

**AGENDA**

**Board of Directors Special Meeting  
Tulsa County Conservation District  
6660 S. Sheridan Rd. Suite 120  
Tulsa, OK 74133**

**October 15, 2020 - 4:00 PM**

**FREECONFERENCECALL.COM TELECONFERENCE MEETING**

**Public Access Meeting Links:**

URL – <https://www.freeconferencecall.com/tulsaccd>

**Conference Number – (701) 802-5222 Access Code: 643736**

**Microsoft Teams Video Chat: To Request Meeting Link, Email  
[tulsaccd@conservation.ok.gov](mailto:tulsaccd@conservation.ok.gov) by 3:30 PM on October 15, 2020**

**Public Access to handout material:**

**Please email [tulsaccd@conservation.ok.gov](mailto:tulsaccd@conservation.ok.gov) at least 10 minutes prior to meeting to have materials emailed back to you.**

1. Meeting called to order
2. Roll Call
3. Approval of Minutes from the September 10, 2020 Regular Meeting
4. Approval of Financial Statements & District Budget for Period Ending September 30, 2020
5. Review of TACF Financials for Period Ending September 30, 2020
6. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for September 2020
7. Approval of District Employee Timesheet & Leave Records for the Month of September 2020
8. Discussion and Acceptance of District Conservationist Agency Report for September 2020
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for September 2020
10. Discussion with TACF Board Members
11. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion of the TCCD Monthly Activities and Outreach Report for September 2020
  - B. Discussion of Cancelling Cox Internet Service
  - C. Discussion of the Oklahoma Conservation Commission Videos for the Area III Meeting
  - D. Discussion of 10-Minute Guide Series: Guide No. 18 - Parliamentary Procedures
  - E. Discussion of Chapter 4 Sections 6-8 of the District Handbook
12. New Business:
13. Public Comments:
14. Adjourn:

Next regularly scheduled meeting is November 12, 2020 via Teleconference

This teleconference meeting is held in compliance with the Open Meeting Act, as amended by S.B. 661. as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on **October 13, 2020** in the front window at:

6660 S Sheridan Road, Suite 120 Tulsa, Oklahoma 74133



Tulsa County Conservation District  
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133  
918-877-9566 Fax: 1-855-421-7632 E-Mail: [Tulsaccd@conservation.ok.gov](mailto:Tulsaccd@conservation.ok.gov)

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **October 15, 2020** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **November 12, 2020**

  
\_\_\_\_\_  
Chair, Board of Directors

11/12/2020  
Date

Attest:

  
\_\_\_\_\_

**Minutes**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74107**  
**Special Board Meeting**

Date: October 15, 2020  
Time: 4:00 PM

Members Present: Tom Tolbert, Chairman  
Jana Black, Vice Chairwoman/Treasure  
Sherry Laskey, Member

Members Absent: None

Others Present: Gabrielael Parker, District Secretary  
Christopher Best, NRCS Team 17 District Conservationist  
John Beasley, Tulsa Area Conservation Foundation  
Treasurer

**1. Meeting Called to Order:**

Chairman, Tom Tolbert called the meeting to order at 4:05 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. This meeting will include teleconferencing in compliance with the Open Meetings Act as amended by S.B. 661. Public access to the meeting could be accessed through the links above. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on October 13, 2020 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

**2. Roll Call**

**3. Approval of Minutes from the September 10, 2020 Regular Meeting**

After a review of the previous meeting minutes, Jana Black said she noticed agenda items D and E look like they are duplicates of each other. She said it looked like Gabrielael Parker needed to delete section E. Gabrielael said she would correct the duplication. Sherry Laskey made a motion to approve the minutes from the September 12, 2020 Regular Meeting the correction noted above. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**4. Approval of Financial Statements & District Budget for Period Ending**

**September 30, 2020**

After a brief discussion, the board determined nothing was out of the ordinary with the financial statements and district budget for the month of September. Jana Black made a motion to approve the financial statements & district budget for period ending September 30, 2020. Sherry Laskey 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**5. Review of TACF Financials for Period Ending September 30, 2020**

The board discussed briefly the dormancy rules for these accounts at Arvest Bank. We need to make sure we have some activity on the accounts to avoid the \$5.00 per month dormancy fee. Gabrielae Parker she said she would monitor the accounts to make sure we are not charged the fee. No further action needed to be taken at this time.

