was very appreciative of himself, Burkholder and Straughn for attending the memorial service and receiving the \$200 donation from the supervisors account as well as her 2018 per diem check.
  - g. **IASWCD Resolutions** – Dooks informed the board of the 5 resolutions that are on the table for the 2019 annual meeting at the conference. The resolutions will be voted on at the December board meeting.
- VI. PRIVILEGE OF FLOOR** – Dooks thanked Craft for agreeing to step up and fill the supervisors position left by the passing of Stacey Silvers.
- VII. ADJOURNMENT** – The board meeting adjourned at 9:47 am.

Respectfully submitted,  
**Sandra Hoffarth**  
 Administrative Assistant  
 St. Joseph County Soil & Water Conservation District  
 2903 Gary Drive, Plymouth, IN 46563  
 Email: Sandra.hoffarth@in.nacdnet.net  
[www.stjosephswcd.org](http://www.stjosephswcd.org)


Approved by:

  
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Supervisor


  
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Supervisor

  
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Supervisor





# Field Office Report

## Sept 17 – November 16

### General/Miscellaneous

#### Office Work

- Prepare report packet from Locally Led meeting
- Select Award Nominees
- Annual Report
- Annual Plan of Operation
- Budget
- Tillage Transect
- Develop grazing map for Grazing Specialist

#### Field Work

- Landfill Inspection
- Site visit with Grazing Specialist to develop grazing plan
- Site visit to explain pollinator habitat and programs to landowner

### EQIP- Environmental Quality Incentive Program

#### Office Work

- Assist producer in developing a cover crop mix
- Assist landowner in developing a pollinator seed mix
- Process payments for 1 Irrigation Management, 2 Wildlife Habitat Monitoring, 1 Invasive Species Control, 7 Cover Crop plantings, Habitat Management monitoring,
- 4 Deferral Letters mailed
- Conservation planning for 3 applications
- Preparation for 2019 sign-up
- Process new applications – 2
- Contract off schedule – produce letters, modify contract, develop non-compliance agreement
- Defer 4 applications
- Contract status reviews - 3

#### Field Work

- Field check 5 cover crop seedings
- Pictures of Pollinator habitat
- Field visit for conservation planning for new application

### WRP- Wetland Reserve Program

#### Office Work

- Update Compatible Use packet for landowner (phragmites control, shrub planting)
- 3 application packets completed

#### Field Work

80 ac Monarch Planting follow-up  
Rank 3 new applications  
Pokagon site review and monitoring with state office and Area staff

### CSP- Conservation Stewardship Program

#### Office Work

- Develop and deliver maps for Wildlife Enhancement
- Review producer documentation for national 10% Spot Check
- Develop marketing for web site
- Process payment documents for 11 contracts

- Develop non-compliance agreement with participant
- Field Work**
- Field inspection of 5 CSP participants

**CRP-Conservation Reserve Program**

**Office Work**

- Document mid-contract numbers for NRCS State Office
- Develop CRP Grassland Contract and Planning documents

**Field Work**

- Grassed Waterway meeting with landowner and contractor
- Meet with CRP Grassland participant to determine eligibility

**CWI- Clean Water Indiana**

**Office Work**

- Processed practice completion – 2 contracts

**Field Work**

- Field checks for cover crops and rain garden

**Wetland Determinations**

**Office Work**

- 1 wetland determination
- 4 Highly Erodible Determinations

**Field Work**

- Field review for HEL appeal

**Rule 5/ Rule 13**

**Office Work**

- 1 Site visit and Notice of Termination (NOT) completed
- 1 Stormwater Pollution Prevention Plan (SWPPP) reviewed

**Education**

Age	Total # Programs	Total # People
Youth Education	6	197
Adult Education	5	107

- Met with The Res, Trinity School, Prairie Winds Nature Farm
- Attend/Assist St. Joseph County Parks Programs: Predator/Prey & ND-LEEF
- Filmed Outdoor Elements Segment on Soil Health

