



Meeting Minutes  
July 9, 2024  
Zoom Meeting

**Executive Committee Members**

Caitlin Stewart, President  
Jessica Armstrong, Vice President  
Joann Burke, Secretary  
Katy Kemmeren, Treasurer  
Alice Halloran, Member at Large

**Division Representatives**

Rebecca Campbell, Division I  
Jason Cuddeback, Division II  
Carla Yaw, Division III  
Lydia Brinkley, Division IV  
Maren Stoddard, Division V  
Nicholas Klemczak, Division VI  
Travis Ferry, Division VII

**Partners and Guests**

Megan Webster, Ontario County SWCD  
Hailey Feusner, Chemung County SWCD  
Velynda Parker, Steuben County SWCD  
Jennifer Kelly, Chenango County SWCD  
Jevonnah Foster, St. Lawrence County SWCD

**Absent**

Olivia Cunningham, Division VIII  
Bethany Bzduch, SWCC  
Blake Glover, NRCS  
Blanche Hurlbutt, NYACD



**Minutes**

- I. Call to order** – President Stewart called the meeting to order at 10:02 a.m.
- II. Introduction** – Conducted.
- III. Reading and approval of May 30-31, 2024** – The minutes were provided in advance of the meeting for review and appended to the minutes.
  - **A motion was made by Cuddeback, seconded by Armstrong to approve the May meeting minutes. Carried.**
- IV. Treasurer's report** – Kemmeren shared her report for May and July, appended to the minutes. She mentioned that NRCS has an outstanding bill for the Water Quality Symposium for \$29,000 that is past due because of some problems with paperwork.

Armstrong stated that the by-laws it states there is a charge of \$50 for not paying by March 1<sup>st</sup>. Stewart suggested for the 2025 Water Quality Symposium to charge any person who registered but fails to make payment by March 1<sup>st</sup> to be charged a \$50 late fee.

- **A motion was made by Stoddard, seconded by Brinkley to approve the May and July Treasurer's Report. Carried.**

V. **NCDEA 2024 dues** – Stewart stated that Kemmeren received an invoice for \$200 for dues. Stewart asked Parker to provide information on what the association does with the dues. Velynda stated that dues help pay for the webinar, which all district employees across the United States, Guam, and the Virgin Islands can participate in. It helps run the monthly board meetings by paying for the Zoom platform used. The awards that they give out at the National Conservation District Association annual conference every year. It supports its website with all the information and updates any of our policies that the National Employees Association has. The website is well-used and managed. Stewart thanked Parker for her explanation.

VI. **Partnership, Division Representatives, and Committee Questions** – Campbell stated she received an email from a technician in Division I regarding an online soil class that was shared with everyone back in March. It was going to be hosted by Daniel Ufnar who is an NRCS State Soil Scientist. He was looking for ten people to enroll in a nighttime soils class. This technician reached out to Daniel several times but has not heard back from him. He was wondering if anything had come through about this. Stewart stated she remembered the conversation but had not heard anything since. She looked in her inbox but did not see any further correspondence. She will follow up with him.

#### VII. CDEA Standing Committees

a. **Frank Bratt Scholarship** – Campbell emailed her report in advance of the meeting for review, appended to the minutes. She stated she received two applications for this round.

- **A motion was made by Brinkley, seconded by Stoddard to approve the Frank Bratt Memorial Scholarship applications for \$585: Kristin White, \$170 and Jacob Keary, \$395. Carried.**

b. **Water Quality Symposium** – Armstrong reported she received a request for proposals from three hotels and gave a summary of each hotel. Discussion ensued.

- **A motion was made by Yaw, seconded by Campbell to accept the Rochester Hyatt proposal for the 2025 Water Quality Symposium. Armstrong refrained. Carried.**

c. **Conservation Skills Workshop** – Stewart stated that Tom Eskildsen inquired if

someone could assist with registration for the Conservation Skills Workshop. Chastity Miller has overseen registration for many years but has moved on to a new position with SWCC. The registration form is on Google Drive. Stewart stated she and Katie WhitKovits are already handling hotel accommodation. Armstrong volunteered Payton to handle registration. Stewart asked Cuddeback to let Eskildsen know that he does have CDEA support, and we are trying hard to work with him to make this year's event a success.

## **VIII. CDEA Activities**

- a. **2024 Committees and Appointments** – Stewart sent out the list in advance of the meeting. She thanked Brinkley for reviewing the list thoroughly. Kelly Emerick emailed in updates for the sediment and erosion control committee. Parker asked for clarification for the NCDEA and NACD as she and Jeff Parker are the representatives. Stewart made all the corrections plus some formatting. Envirothon Committee as per by-laws, the committee runs from September 1<sup>st</sup> to August 31<sup>st</sup> so this portion should be omitted until we see who applies to be on the committee.
  - **A motion was made by Campbell, seconded by Brinkley to approve the 2024 Committees and Appointments with the omission of Envirothon Committee. Carried.**
  
- b. **4-Hour Fund Application** – Stewart reported she received an application from Ontario County SWCD for an Agricultural BMP Course for \$8,500 for in-person training.
  - **A motion was made by Brinkley, seconded by Klemczak to approve the 4-Hour Online Funds Application for Agricultural BMP Course for \$8,500. Carried.**
  
- c. **Camp Sagamore lodging contract** – Stewart reported that Stoddard has been working hard to organize our September CDEA meeting. We had cost savings this month because we are meeting virtually, and Stoddard reached out to beautiful Camp Sagamore in Raquette Lake in Hamilton County. The contract comes in at \$3,240 which includes meeting space, rooms, and meals.
  - **A motion was made by Campbell, seconded by Brinkley to approve the Camp Sagamore lodging contract for \$3,240. Stewart abstained. Carried.**
  
- d. **CDEA Apparel** – Stewart reported that Burke reminded her that she had taken this last year, and she had not done anything with it. Now with two new board members, she would like to delegate this out. Campbell offered to take this on and will draft up some ideas and send them out.

**IX. Other** – Halloran asked if she should continue to keep track of the 4-Hour tracking form. Stewart stated yes and asked if Halloran could add to the reporting form a place where Districts could put names of people, hours they worked and tasks they performed.