**6. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for September 2020**

After a brief discussion, Jana Black made a motion to approve the district reimbursement claims and payment of bills owed by the district for September 2020. Sherry Laskey 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**7. Approval of District Employee Timesheet & Leave Records for the Month of September 2020**

Due to some technical issues, the board decided to table this agenda item until next month when Sherry Laskey was able to view the timesheet and leave records for September 2020. No further action needed to be taken at this time.

**8. Discussion and Acceptance of District Conservationist Agency Report for August 2020**

Christopher Bet said the team is still operating under the Covid-19 office closures. Offices are still not open to the public. The Tulsa Office is the only one that is still in the gating stage. Jana Black made a motion to accept the District Conservationist Agency Report for September 2020. Sherry Laskey 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for August 2020**

Due to some technical issues, the board decided to table this agenda item until next month when Sherry Laskey was able to view the NRCS Farm Bill Performance Worksheet for September 2020. No further action needed to be taken at this time.

**10. Discussion with TACF Board Members**

Gabriel Parker said since we rescheduled the original board meeting from the 8th to the 15th, she only received a response from John Beasley, TACF Treasurer. The board discussed requesting financial support from the Foundation for FY 2021. The board asked Gabriel when the last time we received support funds from the Foundation. Gabriel said it was in June 2019. We have not requested funds for this fiscal year. John said he was able to contact Arvest Bank and unlocked the online banking to see the bank statements. John asked when the last time TACF had a meeting was. Gabriel said the Foundation board members have not met since August 2018. She has kept the bank statements since the last time they met. John then asked if Dana Hamersley responded to

the meeting request. Gabriel said the only people who responded to the original request was Vernon Seaman and John. John said he would try contact Dana and figure out when we can have a board meeting in the future. He will also try to get a better contact email for her. He said we will work on getting some support for TCCD and more information to the TCCD board in time for the next meeting in November. No further action needed to be taken at this time.

**11. Discussion and/or Possible Action on the Following District Operation Items:**

**A. Discussion of the TCCD Monthly Activities and Outreach Report for September 2020**

Gabriel Parker said she had been busier in September as far as outreach was concerned. The Yard by Yard project going smoothly. She said we had three yards certified. She said in talking to Kevin Mink and the rest of the OACD Yard by Yard group, we talked about doing another media blitz heading into the winter months. Cheryl Cheadle said we might want to wait until the spring, since people may not be doing much in the way of planting or maintenance.

Outreach has still hampered by Covid-19, but we were still able to have a modified Monarch's on the Mountain event. This year it was called Monarch's on the Move. Gabriel said Jana helped with the activities held at the Crow Creek Meadow. She said she was stationed at Turkey Mountain helping with planting the Monarch Waystation. There were several Monarch's on the Mountain partners held several activities like nature walks, plant sales, outdoor classroom activities and other plantings. Each site had timed groups that could sign up. The groups that signed up at Turkey Mountain had 30-minute time slots and all but two groups showed up. We had a wrap-up meeting on September 26th and everyone who participated said given the situation, it went well. It was not as populated at the normal event, but everyone who participated understood. Jana Black said most of the people who stopped by the meadow were people who just so happened to be walking by. She said the City of Tulsa Stormwater group set up an information and activity table. She said the M.e.t was also there. Jana said she stayed there until about noon. Gabriel also said a TCC student named Rich Hoffman who is helping Cheryl with a website, said he was interested in becoming a board member. We decided he should meet me and Jana at the meadow on the morning of the 19<sup>th</sup>. He came by the meadow at 9:15 AM and he seemed very interested. Gabriel said she would follow up with him and invite him to a few board meetings. No further action needed to be taken at this time.

**B. Discussion of Cancelling Cox Internet Service**

Gabriel said she is still working on discontinuing the Cox Service. She has made several attempts to get a hold of someone. She has not had any luck yet. She said she will keep the board informed on any her progress. No further action needed to be taken at this time.

