



Meeting minutes
January 9, 2009
Farm Bureau Building
Concord, NH

The meeting was called to order at 10:05 AM.

Present: Kerry Rickrode, Mary Currier, Charles Currier, Lisa Morin, Joan Richardson, Stacy Luke, Diane Bennett, guest Brian Burford, State Records Manager

MINUTES

The minutes as distributed were approved by a motion from M. Currier, seconded by Luke, so voted.

TREASURER'S REPORT

A year end report was presented. Bennett, seconded by C. Currier motioned to approve the report and file for audit, so voted.

Banking action needs to be taken in the near future. A motion was made by M. Currier, seconded by Morin that Richardson investigate CDEA's options, contact members via e-mail for final direction if we don't meet again in a timely manner, so voted.

There are still cook books available for sale.

OLD BUSINESS

Timeline Distribution – Done

Distribute New 2009 Annual Plan of Work – Done

Judging Committee Update – No action taken postpone.

HydroCAD Training Update – The brochure is not quite complete. The timeline needs to be moved back from February to March and May.

501c3 – Application appears to be on target, have heard nothing from the Internal Revenue to indicate otherwise.

NEW BUSINESS

Brian Burford, State Records Manager, spoke about records, retention, distribution, conservation, electronic records, records destruction, and retention schedules, the Right to Know Law.

Perhaps a Retention Schedule needs to be developed for CDEA-NH material. It is not known at this time how many Districts have a Retention Schedule and utilize it.

Memorandum of Understanding – A document was scheduled for presentation at the NHACD Annual Meeting. This document was a memorandum of understanding between NRCS, SCC, NHACD, and CDEA-NH. In reviewing this document before the meeting it became apparent that the document was riddled with errors. Bennett passed out copies with some correction made in red. CDEA-NH would like to continue reviewing the document for addition errors.



District Funding - was discussed very loosely. Morin informed us what her status was at this time. Richardson was fearful for her District's budget; Bennett had taken a cut in benefits. The Curriers are on reduced hours until the budget is resolved for Rockingham County.

Core Partnership Memorandum of Understanding – NRCS and NHACD reportedly signed the Memorandum at the NHACD Annual Meeting, others were not present for the signing.

OTHER

REPORTS/NOTICES

Bennett reminded those of the March training session on Annual Plan of Work. March 18th is planned with a snow date of the 19th.

ADJOURN

A motion to adjourn was made by Bennett at 3:45 PM, seconded by Richardson, so voted.