

**Financial Management Focus Area Committee Minutes  
December Quarterly Board  
Northfield Inn  
Phil Fossler, Chairman  
December 12, 2011**

**Present:**

Van Bitner  
Terry Davis  
Sherry Finn  
Phil Fossler, Chairman  
Debbie Holsapple  
David McCormick  
Randy Molitoris  
Steve Stierwalt  
James Todd

**Absent:**

Tom Anderson  
Lee Bunting  
Duval, Dan  
Cindy Moon  
Rich Nichols  
Darrell Roegge

Chairman Phil Fossler called the meeting to order at 3:19 p.m.

**Approval of Agenda**

Chairman Phil Fossler asked that the following additions be made under New Business on the Agenda: Area VP Travel Expense; Office Closing; Employee Year End Bonus and Salary Increases

**Approval of Minutes**

The June 13, 2011 Financial Management Focus Area Committee minutes were reviewed. **Terry Davis motioned to approve the minutes with a name correction for Legislator Cynthia Soto. David McCormick Motion passed, voice vote.**

**Review Financials**

Financials were reviewed. **Steve Stierwalt motion to approve the financial reports as presented. David McCormick seconded the motion. Motion passed, voice vote.**

**SWCD of Illinois Insurance Group Association Account Update**

Debbie Holsapple, Administrator for the SWCD of Illinois Insurance Group Association reported that the recently completed workmen's compensation audit showed a decrease in FY11 salaries resulting in a premium credit of \$5442. Holsapple provided details on the November financials as distributed. **Terry Davis motioned to approve the insurance report. David McCormick seconded the motion. Motion carried, voice vote.**

## **Old Business**

Sherry Finn provided an update on unpaid dues for districts. No action was taken.

## **New Business**

The committee reviewed the 2012 budget as presented. **Terry Davis motioned to approve the 2012 budget as presented. Steve Stierwalt seconded the motion. Motion carried.**

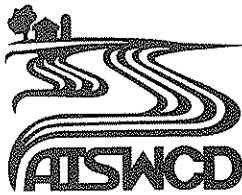
The committee discussed year-end bonuses and salary increases for the two AISWCD employees. **Randy Molitoris motioned to pay Sherry Finn a \$1000 and Rich Nichols \$500 for year-end bonuses. Terry Davis seconded the motion. Motion carried, voice vote. Steve Stierwalt motioned to give Sherry Finn a 4% increase and Rich Nichols a 2% increase. Van Bitner seconded the motion. Motion carried, voice vote.**

The committee discussed office closure the week of December 26<sup>th</sup>. Employees will be using paid leave during this time period. No action taken.

The committee discussed travel expenses for the area vice-presidents. Discussion died for a lack of a motion.

**Terry Davis motioned to adjourn the meeting at 4:24 p.m. David McCormick seconded the motion. Motion carried, voice vote.**

Minutes transcribed and submitted by Debbie Holsapple.



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## **Forestry Committee Agenda**

**David McCormick, Chairman**

March 13, 2012 @ 9:45 – 10:30 a.m.

Jade Room - Northfield Inn & Suites, Springfield, Illinois

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1. Call to Order
2. Roll Call
3. Approve Agenda
4. Updates
5. Advisors' Report
  - IDOA
  - IDNR
  - NRCS
  - IEPA
6. Old Business
  - Winter Tree ID Workshop: Dave Bishop
  - IFA Partnerships
  - Grand Prairie Mater Naturalists Partnership
7. New Business
  - Outstanding Forestry Award
  - Nominee Suggestion to the AISWCD President for an AISWCD Representative/Il Forestry Development Council
8. Approve: December 2011 minutes
9. Adjournment

**AISWCD QUARTERLY BOARD MEETING  
FORESTRY COMMITTEE  
December 12, 2011**

**MEETING CALLED TO ORDER:** Chairperson, David McCormick  
**DATE & TIME:** December 12, 2011 at 2:08 p.m.  
**ROLL CALL:** 5 Directors, 3 advisors

**PRESENT:**

Terry Davis  
Tim Keller  
David McCormick, Chair  
Randy Molitoris  
Darrell Roegge  
Dave Bishop, RC  
Dick Breckenbridge, IEPA  
Wade Conn, NRCS  
Julie Gilmore, AC  
Ray Hermann, IFA & RC & D  
Paul Diezman, IDNR

**ABSENT:**

Tom Anderson  
Elliot Lagacy, IDOA  
Mike Mason, IDNR  
Dan Schmoker, IWPA

**APPROVAL OF JUNE 2011 MINUTES:**

**Motion by: Randy Molitoris; 2<sup>nd</sup> by Darrell Roegge      Carried: Yes**

**UPDATES:**

No updates were provided.