**C. Discussion of the Oklahoma Conservation Commission Videos for the Area III Meeting**

Gabriel Parker said OACD has posted ten to twenty-minute videos that they would like to have board members and staff look at, at their leisure. They are still available for viewing. The board said they would look at a few of them. No further action needed to be taken at this time.

**D. Discussion of 10-Minute Guide Series: Guide No. 18 - Parliamentary Procedures**

The board had brief discussion on the 10-Minute Guide Series: Guide No. 18 - Parliamentary Procedures. No further action needed to be taking at this time.

**E. Discussion of Chapter 4 Sections 6-8 of the District Handbook**

The board had brief discussion on the Chapter 4 Sections 6-8 of the District Handbook – board meetings. No further action needed to be taking at this time.

**John Beasley exited the meeting at 5:14 PM**

**12. New Business:**

None.

**13. Public Comments:**

None.

**14. Adjourn:**

Meeting Adjourned at 5:24 PM

Next regularly scheduled meeting is November 12, 2020 Via Teleconference

2:29 PM  
10/06/20  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**July through September 2020**

	<u>Jul - Sep 20</u>
<b>Income</b>	
Interest Income	0.21
OCC General Exp Reimbursements	927.43
OCC Salary Reimbursements	8,073.57
	<hr/>
<b>Total Income</b>	9,001.21
<b>Expense</b>	
Administrative Expense	139.83
Employee Benefits	626.46
Internet	254.94
Office Supplies	123.57
Outreach Programs	46.59
Payroll	4,184.40
Payroll Tax	1,927.74
Postage	56.80
Travel	27.03
	<hr/>
<b>Total Expense</b>	7,387.36
	<hr/>
<b>Net Income</b>	<u><u>1,613.85</u></u>



2:27 PM  
10/06/20  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**September 2020**

	<u>Sep 20</u>
<b>Income</b>	
Interest Income	0.12
OCC General Exp Reimbursements	379.67
OCC Salary Reimbursements	<u>2,691.19</u>
<b>Total Income</b>	<u>3,070.98</u>
<b>Expense</b>	
Administrative Expense	139.83
Internet	90.47
Office Supplies	51.58
Payroll	910.05
Payroll Tax	<u>876.86</u>
<b>Total Expense</b>	<u>2,068.79</u>
<b>Net Income</b>	<u><u>1,002.19</u></u>

2:28 PM  
 10/06/20  
 Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
**September 2020**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
Interest Income								
Deposit	9/30/2020		Arvest	Interest Pay...		Arvest Checki...	0.12	0.12
Total Interest Income							0.12	0.12
<b>OCC General Exp Reimbursements</b>								
Deposit	9/8/2020		OCC	August Gene...		Arvest Checki...	379.67	379.67
Total OCC General Exp Reimbursements							379.67	379.67
<b>OCC Salary Reimbursements</b>								
Deposit	9/8/2020		OCC	September S...		Arvest Checki...	2,691.19	2,691.19
Total OCC Salary Reimbursements							2,691.19	2,691.19
Total Income							3,070.98	3,070.98
<b>Expense</b>								
<b>Administrative Expense</b>								
Check	9/1/2020	8743	Fuzzell's Copier	Quarter Copl...		Arvest Checki...	139.83	139.83
Total Administrative Expense							139.83	139.83
<b>Internet</b>								
Check	9/29/2020		COX Communicatio...	September 2...		Arvest Checki...	90.47	90.47
Total Internet							90.47	90.47
<b>Office Supplies</b>								
Check	9/8/2020		Office Depot	iNK & Larger ...		Arvest Checki...	51.58	51.58
Total Office Supplies							51.58	51.58
<b>Payroll</b>								
Check	9/22/2020	8722	Gabriel S Parker	March 16-31...		Arvest Checki...	910.05	910.05
Total Payroll							910.05	910.05
<b>Payroll Tax</b>								
Check	9/15/2020		OK Tax Commission	August 2020 ...		Arvest Checki...	135.00	135.00
Check	9/25/2020		IRS	941 Tax Pay...		Arvest Checki...	741.86	876.86
Total Payroll Tax							876.86	876.86
Total Expense							2,088.79	2,088.79
Net Income							1,002.19	1,002.19



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

TULSA COUNTY CONSERVATION DISTRICT  
6660 S SHERIDAN RD STE 120  
TULSA OK 74133-1768

**Statement Ending 09/30/2020**

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: .

