

## NDCDEA Director's Meeting

October 28, 2024

The October 28, 2024, Director's Meeting was held via Zoom. Meeting called to order by President Brown at 1:00 pm. Directors present were Easton Brown, Tokina McHarry, Billie Jo Hinders, Kelli Schumacher, Dustin Krueger, Ty Nordby, Kari Beckman, Chad Thorson and Darci Gahner (treasurer). Quorum established. Others present Sarah Tunge.

The minutes from the July 19 meeting were approved on 8/7/24, with Nordby making motion, Krueger second. Passed, sent out statewide 8/15/24.

Financials: Gahner presented the financial report (see attached). Hinders made a motion to approve the report, Schumacher second. Motion carried.

### Old Business:

Statewide Tree Planting Initiative/OHF – The next round of funding was not approved by Industrial Commission. Currently, there is money in existing grant to cover 2025 approved applications. This winter, board can decide if they want to ask for funding again after reworking proposal. The 2024 request for reimbursement has been at Industrial Commission for a month – Tunge will be following up again this week.

Grant Writing Workshop – well attended. Brown mentioned it would be nice to have one on each side of the state in the future.

UCOW – about 25 in attendance. Surveys requested more hands-on training. Still waiting to close out all speaking fees.

Tree Planting & Cooler Maintenance Workshop – 17 registered. Good info presented. Attendees appreciative of information.

NCDEA Northern Plains Region Training – NDCDEA sponsored 7-8 ND employees to attend.

### New Business:

NDASCD State Convention – Schumacher shared agenda. Discussion on whether to have a live or silent auction. Krueger made motion to switch to a silent auction this year, Hinders seconded the motion. Motion carried. Discussion on where proceeds would go – board will leave as in the past – proceeds going to scholarships.

Election info – Brown shared open positions. Discussion on Schumacher's position with her now being an employee of NDCDEA. Nordby motioned, Krueger seconded, to accept Schumacher's resignation as a director due to potential future conflict of interest after the November meeting when replacement is appointed. Motion carried.

Area meetings – Brown attended and reported at Area 1, Krueger attended and reported at Area 2 and 4, Schumacher attended and reported at Area 3, and Nordby attended and reported at Area 5.

Proposed Board Meeting Schedule – should be set after November elections.

Expense Policy – see attached. After discussion and changes to draft, the attached policy was approved by board (McHarry motion, Hinders second, unanimously carried). An inventory list and budget for new positions will be presented at November meeting. Expense policy and inventory list will be annually reviewed along with by-laws by directors.

Credit cards – Motion by Hinders, second by Krueger to approve Schumacher and Tunge to have NDCDEA credit cards, with a \$5,000 limit on each. Motion carried unanimously.

NACD Annual Meeting Travel – Motion by Krueger, second by Hinders to approve travel expenses for Schumacher and for Tunge (portion that is not covered by NCDEA). Motion carried.

DAM – March 11-13<sup>th</sup> in Minot. Planning will start this week. Also, directors are to start thinking about 2026 location.

Appreciation Award – Two nominations received. Has been sent out statewide – votes are due to Krueger by November 6.

Partnership Director Update – Tunge reported Statewide Partners meeting will be next week – will include traditional partners as well as expanding connections. Been looking into other statewide funding sources for districts.

Training Coordinator Update – Schumacher reported on emails sent out requesting assistance for work group and focus group for designing the website and training going forward.

No other business.

Meeting adjourned at 3:30 pm by President Brown.

Respectfully Submitted,

*Tokina McNarry, Secretary*

2:26 PM

10/25/24

Accrual Basis

**NDCDEA**  
**Balance Sheet**  
**As of October 25, 2024**

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	<u>Oct 25, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
NDCDEA Checking	200,851.27
Total Checking/Savings	<u>200,851.27</u>
Total Current Assets	<u>200,851.27</u>
<b>TOTAL ASSETS</b>	<u><u>200,851.27</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	2,841.10
Unrestricted Net Assets	129,724.06
Net Income	68,286.11
Total Equity	<u>200,851.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>200,851.27</u></u>

