

CHAPTER 3

BOARD MEETINGS

Introduction.....	3:2
Kansas Open Meetings Act.....	3:2
Quorum/Lack of Quorum.....	3:2
Regular Meetings	3:3
Special Meetings.....	3:4
Conference Calls.....	3:4
Meeting Agenda.....	3:4
Board Meeting Packet.....	3:6
Conducting the Meeting.....	3:6
Role of Supervisors in Board Meetings	3:7
Parliamentary Procedure	3:8
General Consent.....	3:10
Decisions and Other Actions of the Board.....	3:11
Evaluating Meetings	3:14
Meeting Minutes	3:15
Basics of Minutes.....	3:15
Content of Board Meeting Minutes	3:16
Tips for Taking and Preparing Minutes	3:17
Making Corrections to the Minutes	3:18
Appendix 3-A: Kansas Open Meetings Act Clarifications.....	3:19
Appendix 3-B: A Guide to Conducting Executive Sessions	3:22
Appendix 3-C: Robert’s Rules of Order Motions Chart.....	3:24
Appendix 3-D: Effective Board Meeting Checklist.....	3:26
Appendix 3-E: Example Board Meeting Evaluation Survey.....	3:28
Appendix 3-F: Example Agenda	3:29
Appendix 3-G: Example Minutes #1	3:31
Appendix 3-H: Example Minutes #2.....	3:35
Appendix 3-I: Conservation District Meeting Minutes Checklist.....	3:39

Introduction

Meetings are fundamental to conducting conservation district business. A major responsibility of the district supervisor is to participate in the conservation district board meetings. At these meetings, the board of supervisors takes official action on plans, programs, and other functions of the district. Well-planned and well-run meetings sustain participants' energy and allow everyone to contribute their best thinking to the endeavor. Three supervisors (a quorum) must be present to legally transact business. The meetings must be held in accordance with the Kansas Open Meetings Act.

Kansas Open Meetings Act

Conservation districts, being a political subdivision of the State of Kansas, are subject to the provisions of the Kansas Open Meetings Act (KOMA), K.S.A 75-4317 et seq. Conservation district supervisors should be knowledgeable about the KOMA requirements that pertain to conservation district board proceedings and ensure compliance.

The purpose of the KOMA is that meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public because a representative government is dependent upon an informed electorate. A meeting defined, as used in this act, must have all three of the following conditions:

1. Interactive communication in person or telephone or any other medium.
2. A gathering of or by a majority of the agency or body.
3. Discussion of the business or affairs of that body or agency.

There are two main requirements of the KOMA. First, any meeting must be open to the public. This means members of the public must be allowed to observe or listen to the proceedings of the conservation district board, except executive (closed) sessions are permitted for certain subjects and with specified procedures that must be followed. Second, notice of meetings must be provided to anyone requesting it. More information on the KOMA may be found in Appendix 3-A: Kansas Open Meetings Act Clarifications and Appendix 3-B: A Guide to Conducting Executive Sessions.

Violations of the KOMA are civil in nature. Penalties for violation may include: up to \$500 fine per violation (per member violating it) injunction/mandamus/declaratory order; voiding illegal action (if a public prosecutor files a petition within 21 days after the alleged violation); possible grounds for ouster or recall.

Note: For additional guidance on the Kansas Open Meetings Act see Attorney General's website, *KOMA Guidelines* and *the Frequently Asked Questions About the KOMA*: www.ksag.org (select About The Office, and then Open Government).

Quorum/Lack of Quorum

A quorum is the minimum number of voting members of a body who must be present at a meeting for business to be legally transacted. The requirement of a quorum is a protection against unrepresentative action in the name of the body by an unduly small number of people. According to Conservation District Law, a majority of the supervisors (board members) constitutes a quorum. Therefore, at least three supervisors must be present (physically and/or via telephone conference call) to conduct official

business (make motions, vote, etc.) at a conservation district board meeting. To assist in ensuring a quorum will be present, a board member who will not be able to attend the meeting should notify the conservation district manager/secretary. It also may be helpful for staff to give board members a reminder call the day before the meeting.

Before calling a meeting to order, the chair determines that a quorum is present, although it need not be announced. If a quorum is not present and cannot be obtained soon, the chair calls the meeting to order, announces the absence of a quorum, and adjourns the meeting. Any other business transacted at a board meeting in which there is not a quorum is null and void. If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, it is possible to reschedule the meeting to complete the business of the meeting or to skip the meeting for that month and to cover the business the following month. Although the business of approving unpaid bills for payment cannot take place without a quorum, by law certain bills can be paid (see Chapter 5, *Financial Management*).

When writing the minutes for a meeting that was not held due to the lack of a quorum, set up the heading in the usual manner: name of district, place (address of meeting location), date, time, and list those present. In the body of the minutes state: "Due to the lack of a quorum, no business was conducted."

Note: Supervisors who attend a meeting, but were unable to transact business for lack of a quorum may receive meeting expenses.

Regular Meetings

The supervisors conduct the affairs of the conservation district at meetings scheduled by the conservation district board. Regular board meetings have several purposes, among which are:

- To discuss and act on regular conservation district business.
- To manage district finances (i.e., pay bills, approve budgets, appropriate resources).
- To establish district policy.
- To provide information and receive reports.
- To exchange communications.
- To identify natural resource issues and concerns, and how to address them.
- To review and approve the Natural Resources Conservation Service (NRCS) conservation plans.
- To formulate annual work plans and long range plans.
- To monitor the implementation of district programs and plans.
- To act on personnel matters (i.e., hire, performance reviews).
- To conduct executive sessions, as needed.

When deciding the regular meeting schedule, districts should take into consideration when monthly bank statements and vendor invoices/bills arrive. Ideally, bank statements are received in time to be reviewed and bank accounts reconciled before the meeting. Meeting dates should also be planned to assure prompt payment of invoices/bills. Setting a yearly calendar for all board meetings will help people know in advance when meetings will take place, and the schedule of such meetings should be included in the district annual work plan, which is due to the DOC by September 1. If the date, time, or place of a regular meeting is changed or the meeting itself is cancelled, those who have specifically asked for notice of the board meetings should be notified.

Although the Conservation District Law is not specific as to the number of meetings each board must conduct, regular monthly meetings are usually needed to keep district affairs current. While not recommended, there is nothing that prevents a board from cancelling or not having a monthly meeting.

However, instead of cancelling a board meeting, consideration should be given to having a special meeting or a meeting via telephone conference call.

Preparation for meetings by the chairperson and the staff is essential. This includes developing an agenda and distributing it along with supporting materials in advance of the meeting. The transactions and proceedings are recorded, and minutes are created as the official record. More information on agendas, conducting meetings, and minutes appear later in this chapter.

Special Meetings

A special meeting is any meeting called for the purpose of dealing with district business which cannot wait until the next regular board meeting. All board members must be notified along with any person who has requested notification of meetings. The KOMA, as well as, the requirement for a quorum before any binding action can take place apply to special meetings. Discussion and/or action at special meetings are restricted to those items for which the meeting was called or reasonably related thereto.

The written minutes of the special meeting should contain the normal heading, date, time, place, who is in attendance and the meeting proceedings. Reason(s) for declaring the special meeting must be included.

Conference Calls

Conservation districts may have instances where they know they are going to have a meeting of short duration and decide to hold a telephone conference call to reduce travel and other related expenses. A telephone conference call among the supervisors of a conservation district is allowed to conduct a meeting, as long as it complies with all the requirements of the KOMA. The following guidelines must be followed:

- Notice must be given to all members of the board prior to the meeting, as well as any person who has requested notice of meetings.
- All members are given the opportunity to participate.
- The meeting is held for purpose of discussing the business or affairs of the district.
- Number of members participating is sufficient for a quorum (three).
- Speaker phones or an adequate number of telephones are required at a place accessible to the public. Board members must be able to hear and be heard by all other participating board members, as well as others present at the public accessible location.

Meeting Agenda

An agenda is a predetermined sequence of items of business to be covered at a specific meeting. A properly prepared agenda is important for planning and running an effective meeting. A tentative agenda should be sent to all members with supporting material in ample time prior to the meeting. Copies of the agenda must be made available to those who request them as required by KOMA and the Kansas Open Records Act (KORA). Meeting agendas are flexible and open to revision. At the beginning of the meeting, consider having board members review the agenda to see if there is need for some revision and then approve the agenda to confirm everyone understands and accepts it. The reasons for having a written meeting agenda include:

- To remind people of the meeting.
- To provide direction and purpose.
- To ensure that important business is not overlooked.
- To give members time to think about the subjects and prepare to discuss them.
- To help members focus on issues, to contribute, and to feel a sense of progress.
- To save time during the meeting.
- To ensure meetings start on time, move forward, and end on time.

The agenda should be created with input from board members, committee chairs, and staff to help ensure that all important issues are addressed and to provide members the opportunity for involvement. People are more likely to participate in a meeting if they have had some involvement into building the agenda. Soliciting issues and ideas for agenda items can be accomplished via mail or email, and/or by spending time at the end of a meeting planning the next agenda. Additionally, throughout the month a district employee should retain a file of all incoming and outgoing correspondence, email, and notes on any other topics the board needs to consider at the meeting. Ideally, the chairperson works with the district staff to finalize the list of topics to be placed on the agenda.

Agenda preparation can be made easier by referring to several district documents. The previous meeting minutes will serve as a helpful reminder of any business that wasn't completed and the progress reports on job assignments that need to be included on the next meeting agenda. The minutes from a year ago may be used to get ideas on the topics that may be relevant this year as well. The district's annual work plan can serve as a guide to keep the board meeting in line with the mission, goals, and objectives of the district.

The agenda should list the date, time, and place of the meeting and all items to be considered at the meeting. The items of business on the agenda may be numbered for efficiency, but numbering is not required. An example of a detailed district meeting agenda is included in this chapter as Appendix 3-F: Example Agenda.

An effective agenda includes:

- A time frame for each item with a targeted meeting ending time. (The time limit can be extended, but only if the entire group agrees.)
- Expected action to be taken for each item, e.g.:
 - For discussion.
 - For information.
 - For review.
 - For update.
 - For decision.
 - For assignment.
 - For approval.
 - For signature.
- Person responsible for introducing/leading the agenda item.

Most conservation district board meeting agendas have a similar suggested order of business for a regular meeting as follows:

1. Call to Order.
2. Approval of Agenda.

3. Guest/Public Forum.
4. Approval of Previous Meeting Minutes.
5. Treasurer's Report.
6. Correspondence Received.
7. Natural Resources Conservation Service (NRCS) Report.
8. Conservation District Staff Report(s).
9. State Cost-Share Report.
10. Other Reports.
11. Unfinished Business.
12. New Business.
13. Announcements.
14. Plans for the Next Meeting.
15. Adjournment.

Board Meeting Packet

The board of supervisors may direct the district manager/secretary to prepare and mail (or email) each supervisor a board meeting packet containing copies of the previous meeting minutes, the agenda, treasurer's report (if available) and significant correspondence or other material to be acted upon by the board at the next board meeting. This will provide an opportunity for supervisors to be familiar with business to be discussed. In addition, by mailing the minutes of the previous meeting in advance, this can eliminate the need for reading them aloud at the meetings.

Conducting the Meeting

Conservation district board meetings should be well organized and businesslike. A board meeting provides members the opportunity to propose ideas and to participate in forming the plans and actions of the conservation district. It is the chairperson's responsibility to take the lead in conducting the meeting. Every board member should take an active part in the district's business and participate in discussion at the board meetings. The Conservation District Law specifies that business matters are determined by the concurrence of a majority of the supervisors (three). *Robert's Rules of Order* and other parliamentary procedure guides are helpful in conducting a smooth meeting. Conservation district board meetings must be held in accordance with the KOMA and the Conservation District Law, and these laws always supersede such guides when there is a conflict between the two. The agenda and time limits for each agenda item should be followed as closely as possible. While following the agenda is important, meetings should be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely

manner. Board members should feel that the time they have spent at the meeting is worthwhile. See Appendix 3-D: Effective Board Meeting Checklist provided later in this chapter that may be copied and used when planning, running, or attending a meeting.

Role of Supervisors in Board Meetings

Every board member should take an active part in the district's business and participate in discussion at the board meetings. All supervisors have the right to vote and make motions. In addition, they are responsible for the accurate recording of the official minutes of every district board meeting. Supervisors who chair a conservation district committee, serve as a district representative, or attend conservation-related meetings/workshops should provide a report on the activities at the board meeting. Along with these roles and responsibilities are the duties of each supervisor position. The following are the board meeting duties commonly assigned to supervisors.

- **Chairperson**
 - Calls the meeting to order (promptly).
 - Presides at meetings and presents all business not presented by members.
 - Appoints a treasurer pro tem when treasurer is absent.
 - Appoints committees.
 - States each motion before it is discussed, puts all seconded motions to a vote, announces the outcome.
 - Handles discussions in an orderly way. Checks to be sure that everyone who wanted to talk was able to contribute to the discussion.
 - Refrains from participating in a debate while presiding, however has the right to do. The chairperson may relinquish the chair to the vice-chairperson until the matter is disposed of.
 - Normally only votes to break a tie.
 - Signs approved minutes.
 - Signs checks (one of three)
- **Vice-Chairperson**
 - Performs all duties of the chairperson in the absence of the chairperson.
 - Succeeds the chairperson in case of resignation or death of the chairperson until the board is reorganized.
- **Treasurer**
 - Reviews claim vouchers and/or list of unpaid bills with supporting documentation and signs (or initials) claim vouchers/list validating claim.
 - Presents a Treasurer's Report covering financial documents and financial issues at meetings.
 - Signs checks (one of three).
 - Leads budget development discussion.
- **Secretary (optional board position)**
 - Records proceedings during board meetings.
 - Performs all duties of the chairperson in the absence of the chairperson and vice-chairperson.
 - Signs checks (one of three).
- **Member**
 - Assumes duties and carry-out tasks assigned by the chairperson.
 - Be prepared to serve in one or more of the other board offices.

Parliamentary Procedure

Most meetings, especially formal meetings, are run on the basis of parliamentary procedure. It is a set of rules for the orderly conduct of business at meetings that allows everyone to be heard and to take action in a fair manner with the least amount of controversy. Although parliamentary procedure is not state law, it is recommended that it be used to conduct a professional and efficient board meeting.

Robert's Rules of Order Newly Revised is the latest edition of the recognized guide to smooth, orderly, and fairly conducted meetings commonly used for parliamentary procedure. Conservation district boards may follow Robert's Rules of Order, but are not obligated to do so. It can be adapted to fit the needs of any organization as long as it does not conflict with existing laws. Under these rules, a voting member proposes an idea or suggestion for the group to take action on by making (stating) a motion. Matters may be brought before the board for deliberation in three ways: motions, correspondence/ communications (which may involve a motion), and committee reports (which may involve a motion). See Appendix 3-C: Robert's Rules of Order Motions Chart for a list of common parliamentary procedure motions. The following are the steps for a motion with additional guidance:

1. Obtain the floor.
 - a. Ask to be recognized by the chair, by standing, raising your hand or another manner common to the group.
 - b. Chair recognizes the speaker (usually by name): "The chair recognizes Ms. Nichols."
2. State the motion.
 - a. "I move that..."
 - b. To assist in stating a clear motion include: *why* action is to be taken, *who* is to take action, *what* action should be taken, *when* action should be taken, *where* action should be taken, and *how* action should be taken.
 - c. If motion is long, the member making the motion should write it out on a piece of paper and hand it to the chair.
 - d. The chair can make motions (as a member, has the same right to make a motion as any other member) or can prompt a motion by saying, "The chair will entertain a motion to..." or for adjournment purposes say, "Is there a motion to adjourn?"
3. Motion is seconded by another board member. The purpose of a second on a motion is to make sure that more than one person on the board is remotely interested in the issue.
 - a. "I second the motion," or "I second it," which is done without obtaining the floor.
 - b. When a motion is not at once seconded, the chair asks, "Is the motion seconded?"
 - c. If the motion is not seconded, it dies, and the chair goes on to the next agenda item.

4. The chair repeats the motion after it has been seconded by saying, “It is moved and seconded that... Is there any discussion?”
 - a. Since the maker of the motion has the first right to speak to the motion, the chair should call on the maker of the motion first.
 - b. Usually the discussion should alternate between speakers in favor of or against the motion. The chair would say, “I am looking for a speaker in favor (or in opposition) of the motion.”
 - c. The board member should wait for recognition before beginning to speak to the motion.
 - d. The chair may enter into the discussion, particularly to give additional information. As a group leader, when possible try to stay neutral because this helps drive the flow of ideas.
 - e. If a board member wants to change the motion, a motion can be made to amend the motion by saying, "I move that the motion be amended by..." This amendment must be seconded and voted on. An amendment may also be amended, which has to be voted on before voting on the original amendment. Several amendments may be added to the original motion.
5. Voting.
 - a. The chair restates the motion.
 - b. The chair instructs the members what to do when voting: Voice Vote: “Those in favor of the motion say ‘Aye.’ Those opposed say ‘No.’” (This is the method most often used by the conservation district board.) Hand Vote: “Those in favor of the motion raise your right hand. Those opposed raise your right hand.” (A Rising Vote is another option, but would only be appropriate for a large business session.
 - c. According to the common law rules regarding abstentions from voting, abstentions from voting are to be counted as acquiescence with the votes of the majority, and the action will bind the body. However, abstentions from voting may not be counted as acquiescence when there is a tie vote and the proposition fails for lack of a majority voting in favor. Whenever a supervisor believes he/she has a conflict of interest, the supervisor should abstain from voting on the issue and make sure the abstention is noted in the minutes. State statutes prohibit a supervisor from participating in making of a contract with the conservation district, but if the supervisor abstains from any action in regard to the contract, then it is regarded as not participating in the making of a contract. Another reason a supervisor might abstain is that he/she believes there was insufficient information for making a decision.
 - d. The chair has the right to vote as a member, but normally doesn’t unless to break a tie.
 - e. The Kansas Open Meetings Act (KOMA) prohibits secret ballots.
 - f. A vote should be taken on any matter of substance or that commits expenditure of funds, a specific course of action, or in all elections even if there appears to be consensus among the group.

adjourning the meeting after all items of business has been considered: “Is there any further business?” [if no response] “Since there is no further business, the meeting is adjourned.”

- In the minutes of the meeting this action could be recorded as, “There being no further business to discuss, the meeting was adjourned by general consent at 9:20 p.m.”

Decisions and Other Actions of the Board

The top function of the board of supervisors is to make good decisions that are in the best interest of the conservation district. The board should work with the district manager/secretary to anticipate and provide the information needed for decisions in advance of the meeting. It is crucial that board members ask discerning questions before making a decision. Decisions should support the district’s mission, goals, and policies, as well as fall within the provisions of the Conservation District Law. Some general questions to ask and think about when making a tough decision include:

1. Does this action address our mission and goal?
2. What can we afford?
3. What will happen if we do or don’t make this decision?
4. What will be the impact on our county/community, employees, and the environment?
Any decision or act that results in expenditure of funds, establishes or changes policy, represents district opinion or approval, or causes an obligation of any kind on the part of the district requires official action of the board of supervisor. Official board actions must be recorded in the minutes.

The following explains and illustrates several procedural actions dealing with common conservation district meeting agenda items and documents:

Call to Order: The meeting begins when the chair calls the meeting to order: “The meeting will come to order.” If a quorum is present, the chair proceeds with the established order of business. In the absence of the chairperson and the vice-chairperson, some other member calls the meeting to order, and a chairperson pro tem is elected for the meeting, unless such office is terminated by the entrance of the chairperson or vice-chairperson. If no quorum is present, refer to the directions previously covered in *Quorum/Lack of Quorum*.