**X. Correspondence** – None

**XI. Next Meeting** – September 11-12, 2024, at Camp Sagamore 1105 Sagamore Rd  
Raquette Lake, NY

**XII. Adjournment**

- **A motion was made by Stewart, seconded by Stoddard to adjourn the meeting at 11:41 am. Carried.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Joann Burke".

Joann Burke

# NYSCDEA

| ACCOUNT   | 2024 Budget         |                     |                       | 2024 Actual Income and Expenses |                     |                      |
|---|---------------------|---------------------|-----------------------|---------------------------------|---------------------|----------------------|
|   | Income              |                     | Expense               | Income                          |                     | Expense              |
|   |                     | 4HR \$ *            |                       |                                 | 4 HR \$*            |                      |
| Fertilizer Tablets  | \$8,000.00          |                     | \$7,300.00            | \$5,520.00                      |                     | \$5,568.11           |
| <b>Training Sessions:</b>   |                     |                     |                       |                                 |                     |                      |
| Admin/Mgt Conf  | \$4,000.00          | \$16,000.00         | \$20,000.00           |                                 |                     |                      |
| Conservation Skills Workshop  | \$20,000.00         | \$11,400.00         | \$31,400.00           |                                 |                     | \$58.17              |
| Water Quality Symposium   | \$100,000.00        | \$75,000.00         | \$175,000.00          | \$165,304.00                    | \$105,090.47        | \$270,394.47         |
| WQS Resource Fair   | \$2,500.00          |                     | \$2,500.00            | \$2,788.83                      |                     |                      |
| 4-Hour Online Course  |                     | \$221,313.20        | \$84,000.00           |                                 | \$225,043.68        |                      |
| 4HR Admin (Monroe County)   |                     |                     | \$29,313.20           |                                 |                     | \$15,456.70          |
| 4HR Approved Trainings  |                     | \$40,000.00         | \$40,000.00           |                                 |                     | \$8,625.87           |
| NYS ESCCP   | \$8,500.00          |                     | \$12,000.00           | \$16,371.80                     |                     | \$8,275.54           |
| Trainings   |                     |                     | \$0.00                |                                 |                     |                      |
| Leadership Conference   | \$0.00              |                     | \$0.00                |                                 |                     |                      |
| Audit, Taxes & Legal Fees   |                     |                     | \$10,000.00           |                                 |                     | \$4,650.00           |
| <b>Donations:</b>   |                     |                     |                       |                                 |                     |                      |
| Envirothon Scholarship  |                     |                     | \$2,500.00            |                                 |                     |                      |
| Donations-Other-EEF   |                     |                     |                       |                                 |                     |                      |
| Executive Board   |                     |                     | \$25,000.00           |                                 |                     | \$1,912.55           |
| Promo Merchandise   |                     |                     | \$5,000.00            |                                 |                     |                      |
| Insurance   |                     |                     | \$3,600.00            |                                 |                     | \$3,148.15           |
| Promo/Website   |                     | \$5,000.00          | \$5,000.00            |                                 |                     | \$6,576.25           |
| National Association of Conservation Districts Annual Meeting (NACD)- 2 CDEA BM & Rep       |                     |                     | \$10,000.00           |                                 |                     | \$2,083.64           |
| National Association of Conservation Districts Northeast Meeting (NACD-NE)- 2 CDEA BM & Rep |                     |                     | \$6,000.00            |                                 |                     |                      |
| National Conservation District Employees Association Dues (NCDEA)                           |                     |                     | \$400.00              |                                 |                     | \$200.00             |
| Newsletter  |                     |                     | \$4,500.00            |                                 |                     | \$4,500.00           |
| <b>Fundraiser Activities</b>  |                     |                     |                       |                                 |                     |                      |
| Sunshine Fund   |                     |                     | \$200.00              |                                 |                     | \$340.51             |
| Office Supplies   |                     |                     | \$6,000.00            |                                 |                     | \$3,521.79           |
| Ronny Raindrop™   |                     |                     | \$12,000.00           |                                 |                     |                      |
| Division I  |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division II   |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division III  |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division IV   |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division V  |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division VI   |                     |                     | \$2,500.00            |                                 |                     | \$310.20             |
| Division VII  |                     |                     | \$2,500.00            |                                 |                     |                      |
| Division VIII   |                     |                     | \$2,500.00            |                                 |                     |                      |
| <b>TOTALS</b>   | <b>\$143,000.00</b> | <b>\$368,713.20</b> | <b>\$511,713.20</b>   | <b>\$189,984.63</b>             | <b>\$330,134.15</b> | <b>\$335,621.95</b>  |
|   |                     |                     |                       |                                 |                     |                      |
| <b>Self Sustaining Accounts</b>   | Income              |                     | Expense               | Income                          | Expense             |                      |
| Fish Challenge  | \$300.00            |                     | \$300.00              | \$ 250.00                       |                     | \$ 322.95            |
| Frank Bratt   | \$6,000.00          |                     | \$6,000.00            | \$ 5,123.03                     |                     | \$ 1,995.00          |
| NYS Envirothon  | \$50,000.00         |                     | \$50,000.00           | \$ 33,408.08                    |                     | \$ 46,481.25         |
| 2024 NCF Envirothon   | \$544,500.00        |                     | \$544,500.00          | \$ 279,427.99                   |                     | \$ 67,813.29         |
| Envirothon Scholarships   | \$2,500.00          |                     | \$2,500.00            | \$ 1.01                         |                     | \$ -                 |
| NYS Fair/EFD/NYS Farm Show  | \$6,600.00          |                     | \$6,600.00            | \$ 10,976.25                    |                     | \$ 7,527.97          |
| Golf Tournament   | \$3,500.00          |                     | \$3,500.00            | \$ 300.00                       |                     | \$ -                 |
| Skeet Shoot Tournament  | \$1,000.00          |                     | \$1,000.00            | \$ -                            |                     | \$ -                 |
| <b>SSA Totals</b>   | <b>\$613,400.00</b> |                     | <b>\$613,400.00</b>   | <b>\$ 329,486.36</b>            |                     | <b>\$ 124,140.46</b> |
| <b>Grand Total</b>  | <b>\$756,400.00</b> | <b>\$368,713.20</b> | <b>\$1,125,113.20</b> | <b>\$519,470.99</b>             | <b>\$330,134.15</b> | <b>\$459,762.41</b>  |