**NDCDEA**  
**Profit & Loss**  
 January 1 through October 25, 2024

	Jan 1 - Oct 25, 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Donations/Sponsors	500.00
Farmers Union- Alliance	99,571.12
Media Partnership Grant	236,957.60
Miscellaneous	170.64
NRCS/SCD Grant	
NRCS/SCD Grant Admin	4,370.91
NRCS/SCD Grant - Other	63,532.18
<b>Total NRCS/SCD Grant</b>	<b>67,903.09</b>
<b>Program Income</b>	
Regional Membership Dues	35.00
State Membership Dues	270.00
Trainings	
Registrations	4,296.67
<b>Total Trainings</b>	<b>4,296.67</b>
Tree Promotional Registration	4,268.03
<b>Total Program Income</b>	<b>8,869.70</b>
<b>Total Income</b>	<b>413,972.15</b>
<b>Gross Profit</b>	<b>413,972.15</b>
<b>Expense</b>	
Alliance Expense	26,146.44
Media Partnership Grant Expense	227,060.84
Meetings	
Convention Expense	96.30
Meal Expense	66.65
Regional Meeting Expense	11,796.21
Tree Promotional Mtg	
Meal Expense	13,453.22
Tree Promotional Mtg - Other	2,090.50
<b>Total Tree Promotional Mtg</b>	<b>15,543.72</b>
Urban Conservation	1,478.26
<b>Total Meetings</b>	<b>28,981.14</b>
Memberships and Dues	
NCDEA	200.00
<b>Total Memberships and Dues</b>	<b>200.00</b>
NRCS/SCD Grant Payables	56,586.00
Operations	
Awards/Plaques	104.00
National Meetings	575.00
Supplies/Miscellaneous Expense	1,280.68
Operations - Other	10.00
<b>Total Operations</b>	<b>1,969.68</b>
Scholarships	4,000.00
Trainings	741.94
<b>Total Expense</b>	<b>345,686.04</b>
<b>Net Ordinary Income</b>	<b>68,286.11</b>
<b>Net Income</b>	<b>68,286.11</b>

## **North Dakota Conservation District Employees Association**

### **Purchasing Policy 10-2024**

This policy provides clear guidelines for board members, employees, volunteers, and representatives of the North Dakota Conservation District Employees Association on the purchasing of goods and services while performing their duties.

#### **Scope:**

This policy applies to all board members, employees, volunteers, and representatives of the NDCDEA who are authorized to make purchases on behalf of the association. It covers all procurement of goods, services, equipment, and travel regardless of the source of funding.

#### **General Principles:**

- All purchases must be made for legitimate business purposes that support the mission and goals of the Association.
- Employees must exercise due diligence to ensure that purchases are necessary, cost-effective, and in the best interest of the Association.
- Purchases must comply with approved budgets, and all expenditures must be pre-approved by the relevant authority.

#### **Approval Process:**

- **Purchasing Limits:** Employees must seek approval for purchases based on the value of the transaction (excluding travel):
  - **Up to \$500:** Requires receipts provided to Treasurer, provided purchase is within budgetary guidelines.
  - **\$0 - \$2,500:** Requires executive committee approval.
  - **Over \$2,500:** Requires full board approval.
- **Emergency Purchases:** In case of urgent needs, employees may seek expedited approval but must provide full documentation and justification afterward.

#### **Purchasing Methods:**

- **Purchase Request through Treasurer:** Requests made to the treasurer for purchases by anyone not issued an Association credit card.
- **Credit Cards:** Employees who are issued a credit card may use it for business-related purposes only. All receipts and documentation must be submitted for reconciliation monthly.

#### **Documentation and Record-Keeping:**

- All purchases must be accompanied by proper documentation, including:
  - Receipts or invoices
  - Purchase order or contracts

**Prohibited Purchases:**

The following items are generally prohibited:

- Personal items for individuals or their family members
- Donations to external organizations without board approval
- Alcoholic beverages are prohibited.
- Items that exceed the approved budget without authorization

**Travel Expenses:**

Out-of-state travel should be approved as soon as reasonably possible by the Board of Directors.

In-state travel for the completion of normal duties will not require prior approval, unless out of the scope of normal duties.

Association issued credit cards may be used for approved eligible travel expenses, versus employee reimbursement.

Eligible travel expenses are:

- Airfare at the most reasonable rate available
- Ground Transportation
- Personal Vehicle Use will be reimbursed at the current state mileage rate
- Lodging at the most reasonable rate available, where applicable lodging at conferences, training, etc. will be at the host location
- Meals will be reimbursed at current GSA rate for the location of travel

**Professional Development:**

- Registration fees, travel, and materials for attending conferences, workshops, or other professional development opportunities relevant to the Association will be eligible expenses, provided pre-approval by the Board of Directors.

**Reimbursements:**

- Employees who make approved out-of-pocket purchases for the Association will be reimbursed upon submission of a completed expense report and receipts.
- Reimbursement requests must be submitted monthly.

**Budgetary Considerations:**

- All expenses must align with the Association's budgetary constraints and the financial priorities approved by the Board of Directors.

Effective Date:

Approved by: