

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**March 16th, 2023**  
**Wood County River Block/Online**

**Attendees:** Gary Beastro (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Bill Clendenning (Wood); Shane Wucherpennig (Member-at-Large); Kendra Kunder (Golden Sands RC&D Staff); Diane Hanson (Marathon); Reesa Evans (Member-at-Large).

**CALL TO ORDER:** Hernandez called the meeting to order at 9:02 a.m.

**INTRODUCTIONS:** None required.

**APPROVAL OF MINUTES:** A motion was made by Wucherpennig, which was seconded by Walker, to approve the minutes from the January 2023 meeting. Motion carried unanimously.

**Into Closed Session:** A motion was made by Evans, which was seconded by Walker, for the committee to go into a closed session at 9:03 a.m.

**Out of Closed Session:** A motion was made by Walker, which was seconded by Wucherpennig, for the committee to come out of a closed session at 9:08 a.m.

**TREASURER'S REPORT:** The treasurer's report was emailed prior to this meeting. Dispersals and receipts were routine. Adams County, Juneau County, Monroe County, Wood County, and the Wisconsin Farmers Union have not paid dues for this year. Marquette, Portage, and Waushara Counties paid less than the full amount. A reminder will be sent to the counties who have not paid dues. A motion was made by Walker, which was seconded by Evans, to forward to the full council. Motion carried unanimously.

The Natural Resources Foundation of Wisconsin sent a letter and update on the Endowment Fund Golden Sands RC&D has. The report indicated that there is an available distribution amount of \$1,169.96, and a decision needs to be made about how to handle it. A motion was made by Wucherpennig, which was seconded by Evans, to send to the full council with recommendation for reinvestment back into the endowment fund. Motion carried unanimously.

**FINANCIAL PROCEDURES:**

**2022 Overhead and Administration Actuals:** The actual amount of revenue was \$8,453 less than the projected revenue. Fewer projects in the Cooperating for Woods and Wildlife category meant that there were fewer hours to bill. Actual expenses were \$1,545 more than projected.

**2023 Projected Overhead and Administration Budget:** The proposed budget includes the raise approved at the last council meeting. Expected income from several grants applied for is included in the projected budget. Higher administrative costs may also occur if funding for new projects is awarded. If there are more positions for the NRCS Co-employment project, a federal audit may be required, which would raise professional service fees. There is also a proposal to

add three positions to the contract Golden Sands RC&D has with the NRCS. These would be urban agriculture positions in Stevens Point and Madison, as well as a soil conservationist position in Westfield. Currently, Golden Sands RC&D employs five NRCS co-employees, including one urban agriculture employee located in Union Grove. Kunding anticipates that more grants will be applied for. Hilgart is looking for payroll programs, since the current payroll system is ending on May 31st. A motion was made by Beastron, which was seconded by Walker, to send the proposed budget onto the full council. Motion carried unanimously.

### **STAFF AND MEMBERSHIP:**

**Hiring Updates:** Jenn Chakravorty was hired for the Madison NRCS office.

**Proposed Board Position/Duties Form:** Kunding sent samples of a form to board members that would allow current members to list their duties and related information for their position. She anticipates that this would be helpful to future members taking those positions. So far, she created forms for P/F Officers, but will also look into ones for general board members and perhaps for committee chairs as well.

**Personnel Policy & Procedure Handbook:** The Employee Handbook and Benefits Information is being updated, but is not completed yet.

### **PR AND COMMUNICATIONS:**

**2022 Highlights and Website:** Burzynski has a draft for the 2022 Highlights, but it has not yet been reviewed by Kunding. The P/F Committee discussed what additional information might be included in the highlights or on the website. Currently, the website has photos of Golden Sands RC&D employees, their title, and some background information for each employee. It was suggested that it might be helpful for website visitors (or others) to know what kind of work/services were performed by each position. Another suggestion was that the county's part of the website should be identified and summarized. Thorstenson proposed that a button on the home website page that said something like "I need help with \_\_\_\_" might help people find the services they were looking for.

**Newsletter:** Thorstenson reported that the February newsletter went out on time. She expects the March newsletter to go out next week.

### **OTHER BUSINESS:**

**Honoring Al Barden:** Ways of honoring Al Barden (for all his years of service to Golden Sands RC&D) were discussed at prior meetings. Thorstenson indicated she had talked to Barden about the idea of installing a bench in his church area with a plaque. Barden told her that Eagle River is installing a new park and perhaps something could be put there instead. Thorstenson will contact Eagle River to see what options there might be.

**National RD&D:** Kunding said a \$450.00 invoice for dues was received. According to Hilgart, Golden Sands RC&D hasn't paid national dues since 2017, because it appeared that there was not much assistance from the membership. Walker offered to do some research into the current services the National RC&D might offer before a decision is made.

**ADJOURNMENT:** The meeting was adjourned at 10:00 a.m. upon a motion made by Walker, which was seconded by Wucherpennig.

Respectfully submitted,

Reesa Evans  
Recording Secretary