**ADVISOR'S REPORTS:**

A. **IDOA:** Elliot Lagacy was not present at the meeting; no report was given.

B. **IDNR:**

- a. Paul Diezman stated that IDNR's budget has been severely cut in recent years due to state funding issues. This has resulted in major layoffs and those positions still haven't been filled. As a result, the remaining Foresters are struggling to keep up with the heavy workload. There will be more retirements at the end of this year, but he believes those positions will be filled with new employees. Foresters have begun referring landowners to outside consultants if the landowner is in need of a plan right away.

C. **NRCS:**

- a. Wade Conn reported that the NRCS budget is still being finalized and that there will be money for the EQIP program, although the amount obligated for it is still undecided. Applications are still being accepted and NRCS will hold them until batching periods are established.

- b. Chief White is looking to regionalize practices and their respective payments. He believes that setting practices and amounts for multi-state regions of the country will help bring some consistency within the program.
- c. NRCS will have some changes in its leadership as Bill Gradle and Richard Hungerford will both be retiring soon.

**D. *IEPA:***

- a. Dick Breckenridge was asked about ways to expedite the approval process for receiving burn permits. He explained that IEPA had up to 90 days to make a decision on burn permit applications, but that it usually didn't take that long to issue one. In some cases, a burn permit could be issued within a few days if the applicant explains to IEPA staff why the permit is needed quickly. For example, there have been instances where a landowner will offer to allow an agency to do a workshop or a training exercise on his ground, and approval is needed quickly in order to satisfy the landowner. Mr. Breckenridge encouraged anyone with concerns to call the office.

**OLD BUSINESS:**

**A. *Workshops:***

- a. Dave Bishop requested permission to hold a Winter Tree ID Workshop on February 10, 2012, at the Sugar Grove Nature Center in McLean County. He explained that there has been some demand for a winter tree identification workshop, and he thought a charge of \$15 per person would cover the expenses. He requested permission to use the Forestry Account to cover the up-front expenses of purchasing small tree ID booklets and the cost of providing lunch. The funds earned from registration would then be deposited back into the account after the event. **Terry Davis motioned to approve the use of the Forestry Account for the workshop, with the amount withdrawn not to exceed the current balance of approximately \$258.00. Darrell Roegge seconded the motion. All were in favor and the motion passed.** Mr. Bishop thanked the committee and asked that those interested in attending the workshop contact him for registration.

- b. Chairperson David McCormick suggested having a workshop at Summer Conference on identifying and controlling invasive species. He stated that it is a growing problem throughout the state and that there is a demand from landowners for information on how to handle this problem. Tim Keller stated that he thought it was important for landowners to realize the scope of tackling an invasive species removal project. It is a huge undertaking that involves many hours of exhaustive labor and funding. Wade Conn, of NRCS, stated that while NRCS has a program policy that landowners control the invasive species on their property, there is currently no formal instruction from NRCS on how it should be done. He stated that there are many online resources available for landowners, and that the US Forest Services has publications that are often used in assisting landowners.

**B. *Growth of Committee:***

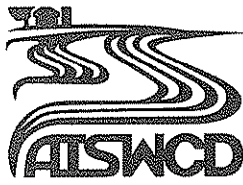
- a. Ray Herman, who was a new guest at the meeting, stated that the Illinois Forestry Association (IFA) was also currently working on a publication that could be used in addressing invasive species. He strongly encouraged the Forestry Committee to develop a partnership with the IFA, stating they are interested in working with the Committee and especially with SWCDs to hold workshops on invasive species, burn workshops, tree identification, and other related topics. He also suggested that the Committee consider having one of its members on the Forestry Development Council, which was a tremendous resource.
- b. Dave Bishop stated that the Grand Prairie Master Naturalists is a forestry group in the McLean County area that is interested in partnering with other agencies to host workshops like those mentioned by Mr. Herman. They can be contacted through the McLean County Extension Office.

**NEW BUSINESS:**

No new business to report.

**ADJOURNMENT: 3:07 p.m.**

Minutes taken by Julie Gillmore, AC, Menard County SWCD



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## **Legislative Focus Area Committee Agenda**

**Lonnie Wilson, Chairman**

March 13, 2012@ 10:30 – 11:45 a.m.

