

NRCC Finance Committee Meeting - Approved 2/19/2025

January 15, 2025 – 8:30 am

Zoom: <https://us02web.zoom.us/j/87661939646?pwd=VXpMYkRJSUtGYjRuTFJTa041bWMYUT09>

Agenda

- Welcome (Rick)
- Review and approve December meeting minutes (Clare)
- FY24 Financials (Clare) – Tentative
- Grant Proposals, Approvals, and Updates Core Services One-Time Funding - Proposal Approvals (Clare)
 - Enhancement Project Development - Project Approvals (Lina)
 - Trees for Streams - Project Approval (Jess)
 - Trees for Streams - Lake Champlain Basin Program (LCBP) grant update - (Jess)
 - Enhancement Design & Implementation Block Grant update (Lina)
 - AgCWIP Update (Emily)
 - Other grants updates, as needed
- Statute & Admin Updates (Clare)
 - Update on NRCC Statute Committee (Rick & Clare)
 - Procurement Policy - For Approval (Clare)
 - Conflict of Interest Policy - For Discussion (Clare)
 - Charter for Finance Committee (Jill & Clare) - Tentative
- VACD Report
 - Organizational Development Work (Jill)
 - Action Circles Contract & Legislative Work (Jill & Clare)
 - Jill's Retirement & ED Recruitment (Jill & Jess)
- Other business, as required

Attendance

Voting Members: Rick Hopkins, Richard Noel, and Bill Manner

Other attendees (non-voting):

Jill Arace, VACD Executive Director

Clare Ireland, Finance Director

Emily Nummer, Agriculture Programs Manager

Jessica Miller, Grants & Finance Manager

Lina Smith, Grants & Finance Manager

Welcome

Rick welcomed everyone and called the meeting to order at 8:32 a.m.

Approve Minutes of December 11, 2024 Meeting

Richard made the motion, seconded by Bill to approve the minutes of December 11. Upon a call for a vote, all voted in favor.

FY24 Financials

Clare reported that the FY24 financials were not available for the meeting.

Grant Proposals, Approvals, and Updates

Core Services One-Time Funding – Proposal Approval

Clare reported that the application deadline was Monday, and the only district that did not submit was Lamoille. She prepared and presented a summary sheet. Districts requested a total of \$157,727.47, which is \$57,727.47 over the \$100,000 available.

After a discussion about how to allocate the funding, Richard made the motion, seconded by Bill to distribute core service funding to districts to total \$98,746 in accordance with the discussion. All were in favor.

Enhancement Project Development - Project Approval

Franklin County NRCD's application for Enhanced Project Development funds totaling \$22,100 was presented to the committee for approval.

Bill made the motion, seconded by Rick to approve the project. Upon a call for a vote, all voted in favor.

Trees for Streams - Project Approval

Jess noted that the Caledonia proposal she expected to bring to the committee for approval came in below \$20,000, so committee approval is not needed.

She also reported that the recent grant application to LCBP was approved for \$174,907. These funds will continue the Trees for Streams program through 2027.

Enhancement Design & Implementation Block Grant Update

Lina noted that an amendment has been received from DEC adding \$1,287,363 to the Enhancement Development Design and Implementation block grant, bringing the total awarded to \$2,951,697.

Richard made the motion, seconded by Bill to accept these additional funds. Upon a call for a vote, all voted in favor.

AgCWIP Update

Emily updated the committee that amendments had been executed with districts for the new funds. She also noted that the reporting format had changed for AgCWIP, and she is still working through reviewing and correcting the last round of reporting

Statute & Admin Updates

Creation of NRCC Statute Committee

The Statute Committee will consist of Rick Hopkins, Willie Nickerson, Clare Ireland, Henry Bonges, Nina Gage, Jennifer Byrne, and Dan Koenemann. Travis Thomason who will serve in an advisory capacity. Next steps will be to identify a meeting date.

Procurement Policy

Clare explained that NRCC's procurement policy appears to have never been formally adopted. She asked the committee to approve the policy. It will then be presented to the full board for approval. Bill made the motion, seconded by Rick to approve the Procurement Policy as written.

Conflict of Interest Policy

Clare reported that NRCC has no formal conflict of interest policy and recommended that one be adopted. She will work on drafting one for review at a future meeting.

VACD Report

Organizational Development Work

Jill reported that the VACD Capacity Building Committee is still working with its consultants. They are hoping to have a draft proposal to present to the full board at the next VACD meeting.

Action Circles Contract & Legislative Work

Jill updated the committee that VACD signed a contract with Action Circles, and work is beginning with the legislature. While the legislature is in session, Jill, Clare, and Julia are meeting with Action Circles every other week. Meg is also attending district manager meetings to brief DMs on legislative items and provide training as needed. VACD will have a legislative advocacy day in the statehouse on February 13.

Clare noted that staff capacity is stretched very thin between the legislative work, various committee and task force work, organizational development work, and work recruiting the new VACD executive director and planning for Jill's departure.

Jill's Retirement & ED Recruitment

Jill is looking at March being her final end date. Jill, Jess, and Clare have been meeting to develop a transition plan with the goal of establishing coverage for the ED position even if there is a gap between Jill's retirement and a new ED coming onboard. Second round interviews with candidates are currently taking place. The hiring committee will then meet to talk about how to move forward.

Other Business

There was no other business.

The next finance committee meeting will be February 19 at 8:30 am.