Approval of the Agenda: The board members vote or agree that the meeting’s agenda is acceptable. They can take things off the agenda, i.e., if someone who was going to present information is not ready, or they can change the order around. Generally, things aren’t added because the supervisors may not be prepared to discuss that item. Also, by approving the agenda the board members agree to honor the time allotted for the item discussion.

Guest/Public Forum or Public Comment Period: It can be helpful for the board to hear from representatives from other agencies and organizations, as well as constituents about particular public concerns or needs. The KOMA provides the right for anyone to be present at a meeting, but does not require that the public be allowed to speak or to have an item placed on the agenda. However, as part of the state cost-share landowner appeal procedure, the conservation district board shall provide an opportunity for the landowner or designated representative to appear in person to present his/her case during the next scheduled board meeting. The board may establish rules or policies which regulates the conditions under which the

public may address the board at a meeting. These rules should include such conditions as the length of time a person may be permitted to speak, the place on the agenda set aside for public address, and a requirement that a person desiring to address the public body identify themselves.

Approval of Previous Minutes: The minutes must be approved (or approved as corrected) by the board. The board should exercise control over its minutes and take care that the minutes are being kept accurately and properly, without too little or too much detail.

At regular board meetings, the minutes of the previous regular meeting (and special meeting when applicable) are reviewed and any changes or correction of errors or omissions are discussed. Corrections to minutes should make the record accurate of what actually occurred at the meeting. In the motion to correct and approve the minutes, a member states exactly how the minutes should be corrected, such as, "I move to correct the March 8 minutes under 13c by striking *Justin Urban* and inserting *Milo Fields*, and to approve the minutes as corrected." Another option when a member suggests a correction to the minutes is for the chair to handle it by general consent.

Following board approval (and after corrections are made to the document, if any) the chair signs and dates the minutes. Minutes are not an official, permanent record until they are approved and signed.

Minutes can be corrected as many times as needed after they have initially been approved, such correction can be made by means of the motion *to amend something already adopted*: "I move to amend the motion adopted at the _____ (state the month and year) meeting to _____ (state the motion), by striking _____ and inserting _____."

Treasurer's Report: The treasurer and/or staff designee presents the financial reports consisting of the Treasurer's Report (Transaction Detail by Account), Unpaid Bills, Accounts Receivable (showing who owes the district and how much), and other reports desired by the board. When the treasurer is absent, the chair appoints or the board elects a treasurer pro tem (temporary/acting treasurer) to carry out the duties of the treasurer. In order to effectively review financial statements each month, the previous Treasurer's Report and Unpaid Bills Report should be reviewed along with the current month's reports.

The Treasurer's Report (Transaction Detail by Account) is for a specified time period (such as the day of the last meeting to the day before the upcoming meeting or the entire prior calendar month). This report includes all checking and savings bank accounts and petty cash for each fund showing beginning and ending balances. It also lists the receipts and disbursements/checks (with descriptions) issued during the report period. No motion for approval is necessary; however, the chair can make a statement that the Treasurer's Report will be filed for audit. The report is then made part of the minutes of the meeting.

In addition to the Treasurer's Report (Transaction Detail by Account), a list of due and unpaid bills must be presented for payment approval. This list, referred to as the "Unpaid Bills Report," includes only those bills not yet paid for services and goods that the conservation district has received. Therefore, these are not estimates and are not for services that have not been completed. Prior to the Unpaid Bills Report being presented to the board members, the treasurer reviews the supporting documents (bill/invoice/statement), and verifies that the bills are due and the amount is correct. A motion must be made to pay the due and unpaid bills specifying the amount of approval (same as the total on the Unpaid Bills Report). The report is then made part of the minutes of the meeting.

Several other board actions concerning financial activities may also take place during the Treasurer's Report or handled as separate agenda items. The board may preauthorize the payment of certain bills allowed by

law to be issued between board meetings. The annual audit must be reviewed and approved at a board meeting. A motion should always be made to open a new account and any time funds are transferred. See Chapter 5, *Financial Management*, for more information on financial reports.

Correspondence Received: Conservation district mail (except “junk mail”) and emails are presented. Copies of important correspondence may be provided to each board member. The district manager or secretary can read or summarize relevant information. If action is needed, the chair proceeds in the usual way.

Reports from board members, committees, and staff: The chair asks for reports from these groups in the order listed on the agenda. This time is used to report on meetings and workshops attended, update the group on what they’ve been working on, answer questions they were sent to research, make recommendations, etc. For lengthy reports, it is best to provide printed copies distributed before the meeting and only the highlights are given during the meeting. Board members may ask questions or comment. Reports are generally for information only. In such instances, no motion is necessary following the report unless there are recommendations to be implemented or other acts requiring official board action. If there is a specific recommendation for action by the reporting board member, it is common that the member ends by making a motion.

- **Natural Resources Conservation Service (NRCS) Report:** Normally a NRCS representative presents a report during the meeting. Generally during this time, the conservation district supervisors review and approve conservation plans. District approval is based on the feasibility and practicality of the conservation plan. Plans are signed by a conservation district representative. The board's recommendation becomes part of the NRCS administrative record, but is not binding - the final decision remains with the NRCS.
- **Conservation District Staff Report:** This is a very important report for the staff to provide the board members. This summary of main activities not only provides accountability for staff time and accomplishments, but provides a better understanding of the duties performed and work involved.
- **State Cost-Share Report:** Conservation district staff must keep the board members up-to-date on the status of cost-share contracts and always provide the amount of the uncommitted balance.

Business: This is where most of the discussion and decision-making happens. It is usually divided into two parts, unfinished business and new business.

- **Unfinished Business:** The chair introduces any unfinished business that was left over from a previous meeting. Business pending from a previous meeting is referred to as “unfinished business,” not as “old business.” The correct terminology is "Unfinished Business" because the business that goes in this category is business that was begun but not yet finished. Unfinished Business may include:
 1. Any matter pending when the previous meeting adjourned.
 2. Matters on the previous meeting’s agenda that were not reached.
 3. Matters that were postponed.

- **New Business:** The chair introduces any item for consideration that is being discussed for the first time at the meeting. Following the consideration of the items listed on the agenda, the chair asks, “Is there any further new business?” It is not necessary to repeat actions recorded in other sections.

Announcements: The chair asks if there are any announcements. This portion of the agenda sets aside time for members and staff to make announcements. A calendar of conservation-related events may be included with this or treated as a separate agenda item.

Closing: The chair closes with a review of key decisions and a list of agreed action that needs to be taken.

Plans for Next Meeting: Propose agenda items to be on the next meeting’s agenda. Set/announce the date, time, and place of the next meeting.

Adjournment: This is the end of the meeting. Two common ways to adjourn a meeting is either by a motion carried by the board, or by having the chair declare the meeting adjourned after asking for and hearing no further business (general consent).

Below are some occasional meeting agenda items that may come up during a board meeting:

Executive Sessions: Executive (closed) sessions are permitted by law for a few specified purposes with specified procedures to follow. For information on executive sessions, see Appendix 3-A: Kansas Open Meeting Act Clarifications and Appendix 3-B: A Guide to Conducting Executive Sessions.

Resignation: A resignation is handled as a motion, or it may be referred to an individual to ask the member to reconsider. (A written resignation must be obtained and sent to the Division of Conservation, Kansas Department of Agriculture.)

Personnel: All decisions regarding personnel actions must be reflected in the board meeting minutes for future reference. For new employees include name, position title, date of employment, duties, hours, wages, sick and annual leave benefits, and supervision (some of this information may be in other official documents i.e., employment contract). Also, state whether an employee is to be full-time, part-time, or temporary/seasonal. Official action (containing pertinent information) needs to be taken when an employment status/ contract information change occurs. Personnel matters may be handled in Executive Session in accordance with the Kansas Open Meetings Act, if necessary. However, motions and votes must be made publicly in the open session and recorded in the minutes.

Contracts, Obligations or Legally Binding Agreements: Only the supervisors can enter into a legally binding agreement on behalf of the district and only by a vote in an open meeting.

Evaluating Meetings

A board of supervisors can benefit from regular assessments of its meeting processes. Regularly collecting feedback on board meetings can contribute to the overall effectiveness of the work of the board. The assessments or evaluations can highlight areas for improvement as well as commend the board for its strengths. This will contribute to the board’s commitment to improving discussions and meeting processes. Evaluating the meeting can be done in a variety of ways. The following are examples of several techniques that can be used:

- Before the meeting adjourns, some informal questions are asked such as, “Do you think we accomplished what we needed to today? Was the time used effectively? Did you feel like board members were encouraged to and felt free to participate in the meeting?” The chair can ask the questions with members answering in turn, round-robin style, or the questions can be asked for anyone to answer.
- Use the same technique as above, except just ask one question, “What one thing could we do to make the next meeting more effective?”
- At the end of the meeting, have each member complete a paper survey. The group results are summarized and shared. For an example survey see Appendix 3-E: Example Board Meeting Evaluation Survey.
- Survey the board members about the meetings at least once every year. Pass out a questionnaire for anonymous return to the vice-chairperson, asking, “What do you like best about the conservation district board meetings? Least?” “Is your time well spent participating in the meetings?” “What are your recommendations for improving the meetings?” Discuss the results at a future meeting.

Meeting Minutes

The board meeting minutes are a permanent official record of the transactions or proceedings of the conservation district board of supervisors. Minutes are one of the most important records of the board’s activities. In addition to being a legal record of district business, minutes can also be used for reference, to provide board history, and used as an orientation tool. They are a critical tool for efficient, continuing, sound governance. The minutes of the board meeting must contain enough information for anyone to look at them at a later date and determine what items were discussed in the meeting and what action was taken. Care must be taken to ensure the accuracy of minutes. The DOC requires minutes be prepared for all meetings of the conservation district and the draft minutes along with attachments be submitted to the DOC within 10 days following the meeting. Following board approval of the previous meeting minutes, the chair signs the minutes and they become the official minutes of the conservation district. Two examples of meeting minutes are included in this chapter as Appendix 3-G and Appendix 3-H.

Basics of Minutes

Why are minutes important? If kept well they:

- Provide legal record of the actions of the board.
- Keep district officials and other persons informed of decisions made and assigned action items.
- Furnish a business-like authorization for the handling of district affairs.
- Promote functional continuity of activities.
- Supply historical account of events and actions.

Who is responsible for preparation and safekeeping of district minutes?

- Normally a person is formally designated as the secretary or recorder to take notes and prepare the minutes. This may be a board member, but for most conservation districts this function is performed by a staff member.
- Ultimately, the board is responsible for the content of its own minutes. The district board reviews for accuracy and completeness, corrects (if necessary), and approves at the next meeting.
- District personnel files the official (approved and signed by the board chair) minutes (with attachments) in a folder or a notebook for the current year in the office. The minutes may be bound at the end of each year. Minutes should be kept in a safe (preferably fireproof) location designated by the board.

- The board is responsible for retaining a permanent copy of all meeting minutes.

When are minutes prepared?

- Notes are taken and reports or other items are received during the course of the meeting.
- Full minutes are completed within a few days following the meeting.

Where are minutes distributed?

- It is recommended to send copies of the draft minutes to the supervisors within a few days of the meeting and comments, corrections, and additions sought at that time while the meeting is fresh in their minds. This will also serve as an assignment reminder. The draft minutes are revised if needed, and may be disseminated with the agenda.
- A copy of the draft minutes is to be mailed to the Division of Conservation within 10 days following the meeting.
- The Natural Resources Conservation Service (NRCS) area office normally receives the minutes after approval (may be emailed).
- Cooperating agencies and groups as designated by the board.
- To anyone requesting them within three business days, in accordance to the Kansas Open Records Act (KOMA). The conservation district has discretion and may decide whether to make the draft minutes available.

Content of Board Meeting Minutes

Official district minutes should include the following minimum information:

- Name of conservation district, meeting location, and date of meeting.
- The kind of meeting, e.g., regular or special.
- Full name and title of presiding officer and time of the call to order. (May include statement indicating quorum present.)
- Full name and title of supervisors present. (May include the names of supervisors not present.) Note time when arrive late or leave early.
- Full name and title of others present. Note time when arrive late or leave early.
- Reference to the financial reports presented and motion to approve unpaid bills, which includes the amount. Financial reports are attached and become a part of the official minutes.
- List incoming correspondence with board response and/or action. (It is recommended to show date, to or from whom, subject matter.)
- A summary of reports presented with the full name of the persons reporting. Written reports submitted are an official part of the minutes and are attached.
- Each item of business brought before the board and action taken. Include all motions made showing the exact wording of the motion, name of person making motion, name of person seconding the motion, and the voting result. (Some sources say not to record the person's name seconding the motion; however, do so for the sake of having a complete record of participation.)
- Summarize discussion on important issues. All important statements are recorded even though action on them is not taken.
- If there wasn't anything presented or discussed at the meeting for a particular agenda item, then it is suggested to record "none" or similar wording. This will let those reading the minutes know that nothing was presented or discussed versus wondering if information was inadvertently left out.
- Executive session motions must be recorded in minutes as required by the Kansas Open Meetings Act (KOMA). Also record the time the executive session started and ended.

- Next meeting information: date, time, and location.
- Any other information deemed pertinent by the supervisors.
- Adjournment motion and time of adjournment.
- Approval date and signature line for the board chair to sign the minutes following board approval at the next meeting.

Note: As per Local Operational Agreement, do not include in conservation district board meeting minutes the following information pertaining to NRCS conservation financial assistance contracts or applications: contract/application numbers, participant names, dollar amounts, or acres. This only applies to NRCS contracts, not state cost-share contracts.

Tips for Taking and Preparing Minutes

Here are some tips and general guidelines about how to go about writing minutes for a meeting:

- Prepare a form based on the agenda ahead of time. List names of expected attendees to check off if present. Have “blanks” for the time meeting is called to order and adjourned. Have “blanks” for the names of those making and seconding motions. Leave plenty of space for notes.
- Possibly use a laptop computer to take notes during the meeting.
- Sit next to the chair.
- Note the time of anyone who arrives at the meeting late or leaves early.
- Motions should be recorded exactly as approved, so do not hesitate to ask the chair to have a motion repeated or to have it be put in writing.
- Don’t even try to record every single comment (except for motions). Concentrate on getting the gist of the discussion and taking enough notes to summarize it later. Think in terms of issues discussed, major points raised, decisions taken, and assigned actions.
- Type the minutes as soon as possible after the meeting, while your memory of what happened is still fresh.
- Type the minutes in an outline format or bullet points to make the minutes easier to read. However, the board should dictate their preference.
- May use last name with or without courtesy title (not just first name) when referring to a supervisor or staff in the text.
- In the text of the minutes, note the name of the board member that enters or leaves the meeting to track items in which they were involved.
- Minutes should be written in the third person.
- Never include your personal opinion on anything said or done. Minutes are intended to be a neutral record.
- Minutes are written in the actual order the items were addressed, which may not be the same as the agenda.
- Do not include anything that did not occur in the meeting.
- Don’t provide too much detail. At the same time, the minutes should provide enough information to be a useful resource. Include enough detail to clearly explain what decisions were made and why so they will be helpful in the future.
- Minutes should be complete, clear, but concise, capturing the essential information: decisions, assigned actions, and follow-up needed for each agenda item. Then they can be used for reference or background material for future meetings relating to the same topic. Meeting minutes are for future and outside readers as much as they are for the people present.
- Have someone proofread your minutes before distributing them.

- The recording secretary (board member or district employee) may sign the minutes after typing to verify the minutes are an accurate account of the board meeting to the best of his/her knowledge.
- Provide the supervisors the draft minutes within a few days of the meeting to seek corrections and improvements before the minutes are distributed for approval by the board.
- On the draft minutes sent out in advance of the meeting, label them “draft” to help those receiving them to remember they may yet be corrected before being approved.
- If necessary, minutes can be corrected after they are approved.

Making Corrections to the Minutes

When a board approves minutes of a previous meeting with revisions, the correction must be indicated in the original document. Corrected minutes must show both the original entry and the correction. This can be accomplished by one of the following two ways:

1. Make minor corrections in ink immediately, initial, and date. Draw a line through any words that are incorrect. Corrections may be made between typed lines or in the margin.
2. Any substantial correction is typed and made as an appendix to the minutes that are being corrected. The error is bracketed. A reference to the appended correction is inserted at the place to which the correction applies, initial, and date. Corrected minutes should be available at the next meeting to be signed by the chair.

If an error is found in previously approved minutes, it can be corrected by board action at any time through the motion to *Amend Something Previously Adopted*. The correction to the minutes can be accomplished in one of the two ways previously illustrated.

Appendix 3-A: Kansas Open Meetings Act Clarifications

The following are clarifications of the Kansas Open Meetings Act (KOMA) to assist in better understanding the requirements of the KOMA. Most of the statements are excerpts from the Kansas Open Meetings Act (KOMA) Guidelines appearing on the Kansas Attorney General Office website which are based on Attorney General Opinions: www.ksag.org.

1. A meeting is (1) any gathering or assembly, in person or through the use of a telephone or any other medium for interactive communication; (2) by a majority of the membership of an agency or body (which is three conservation district supervisors); (3) for the purpose of discussing the business or affairs of the body or agency.
 - a. Title of the gathering (i.e., work sessions, retreats) is irrelevant if the meeting requirements are met.
 - b. Does not have to be “prearranged” for the KOMA to apply.
 - c. Discussion alone triggers the KOMA, it is not necessary that action or votes be taken.
 - d. Informal discussions before, after, or during recesses of a public meeting are subject to KOMA.
 - e. Cannot use other people, the telephone (calling trees), notes, or emails to privately discuss public matters if it collectively involves a majority of the public body. Does not matter what method is used to conduct the discussion.
 - f. Polling of members outside of an open meeting should not be done to reach a decision which requires binding action of the body.
 - g. Simply sending a message or a survey to other board members would not, standing alone, constitute an “interactive communication.”
 - h. May directly contact other members of the same body for agenda items to include on the next meeting agenda or to arrange meeting times and places, as long as the conversations do not include information-gathering or discussion regarding the substance of the issues.
 - i. If there are no discussions on the affairs of their body, members attending social gatherings and conferences are not in violation of KOMA.
2. Notice of meetings.
 - a. Notice must be provided to those requesting it with no fee charged.
 - b. Notice given can be written or oral to the person requesting it and must include the meeting time, date, and place.
 - c. A onetime notice of regular meetings is sufficient, but an additional notice is required if changes occur. Must notify of any special meetings. Notice need only be provided to one person on the list when petitions for notice are submitted by a group.

Appendix 3-A: Kansas Open Meetings Act Clarifications (continued)

- d. No time limit is imposed for receipt of notice prior to meeting. Notice must be given in a "reasonable time" - reasonableness depends on the circumstances.
 - e. The KOMA does not require notice of meetings be posted or published in a paper.
3. Agendas.
- a. The KOMA does not require an agenda be created.
 - b. If an agenda exists, copies must be made available. Does not have to be mailed, can be provided by leaving in a public place.
 - c. If an agenda is made, it should include topics planned for discussion, however it can be amended.
4. Open Meetings.
- a. Any person may attend open meetings.
 - b. The key to determine whether a meeting is "open" is whether it is accessible to the public. (Conservation district meetings should be held in their respective county or in close proximity to abide by the guidance that a meeting of a body must be reasonably located near its constituency.)
 - c. Any person must be allowed to listen to the discussion, but does not require that the public be allowed to speak or to have an item placed on the agenda. (Check local ordinances or policies.)
 - d. Telephone conference calls are allowed if all the requirements of the KOMA are met.
 - e. Binding action must be taken openly. Secret ballots are not allowed. The public must be able to know how each member voted.
 - f. Cameras and recording devices must be allowed, as long as it does not disrupt the proceedings.
 - g. Disorderly conduct or disturbing a lawful meeting is prohibited by K.S.A. 21-4101.
 - h. Meetings may be adjourned before all the business is conducted, to another time or place, but not for the purpose to subvert the policy of open public meetings.
 - i. Meetings held in private clubs probably prohibited, especially if site makes it impossible for public to attend without cost.
5. Executive Sessions.
- a. Executive (closed) sessions are permitted in order to privately discuss a matter for specified purposes/subjects. Some of the subjects which may be discussed include:
 - (1) Personnel matters of non-elected personnel.

Appendix 3-A: Kansas Open Meetings Act Clarifications (continued)

- (a) This is for employees of the body holding the executive session discussion.
 - (b) Does not include independent contractors because they are not employees.
 - (c) Does allow using executive sessions to discuss or to interview applicants for employment.
- (2) Consultation with an attorney for the body or agency, which would be deemed, privileged in the attorney-client relationship.
- (a) Your attorney (or attorneys) must be present or on speaker phone.
 - (b) The communication must be privileged.
 - (c) No third parties may be present (breaks privileged).
- (3) Preliminary discussions relating to the real acquisition of real property (land).
- b. Proper procedures must be strictly followed.
 - c. The public body must first be in an open session, before going into an executive session.
 - d. The motion is made, seconded, and carried. The motion is to “recess” into executive session (not adjourn) and must contain:
 - (1) Justification of closure.
 - (2) Subject(s) to be discussed.
 - (3) Time and place open meeting will resume.
 - e. Decision to hold executive session is discretionary. The KOMA does not require it.
 - f. Only the members of a public body have the right to attend executive session. Persons who aid the body in its discussions may be discretionarily admitted. Mere observers may not attend.
 - g. Motion to go into the executive session must be recorded in minutes. Motion for executive session should contain subject and justification statement, which are not the same thing.
 - h. Discussion during the executive session shall be limited to the subject stated in the motion.
 - i. No binding action may be taken while in executive session, but a consensus is allowed.
 - j. Reconvene open meeting at the specified time.
 - k. After the open meeting is resumed, take official action, if needed; or if none, state that no action will be taken.

Appendix 3-B: A Guide to Conducting Executive Sessions

The Kansas Open Meetings Act (KOMA) allows (not requires) public bodies such as conservation district boards under limited circumstances to discuss matters privately in a closed or executive session by following correct procedures. This guide is designed to assist the conservation district board members in understanding the law and providing specific information as it relates to conservation districts.

Procedures to be followed for Executive Session

- Must convene open meeting first.
- A formal motion is made to recess into executive session and shall include a statement providing:
 - Justification for closure;
 - Subject(s) to be discussed; and
 - Time and place open meeting will resume.
- The board members may discretionarily include anyone they believe will aid them in the discussion.
- Motion is seconded and carried.
- Discuss only those subjects stated in the motion.
- No binding action may be taken, but can reach an informal consensus (no voting).
- Reconvene open meeting at the specified time.
- If additional time is needed for further discussion, must repeat above steps.
- After the open meeting is resumed, take official action, if needed, or if none state, “No action will be taken from executive session.”
- The executive session motion must be recorded in minutes.
- The confidentiality of an executive session should be maintained because discussion outside of executive session may violate the public trust and may even result in the violation of an individual’s privacy right.

Other Resources:

- Chapter 3 of the *Kansas Conservation District Handbook*.
- Chapter 2 of the *Kansas Conservation District Supervisors Handbook*.
- Conservation District Training Module IV, *Board Meetings*.
Division of Conservation, Kansas Department of Agriculture website:
www.agriculture.ks.gov.
- Attorney General’s website: www.ksag.org/page/open-and-honest-government
- Division of Conservation staff: 785.564.6620

Appendix 3-B: A Guide to Conducting Executive Sessions (continued)

Below are the common subjects a conservation district may hold an executive session with example motions.

1. **Personnel matters of non-elected personnel** (to discuss a conservation district employee or to interview and discuss applicants for employment):

“I move we recess into executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interest of the individual(s) to be discussed, with names of person(s) to be present in addition to the board, and that we will reconvene the open meeting in this room at specify time.”

2. **Consultation with the board’s attorney** (to discuss privileged communication with attorney present and no other third parties may be present):

“I move we recess into executive session for consultation with our attorney, name(s), on a matter protected by the attorney-client privilege in order to protect the privilege and the board’s position in specify litigation, potential litigation, administrative proceedings, etc., and that we will reconvene the open meeting in this room at specify time.”

3. **Preliminary discussions relating to acquisition of real property** (to discuss acquisition only, not sale of property):

“I move we recess into executive session to have preliminary discussions about the acquisition of real property in order to protect the public interest in obtaining property at a fair price, and that we will reconvene the open meeting in this room at specify time.”

Additional Information for Minutes:

- State the time the executive session started.
- Indicate anyone dismissed from the executive session before session ends with the time of dismissal.
- State the time the executive session ended.
- State (after the motion to reconvene the open meeting) the time meeting reconvened.
- Record the action taken from the executive session or the no action taken statement.

Appendix 3-C: Robert's Rules of Order Motions Chart

Robert's Rules of Order Motions Chart						
The following motions are listed in order of priority						
To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	What Vote is Needed?
Close meeting	<i>I move that we adjourn.</i>	No	Yes	No	No	Majority
Take break	<i>I move to recess for...</i>	No	Yes	No	Yes	Majority
Take care of not being able to hear, room temperature, or other situations relating to welfare of the assembly or any of its members	<i>I rise to a question of privilege.</i>	Yes, if urgent	No	No	No	None, Chair Rules
Direct attention to follow agenda	<i>I call for the orders of the day.</i>	Yes	No	No	No	None
Postpone the subject under discussion	<i>I move to lay the question on the table</i>	No	Yes	No	No	Majority
End debate & amendments	<i>I move the previous question.</i>	No	Yes	No	No	Two Thirds
Limit or extend discussion	<i>I move that debate be limited to...</i>	No	Yes	No	Yes	Two Thirds
Postpone to a certain time (not beyond next regular meeting)	<i>I move to postpone the question until...</i>	No	Yes	Yes	Yes	Majority
Commit/send to committee to give closer study of something	<i>I move to refer the matter to a committee. OR <i>I move to commit the motion to a committee...</i> (include committee name/new committee make up, what's expected & when to report)</i>	No	Yes	Yes	Yes	Majority
Modify wording of motion	<i>I move to amend the motion by...(adding, striking out, or substituting)</i>	No	Yes	Yes	Yes	Majority

Appendix 3-C: Robert's Rules of Order Motions Chart (continued)

The following motions have no order of priority						
To Do This:	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	What Vote is Needed?
Kill main motion	<i>I move to postpone indefinitely</i>	No	Yes	Yes	No	Majority
Introduce business	<i>I move to... OR I move that...</i>	No	Yes	Yes	Yes	Majority
Object to procedure	Point of order. OR <i>I rise to a point of order.</i>	Yes	No	No	No	None
Protest ruling of chairman	<i>I appeal the chair's decision.</i>	Yes	Yes	Yes	No	Majority
Request information	Point of information. OR <i>I rise to a point of information.</i>	Yes	No	No	No	None
Request Parliamentary Help	Parliamentary inquiry. OR <i>I rise to a parliamentary question.</i>	Yes	No	No	No	None
Ask for a vote by actual count to verify a voice vote	Division. OR <i>I call for a division of the house</i>	No	No	No	No	None
Take up a matter previously tabled	<i>I move to take from the table...</i>	No	Yes	No	No	Majority
Suspend rules temporarily	<i>I move to suspend the rules so that...</i>	No	Yes	No	No	Two Thirds
Retract your motion	<i>I wish to withdraw my motion. OR I request that my motion be withdrawn.</i>	No	No	No	No	None
Cancel previous action	<i>I move to rescind the motion to...</i>	No	Yes	Yes	Yes	Two Thirds

Appendix 3-D: Effective Board Meeting Checklist

Meetings can take up a great deal of people's time, so the more effective they can be made, the better for all participants. Participants should feel that the time they have spent at the meeting is worthwhile.

It is the responsibility of every supervisor attending the meeting to ensure that it is effective, successful, and productive. Well-run board meetings have higher levels of satisfaction and participation of board members, and boards find it easier to recruit new members. The professional, efficient appearance can also contribute to obtaining support of the public and partners.

The following is a checklist with key points for planning, conducting, and participating in effective conservation district board meetings to assist you in making your board meetings better.

Before the meeting

- 1. Schedule meeting room with comfortable physical setting.
- 2. Solicit agenda items from the participants.
- 3. Develop a clear and detailed agenda, which includes expected action (i.e., *For Discussion, For Information, For Approval, For Signature*) and estimated time frames for each item.
- 4. Distribute the agenda at least a few days in advance of the meeting along with a copy of the last meeting's draft minutes, copies of significant correspondence, treasurer's reports (if available), and background material on issues to be acted upon by the board.
- 5. Board members prepare for the meeting by reviewing the board meeting materials.
- 6. If have new board member(s) or expecting guests, consider preparing a name card to place in front of everyone.
- 7. Prepare facilities so everyone has as much face-to-face contact as possible (i.e. a round table or square), gather any needed equipment (i.e. whiteboard, flip chart, projector), and place meeting materials on the table (including board member manuals, see Chapter 2, *Conservation District Supervisors*). Post established meeting ground rules. (If don't have, develop during a meeting, i.e., *Everyone Participates, Be Respectful, Stick to the Agenda.*)
- 8. Check room temperature 20 to 30 minutes before meeting to make sure comfortable.
- 9. Encourage people to come early to chat and catch-up by providing refreshments or meals. Socialization is important for group cohesion.
- 10. Arrive on time in order for a quorum to be achieved.