**Managing Your Accounts**

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE [www.arvest.com](http://www.arvest.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$2,309.58
<b>Total Current Value</b>		<b>\$2,309.58</b>

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
09/01/2020	Beginning Balance	\$1,307.39
	2 Credit(s) This Period	\$3,070.98
	6 Debit(s) This Period	\$2,068.79
09/30/2020	Ending Balance	\$2,309.58

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.12
Interest Paid Year-to-Date	\$0.99
Interest Withheld Year-to-Date	\$0.00

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 12 MONTHS.

**Electronic Credits**

Date	Description	Amount
09/08/2020	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,070.86

**Other Credits**

Date	Description	Amount
09/30/2020	INTEREST PMT	\$0.12

**Electronic Debits**

Date	Description	Amount
09/08/2020	OFFICE DEPOT ONLINE PMT TULSA CO CONSERVATION	-\$51.58
09/15/2020	TAX PAYMENTS OK TAX PMT	-\$135.00
09/25/2020	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$741.86
09/29/2020	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$90.47



**NON-PROFIT INTEREST CHECKING**

---

**Checks Cleared**

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8722	09/22/2020	\$910.05	8743*	09/01/2020	\$139.83

\* Indicates skipped check number

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08/31/2020	\$1,307.39	09/15/2020	\$4,051.84	09/29/2020	\$2,309.46
09/01/2020	\$1,167.58	09/22/2020	\$3,141.79	09/30/2020	\$2,309.58
09/08/2020	\$4,186.84	09/25/2020	\$2,399.93		



P O BOX 1670  
LOWELL AR 72745

**Statement Ending 09/30/2020**

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

TULSA COUNTY CONSERVATION DISTRICT  
6660 S SHERIDAN RD STE 120  
TULSA OK 74133-1768

**Managing Your Accounts**

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE [www.arvest.com](http://www.arvest.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.86
<b>Total Current Value</b>		<b>\$83.86</b>

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
09/01/2020	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
09/30/2020	Ending Balance	\$83.86

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$0.04
Interest Withheld Year-to-Date	\$0.00

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 12 MONTHS.

**Daily Balances**

Date	Amount
08/31/2020	\$83.86



P O BOX 1670  
LOWELL AR 72745

## Statement Ending 09/30/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION  
6660 S SHERIDAN RD  
TULSA OK 74133-1730

### Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE [www.arvest.com](http://www.arvest.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,027.58
<b>Total Current Value</b>		<b>\$1,027.58</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
09/01/2020	Beginning Balance	\$1,027.54
	1 Credit(s) This Period	\$0.04
	0 Debit(s) This Period	\$0.00
09/30/2020	Ending Balance	\$1,027.58

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.04
Interest Paid Year-to-Date	\$0.71
Interest Withheld Year-to-Date	\$0.00

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 12 MONTHS.

#### Other Credits

Date	Description	Amount
09/30/2020	INTEREST PMT	\$0.04

#### Daily Balances

Date	Amount	Date	Amount
08/31/2020	\$1,027.54	09/30/2020	\$1,027.58



P O BOX 1670  
LOWELL AR 72745

# Statement Ending 09/30/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION  
6660 S SHERIDAN RD  
TULSA OK 74133-1730

## Managing Your Accounts



24-HOUR  
ACCOUNT INFO (800) 601-8655  
LINE



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



WEBSITE [www.arvest.com](http://www.arvest.com)

## Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$2,993.12
<b>Total Current Value</b>		<b>\$2,993.12</b>

## BUSINESS MONEY MARKET

### Account Summary

Date	Description	Amount
09/01/2020	Beginning Balance	\$2,992.87
	1 Credit(s) This Period	\$0.25
	0 Debit(s) This Period	\$0.00
09/30/2020	Ending Balance	\$2,993.12

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.25
Interest Paid Year-to-Date	\$4.91
Interest Withheld Year-to-Date	\$0.00

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 24 MONTHS.