Diamond Room - Northfield Inn & Suites, Springfield, Illinois

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1. Call to Order
2. Roll Call
3. Approve Agenda
4. Legislative Update: Mike Hoffmann
5. Old Business
  - A. Strategic Planning Goals Update: 1 Yr./3 Yr./1-3 Yrs.
  - B. FY 2011 AISWCD Annual Meeting Resolutions Update/Legislative Day & Prevailing Wage
6. New Business
  - A. Current Legislation Update
  - B. Legislator of the Year Award Nominees
  - C. Friend of Conservation Award Nominees
7. Approve: December 2011 Minutes
8. Adjournment

**Legislative Focus Area Committee Meeting  
AISWCD Quarterly Board  
December 12, 2011**

**Present:** Terry Bogner  
Dick Breckenridge, IEPA  
Aaron Ferguson  
Mike Hoffman  
Dean Johnson, ISWCDEA  
Kenneth Hawthorne  
Ken Kesler  
Carlyn Light  
Rich Nichols  
Debi Slade, ISWCDEA  
Steve Stierwalt  
Kenny Vosholler  
Lonnie Wilson  
Melissa Cauble

**Call to Order:** At 3:00 p.m. Chairman Lonnie Wilson called the meeting to order.

**Agenda:** Carlyn Light made a motion to accept the agenda as presented.  
2<sup>nd</sup> by: Aaron Ferguson **Carried: Yes**

**Minutes of Previous Meeting:** Terry Bogner made a motion to approve the minutes of the June 13, 2011 meeting as presented.  
2<sup>nd</sup> by: Kenny Vosholler **Carried: Yes**

**Legislative Update:** Rich Nichols and Mike Hoffman reported. Rich began by giving a brief history of the current legislation known as SB 1849, which is the gaming bill that designates funding for SWCDs. He stated its current status is on hold until early February when it can be reintroduced for another vote. Rich gave everyone a list of those legislators who voted no or who were "on the fence" and suggested that those were the crucial ones to be contacted between now and the vote in February.

Mike then reported he had spoken with Representative Lange who stated he had met with former Representative Gary Hannig who is working with the governor's office to revise the bill. Mike stated the Governor is against the portion of the bill which allows slot machines at race tracks, but they are working on trying to find a solution which the governor could live with. The good news was that SWCDs were still in the bill and slated to receive \$12.5 million if it passes.

Other points related to this issue include:

- Chairman Wilson stated he planned to get a fact sheet with talking points out to districts for legislative visits and that the AISWCD officers/personnel were willing to accompany directors and employees on those visits
- AISWCD planning a "media blast" in January to saturate media outlets throughout the state with information on how the bill benefits ag partners as well as providing up to 40,000 new jobs and the tax revenue those jobs create
- Express to legislators that fully funded SWCDs become a profitable unit of government because of matching federal tax dollars they bring into the state of Illinois
- Importance of asking legislators who oppose the bill why they oppose it and if they have an idea for alternative ways for SWCDs to obtain designated funding
- Mike Hoffman asked for a list of districts who were in dire financial need and looking at office closures so that he could take that information to the governor's office to try to get some emergency money to them



The other legislative issue discussed was the progress on getting a bill passed which would exempt cost share dollars from the Partners for Conservation Fund from the Prevailing Wage Ordinance law. Rich explained that the AISWCD would ask union leaders to take a "no position" stance when it comes to SWCD program dollars. He stated the Association had met with the Lt. Governor's office and were told a couple of legislators were willing to carry a bill forward in the spring. Lonnie Wilson added that it was important to keep the language of the bill simple, targeting only our programs and that the AISWCD was trying to locate federal language which exempts federal cost share dollars for the same practices from the law. He finished by saying the Land Improvement Contractor's Association (LICA) was working with the AISWCD on this.

**Task Force Updates:** No report

**Old Business:**

**Legislative Newsletter Update:** Rich Nichols expressed his difficulties in getting information for the District Spotlight column. He said it is getting more difficult to get the newsletter out on time because of this. He suggested converting it to a one-page fact sheet format. **Terry Bogner made a motion to convert the newsletter as Rich Suggested. Debi Slade of the ISWCDEA asked to have the motion amended to include space for District Spotlight articles when received.**

**2<sup>nd</sup> by: Kenny Vosholler**

**Carried: Yes**

**Annual Meeting Resolutions Update:**

- **Implementation of Legislative Day:** Is being planned for sometime in February, depending on when the Legislature plans to come back to vote on the gaming bill. We want to go before that happens.
- **Prevailing Wage Exemption:** Association is working with LICA and legislators to get SWCD programs exempted.