**Meetings & Trainings**

Staff Meetings – 9 Youth County Leadership-2 Education Committee Meeting NAI Region Conference Planning Meeting MSP Performance Review (Deb) Advanced Cover Crop Training Forestry Refresher EEAI Conference USDA Security Training	IDEA Fall Conference EQIP Teleconference Department Head - 2 Soil health Team Jury Duty (Deb) NRCS Area Meeting SJRBC Scholarship selection meeting Producer’s Meeting Planning Meeting North Shore Residential Meeting West Side Community Breakfast
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<b>Webinars</b>	<b>Dates</b>
Composting basics Composting – Animal Mortality Conservation Desktop – 6 Water Well Use AgroForestry and Pollinators	Office Closed – Oct 8 SWCD Holiday – Nov 6 Federal Holiday – Nov 12

<b><u>Comments from the Community</u></b>
<p>“Thank you so much for hosting the rain barrel workshop last night. My husband and I had a wonderful time and it was great to learn more about water conservation efforts in the area.”            – Rain Barrel Workshop Participant</p> <p>“I love my rain barrel, just in time for all the rain this past weekend! Thanks again!”            – Rain Barrel Workshop Participant</p> <p>“Thank you for caring about our precious water and soil.” Sticky note left on district van during board meeting in September.</p>

## Summary 2019 Annual Work Plan

January	February	March
<ul style="list-style-type: none"> <li>-Annual Financial Report (due 3/1) internal audit</li> <li>-IASWCD Annual Conference</li> <li>-SJC SWCD Annual Meeting                             <ul style="list-style-type: none"> <li>Order awards, Confirm count</li> <li>Supervisors election, Approve AFR</li> </ul> </li> <li>--Bi-monthly Newsletter</li> <li>-Board meeting – Designation of Depository</li> <li>-Producers Mtg –Advertise, confirm speaker(s)</li> <li>- Education Committee Mtg</li> </ul>	<ul style="list-style-type: none"> <li>-Recruit new board members                             <ul style="list-style-type: none"> <li>Focus on diversity of residents while still maintaining farmer focus</li> </ul> </li> <li>-Board meeting                             <ul style="list-style-type: none"> <li>Election of officers</li> <li>Committee review</li> </ul> </li> <li>- Science Alive</li> <li>- Field Day Planning</li> <li>- District Audit by SWCD Supervisors</li> <li>- Contact Non-Active Supervisors</li> <li>- Enter into Gateway by 3/1 AFR, 100R, Debt Management</li> <li>- Tri-county producers meeting (CWI)</li> <li>- Quarterly Supervisors Meeting/staff reviews</li> <li>- Statehouse visit – deliver Legislative “Notebooks”</li> </ul>	<ul style="list-style-type: none"> <li>-Schedule Landfill inspection</li> <li>-Bi-monthly newsletter</li> <li>-Grant/Marketing Committee Mtg</li> <li>-Growing Summit/ Compost Seminars</li> </ul>
April	May	June
<ul style="list-style-type: none"> <li>- Education Committee Mtg</li> <li>- Urban Conservation Committee Mtg</li> </ul>	<ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> <li>-IASWCD Success Story (due in June)</li> <li>-River friendly farmer award (due early June)</li> <li>-Rain Garden Workshop (CWI)</li> </ul>	<ul style="list-style-type: none"> <li>-Annual Meeting Committee mtg                             <ul style="list-style-type: none"> <li>Location &amp; start looking for speaker/entertainment</li> </ul> </li> <li>-SJC Board Meeting – review AWP</li> <li>- Soil Health Field Day</li> <li>-Big Tree of SJC (2019)</li> <li>-Election Committee Mtg (form committee, reminder of who is up for election)</li> <li>- Quarterly Supervisors Meeting, county budget mtg prep</li> </ul>
July	August	September
<ul style="list-style-type: none"> <li>-Locally led meeting</li> <li>-Field tours - Urban/producers</li> <li>-2019 CWI grant application</li> <li>-District showcase award application</li> <li>-Bi-monthly newsletter</li> <li>-Education Committee Mtg</li> <li>-Awards                             <ul style="list-style-type: none"> <li>Friends of Conservation</li> <li>Conservation Farmer of the year</li> <li>Supervisor of the year</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-NRCS MOU review</li> <li>-Big Tree (2019) - Measure trees</li> <li>-Quarterly Supervisors Meeting, staff reviews</li> </ul>	<ul style="list-style-type: none"> <li>- Schedule Landfill inspection</li> <li>-IASWCD annual conference                             <ul style="list-style-type: none"> <li>Resolutions</li> </ul> </li> <li>-Bi-monthly newsletter</li> <li>-Forestry Field day</li> <li>-Donor program – revise</li> </ul>
October	November	December
<ul style="list-style-type: none"> <li>- Annual Meeting Committee Mtg                             <ul style="list-style-type: none"> <li>Confirm Speaker/Entertainment</li> </ul> </li> <li>-Election Committee Mtg                             <ul style="list-style-type: none"> <li>Appointed due 11/1</li> <li>Elected due 12/1</li> </ul> </li> <li>-2019 Budget</li> <li>-Producers meeting                             <ul style="list-style-type: none"> <li>Location</li> <li>Topics/speakers</li> </ul> </li> <li>- Christmas Party planning</li> <li>-Education Committee Mtg</li> </ul>	<ul style="list-style-type: none"> <li>-Develop 2019 Annual Work Plan</li> <li>-Donor Program                             <ul style="list-style-type: none"> <li>Mail letters</li> </ul> </li> <li>-SJC SWCD Annual Report <i>—move to Aug</i></li> <li>-Bi-monthly newsletter</li> <li>-Board Meeting                             <ul style="list-style-type: none"> <li>Present budget &amp; AWP</li> </ul> </li> <li>- Annual Meeting Committee - Confirm other award winners, Silent auction</li> <li>-Quarterly Sup. Mtg/Staff Reviews</li> </ul>	<ul style="list-style-type: none"> <li>-Donor Program</li> <li>-IASWCD Annual conference                             <ul style="list-style-type: none"> <li>Registration, Confirm delegates</li> <li>Prepare legislative notebook</li> </ul> </li> <li>- Annual Meeting Committee Mtg                             <ul style="list-style-type: none"> <li>Distribute tickets/silent auction</li> </ul> </li> <li>- Board meeting                             <ul style="list-style-type: none"> <li>Confirm budget &amp; AWP</li> </ul> </li> <li>Rural Conservation Committee Mtg</li> </ul>