\* money coming from 4HR Savings

**NYS DISTRICT EMPLOYEES' ASSOCIATION**  
**Balance Sheet**  
As of July 8, 2024

|                                       | Jul 8, 24           |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| <b>Current Assets</b>                 |                     |
| <b>Checking/Savings</b>               |                     |
| NYS Envirothon-Savings                | 2,000.56            |
| 4HR Online Sed & Erosion              | 579,220.78          |
| 2024 NCF Envirothon Checking          | 129,533.46          |
| <b>NYSCDEA-REG CHECKING</b>           |                     |
| Frank Bratt                           | 5,123.03            |
| NCF                                   | 10,352.25           |
| General NYSCDEA Funds                 | 72,233.71           |
| Admin Conference                      | 4,261.25            |
| Conservation Skills                   | 25,163.72           |
| Golf Tournament                       | 4,429.43            |
| Leadership Conference                 | 2,463.13            |
| NYSESCC Program                       | 19,752.89           |
| NYS Envirothon                        | 24,272.54           |
| NYS Fair                              | 7,461.51            |
| Resource Training Checking            | 4,200.28            |
| Sunshine Fund                         | 493.67              |
| <b>Total NYSCDEA-REG CHECKING</b>     | 180,207.41          |
| Envirothon Scholarship Savings        | 17,199.57           |
| Frank Bratt Scholarship Savings       | 37,767.79           |
| Resource Training Savings             | 27,075.81           |
| <b>Total Checking/Savings</b>         | 973,005.38          |
| <b>Accounts Receivable</b>            |                     |
| Accounts Receivable                   | 84,134.99           |
| <b>Total Accounts Receivable</b>      | 84,134.99           |
| <b>Other Current Assets</b>           |                     |
| Undeposited Funds                     | 139,942.80          |
| <b>Total Other Current Assets</b>     | 139,942.80          |
| <b>Total Current Assets</b>           | 1,197,083.17        |
| <b>TOTAL ASSETS</b>                   | <b>1,197,083.17</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| <b>Liabilities</b>                    |                     |
| <b>Current Liabilities</b>            |                     |
| Accounts Payable                      |                     |
| Accounts Payable                      | 3,187.23            |
| <b>Total Accounts Payable</b>         | 3,187.23            |
| <b>Total Current Liabilities</b>      | 3,187.23            |
| <b>Total Liabilities</b>              | 3,187.23            |
| <b>Equity</b>                         |                     |
| Retained Earnings                     | 909,143.68          |
| Net Income                            | 284,752.26          |
| <b>Total Equity</b>                   | 1,193,895.94        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,197,083.17</b> |

**NYS DISTRICT EMPLOYEES' ASSOCIATION**

**Profit & Loss**

January 1 through July 8, 2024

|  | Jan 1 - Jul 8, 24 |
|--|-------------------|
| <b>Ordinary Income/Expense</b>             |                   |
| <b>Income</b>                              |                   |
| Fert. Tablets                              | 5,520.00          |
| Training Sessions Income                   |                   |
| Water Quality Symposium                    |                   |
| Gun Raffle                                 | 3,000.00          |
| WQS Registration                           | 162,304.00        |
| <b>Total Water Quality Symposium</b>       | <b>165,304.00</b> |
| 4-Hour Online Class                        | 225,043.68        |
| NYSESCC Program                            | 16,371.80         |
| WQS Resource Training                      |                   |
| Resource Training Interest                 | 1.34              |
| WQS Resource Training - Other              | 2,787.49          |
| <b>Total WQS Resource Training</b>         | <b>2,788.83</b>   |
| <b>Total Training Sessions Income</b>      | <b>409,508.31</b> |
| <b>Self Sustaining Programs</b>            |                   |
| 2024 NCF Envirothon, New York              | 279,427.99        |
| Fishing Challenge-Income                   | 250.00            |
| Frank Bratt Scholarship                    |                   |
| Interest-Frank Bratt                       | 2.27              |
| Frank Bratt Int & Donations                | 5,120.76          |
| <b>Total Frank Bratt Scholarship</b>       | <b>5,123.03</b>   |
| <b>NYS Envirothon-Income</b>               |                   |
| Interest                                   | 0.04              |
| Registration                               | 25,800.00         |
| Guest Registration & Housing               | 3,025.00          |
| Reimbursements/Misc                        | 0.00              |
| Merchandise Sale                           | 131.25            |
| Donation                                   | 4,420.00          |
| <b>NYS Envirothon-Income - Other</b>       | <b>31.79</b>      |
| <b>Total NYS Envirothon-Income</b>         | <b>33,408.08</b>  |
| <b>Envirothon Scholarship Income</b>       |                   |
| Envirothon Scholarhsip-Interest            | 1.01              |
| <b>Total Envirothon Scholarship Income</b> | <b>1.01</b>       |
| State Fair                                 | 10,976.25         |
| Golf Tournament Income                     | 300.00            |
| <b>Total Self Sustaining Programs</b>      | <b>329,486.36</b> |
| <b>Total Income</b>                        | <b>744,514.67</b> |
| <b>Gross Profit</b>                        | <b>744,514.67</b> |
| <b>Expense</b>                             |                   |
| Fertilizer Tablets                         | 5,568.11          |
| Training Sessions Expenses                 |                   |
| 4 HR Approved Trainings                    | 8,625.87          |
| <b>Online 4 Hour Course</b>                |                   |
| Software                                   | 7,140.00          |
| Admin Costs                                | 7,328.30          |
| Cell Phone                                 | 988.40            |
| <b>Total Online 4 Hour Course</b>          | <b>15,456.70</b>  |
| NYSESCC Program                            | 8,275.54          |
| Conservation Skills Workshop               | 58.17             |

**NYS DISTRICT EMPLOYEES' ASSOCIATION**

**Profit & Loss**

January 1 through July 8, 2024

|   | <u>Jan 1 - Jul 8, 24</u> |
|---|--------------------------|
| <b>WQS</b>                                  |                          |
| Speaker Fees                                | 3,607.62                 |
| Gun Raffle                                  | 1,252.37                 |
| WQS Coupon for Districts                    | 63,190.00                |
| Hospitality Suite                           | 601.73                   |
| Hotel & Food                                | 194,353.58               |
| WQS Entertainment                           | 1,719.00                 |
| Credit Card Service Fees                    | 675.55                   |
| Awards                                      | 1,906.93                 |
| WQS Refund                                  | 190.00                   |
| All Expenses                                | <u>2,897.69</u>          |
| <b>Total WQS</b>                            | <u>270,394.47</u>        |
| <b>Total Training Sessions Expenses</b>     | 302,810.75               |
| <b>Taxes &amp; Audit Review</b>             | 4,650.00                 |
| <b>Executive Board Expense</b>              |                          |
| Motel & Meals                               | <u>1,912.55</u>          |
| <b>Total Executive Board Expense</b>        | 1,912.55                 |
| <b>Insurance</b>                            |                          |
| Directors & Officers Policy                 | 1,402.00                 |
| Commercial Package                          | <u>1,746.15</u>          |
| <b>Total Insurance</b>                      | 3,148.15                 |
| <b>Promotion</b>                            | 6,576.25                 |
| <b>NACD-Annual Meeting</b>                  | 2,083.64                 |
| <b>NCDEA</b>                                | 200.00                   |
| <b>Newsletter</b>                           | 4,500.00                 |
| <b>Sunshine Fund</b>                        | 340.51                   |
| <b>Office Supplies/Postage</b>              | 3,521.79                 |
| <b>Division Expenses</b>                    |                          |
| Division VI                                 | <u>310.20</u>            |
| <b>Total Division Expenses</b>              | 310.20                   |
| <b>Self Sustaining Program Expense</b>      |                          |
| 2024 NCF Envirothon, New York               | 67,813.29                |
| Fishing Challenge-Expense                   | 322.95                   |
| Frank Bratt Scholarship Expense             | 1,995.00                 |
| Envirothon-NYS Expenses                     |                          |
| Trailer Expense                             | 52.25                    |
| Rooms                                       | 12,849.50                |
| <b>Meals</b>                                |                          |
| Pre-Event Breakfast                         | 340.20                   |
| Meals - Other                               | <u>18,939.69</u>         |
| <b>Total Meals</b>                          | 19,279.89                |
| <b>Shirts,Water Bottles,Backpacks</b>       |                          |
| Shirts-Committee & Winning Team             | <u>7,717.00</u>          |
| <b>Total Shirts,Water Bottles,Backpacks</b> | 7,717.00                 |
| <b>Testing Site Expense</b>                 |                          |
| Golf Cart                                   | 963.00                   |
| Supplies                                    | 766.80                   |
| EMT   | 225.00                   |
| Snacks                                      | <u>407.50</u>            |
| <b>Total Testing Site Expense</b>           | 2,362.30                 |
| <b>Awards</b>                               | 1,297.98                 |
| <b>Educational/Advisor Activities</b>       | 420.00                   |
| <b>Envirothon Office Expense</b>            | 202.33                   |



**NYS DISTRICT EMPLOYEES' ASSOCIATION**  
**Profit & Loss**  
January 1 through July 8, 2024

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|  | <u>Jan 1 - Jul 8, 24</u> |
|--|--------------------------|
| National Event                               |                          |
| Team Registration                            | 2,300.00                 |
| <b>Total National Event</b>                  | <u>2,300.00</u>          |
| <b>Total Envirothon-NYS Expenses</b>         | 46,481.25                |
| State Fair                                   |                          |
| New York State Farm Show                     | 2,561.11                 |
| Promo Item                                   | 4,966.86                 |
| <b>Total State Fair</b>                      | <u>7,527.97</u>          |
| <b>Total Self Sustaining Program Expense</b> | <u>124,140.46</u>        |
| <b>Total Expense</b>                         | <u>459,762.41</u>        |
| <b>Net Ordinary Income</b>                   | <u>284,752.26</u>        |
| <b>Net Income</b>                            | <u><u>284,752.26</u></u> |

**NYS DISTRICT EMPLOYEES' ASSOCIATION**  
**Balance Sheet**  
As of May 30, 2024

|                                       | May 30, 24          |
|---------------------------------------|---------------------|
| <b>ASSETS</b>                         |                     |
| <b>Current Assets</b>                 |                     |
| <b>Checking/Savings</b>               |                     |
| NYS Envirothon-Savings                | 2,000.56            |
| 4HR Online Sed & Erosion              | 460,138.33          |
| 2024 NCF Envirothon Checking          | 132,059.34          |
| <b>NYSCDEA-REG CHECKING</b>           |                     |
| NCF                                   | 744.71              |
| 4HR Training Support                  | 1,500.00            |
| General NYSCDEA Funds                 | 73,827.87           |
| Admin Conference                      | 4,261.25            |
| Conservation Skills                   | 25,221.89           |
| Golf Tournament                       | 4,429.43            |
| Leadership Conference                 | 2,463.13            |
| NYSESCC Program                       | 19,752.89           |
| NYS Envirothon                        | 52,578.94           |
| NYS Fair                              | 12,908.37           |
| Resource Training Checking            | 4,200.28            |
| Sunshine Fund                         | 764.10              |
| <b>Total NYSCDEA-REG CHECKING</b>     | 202,652.86          |
| Envirothon Scholarship Savings        | 17,199.57           |
| Frank Bratt Scholarship Savings       | 38,017.79           |
| Resource Training Savings             | 27,075.81           |
| <b>Total Checking/Savings</b>         | 879,144.26          |
| <b>Accounts Receivable</b>            |                     |
| Accounts Receivable                   | 61,010.00           |
| <b>Total Accounts Receivable</b>      | 61,010.00           |
| <b>Other Current Assets</b>           |                     |
| Undeposited Funds                     | 84,580.58           |
| <b>Total Other Current Assets</b>     | 84,580.58           |
| <b>Total Current Assets</b>           | 1,024,734.84        |
| <b>TOTAL ASSETS</b>                   | <b>1,024,734.84</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |
| <b>Liabilities</b>                    |                     |
| <b>Current Liabilities</b>            |                     |
| Accounts Payable                      |                     |
| Accounts Payable                      | 308.47              |
| <b>Total Accounts Payable</b>         | 308.47              |
| <b>Total Current Liabilities</b>      | 308.47              |
| <b>Total Liabilities</b>              | 308.47              |
| <b>Equity</b>                         |                     |
| Retained Earnings                     | 909,143.68          |
| Net Income                            | 115,282.69          |
| <b>Total Equity</b>                   | 1,024,426.37        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>1,024,734.84</b> |

**NYS DISTRICT EMPLOYEES' ASSOCIATION**  
**Profit & Loss**  
January 1 through May 30, 2024

|  | Jan 1 - May 30, 24 |
|--|--------------------|
| <b>Ordinary Income/Expense</b>             |                    |
| <b>Income</b>                              |                    |
| Fert. Tablets                              | 5,520.00           |
| <b>Training Sessions Income</b>            |                    |
| Water Quality Symposium                    |                    |
| Gun Raffle                                 | 3,000.00           |
| WQS Registration                           | 162,304.00         |
| <b>Total Water Quality Symposium</b>       | 165,304.00         |
| 4-Hour Online Class                        | 175,021.72         |
| NYSESCC Program                            | 16,371.80          |
| <b>WQS Resource Training</b>               |                    |
| Resource Training Interest                 | 1.34               |
| WQS Resource Training - Other              | 2,787.49           |
| <b>Total WQS Resource Training</b>         | 2,788.83           |
| <b>Total Training Sessions Income</b>      | 359,486.35         |
| <b>Self Sustaining Programs</b>            |                    |
| 2024 NCF Envirothon, New York              | 101,765.20         |
| Fishing Challenge-Income                   | 250.00             |
| Frank Bratt Scholarship                    |                    |
| Interest-Frank Bratt                       | 2.27               |
| Frank Bratt Int & Donations                | 5,010.09           |
| <b>Total Frank Bratt Scholarship</b>       | 5,012.36           |
| <b>NYS Envirothon-Income</b>               |                    |
| Interest                                   | 0.04               |
| Registration                               | 22,200.00          |
| Guest Registration & Housing               | 995.00             |
| Reimbursements/Misc                        | 0.00               |
| Merchandise Sale                           | 131.25             |
| Donation                                   | 2,920.00           |
| <b>Total NYS Envirothon-Income</b>         | 26,246.29          |
| <b>Envirothon Scholarship Income</b>       |                    |
| Envirothon Scholarhsip-Interest            | 1.01               |
| <b>Total Envirothon Scholarship Income</b> | 1.01               |
| State Fair                                 | 10,576.25          |
| <b>Total Self Sustaining Programs</b>      | 143,851.11         |
| <b>Total Income</b>                        | 508,857.46         |
| <b>Gross Profit</b>                        | 508,857.46         |
| <b>Expense</b>                             |                    |
| Fertilizer Tablets                         | 5,568.11           |
| <b>Training Sessions Expenses</b>          |                    |
| 4 HR Approved Trainings                    | 1,856.36           |
| <b>Online 4 Hour Course</b>                |                    |
| Software                                   | 6,470.00           |
| Admin Costs                                | 7,328.30           |
| Cell Phone                                 | 988.40             |
| <b>Total Online 4 Hour Course</b>          | 14,786.70          |
| NYSESCC Program                            | 8,275.54           |
| <b>WQS</b>                                 |                    |
| Speaker Fees                               | 3,607.62           |
| Gun Raffle                                 | 1,252.37           |
| WQS Coupon for Districts                   | 63,190.00          |
| Hospitality Suite                          | 601.73             |

**NYS DISTRICT EMPLOYEES' ASSOCIATION**  
**Profit & Loss**  
January 1 through May 30, 2024

|  | Jan 1 - May 30, 24 |
|--|--------------------|
| Hotel & Food                                 | 194,353.58         |
| WQS Entertainment                            | 1,719.00           |
| Credit Card Service Fees                     | 675.55             |
| Awards                                       | 1,792.61           |
| WQS Refund                                   | 190.00             |
| All Expenses                                 | 2,897.69           |
| <b>Total WQS</b>                             | <b>270,280.15</b>  |
| <b>Total Training Sessions Expenses</b>      | <b>295,198.75</b>  |
| <b>Executive Board Expense</b>               |                    |
| Motel & Meals                                | 1,868.29           |
| <b>Total Executive Board Expense</b>         | <b>1,868.29</b>    |
| <b>Insurance</b>                             |                    |
| Directors & Officers Policy                  | 1,402.00           |
| Commercial Package                           | 1,746.15           |
| <b>Total Insurance</b>                       | <b>3,148.15</b>    |
| <b>Promotion</b>                             | <b>6,576.25</b>    |
| <b>NACD-Annual Meeting</b>                   | <b>2,083.64</b>    |
| <b>Newsletter</b>                            | <b>4,500.00</b>    |
| <b>Sunshine Fund</b>                         | <b>70.08</b>       |
| <b>Office Supplies/Postage</b>               | <b>3,521.79</b>    |
| <b>Division Expenses</b>                     |                    |
| Division VI                                  | 310.20             |
| <b>Total Division Expenses</b>               | <b>310.20</b>      |
| <b>Self Sustaining Program Expense</b>       |                    |
| 2024 NCF Envirothon, New York                | 63,287.53          |
| Fishing Challenge-Expense                    | 322.95             |
| Frank Bratt Scholarship Expense              | 2,245.00           |
| Envirothon-NYS Expenses                      |                    |
| Trailer Expense                              | 52.25              |
| Testing Site Expense                         |                    |
| Golf Cart                                    | 963.00             |
| Supplies                                     | 766.80             |
| Snacks                                       | 34.99              |
| <b>Total Testing Site Expense</b>            | <b>1,764.79</b>    |
| Awards                                       | 1,297.98           |
| Envirothon Office Expense                    | 63.58              |
| <b>Total Envirothon-NYS Expenses</b>         | <b>3,178.60</b>    |
| <b>State Fair</b>                            |                    |
| New York State Farm Show                     | 1,581.11           |
| <b>Total State Fair</b>                      | <b>1,581.11</b>    |
| <b>Total Self Sustaining Program Expense</b> | <b>70,615.19</b>   |
| <b>Total Expense</b>                         | <b>393,460.45</b>  |
| <b>Net Ordinary Income</b>                   | <b>115,397.01</b>  |
| <b>Net Income</b>                            | <b>115,397.01</b>  |