### Other Credits

Date	Description	Amount
09/30/2020	INTEREST PMT	\$0.25

### Daily Balances

Date	Amount	Date	Amount
08/31/2020	\$2,992.87	09/30/2020	\$2,993.12

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County  
Conservation District Board Meeting  
October 1, 7, 8, 13, 2020  
District Conservationist Report**

**CTA -** Continue with CTA planning as requested / Receipt of service

**EQIP / WHIP/ CSP –** Continue to work on implementation of existing contracts, applied practices and new conservation plans.

**EQIP** **FY 2020**  
- Field Views / Payments  
- End of the year clean up

**CSP –** **FY 2020**  
- Field Views / Payments  
- Collecting documents  
- End of the year modifications

**State Cost Share Program –** Working on plans & check outs

**Other –**

- Start of New FY Oct. 1
- End of the Year Performance Reviews Completed
- Extra PPE supplies will be delivered to the offices
- All offices are in Phase 2 except Tulsa
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval
- Mask are required when in the office no exceptions



# TCCD Monthly Outreach and Activities Report September 2020

goodbye, august

hello, september

## Meetings:

09/02/2020 MCCD Board Meeting  
09/03/2020 Sustainable Tulsa Meeting  
09/10/2020 TCCD Board Meeting  
09/14/2020 CARES Grant Project Meeting w/ Sarah Blaney  
09/14/2020 Mobile Monarch's Zoom Meeting  
09/15/2020 Yard by Yard Meeting w/ Cheryl @ Johnson Park  
09/17/2020 Soil Health Initiative Working Group Meeting  
09/21/2020 Team 17 Staff Meeting

## Special Events:

09/14/2020 Bug collection on Fred Creek  
09/19/2020 Mobile Monarch's in leu of Monarch's on the Mountain

## Holidays:

**09/07/2020 Labor Day Holiday – Office Closed**

## Upcoming Meetings

10/01/2020 Sustainable Tulsa Meeting  
10/07/2020 MCCD Board Meeting  
10/15/2020 TCCD/TACF Joint Board Meeting  
10/28/2020 MCCD Special Meeting

## Up Coming Events:

11/07/2020 Possible Tulsa Housing Authority Wellness Event @ Reconciliation Park  
11/12/2020 Area III Virtual Meeting/Videos

## Upcoming NRCS Deadlines:

## Upcoming Holidays:

**10/12/2020 Columbus Day Holiday – NRCS Office Closed**

## Side Notes:

**25 Days until November Election Check your Voter Registration**

## Work Duties Performed:

❖ Answer Calls	❖ Cost Share Program Year 22 & 21
❖ Email Correspondences	❖ TCCD Payroll/Taxes
❖ Bill Pay/Financials	❖ Website Updates
❖ TCCD/MCCD File Organization	❖ Yard by Yard Program
❖ TCCD/MCCD Office Mail	❖ Teleworking
❖ Office Scanning	❖ Teleconference Meetings
❖ TCCD/MCCD Meeting Minutes	❖ MCCD Annual Compilation Prep
❖ TCCD/MCCD State Cost Share	❖ MCCD Annual Report
❖ TCCD Annual Report	



# Oklahoma Conservation Commission

## District Directors' Responsibilities:

### A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

---

## Guide No. 18 - Parliamentary Procedures

When conducting a board meeting it is important to follow established rules. Rules of parliamentary procedure are based upon common sense and logic. Rules protect the rights of the majority, the right of the minority to be heard, the rights of individual members, and the rights of absentees. Listed below are some of the general accepted rules in conducting a meeting.