## Ongoing

<ul style="list-style-type: none"><li>-Implement Farm Bill</li><li>-Recruit New Board Members</li><li>-Implement Rule 5/13 and MSP</li><li>-Focus – Volunteer programs</li><li>-Implement SBOA/District Ops</li><li>-Provide Administrative duties to program</li><li>-Legislator relations</li><li>-Focus – Urban Conservation Practices</li><li>-Youth &amp; Adult EE programs</li><li>-Education reach new markets/clients</li></ul>	<ul style="list-style-type: none"><li>-Donor Program</li><li>-Pursue Conservation Grants</li><li>-Displays for special events</li><li>-Update Website/social media</li><li>-CC – obtain Indiana Certified Conservation Planner</li><li>-Provide Guidance as requested from County</li><li>-Provide Quality Conservation Planning</li><li>-Focus – Minority and/or underserved public</li><li>- NRCS Contribution Agreement (PSS/CRP)</li><li>-Photos of practices installed – utilize Earth Team Volunteer</li></ul>
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## Standing Committees

### **ANNUAL MEETING & AWARDS COMMITTEE:**

Plans and oversees the Annual Meeting & Selects Award Recipients for Annual Meeting & IASWCD Awards

### **EDUCATION PLANNING:**

Develops adult & youth programs and water testing programs, displays for Science Alive and other public festivals, and assist other committees on their educational projects

### **ELECTION:**

Selects new Supervisor candidates, oversees election at Annual Meeting/election of new Chair/Vice Chair

### **GRANTS & MARKETING & SPECIAL INITIATIVES:**

In charge of researching, writing & administrative paperwork for available grants. Also assist other committees to carry out projects that will spend the grant monies. Undertakes activities such as developing marketing strategies, brainstorming/developing new fundraising ideas and programs for the District. Emphasis on legislative - developing activities related to local, state& national legislators, including IASWCD breakfast and developing/distributing legislative notebooks.