**FY 2012 State Budget Update:** Rich reported no money had been released yet.

**Funding Sources Update:** Rich reported the Association had been working very hard to get SB 1849 passed. He then stated that he was working to be ready for what comes next if that bill does not pass.

**New Business:**

**d. Strategic Planning—1 Year Goals:**

Chairman Wilson explained the Association Officers had been working on all items listed on the agenda. He stated their main goal had been working on getting stable funding for districts and that there were 7 or 8 legislative items in the works currently.

**e. Strategic Planning—3 Year Goals**

Chairman Wilson reviewed the items listed on the agenda. He stated that he felt the issue of getting SWCDs exempted from the Prevailing Wage Ordinance should be moved to a one-year goal. He feels it may take up to three years to see it implemented but that getting that exemption should be addressed now. **Terry Bogner made a motion to move item (d.) Work on Exemption from Prevailing Wage Law to One Year Goals and move item (e.) Lack of Pensions to a Three Year Goal.**

**2<sup>nd</sup> by: Kenny Vosholler**

**Carried: Yes**

Chairman Wilson then discussed the recent lobbying efforts of the AISWCD. He stated that a lot of lobbying was being done in Springfield, but that local lobbying is still very important. He suggested that SWCD employees and directors, as well as their friends and family members should be contacting legislators while they are in their home districts. He stated it is important for everyone to understand that money from SB 1849 targeted for ag programs will be used for that purpose and cannot be used for anything else.

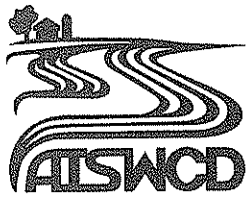
Debi Slade stated the ISWCDEA would be doing a letter campaign to the legislators who voted no previously. She said the letter would explain the importance of the jobs the bill supports and the revenue it generates.

**f. Strategic Planning—1 & 3 Year Goals**

Chairman Wilson stated there was money already set aside for the Legislative Day which is being planned and that no new funds would be required for current lobbying efforts.

**Adjournment: At 4:56. Kenny Vosholler made a motion to adjourn the meeting.**  
**2<sup>nd</sup> by: Aaron Ferguson** **Carried: Yes**

Minutes taken by Melissa Cauble



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## **Planning Focus Area Committee Agenda**

**Van Bitner, Chairman**

March 13, 2012 @ 9:00 – 10:15 a.m.

Emerald Room - Northfield Inn & Suites, Springfield, Illinois

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1. Call to Order
2. Roll Call
3. Agenda Approval
4. Task Force update
  - Annual Meeting & Awards Taskforce
    - a. Approve February 17, 2012 Meeting Minutes (see hand out)
5. Old Business
  - Strategic Planning Goals Update: 1 Yr./3 Yr./1-3 Yr.
  - "Media Blast" Update
6. New Business
  - Sam's Club Request
7. Approve December 2011 minutes
8. Adjournment

**Planning Focus Area Committee Minutes  
December Quarterly Board  
Northfield Inn  
Van Bitner, Chairman  
December 12, 2011**

**Present:**

Van Bitner, Chairman  
Terry Davis  
Dan Duval  
Sandi Duval  
Aaron Ferguson  
Sherry Finn  
Kenneth Hawthorne  
Debbie Holsapple  
Dean Johnson  
Don Loyd  
David McCormick  
Marty McManus, IDOA  
Darrell Roegge  
Debi Slade  
Lonnie Wilson

**Absent:**

Judy Beyers, Auxiliary Member  
Tom Beyers  
Colleen Bogner, Auxiliary Member  
Marie Bunting, Auxiliary President  
Jody Christiansen, NRCS  
Tess Ferguson, Auxiliary Member  
Cindy Moon  
Mike Rahe, IDOA  
James Todd

Chairman Van Bitner called the meeting to order at 1:04 p.m.