### How a Motion is Made and Acted Upon:

1. Chair recognizes the person who wishes to make the motion.
2. Motion is stated.
3. Motion is seconded.
4. Chair restates the motion.
5. Chair asks if there is discussion. The chair determines when adequate discussion has been conducted.
6. Amendments to a motion can be offered to add, remove, or change words, but must relate to the pending motion. Amendments require a second and a vote to be approved and action must be taken to approve or disapprove the amendment before a vote is taken on the original motion. No more than two amendments should be pending on a motion at one time.
7. Chair restates the original motion (as amended if applicable) noting that it has been seconded. Chair calls for votes in favor of the motion and for those that oppose the motion.
8. The vote of each director must be publicly cast. Each member must verbalize a yeah or nay vote. If the motion is passed by unanimous vote, it is recorded in the minutes that way. If there are votes against the motion, then minutes must reflect how members voted by name.
9. Chair announces result of vote.
10. A tie vote is a lost vote because a majority is not obtained.
11. The chair is required to vote or abstain from voting on motions.
12. Although it is not a common practice, the chair can make a motion. Often times, the chair may state, "I'll entertain a motion to .....
13. Action may be taken on items taken up under New Business.

### Other Commonly Used Rules in Meetings:

**1. Recessing a meeting:** If a district board needs to take a short break in a meeting, a motion and vote is required to take such a recess that includes the time and place that the meeting will reconvene. If it is known that a recess will be taken in advance of the meeting, it should be listed on the agenda.

**2. Reorganizing the agenda.** The chair is responsible for following the agenda in the order it is written, but there are times when it becomes necessary to move an agenda item either up or down on the agenda. This can done by a member making a motion to suspend the rules and consider the item out of order on the agenda.

**3. Permission to withdraw a motion.** A member can withdraw a motion they made before a vote with the consent of the board. The member makes a request to the chair that the motion be withdrawn and the chair will ask for objections. If none, the motion is withdrawn.

**4. Adjourn the Meeting.** Adjourning a meeting takes a motion, a second and a majority vote of the board members.

Parliamentary Procedures  
The Basics

<b>To Do This</b>	<b>You Say This</b>	<b>May You Interrupt the Speaker</b>	<b>Must you Be Seconded?</b>	<b>Is This Motion Debatable</b>	<b>Is This Motion Amendable</b>	<b>What Vote is Required</b>
Have something studied further	"I move we refer this to a committee"	No	Yes	Yes	Yes	Majority Vote
Vote on a ruling by the chair	"I appeal the chair's decision"	Yes	Yes	Yes	No	Majority in negative required to reverse the chair's decision
Ask to verify voice vote	"I call for a roll call vote"	No, but request must be made before another motion is started	No	No	No	No, unless someone objects.
Suspend consideration of something	"I move we table this subject until..."	No	Yes	No	No	Majority Vote
Object to procedure or to a personal affront	"Point of order"	Yes	No	No	No	No vote is required, chair decides
Request information	"Point of information"	If urgent, may interrupt the speaker	No	No	No	No vote is required
Limit debate	"I move that debate on the motion be limited to....."	No	Yes	No	Yes, but only to the length of debate	Majority vote by show of hands

- Discussing negotiations concerning employees and representatives of employee groups is authorized by Title 25 O.S. §307 (B) (2).
- Discussing the purchase or appraisal of real property is authorized by Title 25 O.S. §307 (B) (3).
- Discussing confidential matters with an attorney as to pending investigations, claims or actions is authorized by Title 25 O.S. §307 (B) (4).
- Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law is authorized by Title 25 O.S. §307 (B) (7).

### **Minutes**

Minutes must be taken during the Executive Session. The board may have an employee participate in the Executive Session to take the minutes, a board member may take the minutes or the board may make a tape recording of the Session instead of the minutes. If it becomes necessary to transcribe the tape recording and the directors do not wish to involve a district employee or other individual, the Oklahoma Conservation Commission will assist. Executive Session minutes normally are not released to the public, except on court order. The minutes must be maintained in the district office. They should be placed in a sealed envelope and the envelope placed in a locked file cabinet apart from the regular minutes to avoid inadvertent release.

## **MINUTES**

The minutes of the board meeting must contain enough information for anyone to look at them at a later date and determine what items were discussed in the meeting and what action was taken. The minutes are a permanent record of the district's business and provide a history of the district. They are one of the most important documents in the district office. The Open Meeting Act applies to the recording of minutes for the district, as explained in the remainder of this Section.