At the beginning of the meeting

- 11. Start the meeting on time to respect those who showed up on time and to encourage participants to arrive promptly in the future.
- 12. Make any needed introductions.
- 13. Review, revise if needed, and approve agenda.

During the meeting

- 14. Closely follow the agenda focusing on one issue at a time. Inform the group when it strays from the agenda or when the discussion has drifted. Get people back on track by saying: "I don't know how we got off track, but we really need to focus on..." or "We are getting off topic and need to move back to ..."

Appendix 3-D: Effective Board Meeting Checklist (continued)

- 15. See that the meeting ground rules are followed.
- 16. Follow the time commitments for each agenda item. Keeping the meeting discussion in line with the timed agenda helps participants to keep their contributions focused and directed to the specific item for discussion and ensures you finish on time. If more time is needed, the participants can decide to allocate more time to the topic, schedule a special board meeting for future discussion on the topic, continue discussion at the next regular meeting, or move to the next agenda item. To assist in time management, ask attendees to help keep track of the time or have an assigned time-keeper.
- 17. Participate in a constructive manner without personal attack. Ask clarifying questions.
- 18. Listen actively and carefully to others and respect their point of view. Be open-minded.
- 19. Limit or avoid side conversations.
- 18. Encourage active participation and ensure that everyone has a chance to be heard. Make people feel that their input is desired. Draw participants into the discussion by asking: “What do you think of...?” or “How do you think this would affect...?” When asking for solutions/ideas, go round-robin at least once so everyone has a chance to offer an opinion.
- 20. Do not let one person dominate a meeting. If the same person speaks up again and again, say something like: “Thank you for that comment, _____. We’ll get back to you later, but right now, I want to know what _____ is thinking.”
- 21. Point out when a member’s contribution is cut off and invite him/her to complete it. “I’m afraid that we may have cut ____ off. Did you have more you wanted to contribute, _____?”
- 22. If someone is disruptive, facilitate around the problem and talk to them in private about your concerns, but if discussion becomes intense, make a motion for a break.
- 23. When brainstorming, ensure that ideas/suggestions are not critiqued as they are offered. Wait to critique after getting all the ideas. No suggestion is right or wrong.
- 24. Use a flip chart to list ideas/opinions being generated so everyone can see what has been suggested.
- 25. Write out a clearly thought out motion, especially if long. This may save time.

At the end of the meeting

- 26. Review key decisions, next steps, assignments, and agreed timeframes.
- 27. Identify the key issues for the next agenda. People are more likely to participate in a meeting if they have had some input into developing the agenda.
- 28. Evaluate the effectiveness of the meeting. This should be brief and may be done periodically or at every meeting. Decide how subsequent meetings can be improved.
- 29. Verify/Set a date, time, and place for next meeting.
- 30. Adjourn on time or agree to stay later.

After the meeting

- 31. Minutes are prepared as soon as possible and distributed to board members for comments, corrections, and additions sought at that time while the meeting actions are still fresh in their minds.
- 32. Follow up on assignments.

Appendix 3-E: Example Board Meeting Evaluation Survey

Please complete the following survey by rating the meeting on a scale of 1 to 5 with 1 being “Needs Work” and 5 being “Just Right” and adding your suggestions. Your input will assist in making board meetings more productive, engaging, and worth attending. Thank you.

1) Meeting agenda and supporting material were received in a timely manner.	1	2	3	4	5
2) Meeting started on time.	1	2	3	4	5
3) All members were in attendance.	1	2	3	4	5
4) Everyone came prepared.	1	2	3	4	5
5) Meeting agenda was appropriate and relevant.	1	2	3	4	5
6) Adequate information was available to support the board in making informed decisions.	1	2	3	4	5
7) Members did not stray from the agenda.	1	2	3	4	5
8) Discussion was focused and valuable.	1	2	3	4	5
9) All members participated in discussions and decisions.	1	2	3	4	5
10) Members conduct was businesslike and cordial.	1	2	3	4	5
11) Reports were clear, concise, and well prepared.	1	2	3	4	5
12) Meeting stayed on track with the agenda.	1	2	3	4	5
13) Time was used effectively.	1	2	3	4	5
14) At the end of the meeting agreed action items and assignments were reviewed.	1	2	3	4	5
15) Meeting room was comfortable.	1	2	3	4	5

Ideas to improve our meetings:

Appendix 3-F: Example Agenda

**Happy County Conservation District
Regular Meeting of the Board of Supervisors
USDA Service Center Conference Room – 123 4th Street, Gladville, Kansas
Tuesday, March 8, 2011, 7 p.m.**

Agenda

(times indicated for each item are guidelines)

Supervisors: ☐ Earnest R. Wiseman, Chairperson; ☐ Fred B. Farmer, Vice-Chairperson; ☐ Penny Nichols, Treasurer; ☐ Milo Fields, Member; and ☐ Justin Urban, Member

Advisors: ☐ Forrest Woods and ☐ Mary Greene

District Staff: ☐ Ima Good, District Manager and ☐ Dusty Rhoades, District Aide

NRCS Staff: ☐ Sam Soil, District Conservationist

Expected Guest: ☐ Richie Rich

1. **Call to Order: Earnest R. Wiseman, Chairperson** (Quorum Confirmation/7 p.m.)
2. **Board Meeting Agenda** (For Review and Approval)
3. **Guest/Public Forum: Richie Rich** (7:05 p.m.)
4. **Minutes of the Previous Meetings** (For Approval & Chair's Signature/7:15 p.m.)
 - a. Regular Meeting, February 8, 2011.
 - b. Special Meeting, February 23, 2011.
5. **Treasurer's Reports: Penny Nichols** (For Review & Payment Approval of Bills/7:20 p.m.).
6. **Correspondence Received: Ima Good** (For Information & Discussion/7:30 p.m.)
 - a. 02/08/2011 NACD eNotes Weekly News Briefs- email
 - b. 02/09/2011 DOC Spring Workshop- email (under Unfinished Business)
 - c. 02/10/2011 KACEE Renew Membership Dues (included in Unpaid Bills)
 - d. 02/15/2011 NACD eNotes Weekly News Briefs- email
 - e. 02/18/2011 NACD Forestry Notes- email
 - f. 02/20/2011 KACEE WRAPS Forum- email (under New Business)
 - g. 02/22/2011 NACD eNotes Weekly News Briefs- email
 - h. 03/01/2011 NACD eNotes Weekly News Briefs- email
 - i. 03/04/2011 KACD-EO State Meeting- email (under New Business)
7. **Natural Resources Conservation Service Report: Sam Soil** (7:40 p.m.)
 - a. NRCS Update (For Information)
 - b. New and Revised Conservation Plans (For Review, Approval & Signature)
8. **Conservation District Staff Reports:** (For Information/7:55 p.m.)
 - a. District Manager: Ima Good (handout mailed)
 - b. District Aid: Ima Good, on behalf of Dusty Rhoades (handout mailed)

Appendix 3-F: Example Agenda (continued)

- 9. State Cost-Share Report: Ima Good (For Update/8:05 p.m.)**
 - a. Water Resources Cost-Share Program (handout)**
 - b. Non-Point Source Pollution Control Program (handout)**

- 10. Other Reports**
 - a. Happy Land RC&D: Forrest Woods (For Information/8:15 p.m.)**
 - b. Upper Paradise Watershed District: Fred B. Farmer (For Information/8:20 p.m.)**

- 11. Unfinished Business**
 - a. SCC Spring Workshop, March 10, 9 a.m., Soil Center, Smile City (For Discussion & Decision on attendance and travel plans/8:30 p.m.)**
 - b. Contractors Breakfast Meeting, March 15, 7 a.m., First Church, Gladville (For Update from Ima Good, For Decision on menu, and For Review of roles/8:50 p.m.)**

- 12. New Business**
 - a. Election of conservation district officers (For Nominations & Vote/9 p.m.)**
 - b. Annual designation of official depositories of district funds (For Approval: First State Bank-checking accounts and American Bank- for the Enterprise Fund CD/9:10 p.m.)**
 - c. WRAPS Forum, April 14, 10 a.m., Cedar Falls, \$20/person (For Approval of board members & staff attendance- Ima Good/9:15 p.m.)**
 - d. KACD-EO State Meeting, May 4-5, Fun City, \$75/person (For Approval of staff attendance- Ima Good & Dusty Rhoades/9:20 p.m.)**

- 13. Announcements and Calendar (For Information/9:25 p.m.)**

March
State Cost-Share FY 2012 Signup Continues
01: 2010 Annual Report due to Division of Conservation (has been mailed)
10: SCC Spring Workshop, 9 a.m., Soil Center, Smile City
15: Contractors Breakfast Meeting, 7 a.m., First Church, Gladville
16-17: DC Training, Salina

April
01: State Cost-Share FY 2012 Signup Ends
12: Board Meeting, 7 p.m., USDA Service Center Conference Room
14: WRAPS Forum, 10 a.m., Clear Falls
20: Regional Envirothon Competition, 8 a.m., Green City Lake
22: Earth Day Celebration, 10 a.m., Gladville Grade School
24: Stewardship Week Begins

- 14. Agenda Items for Next Meeting, April 12, 7 p.m. (For Input/9:30 p.m.)**
 - a.**
 - b.**

- 15. Next Meeting: May 10, 7 p.m., USDA Service Center Conference Room.**

- 16. Adjournment (9:40 p.m.)**

Appendix 3-G: Example Minutes #1

**Minutes of
Happy County Conservation District
Regular Meeting of the Board of Supervisors
USDA Service Center Conference Room – 123 4th Street, Gladville, Kansas
March 8, 2011**

- 1. Call to Order:** A regular meeting of the Board of Supervisors of Happy County Conservation District was called to order by Earnest Wiseman, Chairperson, at 7:01 p.m., with a quorum present.

Supervisors Present:

Earnest R. Wiseman, Chairperson
Fred B. Farmer, Vice-Chairperson (arrived at 7:20 p.m.)
Penny Nichols, Treasurer
Justin Urban, Member

Supervisor(s) Absent:

Milo Fields, Member

Others Present:

Forrest Woods, Advisor and Happy Land RC&D Council Member (district's representative)
Ima Good, District Manager
Sam Soil, District Conservationist
Richie Rich, guest (left at 7:15 p.m.)

Wiseman welcomed the newly elected supervisor, Justin Urban, and noted the receipt of his Oath of Office. He also welcomed guest, Richie Rich, who had previously requested to address the board and will do so at agenda item 3- Introductions were conducted.

- 2. Board Meeting Agenda:**

Ima Good asked the board to consider adding "Purchase Trees or other Gift for Schools Participating in Poster Contest (for discussion/decision)" under New Business as item "e." Motion by Urban and seconded by Nichols to approve the agenda with the addition of the requested agenda item. Motion carried.

- 3. Guest/Public Comments Forum:**

Richie Rich stated that he is interested in becoming an advisor to the board if and when there is a vacancy available. He was informed that currently there is not a vacancy, but they will keep in mind if a vacancy occurred and thanked him for his interest. Mr. Rich left the meeting at 7:15 p.m.

- 4. Minutes of the Previous Meetings:**

- a. Regular Meeting, February 8, 2011:** Meeting minutes for the February 8, 2011 Regular Meeting were presented and considered for approval. By general consent the minutes were approved as corrected by changing the narrative under Unfinished Business, item 12 b, to read "Milo Fields will be in charge of getting bids for the new road signs."

Appendix 3-G: Example Minutes #1 (continued)

- b. **Special Meeting, February 23, 2011:** Meeting minutes for the February 23, 2011 Special Meeting were presented and considered for approval. By general consensus the minutes were approved as presented.
- c. Wiseman signed both sets of minutes.

Fred B. Farmer, Vice-Chairperson, entered the meeting at 7:20 p.m.

5. **Treasurer's Report: Penny Nichols, Treasurer**

Nichols presented the Treasurer's Report and the Accounts Payable Report (both attached). Nichols stated she has reviewed the bank statements and bank reconciliation reports and everything is in order. The Treasurer's Report will be filed for audit. She presented the Unpaid Bills Needing Payment Approval Report (attached) and stated that it and the employees' timesheets have been signed following her review of the supporting financial documents. Motion by Nichols and seconded by Farmer to pay the unpaid bills totaling \$5,240.24 as per list. Motion carried.

6. **Correspondence Received:** Ima Good, District Manager, presented the following correspondence that was reviewed by the supervisors:

- | | |
|-----------------------|---|
| a. 02/08/2011 SCC | Commission Meeting Minutes, 01/18/2011- website |
| b. 02/08/2011 NACD | eNotes Weekly News Briefs- email |
| c. 02/09/2011 SCC | Spring Workshop- email (under Unfinished Business) |
| d. 02/10/2011 KACEE | Renew Membership Dues (included in Unpaid Bills) |
| e. 02/15/2011 NACD | eNotes Weekly News Briefs- email |
| f. 02/18/2011 NACD | Forestry Notes- email |
| g. 02/20/2011 KACEE | WRAPS Forum- email (under New Business) |
| h. 02/22/2011 NACD | eNotes Weekly News Briefs- email |
| i. 03/01/2011 NACD | eNotes Weekly News Briefs- email |
| j. 03/04/2011 KACD-EO | State Meeting- email (under New Business) |

7. **Natural Resources Conservation Service Report: Sam Soil, District Conservationist**

- a. **NRCS Update:** Soil handed out his report (attached) and went over the main points.
- b. **New and Revised Conservation Plans:** Soil reviewed 13 conservation plans. Motion by Farmer and seconded by Urban to approve 8 EQIP Plans and 5 revised Conservation Plans. Motion carried. Plans were signed by a board member.

8. **Conservation District Staff Reports:**

- a. **District Manager:** Ima Good presented the highlights of her report (attached).
- b. **District Aide:** Ima Good presented the report on behalf of Dusty Rhoades (attached).

9. **State Cost-Share Report:** Ima Good, District Manager

- a. **Water Resources Cost-Share Program:** Good went over the FY 2011 WR Ledger Report (attached). She also mentioned the terraces have been completed on Tim McGraw's contract (WR 2011-3A), but the bills need to be turned in before it can be submitted for payment. The current Uncommitted Balance is \$310.40.
- b. **Non-Point Source Pollution Control Program:** Good went over the FY 2011 NPS Ledger Report (attached). The current Uncommitted Balance is \$0.

Appendix 3-G: Example Minutes #1 (continued)

10. Other Reports:

- a. **Happy Land RC&D:** Forrest Woods, Happy Land RC&D Council Member, reported that he attended the Happy Land RC&D Council Meeting on March 2. The recycling program is going very well. The RC&D is considering sponsoring a no-till workshop next fall.
- b. **Upper Paradise Watershed District:** Fred B. Farmer reported that he attended the watershed district annual meeting on February 19, and was re-elected to serve another term.

11. Unfinished Business:

- a. **SCC Spring Workshop, March 10, 9 a.m. Soil Center, Smile City:** All five supervisors, Ima Good, and Sam Soil plan on attending. Fred Farmer volunteered to drive his minivan so all of the supervisors will be riding together. Sam Soil will be taking the government pickup and Ima Good will ride with him. Everyone is to meet at the NRCS/district office and be leave by 7 a.m.
- b. **Contractors Breakfast Meeting March 15, 7 a.m., First Church, Gladville:** Ima Good reported that so far there are 12 people (4 contractors, 3 board members, 2 district staff, 3 NRCS staff) registered for the breakfast on March 15. Registration deadline is this Friday. The board discussed the meal options from the church women's group. Motion by Nichols and seconded by Fields to have the scrambled eggs, hash browns, fruit, biscuits and gravy at the cost of \$8 per person (includes coffee and juice). Motion carried. The board reviewed the roles. Wiseman will do the welcome, Farmer will be saying the prayer, Good will present a cost-share program update, and NRCS staff will be reviewing stake-out and check out procedures.

12. New Business:

a. Election of conservation district officers:

Wiseman stated that the elected officer positions will be in effect following this meeting. Wiseman opened the floor for nominations for the office of chairperson. Nichols nominated Fred Farmer. Being the only candidate nominated for office of chairperson, Wiseman declared him elected by acclamation.

Wiseman opened the floor for nominations for office of vice-chairperson. Farmer nominated Milo Fields. Being the only candidate nominated for the office of vice-chairperson, Wiseman declared him elected by acclamation.

Wiseman opened the floor for nominations for the office of treasurer. Nichols nominated Earnest Wiseman. Urban nominated Nichols. With no further nominations, the nominations were closed. Voting was by a show of hands. Penny Nichols was elected treasurer.

- b. **Annual designation of official depositories of district funds:** Motion by Nichols and seconded by Farmer to designate the First State Bank as the official depository for the Operations Fund checking account and the Enterprise Fund checking account, and the American Bank as the official depository for the Enterprise Fund Certificate of Deposit. Motion carried.
- c. **WRAPS Forum, April 28, 10 a.m., Clear Falls:** Registration is \$20 per person and is due April 21. The board reviewed the agenda and discussed possible attendees. Attendance will be discussed further at the next meeting.
- d. **KACD-EO Area Conference, May 4-5, Fun City:** Motion by Farmer and seconded by Nichols to pay the registration fee for Good and Rhoades to attend the KACD-Employees Organization State Meeting and to issue check # 2468 from the Operations Fund in the amount of \$150 to Dolly Cash, KACD-EO Treasurer. Motion carried. They plan on taking the government pickup.

Appendix 3-G: Example Minutes #1 (continued)

- e. **Purchase Trees or other gift for Schools Participating in Poster Contest:** Good asked the board to consider purchasing a Red Maple in the amount of \$50 per tree or provide a \$50 gift card for the purchase of a conservation-related book for the library for each of the five schools participating in the poster contest. Motion by Farmer and seconded by Urban to give the schools participating in the poster contest the choice of either the Red Maple or a \$50 gift card to purchase a conservation-related book for the school library. Motion carried. Good will contact the schools to see which one they would like.

13. Announcements & Calendar:

March

State Cost-Share FY 2012 Signup Continues

10: SCC Spring Workshop, 9 a.m., Soil Center, Smile City

15: Contractors Breakfast Meeting, 7 a.m., First Church, Gladville

16-17: DC Training, Salina

April

01: State Cost-Share FY 2012 Signup Ends

12: Board Meeting, 7 p.m., USDA Service Center Conference Room

20: Regional Envirothon Competition, 8 a.m., Green City Lake

22: Earth Day Celebration, 10 a.m., Gladville Grade School

24: Stewardship Week Begins

28: WRAPS Forum, Clear Falls, 10 a.m.

14. Agenda Items for Next Meeting, April 12, 7 p.m.:

- a. SCC Spring Workshop Report
- b. WRAPS Forum Attendance Conformation/Registration
- c. Performance Review for Ima Good

15. Next Meeting: April 12, 7 p.m., USDA Service Center Conference Room.

16. Adjournment: There being no further business to discuss, the meeting was adjourned by general consent at 9:25 p.m.

To the best of my knowledge these minutes are an accurate record of the proceedings of the meeting.

Ima Good, District Manager

Date

Minutes Approved: _____
Date

Chair

Appendix 3-H: Example Minutes #2

**Minutes of
Happy County Conservation District
Regular Meeting of the Board of Supervisors
USDA Service Center Conference Room – 123 4th Street, Gladville, Kansas
April 12, 2011**

- 1. Call to Order:** A regular meeting of the Board of Supervisors of Happy County Conservation District was called to order by Fred Farmer, Chairperson, at 7:05 p.m., with a quorum present.