**Frank Bratt Memorial Scholarship Report  
July 3rd, 2024**

- Deadlines: March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup>, December 1<sup>st</sup>
- Active Frank Bratt Scholarships:

| <u>Name</u>    | <u>Award Date</u> | <u>Amount</u> | <u>Course</u>                         |
|----------------|-------------------|---------------|---------------------------------------|
| Nate Woodworth | October 2022      | 500.00        | Stream Simulation for Aquatic Passage |
| Alex Marks     | December 2023     | 250.00        | Deer Steward I                        |
| Shawn Murphy   | December 2023     | 325.00        | Woodbadge Leadership Training         |
| Tyler Parr     | March 2024        | \$250.00      | Game of Logging 1 & 2                 |

- Received two applications to-date for the June 1<sup>st</sup> deadline totaling \$565.00 of a possible \$1,500.00. Therefore, if the applicants are award, \$935.00 will roll over into the next round.
- Available funds for the rest of 2024 are \$4,500.00, before the June Rounds are awarded

|  |                |                |               |
|--|----------------|----------------|---------------|
| Each round of the Frank Bratt Scholarship is a minimum of \$1,500. Unspent funds of a previous round can be rolled over into the next round to reach the annual limit of \$6,000. Here is a summary of each round that was funded. |                |                |               |
| March 2024   | June 2024      | September 2024 | December 2024 |
| \$1,500.00   | TBD - \$565.00 |                |               |

Respectfully Submitted by,

*Rebecca Campbell*  
Division I Representative



**New York State Conservation District Employees' Association, Inc.**

*Soil and Water Conservation Districts provide ongoing programs and services to conserve, enhance, and protect soil and water resources in communities.*

## 2024 Committees & Appointments

| <b>Division Representative Responsibilities</b> |  |   |
|---|--|---|
| <b>Division</b>                                 | <b>Responsibility</b>  | <b>Representative</b>                           |
| I   | Coordinates the Frank Bratt Memorial Scholarship.  | Rebecca Campbell,<br>Wyoming County SWCD        |
| II  | Assists with New York State Fair, CDEA Historical Archives.  | Jason Cuddeback,<br>Cayuga County SWCD          |
| III   | Coordinates the Bucket Raffle and Silent Auction with Division VI.   | Carla Yaw,<br>Lewis County SWCD                 |
| IV  | Coordinates the Bucket Raffle and Silent Auction with Division III.  | Lydia Brinkley<br>Tioga County SWCD             |
| V   | New Employees / Years of Service - track new employees, years of service, and promotions for recognition at the annual meeting. Coordinates marketing for Ronny Raindrop®. | Maren Stoddard,<br>Warren County SWCD           |
| VI  | Fertilizer tablet sales, organize the Hospitality Suite at the Water Quality Symposium.  | Nicholas Klemczak<br>Schenectady County<br>SWCD |
| VII   | Water Quality Symposium Awards Banquet and Sunshine Fund.  | Travis Ferry,<br>Ulster County SWCD             |
| VIII  | Water Quality Symposium Awards Banquet.  | Olivia Calandra<br>Nassau County SWCD           |

| <b>Standing Committees</b>   |   |   |
|--|---|---|
| <b>Committee</b>   | <b>Description</b>  | <b>Chairperson</b>                        |
| State Fair/<br>Empire Farm<br>Days   | This committee will plan and organize the Association's exhibit at the NYS Fair. Responsibilities include developing a theme/design, preparing a budget, and organizing employee assistance with the construction and supervision of the exhibit.   | Kristin White,<br>Monroe County SWCD      |
| Training   | This committee is responsible for working with the NYSSWCC and other cooperating agencies to develop a training agenda for the annual training session and to address additional training needs as directed by the Executive Board.   | Jessica Armstrong,<br>Oneida County SWCD  |
| Legislative  | This committee will work actively to develop and implement a legislative agenda to benefit the SWCDs statewide. The committee will work closely with the Executive Director of NYACD and other groups as necessary and appropriate. The committee may receive additional direction from the President or the Executive Board.   | Mark Burger,<br>Onondaga County SWCD      |
| Envirothon   | This committee consists of SWCD employees and members from a multitude of cooperating agencies. The committee operates as a sub-committee of the Association and has a detailed and specific set of guidelines via which it administers the NYS Envirothon. These guidelines are included in the NYSCDEA policy book.   | Katy Kemmeren,<br>Chenango County SWCD    |
| Nominating   | This committee nominates and carries out elections of the regular officers of the Association. The immediate past President of the Employees' Association will serve as chairperson.  | Dustin Lewis,<br>Saratoga County SWCD     |
| NYS<br>Erosion and<br>Sediment<br>Control<br>Certificate<br>Program<br>Administrator | The purpose of this certificate program is to establish and maintain a process to identify and recognize individuals who are capable of developing, designing, inspecting and maintaining erosion and sediment control plans on projects that disturb soils in New York State. The development and oversight of these plans will be executed in accordance with the New York State Standards and Specifications for Erosion and Sediment Control and the New York State Pollutant Discharge Elimination | Jessica Verrigni,<br>Schuyler County SWCD |

|   |  |   |
|---|--|---|
|   | System (SPDES) General Permit for Stormwater Discharges from Construction Activity. See NYSESCCP Policy and Procedures for more information.                                   |   |
| NYS Erosion and Sediment Control Certificate Program Steering Committee | The Steering Committee is comprised of Jessica Verrigni, Tim Clark, Matt Giannetta, Dave Gasper, and PJ Emerick, and includes 2 CDEA representatives to be appointed annually. | Kelly Emerick,<br>Monroe County SWCD<br>Jim Lieberum,<br>Warren County SWCD |