### **RURAL CONSERVATION:**

Develops and implements rural conservation projects, including education and fundraising

### **URBAN CONSERVATION:**

Develops and implements urban conservation projects, including education and fundraising

## Summary 2019 Annual Work Plan - Staff

January	February	March
<p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- 1099 for any cost-share payouts</li> <li>- submit withholding taxes on IN &amp; federal sites (even if \$0)</li> <li>- Mail Practice Reminder Letters for NRCS – PSS</li> <li>- Annual Financial Report (due 2/28)</li> <li>- 100R</li> <li>- Debt Management on Gateway</li> <li>- Annual Meeting                             <ul style="list-style-type: none"> <li>Order awards, Confirm count, flowers/other table decorations, Supervisors election, program, placemats, slideshow, silent auction, order tablecloths, submit to DSS election results</li> </ul> </li> <li>- PSS QA</li> <li>- Bi-monthly Newsletter – due 2/5</li> </ul> <p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>- Producers Mtg. –Advertise, confirm speaker(s)</li> <li>-Education Committee Mtg</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-Education Committee Mtg</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>- IASWCD Annual Conference</li> <li>- Board meeting – Designation of Depository</li> </ul>	<p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- District Audit by SWCD Supervisors</li> <li>- Contact Non-Active Supervisors</li> <li>- Enter into Gateway by 2/28 AFR</li> </ul> <p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>- Field Day Planning</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- Science Alive</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-Recruit new board members                             <ul style="list-style-type: none"> <li>Focus on diversity of residents while still maintaining farmer focus</li> </ul> </li> <li>-Board meeting                             <ul style="list-style-type: none"> <li>Election of officers</li> <li>Committee review</li> </ul> </li> <li>-Quarterly Supervisors Meeting/staff reviews</li> <li>- Statehouse visit with Supervisors – deliver Legislative “Notebooks”</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Tri-county producers meeting (CWI)</li> <li>-Landfill inspection (schedule)</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-Growing Summit/Compost Seminar</li> <li>- Grant/Marketing Committee Mtg</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-<del>Review current Business Plan (2018-2023)</del></li> </ul> <p><b>NRCS</b></p> <ul style="list-style-type: none"> <li>Easement Monitoring</li> </ul>
April	May	June
<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Education Committee Mtg</li> <li>-Urban Conservation Committee Mtg</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- PSS QA</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- <b>Project Wild Workshop</b></li> <li>- Education Committee Mtg</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>- discuss budget mtg to decide focus topics</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Urban/Raingarden workshop (CWI)</li> <li>-IASWCD Success Story (due in June)</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Bi-monthly newsletter</li> <li>-River friendly farmer award (due early June)</li> </ul> <p><b>Education Coordinator</b></p> <p><b>Staff/Board</b></p>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Soil Health Field Day</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- Annual Meeting Committee Mtg                             <ul style="list-style-type: none"> <li>Location &amp; start looking for speaker</li> </ul> </li> <li>- Election Committee Mtg (make sure 1 supervisor &amp; 2 members, remind who is up for election)</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- <b>PLT Workshop</b></li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-SJC Board Meeting – review AWP</li> <li>-Big Tree of SJC (2019)</li> <li>- Quarterly Supervisors Meeting / county budget mtg prep</li> </ul>