**Approval of Agenda**

Chairman Van Bitner asked that the following addition be made under New Business on the Agenda: Annual Meeting. **Darrell Roegge motioned to approve the agenda as changed. Aaron Ferguson seconded the motion. Motion carried, voice vote.**

**Approval of Minutes**

The June 13, 2011 Planning Focus Area Committee minutes were reviewed. **Lonnie Wilson motioned to approve the minutes as presented. Aaron Ferguson seconded the motion. Motion carried, voice vote.**

**Partner Reports**

IDOA – Marty McManus reported approximately 120 attended Winter Training. McManus also reported that the information from the transect survey is now available on DARTS. IDA will be sponsoring Tillage Seminars on January 23, 24, & 25. McManus will check on IDA possibly reviewing the changes to the director training modules.

IEPA – No Report

NRCS – No Report

## **Old Business**

None

## **New Business**

The committee discussed their assigned strategic planning survey items. **Lonnie Wilson motioned for the creation of a media email listing for a "Media Blast" on the gaming bill to occur no later than the 3<sup>rd</sup> week of January 2012. Don Loyd seconded the motion. Motion carried, voice vote.** Sherry Finn will send out an email to districts requesting media contacts for their county.

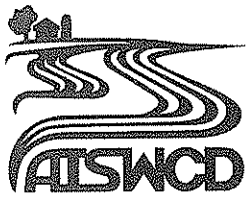
The committee discussed the creation of a Strategic Marketing Task Force. **Lonnie Wilson motioned to create the task force consisting of Van Bitner, chairman; 4 members as selected by the AISWCD area vice-presidents, 4 AISWCD board members and the 2 employee co-chairs. Don Loyd seconded the motion. Motion carried, voice vote. Lonnie Wilson motioned to change the name of the committee to Strategic Planning Task Force after the initial media blast. Don Loyd seconded the motion. Motion carried, voice vote.**

The committee discussed locations for the 2012 Annual Meeting. **Don Loyd motioned to hold the meeting at Northfield Inn. Lonnie Wilson seconded the motion. Motion carried.**

The committee discussed proposed schedules for the 2012 Annual Meeting. **Don Loyd motioned to have a two day meeting July 23-23 consisting of Day One - Opening Ceremonies, Morning Training Session, Recognition Lunch, Afternoon Training Session, Employee and Director Forums and the Farm Family Banquet and Auction. Day Two – Annual Meeting, Soil Stewardship Breakfast or Luncheon and a possible general session in the afternoon to end no later than 2:00 p.m. Don Loyd seconded the motion. Motion carried, voice vote.**

**Don Loyd motioned to adjourn the meeting at 2:25 p.m. Terry Davis seconded the motion. Motion carried, voice vote.**

Minutes transcribed and submitted by Debbie Holsapple.



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## **Urban & Community Conservation Focus Area Committee Agenda Jerry Snodgrass & Don Lloyd, Chairmen**

March 13, 2012 @ 10:30 – 11:45 a.m.

**Emerald Room - Northfield Inn & Suites, Springfield, Illinois**

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1. Call to order
2. Roll Call
3. Approve Agenda
4. Old Business
  - Green Infrastructure Grant Program
  - Grant Updates
  - Urban Stormwater Specialist Replacement Status
5. New Business
  - New Partnerships
6. Approve: December 2011 Minutes
7. Adjournment

**AISWCD QUARTERLY BOARD MEETING  
URBAN & COMMUNITY CONSERVATION  
FOCUS AREA COMMITTEE  
December 12, 2011**

**MEETING CALLED TO ORDER:** Co-Chairman Don Lloyd  
**DATE & TIME:** December 12, 2011 at 3:10 p.m.  
**ROLL CALL:** 6 Directors, 2 Advisors

**PRESENT:**  
Don Beisiegel  
Daniel Doedtman  
Renee Hildebrandt, IDNR  
Tim Keller  
Don Lloyd, Co-Chair  
Don McCallon, NRCS  
Jerry Snodgrass, Co-Chair  
Julie Gillmore, AC  
Rich Nichols  
Randy Molitoris

**ABSENT:**  
Megan Andrews  
Tom Beyers  
Joe Bybee, IDOA  
Chris Davis, IEPA  
James Todd

**APPROVAL OF AGENDA:**

**Motion by: Jerry Snodgrass; 2<sup>nd</sup> by Dan Doedtman** **Carried: Yes**

**APPROVAL OF JUNE 2011 MINUTES:**

**Motion by: Don Beisiegel; 2<sup>nd</sup> by Dan Doedtman** **Carried: Yes**

**OLD BUSINESS:**

- C. ***Green Infrastructure Grant Program Update:*** No report
- D. ***Illinois Urban Manual Updates:*** No report

**NEW BUSINESS:**

***Urban Stormwater Specialist, Jim Nelson's Departure:***

- A. AISWCD Executive Director Rich Nichols informed the committee that Jim Nelson had resigned his position with the AISWCD. Mr. Nelson's salary was dependent upon various grants, and due to the fact that grant funding can be somewhat precarious at times, Mr. Nelson decided to terminate his employment with the AISWCD to start his own company. He was asked to consider working on a contractual basis to finish some of the projects he had been working on and to train a replacement. Mr. Nelson agreed to do so at a rate of \$50 per hour.

