

**Financial Focus Area Committee  
Meeting Minutes  
March 3, 2016: Northfield Inn, Springfield, IL**

Present: Kenny Vosholler (Chairman)  
Gina Bean  
Van Bitner  
Ross Adams (for Lee Bunting)  
Melissa Cauble  
Dan Duval  
Barb Klinger  
Cindy Moon  
Bruce Yingling  
Sheryl Phillips, taking minutes

Absent: Roger Johnson  
David McCormick  
Randy Molitoris  
Steve Stierwalt

Guests: Myron Kirby  
Kelly Thompson  
Tara Hopkins  
Betty Buckert  
Jami Kelly  
Spring Duffey

Brian Rennecker  
Terina Coffey  
Rhonda Koehne  
Sue Davis  
Sondra Baker

Call to Order: At 10:05 a.m., Chairman Kenny Vosholler called the meeting to order.

Roll Call: Sheryl Phillips took roll and called attendance.

Agenda: Barb Klinger made a motion to accept the agenda as presented.  
2<sup>nd</sup> by: Van Bitner Carried: Yes

Minutes of March Meeting: Melissa Cauble made correction that the insurance account had enough funds to reimburse the Montgomery County SWCD board through the end of March.

Barb Klinger made a motion to approve the minutes of the December meeting as corrected.  
2<sup>nd</sup> by: Van Bitner Carried: Yes

**Financials: The following discussions on corrections to the financial statements were made:**

1. On the first page balance sheet, under assets (page 38):

1024 – CDs Found. RESTRICTED-McKibben -12,237.45

This negative figure is not correct. It will be addressed with the Auditor during May's review of the books.

2. On the second page balance sheet, under Liabilities & Equity (page 39):

2550 – N/P-National Bank of Petersburg -3,184.13

This is in relation to the Association's auto loan. Gina will review with the Auditor in May.

## Financial Focus Area Committee Meeting Minutes (Continued)

3. It was noted that there is a gap in the financial reporting. The last Quarterly Board Meeting occurred in December 2015. The next fiscal report covers January through February, leaving a gap of reporting for December.

Gina will change the reporting time periods to exclude gaps at the end of the year.

### Discussion on Budget:

McKibben's Scholarship - Once the issue regarding the McKibben's funds CD is corrected, there should be interest available to continue the McKibben's scholarship.

Barb Klinger made a motion to use McKibben's CD interest, plus other funds as necessary, to continue the \$500 McKibben's scholarship.

2<sup>nd</sup> by: Van Bitner

Carried: Yes

Reporting for Grants and other income – the group had a discussion of all income/expenses for the AISWCD, such as CREP grants, NRCS grants, Envirothon funds, etc.

Dan Duval made a motion to propose to the Board that all income/expenses generated by the Association from grants, or other means, be reported on supplemental Balance Sheets and made available to all.

2<sup>nd</sup> by: Bruce Yingling

Carried: Yes

A request was made for reports on Profit & Loss (rather than actual).

*\*Note: This was misstated in the minutes that were originally submitted and should read... "A request was made for reports on Profit & Loss vs. Actual"*

Gina will provide these reports.

Bruce Yingling made a motion to approve the financial statements and reports as discussed and amended.

2<sup>nd</sup> by: Barb Klinger

Carried: Yes

### SWCD Insurance Update:

Insurance Administrator Melissa Cauble reported on the status of the insurance program. Currently, 88 members are on the CMS plan.

Bruce Yingling made a motion to approve the SWCD of IL Insurance Group Administrator's report as presented.

2<sup>nd</sup> by: Dan Duval

Carried: Yes

### Old Business:

**Dues Update:** Gina Bean gave the dues update by stating that since the by-laws were changed in July to say that an active voting member shall be the Soil and Water Conservation Districts of Illinois, whose dues have been paid in full for the previous 365 days, the association is now only looking at the last invoice that was sent April 7, 2015. Districts that have not paid that invoice include Adams, Kankakee, Macon, and Pope/Hardin. After April 7, 2016, all Districts will be considered in good standing as long as no other operation funds are distributed that the Association can collect dues on.

## Financial Focus Area Committee Meeting Minutes (Continued)

**Update on AISWCD Troxell Insurance Policies:** Gina Bean reported on the difficulties with Troxell Insurance Policies administered by the AISWCD. These include general liability, property, inland marine, and workman's compensation. Currently, all districts have paid the October through December 2015 invoices and all but 3 districts have paid the January through March 2016 invoices. Notices will be sent to the Chairmen of these 3 districts requesting payment.

Currently, the AISWCD fronts the money required to pay the Troxell policies until all invoices are paid by the Districts, however, due to the way Midwest Insurance bills, AISWCD is out approximately \$2,000 each quarter. RW Troxell has said that this amount will be refunded at the end of the year, but last year, the AISWCD was billed a little over \$3,000 after the Midwest Insurance audit was completed. Gina Bean is worried that instead of a credit, the association will be billed again resulting in AISWCD losing over \$8,000 or more for the year. With current budget issues, it is difficult for the AISWCD to front the Troxell insurance premiums with possibilities of not being repaid.

Discussion ensued regarding having Districts secure their own insurance policies or having AISWCD continuing to administer. All felt it would be much more expensive for Districts to have individual policies. AISWCD will meet with RW Troxell to help find a solution to this current issue.

Bruce Yingling made a motion to have AISWCD continue administering Troxell Insurance Policies for the Districts, but have an annual review and correction of accounts due. If Districts overpaid, they will receive a refund, if underpaid, they will be billed. Failure to pay insurance bills may result in the District being dropped from the Troxell Insurance Policy.

2<sup>nd</sup> by: Van Bitner                      Carried: Yes

### **New Business:**

Quotes for Health/Dental/Vision Insurance: Gina Bean reports that she was requested to obtain additional health/dental/vision insurance quotes. She will proceed, but Melissa Cauble suggested that caution needs to be given not to offend the current provider.

Discussion of health insurance coverage under 2016-2017 budget to governor's office.

### **Adjournment:**

At 11:59 a.m., Bruce Yingling made a motion to adjourn.    2<sup>nd</sup> by: Dan Duval    Carried: Yes

**Submitted by: Sheryl Phillips, AISWCD CREP Specialist**