Supervisors Present:

Fred B. Farmer, Chairperson
Milo Fields, Vice-Chairperson
Penny Nichols, Treasurer
Justin Urban, Member
Earnest R. Wiseman, Member

Supervisor(s) Absent:

Penny Nichols, Treasurer

Others Present:

Mary Green, Advisor
Forrest Woods, Advisor and Happy Land RC&D Council Member (district's representative)
Ima Good, District Manager
Sam Soil, District Conservationist

Farmer appointed Earnest R. Wiseman as treasurer pro tem in the absence of the elected treasurer.

- 2. Board Meeting Agenda:**

Wiseman stated that in item 5, "Penny Nichols, Treasurer" needs to be replaced with "Ernest B. Wiseman, Treasurer Pro Tem." By general consent the agenda was approved as amended.

- 3. Guest/Public Comments Forum:**

None

- 4. Minutes of the Previous Regular Meeting, March 8, 2011:**

Meeting minutes for the March 8, 2011 Regular Meeting were presented and considered for approval. By general consent the minutes were approved. Farmer signed the minutes.

- 5. Treasurer's Report: Ernest B. Wiseman, Treasurer Pro Tem**

Wiseman presented the Treasurer's Report and the Accounts Payable Report (both attached). Wiseman stated that previously Penny Nichols reviewed the bank statements and bank reconciliation reports and she reported that everything is in order. The Treasurer's Report will be filed for audit. Wiseman presented the Unpaid Bills Needing Payment Approval Report (attached) and stated that it and the employees' timesheets have been signed following his review of the supporting financial documents. Motion by Wiseman and seconded by Fields to pay the unpaid bills totaling \$4,124.65 as per list. Motion carried.

Appendix 3-H: Example Minutes #2 (continued)

Wiseman reported the First State Bank needs a new bank account signature card signed (which he picked up) and an official document stating who the board authorized to sign checks. Motion by Fields and seconded by Wiseman to authorize Fred B. Farmer, Milo Fields, Penny Nichols, Justin Urban, Earnest R. Wiseman, and Ima Good to sign the Happy County Conservation District checks. Motion carried. All those present who were authorized to sign checks signed the bank signature card. Good will contact Penny Nichols to come by the office and sign the bank signature card, and see if she will return it to the bank along with a copy of these minutes.

6. **Correspondence Received:** Ima Good, District Manager, presented the following correspondence that was reviewed by the supervisors:
 - a. **03/08/2011 NACD** eNotes Weekly News Briefs- email
 - b. **03/15/2011 NACD** eNotes Weekly News Briefs- email
 - c. **03/18/2011 NACD** Forestry Notes- email
 - d. **03/22/2011 NACD** eNotes Weekly News Briefs-email
 - e. **03/29/2011 NACD** eNotes Weekly News Briefs-email

7. **Natural Resources Conservation Service Report: Sam Soil, District Conservationist**
 - a. **NRCS Update:** Soil handed out his report (attached) and went over the main points. He added that he was notified today that Bennett Hammond, Assistant State Conservationist, is planning to attend the next board meeting. Soil stated that this is a routine visit and that Mr. Bennett would welcome your comments and questions while he is here.
 - b. **New and Revised Conservation Plans:** Soil reviewed 5 conservation plans. Motion by Fields and seconded by Urban to approve 1 new Conservation Plan and 4 revised Conservation Plans. Motion carried. Plans were signed by a board member.

8. **Conservation District Staff Reports:**
 - a. **District Manager:** Ima Good presented the highlights of her report (attached). All the board members agreed that the Contractor Breakfast Meeting went really well and thanked the NRCS and district staff for all their hard work.
 - b. **District Aide:** Ima Good presented the report on behalf of Dusty Rhoades (attached).

9. **State Cost-Share Report:** Ima Good, District Manager, reported that the cost-share signup for FY 2012 ended on April 1. There were 26 WR requests and 5 NPS requests for cost-share. The NRCS and the district staff will start reviewing the requests this month. The FY 2012 program allocations and policy information from the Division of Conservation (DOC) should be arriving in May. District staff will start gathering the average county cost information. Everything should be ready for the board to approve the CS-2 District Programs at the June board meeting. July 1 is the first day the cost-share contracts can be submitted to the DOC through CSIMS.
 - a. **Water Resources Cost-Share Program:** Good went over the FY 2011 WR Ledger Report (attached) and pointed out the changes since the last meeting. The current Uncommitted Balance is \$210.55.

Appendix 3-H: Example Minutes #2 (continued)

- b. **Non-Point Source Pollution Control Program:** Good went over the FY 2011 NPS Ledger Report (attached) and reported that all the practices have been completed. The current Uncommitted Balance is \$0.

10. Other Reports:

SCC Spring Workshop, March 10, Soil Center, Smile City: Farmer reported that all five supervisors, Ima Good, and Sam Soil attended the SCC Spring Workshop. The attendees each responded to Farmer's request to share something they learned at the workshop or something they found interesting.

11. Unfinished Business:

- a. **WRAPS Forum, April 28, 10 a.m., Clear Falls, \$20/person:** Good, Fields, and Urban indicated they were interested in attending, and Wiseman wasn't sure it. Motion by Nichols and seconded by Wiseman to pay the registration fee, lodging, and mileage for any supervisor, advisor, and employee who would like to attend the WRAPS Forum. Motion carried. Those who plan on attending need to let Ima Good know by April 18, so she can send in the registration. Travel plans will be coordinated by Good.
- b. **2010 Audit:** Ima Good informed the board the auditor called the office yesterday and will have the 2010 audit completed by next week. Good will contact the auditor to see if she will be able to attend the next board meeting or be available by telephone to go over the audit results.

12. New Business:

Ima Good, District Manager Performance Review: Motion by Wiseman and seconded by Nichols to recess into an executive session to discuss personnel matters of non-elected personnel in order to protect the privacy interest of the individual to be discussed, with Ima Good and Sam Soil to be present in addition to the board, and the open meeting will reconvene in this room at 8:35 p.m. Motion carried. Executive session started at 7:45 p.m.

Ima Good was dismissed from the Executive session at 8:15 p.m. Sam Soil was dismissed at 8:25 p.m. Executive session ended at 8:30 p.m.

Farmer reconvened the open meeting at 8:35 p.m.

Motion by Fields and seconded by Wiseman to approve the Performance Appraisal form as completed and to increase Ima Good's wages by .50 per hour totaling \$15.50 per hour retroactive April 1, 2011. Motion carried.

Ima Good was instructed to prepare a new Employment Contract and present it at the next board meeting for official board approval. Also at the next meeting supervisors, Sam Soil and Ima Good will review the performance duties and standards section of Ima Good's Performance Appraisal for a period covering April 1, 2011 to April 1, 2012.

Appendix 3-H Example Minutes #2 (continued)

13. Announcements and Calendar:

April

- 01: State Cost-Share FY 2012 Signup Ends
- 12: Board Meeting, 7 p.m., USDA Service Center Conference Room
- 20: Regional Envirothon Competition, 8 a.m., Green City Lake
- 22: Earth Day Celebration, 10 a.m., Gladville Grade School
- 24: Stewardship Week Observance Begins
- 28: WRAPS Forum, Clear Falls, 10 a.m.

May

- 01: Stewardship Week Observance Ends
- 10: Board Meeting, 7 p.m., USDA Service Center Conference Room
- 30: District newsletter to be mailed

14. Agenda Items for Next Meeting, May 10, 7 p.m.:

- a. Audit review and approval
- b. Ima Good's employment contract review and approval
- c. Ima Good's performance duties and standards section of the Performance Appraisal form review and approval
- d. WRAPS Forum report from attendees

15. Next Meeting: May 10, 7 p.m., USDA Service Center Conference Room.

16. Adjournment: There being no further business to discuss, the meeting was adjourned by general consent at 9:07 p.m.

To the best of my knowledge these minutes are an accurate record of the proceedings of the meeting.

Ima Good, District Manager Date

Minutes Approved: _____
Date

Chair

Appendix 3-I: Conservation District Meeting Minutes Checklist

Official minutes of a regular conservation district board meeting should include the following:

- 1. Name of conservation district.
- 2. Meeting location/address and date.
- 3. Type of meeting (regular or special meeting).
- 4. Name of presiding officer.
- 5. Time the meeting was called to order.
- 6. Names of supervisors present with position. May list those absent.
- 7. Names of others attending with position (and affiliation if not district employee/advisor).
- 8. In the text of minutes, note time board members (& others, if desire) enter or leave meeting.
- 9. Discussions summarized and important issues described.
- 10. Motions made by board members must be accurately recorded. The minutes should identify the person making the motion and the person who seconded the motion together with results of voting (motion carried/lost). May include number voting for and against.
- 11. Motion to approve of previous meeting minutes along with the minutes' date. If corrections or changes to previous meeting minutes, state the changes in this month's minutes and correct the minutes that need to be corrected without deleting the original text.
- 12. Previous minutes signed/dated by chair. If corrections needed, must first be corrected and then signed.
- 13. If treasurer is not present, record the name of the "treasurer pro tem" (appointed by chairperson or elected by board members).
- 14. Treasurer's Reports and other financial activities reviewed. Minutes include a motion to pay unpaid bills and state amount of bills to be paid (same as the total on the Unpaid Bills Needing Board Approval (or Unpaid Bills Needing Payment Approval) report. Reports attached.
- 15. List Correspondence Received and record any action taken on correspondence.
- 16. State Cost-Share Programs Report every month.
- 17. Other reports summarized in minutes or attached.
- 18. Each item of Unfinished and New Business brought before the board and record any action taken/motion made.
- 19. Proper recording of an Executive Session. In addition to the motion, include time the session started; indicate anyone dismissed from session before ending, time meeting reconvened, and action taken if any. Minutes are not taken during the Executive Session.
- 20. Date, time, and place of the next meeting.
- 21. Adjournment and time of adjournment.
- 22. Minutes are prepared as soon as possible and signed/dated by the recording secretary (or after approval).
- 23. Mail (draft) copy of minutes to DOC within 10 days after meeting (including Treasurer's Reports & other official meeting documents).
- 24. Provide others upon request with copy of (normally approved) minutes.