Mr. Nichols asked the Urban & Community Committee for approval to ask the Executive Committee for authorization. **Dan Doedtman motioned to hire Jim Nelson as a contractor. Don Beisiegel seconded the motion. All were in favor and the motion passed.** Mr. Nichols then stated that he would also need to hire someone else to finish some work on other grant projects. **Dan Doedtman motioned to allow the AISWCD to hire someone new to work on other grant projects. Don Beisiegel seconded the motion. All were in favor and the motion passed.**

- B. Renee Hildebrandt, of IDNR, asked to speak about a possible new partnership for the Committee. She suggested they contact the Illinois Arborists Association to discuss the possibility of co-hosting workshops that would reach groups in the urban setting, such as land developers, landscaping companies, etc. She also stated that there were publications that are available through IDNR that are aimed at reaching urban communities.

**ADJOURNMENT: 4:05 p.m.**

Minutes taken by Julie Gillmore, AC, Menard County SWCD



## **DECEMBER and JANUARY Activities -- Administrative Coordinator, Sherry Finn**

### **CREP Coordinator Grant:**

- Organized and mailed November and December CREP Coordinator Invoices with each participating Districts' vouchers and receipts
- Sent database showing funds used to IEPA for update
- Completed amended CREP Coordinator Contracts for FY 2012 participating Districts.

### **December Quarterly Board Meeting:**

- Compiled FAC and taskforce meeting minutes; compiled and completed AISWCD & Foundation meeting minutes
- Following up on Action items from FAC, taskforces, and AISWCD & Foundation meetings
- Compiling District Media contact information for future media saturation for Gaming Bill.

### **OTHER DUTIES:**

- Phone calls, mail and e-mail correspondence
- Compiled expense reports for Credit Cards
- Timesheets
- Maintain Patio Paver and Rain Barrel Database
- Maintain SWCD Dues Paid (FY '11 & FY '12 Databases)
- Completed SWCD Dues Database for FY 2012
- E-mailed 1st Half FY 2012 Dues Invoice to Districts
- Mailed Thank You Notes to Paid Districts
- Sent AISWCD/SWCD Sponsors monthly CC and Legislative Newsletter for December
- E-mailed Monthly Financials to Officers and other requesters
- Updated Records Retention, Mgmt & Destruction Folder
- Forward to Rich the monthly SWCD/LUC agenda and meeting minutes that are e-mailed to me; file these after seen by Rich
- Proofread Conservation Catchall and Legislative Newsletter; made changes and posted to website; copied link and forwarded to il.all.
- Completed Monthly Office Supply Inventory and placed order
- Maintaining Earth Stewardship Bank Account.
- Sent updated delinquent notice to District Directors for FY 2011 dues; sent same notice to AISWCD Officers, Area VPs, and SWCD Districts per Board request
- Sent e-mail notice to all Districts requesting LUC articles for upcoming Legislative Newsletters.
- Sent e-mail to Districts clarifying Partial 3rd Quarter Operating Funds payment; e-mailed Partial 3rd Quarter FY 2012 Dues Invoice to Districts
- Mailed Thank you Notes to Paid Districts for P 3rd Q Payment
- E-mailed link to Districts & Board Members for Legislative and CC newsletters; mailed copies to non-email participants
- Completed all File Folders for 2012 Payables; set up IUM and CREP Grant folders, Earth Stewardship Folder, Envirothon Folders
- Set up IL Envirothon Meeting Wizard for February 1, 2012 Teleconference Call and notified participants of date selected
- Compiled AC Job Description ads from Districts to forward to several Districts requesting information
- Updating Annual Meeting Award applications to send out to Districts

### **FY 2012 Audit:**

- Contacted Auditor to setup date for FY 2011 Audit.