## Summary 2019 Annual Work Plan - Staff

July	August	September
<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Field tours - Urban/producers</li> <li>-Education Committee Mtg</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Awards                             <ul style="list-style-type: none"> <li>Friends of Conservation</li> <li>Conservation Farmer of the year</li> <li>Supervisor of the year</li> </ul> </li> <li>-2019 CWI grant application</li> <li>-Bi-monthly newsletter</li> <li>- PSS QA</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-Education Committee Mtg</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-Locally led meeting</li> <li>-District showcase award application</li> <li>Utilize ETV to get pollinator habitat, etc. photos for end of year report</li> </ul>	<p><b>County Conservationist</b></p> <p><b>Admin Assistant</b></p> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>- School Schedules</li> </ul> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-NRCS MOU review</li> <li>-Big Tree (2019) - Measure trees</li> <li>-Quarterly Supervisors Meeting/Staff Reviews</li> <li>- Annual Report Style?</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Forestry Field day</li> <li>-Landfill inspection (schedule)</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- set up library reservation for next years' board meetings</li> <li>- post SJC annual mtg. &amp; election committee info on SharePoint</li> <li>-IASWCD annual conference Resolutions</li> <li>-Bi-monthly newsletter</li> <li>-Donor program – revise</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-</li> </ul> <p><b>Staff/Board</b></p> <p><b>NRCS</b></p> <ul style="list-style-type: none"> <li>Complete program status reviews</li> </ul>
October	November	December
<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>-Producers meeting                             <ul style="list-style-type: none"> <li>Location</li> <li>Topics/speakers</li> </ul> </li> <li>-Education Committee Mtg</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- Annual Meeting Committee Mtg                             <ul style="list-style-type: none"> <li>Confirm Annual Mtg. Speaker</li> </ul> </li> <li>-Election Committee Mtg                             <ul style="list-style-type: none"> <li>Appointed due 11/1</li> <li>Elected due 12/1</li> </ul> </li> <li>-2019 Budget</li> <li>- PSS QA</li> <li>- Christmas Party planning</li> </ul> <p><b>Education Coordinator</b></p> <ul style="list-style-type: none"> <li>-Education Committee Mtg</li> </ul> <p><b>Staff/Board</b></p>	<p><b>County Conservationist</b></p> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>-Donor Program                             <ul style="list-style-type: none"> <li>Mail letters</li> <li>-Start SJC SWCD Annual Report <span style="font-size: small; color: purple;">move to Aug.</span></li> </ul> </li> <li>-Bi-monthly newsletter</li> <li>-Board Meeting                             <ul style="list-style-type: none"> <li>Present budget &amp; AWP</li> </ul> </li> <li>- Annual Meeting Committee- Confirm other award winners, Silent auction</li> </ul> <p><b>Education Coordinator</b></p> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>-Develop 2019 Annual Work Plan</li> <li>-Quarterly Sup. Mtg./Staff Reviews</li> </ul>	<p><b>County Conservationist</b></p> <ul style="list-style-type: none"> <li>- Rural Conservation Committee Mtg</li> </ul> <p><b>Admin Assistant</b></p> <ul style="list-style-type: none"> <li>- Send legal notice letter to SB Tribune</li> <li>- E - mail/snail mail invitations to legislatures for annual conference and annual mtg.</li> <li>-Donor Program</li> <li>-IASWCD Annual conference                             <ul style="list-style-type: none"> <li>Registration, Confirm delegates</li> </ul> </li> <li>- Annual Meeting Committee Mtg                             <ul style="list-style-type: none"> <li>Distribute tickets/silent auction</li> </ul> </li> <li>-Board meeting                             <ul style="list-style-type: none"> <li>Confirm budget &amp; AWP</li> </ul> </li> </ul> <p><b>Education Coordinator</b></p> <p><b>Staff/Board</b></p> <ul style="list-style-type: none"> <li>- Prepare legislative notebook</li> </ul>

### Ongoing

<ul style="list-style-type: none"> <li>-Implement current Farm Bill</li> <li>-Recruit New Board Members</li> <li>-Implement Rule 5/13 and MSP</li> <li>-Focus – Volunteer programs</li> <li>-Implement SBOA/District Ops</li> <li>-Provide Administrative duties to program</li> <li>-Legislator relations</li> <li>-Focus – Urban Conservation Practices</li> <li>-Youth &amp; Adult EE programs</li> <li>-Education reach new markets/clients</li> </ul>	<ul style="list-style-type: none"> <li>-Donor Program</li> <li>-Pursue Conservation Grants</li> <li>-Displays for special events</li> <li>-Update Website/social media</li> <li>-CC – obtain Indiana Certified Conservation Planner</li> <li>-Provide Guidance as requested from County</li> <li>-Provide Quality Conservation Planning</li> <li>-Focus – Minority and/or underserved public</li> <li>- NRCS Contribution Agreement (PSS/CRP)</li> <li>-Photos of practices installed – utilize Earth Team Volunteer</li> </ul>
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