## Other Committees

| Committee                           | Description  | Members   |
|-------------------------------------|--|---|
| <p>Conservation Skills Workshop</p> | <p>The Conservation Skills Workshop is a collaboration between the NYS Conservation District Employee’s Association, NYS Soil &amp; Water Conservation Committee, and the Natural Resources Conservation Service. The goals of this workshop are to offer field-based training sessions to conservation professionals operating in New York State.</p> | <p>Chair: Tom Eskildsen, Yates County SWCD</p> <p>Members: Stacy Russell, Cortland County SWCD; Caitlin Stewart, Hamilton County SWCD; Jessica Armstrong, Oneida County SWCD; swcd.org); Jacob Kelly, Wyoming County SWCD; Jason Cuddeback, Cayuga County SWCD; Jon Negley, Tompkins County SWCD; Kristin Ballou, Franklin County SWCD, Corrina Aldrich, Washington County SWCD, Greg Albrecht; SWCC, PJ Emerick, SWCC; Ronald Bush, SWCC; Brendan Jordan, SWCC; Tim Clark, SWCC; Paula Bagley, NRCS; and Valerie Podolec, NRCS</p>   |
| <p>Water Quality Symposium</p>      | <p>Each year in March, CDEA jointly sponsors the annual training session with the SWCC and NRCS. The 4 day session offers training that covers topic related to conservation education, administration, water quality management, natural resource planning, forestry, agriculture, non-agriculture, and technical assistance.</p>                     | <p>Chair: Jessica Armstrong, Oneida County SWCD;</p> <p style="text-align: center;">Agriculture Track</p> <p>Chair: Troy Bishopp, Madison County SWCD</p> <p>Members: Greg Albrecht, SWCC; Ron Bush, SWCC, Jason Cuddeback, Cayuga County SWCD; Tonnie Sauca, Albany County SWCD; Nikole Watts, Chemung County SWCD</p> <p style="text-align: center;">Clerk / Admin</p> <p>Chair: Diana Thorn, Ontario County SWCD</p> <p>Members: Daniel Zimmerman, Otsego County SWCD; Sean Rooney, Nassau County SWCD</p> <p style="text-align: center;">Education Track</p> <p>Chair: Caitlin Stewart, Hamilton County SWCD</p> <p>Members: Danielle Singer, Tioga County SWCD; Nikole Watts, Chemung County SWCD; Jessica Armstrong, Oneida County SWCD</p> |

|                           |   |  |
|---------------------------|---|--|
|                           |   | <p>Non-Agriculture Track<br/> Chair: Tim Schneider, Cayuga County SWCD<br/> Members: Nick Rowell, Warren County SWCD; Jessica Armstrong, Oneida County SWCD; Joseph Bodnarchuk, Erie County SWCD; Sean Rooney, Nassau County SWCD; Lydia Brinkley, Upper Susquehanna Coalition</p> <p>Forestry Track<br/> Chair: Kristn Ballou, Franklin County SWCD<br/> Members: Lydia Brinkley, Upper Susquehanna Coalition; Tonnie Sauca, Albany County SWCD; Allie Holmes, NRCS; Teresa Link, Onondaga County SWCD</p> <p>SWCC Partners<br/> Bethany Bzduch, Victor DiGiacomo, PJ Emerick, Scott Fickbohm, Ryan Cunningham, Ben Luskin, Tim Clark, Lauren Prezorski, Jennifer Clifford, Ron Bush</p> <p>NRCS Partners<br/> Blake Glover, Dennis Deweese, Ed Henry, Paula Bagley</p> |
| Administrative Conference | This conference provides specific and pertinent information and training for SWCD administrative staff. It also serves as a forum to initiate discussion on mutual problems and concerns among Districts. | <p>Chair: Dustin Lewis, Saratoga County SWCD<br/> Jennifer Kelly, Laura Bestehorn, Wendy Walsh, Katy, Kemmeren, Diana Thorn, Melissa Rutter</p>  |
| Leadership Institute      | Held every 4 years, the Leadership Institute is held to cultivate personal development and improve leadership skills. The next event will be held in 2027.  | Committee to include participants of the 2023 event.   |
| Civil Service             | This committee works with the New York State Department of Civil Service to discuss and find  | Caitlin Stewart, Hamilton County SWCD, Dustin Lewis, Saratoga County SWCD  |

|  |  |  |
|--|--|--|
|  | solutions for challenges SWCDs experience with Civil Service.  |  |
| Management Development Certification Program Committee               | For certification in the Management Development Certification Program, District staff take a minimum of 6 course hours in each competency area, including Communication and Interpersonal Skills, Leading and Motivating Others, Planning and Administering Systems and Processes, Organizational Knowledge and Strategy, Self-Management Skills, and Strategic Innovation Skills. The CDEA Member-At-Large manages the program and files with the support of the Administrative Management Committee. | Chair: Alice Halloran, Essex County SWCD   |
| Recruitment and Retention Committee                                  | This committee works with NYACD and NRCS to promote recruitment and retention. Activities include attending job fairs.   | Chair: Caitlin Stewart, Hamilton County SWCD<br>Members: Katie WhitKovits, Hamilton County SWCD; Troy Bishopp, Madison County SWCD |
| Publications and Promotions Committee                                | Oversees NYS CDEA News and promotional activities.   | Chair: Caitlin Stewart, Hamilton County SWCD   |
| Sunshine Fund Committee  | Oversees sending celebratory or condolence flowers and cards.  | Chair: Travis Ferry<br>Ulster County SWCD  |
| NYS DEC Endorsed 4-Hour Erosion and Sediment Control Online Training | This training is for SWCD staff who help farmers, foresters, municipalities, and landowners with erosion and sediment control issues. Registration is at no cost to SWCD employees. Learn how to and understand why it is important to implement erosion and sediment control practices correctly. Currently, Monroe County SWCD holds the contract to perform services relating to this program.  | Kristin White, Monroe County SWCD  |
| CDEA Golf Tournament   | This annual event is open to all members of the 4-Way Partnership. This is the perfect tournament for the avid golfer or   | Chair: Doug Kierst, Cayuga County SWCD<br>Member: Russell Smith, Cortland County SWCD  |

|                                |   |  |
|--------------------------------|---|--|
|                                | <p>the golfer that plays once a year. Prizes and a 50/50 raffle are offered. Registration fees support CDEA programs.</p>   |  |
| <p>CDEA 5-Stand Tournament</p> | <p>Open to all members of the 4-Way Partnership, registration fees support CDEA programs.</p>   | <p>Chair: Joann Burke, Madison County SWCD</p>       |
| <p>CDEA Fish On! Challenge</p> | <p>Participation Fee is \$10.00 per person and each participant will receive a pocket tape measure with the NYSCDEA logo on it. Registration is available for NYSCDEA members only. Category winners are announced at the Water Quality Symposium Awards Banquet.</p> | <p>Chair: Katie WhitKovits, Hamilton County SWCD</p> |

