

Piedmont Conservation Council, Inc.

FINAL Executive Board Meeting Minutes

November 29, 2012

EB Members Present: Eddie Culberson (Vice Chair, Durham), Norton Webster (Secretary, Chatham), Rudy Langley (Treasurer, Alamance), Hazel Puckett (Rockingham), Frank Green (Rockingham), Gail Hughes (Orange), Jacob Leech (staff)

Guests Present: Bo Rodenbough

EB Members Absent: Alex Ashton, Bill Alston, Robin Hammond, Hester Vernon

- I. Call to Order & Chairman Comments: Eddie Culberson, Vice Chair
 - a. Eddie Culberson, in the Chair's absence, called the meeting to order at 6:40 PM at Alamance Community College on November 29, 2012 and confirmed the presence of a quorum.
- II. Approval of Minutes from November 8, 2012 Executive Board meeting approved (M: Langley, 2: Hughes; unanimously approved)
- III. Discussion/ Decision Items
 - a. NC Common Agenda: The NC Common Agenda Steering Committee is a group of stakeholder organizations interested in influencing natural resource policy within the NC General Assembly. Groups have been invited to join for 2013. Without knowing what the commitment would be or what effect PCC could have, the Board decided to draft a letter to Dan Crawford expressing interest in monitoring the actions of the Steering Committee and considering PCC's involvement for the 2014 cycle. Jacob will help draft a letter for the Chair to sign at the earliest convenience.
 - b. Project Manager Contract: Jacob Leech presented a proposal for extending his contract for project management services for January 2013 through June 2013. The six month contract would be for \$15,000 with a maximum of 100 hours/month to be submitted. (M: Hughes, 2: Green; unanimously approved)
 - c. Grant Opportunity - Creating New Economies Fund: The CNEF is a subsidiary of the Conservation Fund. Jacob proposed the submittal of a Letter of Intent for \$11,500 for 2013 to the CNEF for development of the Hines Chapel Incubator Farm. These funds would be leveraged into larger funding opportunities for assets and execution of the incubator. If successful, a full proposal will be solicited by CNEF in late January. (M: Hughes, 2: Langley; unanimously approved)
 - d. Fab Lab would like to arrange a training/demonstration opportunity for Council members in the upcoming months. The Board decided to attempt this prior to the January Council meeting. Gail Hughes is checking on potential dates at her office to host the meeting and will coordinate with Jacob to make the arrangements.
 - e. Orange County Nonprofit Support: Orange County Government is soliciting applications for nonprofit funding due January 28. Gail Hughes brought this opportunity to the

Board's attention and suggested that this may be a way to fund PCC's full request of \$2,000 from the member county. Jacob noticed on their website that they have given a large range of funds in the past, even as much as \$30,000+. Gail will investigate further and PCC will consider submitting an application of \$2,500-\$3,000 depending on what she finds out. There may be an opportunity to invite decision makers to the PCC January Full Council meeting in Hillsborough. (M: Hughes, 2: Green; unanimously approved)

f. Invoices:

- NARDCDC Dues: \$450 due February 1, 2013. After a discussion of what the actual benefits of membership, the Board made a motion to pay \$225 and submit a letter that the remainder will be paid later in the year if PCC is financially able. (M: Green, 2: Langley; unanimously approved)
- The following invoices were approved (M: Langley, 2: Puckett; unanimously approved)
 - Jacob Leech: \$1,800.00
 - Wildlands Engineering: \$3,785.00

IV. Updates

- a. Accounting/Audit: So far Jacob has been working with the auditors to transfer all the requested information and no problems have been detected. The auditors hope to complete the yellow-book audit and 990 by the end of December.
- b. EEG Green Roof: Eddie Culberson briefed the Board on recent progress for the EEG project. ADA Compliance was seen as the biggest hurdle so it was decided to forego the walkway and instead have a viewing area inside the building. Eddie is meeting with County officials in December to get the County Commissioners up to speed so the project can proceed.
- c. Chapel Hill High School: Gail is working with Jacob and Todd St. John from Kimley Horn to organize partners and develop a CWMTF proposal due February 1. CWMTF just released their RFP.
- d. Alamance Community College CWMTF: Jacob is working to get the final report prepared to be submitted in January.
- e. Farm Incubator: With the submission of the CNEF LOI we are continuing to look for funds to support staff time in developing this project. Jacob is travelling to a Beginning Farmer project meeting in Minnesota in January for another client where he hopes to make some useful contacts for this project as well. The Elon students will be presenting their business and facilities plans in a couple of weeks and PCC can review those and decide what steps to take with the business planning from there.
- f. Fab Lab: Michelle is continuing to work on the project commitments as we await news from grant proposals. She, Jacob and Tushar approached the AJ Fletcher Foundation and are optimistic about gaining their support in early 2013. Michelle is also working on arranging a soap box derby in Durham as a project fundraiser in April 2013. Currently, there are no funds to pay for her time as her contract is expiring and the ZSR grant is drawing to a close. She agreed to continue working on the project at a minimum and track her time to submit invoices when funds are available.