### **ACCOUNTING/OFFICE ADMIN:**

- Completed Payroll and Payroll Taxes for December and end of year (quarterly); completed 1099s and W-2s; mailed items.
- Reconcile all bank accounts for December & January
- Completed bookwork for All AISWCD & Insurance Accts

- Prepared Deposits for SWCD Dues and Receivables
- Completed Checks for Payables; Completed Deposits for Receivables; Completed Monthly Financials
- Filed all Completed Payables & Receivables Documentation
- Wrote checks for SWCD various insurance premiums; had Rich sign; mailed; e-mailed copies to Debbie Holsapple
- Completed Semi-Monthly IL Lobbyist Expenditure Data for IL Secretary of State for December & January; did 2012 registration for AISWCD lobbyist information.
- Completed Deposit for CREP Coordinator October voucher; wrote checks, had Rich sign, and mailed to participating Districts for reimbursement

**LOOKING AHEAD:**

- 2011 AISWCD & Foundation Audit
- Preparing & Compiling FY 2012 Files and Data
- March QB Meeting
- Annual Meeting Initial Prep work

**REMEMBER: Be always at war with your vices, at peace with your neighbors and let each New Year find you a better person!!!**

**TO ACT: Look for an opportunity to make a positive difference!!!!**

**Association of IL Soil and Water Conservation Districts**  
**AISWCD Balance Sheet**  
As of January 31, 2012

	Jan 31, 12
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1 · CASH-BOS GENERAL FUND	131,479.68
2 · CASH- BOS ENVIROTHON	23,271.23
3 · CASH-BOS GRANTS	110,441.15
4 · CASH-WSB BUILDING	10,033.45
5 FUNDS HELD BY FCS	99,630.07
Total Checking/Savings	374,855.58
Total Current Assets	374,855.58
Fixed Assets	
1401 · FIXED ASSETS	
1550 · ACCUMULATED DEPRECIATION	-43,290.02
1500 · FURNITURE, FIXTURES & EQUIP	31,228.15
1450 · BUILDING	273,416.19
1475 · Vehicles	11,274.53
Total 1401 · FIXED ASSETS	272,628.85
Total Fixed Assets	272,628.85
<b>TOTAL ASSETS</b>	<b>647,484.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · STATE W/HOLDING PAYABLE	73.84
2115 · FUTA PAYABLE	44.27
2120 · SUTA PAYABLE	45.48
2125 · VOLUNTARY LIFE INSURANCE	145.36
Total 2100 · Payroll Liabilities	308.95
Total Other Current Liabilities	308.95
Total Current Liabilities	308.95
Long Term Liabilities	
2550 · N/P-National Bank of Petersburg	1,011.84
2600- BOND PAYABLE TO FCS	99,576.42
Total Long Term Liabilities	100,588.26
Total Liabilities	100,897.21
Equity	
3200 · RETAINED EARNINGS - PRIOR	142,907.23
3900 · Retained Earnings	351,755.10
Net Income	51,924.89
Total Equity	546,587.22
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>647,484.43</b>

**Association of IL Soil and Water Conservation Districts**  
**AISWCD Profit & Loss**  
**January 2012**

	Jan 12
Ordinary Income/Expense	
Income	
4000 · DUES	
4001 · MEMBERSHIP DUES	37,944.42
Total 4000 · DUES	37,944.42
4400 · Miscellaneous REVENUE	
4422 · Pheasants Forever	44.75
4411 · Insurance Revenue	90,209.62
4402 · MISCELLANEOUS REVENUE	168.10
Total 4400 · Miscellaneous REVENUE	90,422.47
4500 · INTEREST INCOME	
4501 · ENVIROTHON INTEREST	16.25
4502 · GRANTS INTEREST	76.89
4503 · GENERAL FUND INTEREST	56.54
4504 · BUILDING INTEREST	1.37
4505 · FUND HELD INTEREST	665.74
Total 4500 · INTEREST INCOME	816.79
Total Income	129,183.68
Expense	
6850 · IUM Coordinator Expense	
6852 · IUM Sub Contract-Nelson	3,798.92
6850 · IUM Coordinator Expense - Other	20.58
Total 6850 · IUM Coordinator Expense	3,819.50
4002 · Reconciliation Discrepancies	-0.01
5000 · PAYROLL	
5001 · SALARIES	7,378.14
5002 · FICA/MEDICARE	564.43
5003 · FUTA EXPENSE	212.27
5004 · SUTA EXPENSE	40.58
Total 5000 · PAYROLL	8,195.42
5100 · EMPLOYEE HEALTH INS.	
5106 · EMPLOYEE HEALTH INS (Adm Asst)	968.57
5101 · EMPLOYEE HEALTH INS.(ExecDir)	124.29
Total 5100 · EMPLOYEE HEALTH INS.	1,092.86
5200 · INSURANCE	
5206 · Business Auto-Package	364.00
5205 · Package Policy	9,145.00
5200 · INSURANCE - Other	45,066.00
Total 5200 · INSURANCE	54,575.00
5300 · CONTRACTUAL SERVICES	
5301 · Public Affairs Coordinator	2,000.00
Total 5300 · CONTRACTUAL SERVICES	2,000.00
5400 · PROFESSIONAL SERVICES	
5405 · Other	112.50
Total 5400 · PROFESSIONAL SERVICES	112.50
5500 · TRAVEL	
5502 · EMPLOYEE TRAVEL	50.20
Total 5500 · TRAVEL	50.20
5700 · QUARTERLY BOARD MEETINGS	
5706 · BOARD MEETINGS-Miscellaneous	155.66
5703 · BOARD MEETINGS-TRAVEL	66.60
Total 5700 · QUARTERLY BOARD MEETINGS	222.26

