

Meeting Minutes

PACD Ways & Means Committee Meeting January 18, 2006

1. Welcome and Introductions

Chair: Porter Duvall, PACD Treasurer (Jefferson CD)
Advisors: Kathleen Banski, PACD; Lisa Suhr, PACD

Committee Members present:

Cathy Skwara, Bucks CD
Lyn O'Hare, Berks CD
Charlotte Severcool, Wyoming CD
Sam Worley, Franklin CD
Keith Eisenhart, York CD
Patricia Powley, Dauphin CD
Jack Tressler, Somerset CD
John Dryzal, Cambria CD

Others present:

Bob Lockhart, Indiana CD
Barry Frantz, NRCS
Irvil Kear, Schuylkill CD
Bob Ritchie, Cambria CD
Victor Cappucci, Wyoming CD
Malcolm Crooks, Bucks CD
George Wolff, Wolff Strategies.com

2. Review of Committee Responsibilities

3. PACD Endowment Fund Policy Suggestions

The Committee focused much attention on reviewing the former PACD Bylaws Article XIV-Endowment Fund. The Committee provided detailed recommendations for revising the former article for incorporation to PACD's Operating Policy and Procedures Manual.

The Committee has asked the Executive Board to forward their recommendations to Counsel for legal review.

*Motion made by Jack Tressler and seconded by Patricia Powley to:
Establish an Endowment Fund Subcommittee made up of a Chair and 4 members. Motion carries.*

Porter Duvall appointed Sam Worley as Chair of the PACD Endowment Fund Subcommittee. Sam accepted the appointment.

Sam requested four volunteers to serve on the Subcommittee. The following Committee members agreed to serve on the Subcommittee:

Keith Eisenhart
Jack Tressler
Cathy Skwara
Lyn O'Hare

4. District Funding Opportunities

George Wolff recommended that a subcommittee be established to help track district funding opportunities related to Nutrient Trading activities. Jack Tressler offered to chair such a Committee. Porter Duvall appointed Tressler to chair a Nutrient Trading subcommittee.

5. Funding Priorities

The Committee recommended the following order for prioritizing the association's fundraising efforts:

1. Eliminate the Building Mortgage debts and establish the Capitol Fund minimal balance;
2. Increase PACD non-restricted budget revenue;
3. Increase PACD Endowment Fund Principal amount;
4. Solicit donations/grants to reduce PACD meeting expenses;
5. Solicit sponsors for PACD Awards.

6. Fundraising Strategies

Lyn O'Hare volunteered to assist with grant writing. Bob Ritchey suggested PACD contact Dave Steel for information he compiled for RC&D fundraising. Chairman Porter Duvall is inviting PACD members to contact him with any ideas they may have related to fundraising activities.

7. District Dues

Should PACD respond to districts that notify the association they do not intend to pay their dues in full?

Committee engaged in a lot of discussion on this topic. They agreed that:

1. The PACD should respond, in writing to the district that has informed the association it is not going to pay its dues in full. The letter should bullet some examples of how the district benefits from PACD activities. The letter should also inform the district that the Region Director will be contacting them to schedule a meeting to discuss ways that the PACD and the district might be able to better support each other's efforts. The Region Director will be copied.
2. The Region Director should contact the district to arrange a meeting with the Board. Discussion items might include the district's overall financial status,

commissioner/district relationships, budgeting for PACD dues, attending PACD meetings, and, if appropriate, the dues waiver form procedure. The Region Director will update the PACD Executive Board about the meeting.

3. Next, a follow-up letter should be sent to the district thanking them for meeting with the region director. The letter might also include anything that was agreed upon or discussed during the meeting (for instance, perhaps the district agreed to attend a PACD meeting to learn more about the association; the region director encouraged the district to budget for dues; the district and the region director agreed that a joint meeting with county commissioners to explain PACD's role in supporting district activities might be useful, etc.)

8. PACD Fact Sheet

The committee discussed that a PACD fact sheet should be developed to help "market" PACD. The fact sheet should be simple and provide an overview on the PACD's activities. The fact sheet could be used to provide talking points for the Region Director during a district visit.

It was suggested that the ED & Outreach Committee be asked to help develop the fact sheet.