### **Attendance**

The minutes must list all board members present, as well as those absent. Under "Others Present," list the name and complete title of every other individual present. In the text of the minutes, note time board members enter or leave the meeting.

### **Opening or Compliance Statement**

Every board meeting must be opened by the Chair (or acting Chair) with an oral statement to the effect that, "This is a regularly scheduled (or rescheduled, special or emergency meeting, as applicable) meeting in accordance with the Open Meeting Law, Title 25 O.S. Sections 301 and following as amended."

4-6 Board Meetings

## **Motions**

When a motion is recorded in the minutes, the name of the individual making the motion and the name of the person seconding it must be recorded. The motion must then be recorded in detail. Do not record a decision or action taken by the board as merely "the same as last year." Record all actions and decisions completely.

## **Votes**

Each vote of the district board members must be publicly cast and recorded on all motions, whether on routine approval of claims or on a major decision. Record each member's vote individually in the minutes, including the directors who make and second the motion, as well as the Chair.

## **Titles**

The text of the minutes may refer to the directors by last name only but do not use first names only. When a director is reporting by virtue of serving as the district's representative to another agency, board, or committee or as Chair of a district committee, use that title. Completely identify any other individual referred to in the text of the minutes.

## **Reports**

Reports given by other agency personnel or by district directors or district employees may either be summarized in the minutes or may be typed separately and attached as an exhibit.

## **Distribution of Minutes**

The original board meeting minutes with agenda always remain in the district office except when being bound. The district must submit a "draft" of the minutes, including the financial statement, all attachments and exhibits, and the signed Statement of Approval from the previous month, to the Commission within five days of the meeting. Minutes should be mailed to the Commission office in the following order: meeting agenda, minutes, financial statement, reports and exhibits. In addition, a copy of the draft minutes should be sent to the Commission member who represents the district; the President, appropriate Vice President and Area Director of the Oklahoma Association of Conservation Districts; the Natural Resources Conservation Service Assistant Conservationist for Field Operations; the State Senator and Representative(s); the local newspaper; and anyone else who expresses an interest.

District minutes sent to the Commission are microfilmed at regular intervals. For this reason, the copy submitted to the Commission office must be legible, typed on 8 ½ x 11 paper, and copied on only one side of the paper.

4-7 Board Meetings

## **Approval of Minutes**

The following steps should be taken to approve minutes during a board meeting:

1. The minutes of the previous board meeting must be approved by a vote of the board.
2. The minutes will either be approved "as written" or "as amended".
3. The chairman must sign a Statement of Approval or a Statement of Approval of Amended Minutes (examples 4A and 4B). This Statement should be typed on district letterhead.
4. The Statement of Approval should be submitted to the Commission office along with the current month's draft minutes. (See Distribution of Minutes)
5. The Chairman must sign the original copy of minutes and date the signature. This official copy of the minutes is to be retained in the district office. It is not necessary to submit a copy of the signed minutes to the Commission. Remember, minutes are not an official, permanent record until they are approved and signed by the board.

## **Binding of Minutes**

The original version of the minutes and agendas must be retained in the district office as a permanent record. In order to maintain the district's original copies in the best form possible, they can be bound in a hardback cover when a large number of pages accumulate (about 1 1/2" to 2" thick). Contact the Commission office for assistance and instructions in getting minutes bound.

The district's original minutes should never be mailed. They should be hand-delivered to the Commission office. To prepare the minutes for binding, compile them in chronological order with no staples or paper clips. Divider pages and title sheets may be inserted to make the bound minutes and agendas more convenient for reference.

## **CONDUCTING THE MEETING**

Conservation district board meetings should be conducted in a business-like and professional manner. Robert's Rules of Order and other parliamentary procedure guides are helpful to the Chair in conducting a board meeting. However, the Open Meeting Act always supersedes such guides.

### **Role of Directors In Board Meeting**

Every board member should take an active part in the district's business and participate in discussion at the board meetings. In addition, each district director may chair special interest committees which function as a service to the board. The chair of each committee may be called on to give a report on the committee's activities at the board meeting.

### **Chair's Responsibilities**

The Chair is the key to a good board meeting and must be prepared to:

48- Board Meetings