**Association of IL Soil and Water Conservation Districts**  
**AISWCD Profit & Loss**  
**January 2012**

	<u>Jan 12</u>
6100 · ENVIROTHON EXPENSE	
6115 · Envirothon Coordinator	635.00
Total 6100 · ENVIROTHON EXPENSE	635.00
6200 · OFFICE NEEDS	
6201 · OFFICE SUPPLIES	508.70
6202 · EQUIPMENT	170.00
6204 · COPIER LEASE	84.00
6205 · POSTAGE/DELIVERY	181.62
Total 6200 · OFFICE NEEDS	944.32
6300 · BUILDING EXPENSES	
6301 · MORTGAGE INTEREST	613.79
6302 · UTILITIES	61.82
6306 · PROPANE	165.00
6310 · SECURITY SYSTEM	117.00
6311 · GARBAGE	54.75
6313 · TELEPHONE	158.10
Total 6300 · BUILDING EXPENSES	1,170.46
6400 · MEMBERSHIPS/REGISTRATIONS	
6401 · MEMBERSHIPS/REGISTRATIONS	230.00
Total 6400 · MEMBERSHIPS/REGISTRATIONS	230.00
6600 · VEHICLE	
6605 · Interest (Loan)	6.29
Total 6600 · VEHICLE	6.29
6700 · INTERNET/WEBSITE	
6702 · INTERNET SERVICE	79.95
Total 6700 · INTERNET/WEBSITE	79.95
6800 · NACD EXPENSES	
6801 · NACD MEETINGS & ACTIVITIES	2,371.49
6800 · NACD EXPENSES - Other	300.00
Total 6800 · NACD EXPENSES	2,671.49
6900 · OTHER	
6933 · SWCDs Annual Mtg Fees/Travel	48.00
6932 · Pheasants Forever	9.47
6901 · BANK CHARGES	103.99
6902 · MISCELLANEOUS EXPENSE	1,292.09
Total 6900 · OTHER	1,453.55
Total Expense	77,258.79
Net Ordinary Income	51,924.89
Net Income	<u>51,924.89</u>

**Association of IL Soil and Water Cons. Dist. Foundation**  
**Foundation Balance Sheet**  
As of January 31, 2012

	<u>Jan 31, 12</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1020 · CHECKING-BOS FOUNDATION	19,413.95
1022 · CASH-BANK OF SPFLD SAVINGS	2,038.72
1024 · CDs FOUND. RESTRICTED-McKibben	20,239.02
1026 · FOUND. ENDOWMENT BOS-Building	3,830.94
Total Checking/Savings	<u>45,522.63</u>
Total Current Assets	<u>45,522.63</u>
<b>TOTAL ASSETS</b>	<u><b>45,522.63</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3210 · TEMP RESTRICTED NET ASSETS	4,925.19
3220 · NET ASSETS RESTRICTED	25,545.74
3900 · Retained Earnings	15,038.94
Net Income	12.76
Total Equity	<u>45,522.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>45,522.63</b></u>

**Association of IL Soil and Water Cons. Dist. Foundation**  
**Foundation Profit & Loss**  
January 2012

	<u>Jan 12</u>
Income	
4410 - INTEREST INCOME	<u>12.76</u>
Total Income	12.76
Expense	<u>0.00</u>
Net Income	<u><u>12.76</u></u>