## New York State Envirothon Committee

Hands-on environmental education competition – testing knowledge and understanding of  
NYS natural resources

| <b>Name</b>           | <b>Position</b>                                       | <b>Affiliation</b>       | <b>Voting or<br/>Non-voting Member</b> |
|-----------------------|---|--------------------------|--|
| Blanche Hurlbutt      | Advisory Member,<br>Chairperson, Registration         | NYACD                    | Voting                                 |
| JoAnn Kurtis          | Educator Professional<br>Member, Vice Chair,<br>Tests |                          | Non-voting                             |
| Katy Kemmeren         | CDEA Liaison,<br>Treasurer, Snacks                    | Chenango County<br>SWCD  | Non-voting                             |
| Robert Shenk          | Advisory Member,<br>Testing Assistant,<br>Grading     |                          | Voting                                 |
| Allan Fagan           | Site Coordinator                                      | Wyoming County<br>SWCD   | Non-voting                             |
| Susan O'Dell-<br>Pepe | Activities Coordinator                                | Suffolk County<br>SWCD   | Non-voting                             |
| Danielle Parker       | Volunteer Coordinator                                 | Schoharie County<br>SWCD | Non-voting                             |
| Karl Strause          | Oral Presentation                                     | USDA/NRCS                | Non-voting                             |
| Chastity Miller       | Publicity & Photos                                    | Franklin County<br>SWCD  | Non-voting                             |
| Ernie Swift           |   | NYACD                    | Non-voting                             |
| Alice Halloran        | Awards  | Essex County<br>SWCD     | Non-voting                             |
| Marie Ross            | Test Assistant<br>Advisory Member                     | USDA/NRCS                | Voting                                 |
| Fred vonMechow        | Advisory Member                                       |                          | Voting                                 |
| Tony LuFan Ye         | Advisory Member                                       |                          | Voting                                 |
| Ryan Cunningham       | Volunteer Assistant                                   | NYS SWCC                 | Voting                                 |
| Natalie Shudt         | Registration Assistant,<br>Advisory Member            | USDA/NRCS                | Voting                                 |
| Victor DiGacomo       | Oral Presentation<br>Assistant                        | NYS SWCC                 | Non-voting                             |
| Scott Fickbohm        |   | NYS Empire<br>Society    | Non-voting                             |

### **Environmental Education Foundation**

The mission of the EEF as a 501c3 not-for-profit organization is to provide financial assistance to educational programs that encourage conservation of the environment while raising environmental awareness in the minds of young people - the future stewards of our environment. One such effort is the NYS Envirothon

| <b>Name</b>      | <b>Position</b>  | <b>Affiliation</b>       |
|------------------|------------------|--------------------------|
| Mark Gaston      | Chairperson      | Erie County SWCD         |
| George Sisco     | Vice Chairperson | USDA / NRCS              |
| Lisa Miller      | Treasurer        | Cayuga County SWCD       |
| Chastity Miller  | Secretary        | Franklin County SWCD     |
| JoAnn Kurtis     | Member           | USDA / NRCS              |
| Erin Sommerville | Member           | Dutchess County SWCD     |
| Corrina Aldrich  | Member           | Washington County SWCD   |
| Jevonnah Foster  | Member           | St. Lawrence County SWCD |
| JoAnn Burke      | Member           | Madison County SWCD      |
| Katie WhitKovits | Member           | Hamilton County SWCD     |

## CDEA Advisory Appointments

| <b>Committee</b>   | <b>Chairperson / Facilitator</b>   | <b>CDEA Representative</b>   |
|--|--|--|
| New York State Soil and Water Conservation Committee     | Dale Stein, Chairman   | Caitlin Stewart, CDEA President; and Jessica Armstrong, CDEA Vice President        |
| SWCC Technical Advisory Committee                        | Bethany Bzduch, Executive Director   | Caitlin Stewart, CDEA President; and Jason Cuddeback, CDEA Division Representative |
| SWCC Municipal Assistance Sub-Committee                  | Ryan Cunningham and PJ Emerick, Associate Environmental Analysts             | Caitlin Stewart, CDEA President, and Jessica Armstrong, CDEA Vice President        |
| SWCC District Operations Manual Sub-Committee            | Bethany Bzduch, Executive Director   | Caitlin Stewart, CDEA President  |
| SWCC Special Programs Advisory Committee                 | Bethany Bzduch, Executive Director   | Caitlin Stewart, CDEA President, and Division Representatives                      |
| Four-Way Partnership                                     | NYACD: Blanche Hurlbutt;<br>SWCC: Bethany Bethany Bzduch; NRCS: Blake Glover | Caitlin Stewart, CDEA President, and Jessica Armstrong, CDEA Vice President        |
| Invasive Species Advisory Committee                      | Kristopher Williams, Director  | Caitlin Stewart, CDEA President  |
| NYACD Annual Meeting                                     | Blanche Hurlbutt Executive Director  | Caitlin Stewart, CDEA President, and Jessica Armstrong, CDEA Vice President        |
| Northeast Association of Conservation District Employees | Vice President Velynda Parker  | Caitlin Stewart, CDEA President, and Jessica Armstrong, CDEA Vice President        |
| National Conservation District Employees Association     | Regional Alternate Velynda Parker  | Caitlin Stewart, CDEA President, and Jessica Armstrong, CDEA Vice President        |