

NRCC Finance Committee Conference Call: Minutes

September 18th 3:00pm

Michelle Gudorf

Linda Course

Jeff Carter

Kerry O'Brien

District Annual Reports: The NRCC Finance Committee discussed annual reports. Kerry has received annual reports in various formats (mailed, faxed, emailed, etc). The committee discussed working to standardize the template for reporting to NRCC, and to work with VACD to have these reports aid in the "selling" of Districts through VACD.

Annual reports have been received from every District except Grand Isle. Concerns were expressed about Council's responsibilities to follow up with Districts after ample communication had taken place through email and discussion at District Managers' meeting. Michelle expressed an interest in giving them another chance to get their report.

Roles and Responsibilities of NRCC Administrator:

Take minutes during meetings

Call Finance Committee Meetings and communicate with Council members as necessary.

The committee discussed Administrator pulling together procedures for Council as needed. They recognized that there aren't systems in place and it's appropriate for the NRCC Administrator to pull procedures together.

\$100K Ag Outreach Initiative

Discussion of an administrative fee on managing the program by the NRCC Administrator. The committee discussed coming up with an internal budget that would address an administrative fee and the sub-grant amounts going to each District. The committee understood that they would see and manage the internal budget for the initiative, and NRCC full board would be given a copy. The committee requested that Kerry share the spreadsheet of what is in place so far and a finalized budget will be completed at the end of the month. The finance committee agreed to meet at the Council meeting on September 25th separately.

Review of Sept 25th Meeting agenda

NRCC will look at agreement that has been proposed and review it. Update from Kerry on \$100K. Districts have submitted work plans, etc. Finance Committee report and review of procedures. The committee reviewed the financial procedures and made edits. They agreed it would be presented to the NRCC board. Discussion of Fiscal Year 2014 base allocation discussion.

2014 Base Allocation:

The committee discussed the base request for next year and the grounds for it. Michelle discussed \$8000 per District and leveraging additional funds for programs. Discussion with VACD on this.

Jeff will send an updated agenda for the Sept 25th meeting.

Conference Call adjourned: 5:00pm.