

**COLONIAL SOIL AND WATER CONSERVATION DISTRICT
VIRTUAL BOARD OF DIRECTORS ORGANIZATIONAL MEETING
Electronic Meeting Conducted Via Zoom
January 3, 2024 - 7:00 PM
MEETING AGENDA:**

Please use the following information to log into the Colonial SWCD Organizational Meeting

Zoom Link –

<https://us02web.zoom.us/j/87109587543?pwd=b054VjlQMkIxN3hTbmxNZzNhRDJydz09>

Meeting ID: 871 0958 7543

Passcode: 993134

PLEASE NOTE – IF YOU EXPERIENCE TECHNICAL DIFFICULTIES AND NEED ASSISTANCE LOGGING ON TO THIS ELECTRONIC MEETING, PLEASE CALL (804) 654-1246.

Call to Order

Introduction of Visitors

Roll Call

Declaration of Quorum

Modifications to Agenda & Approval of Agenda

Secretary's Report

Minutes from November 28, 2023 Board of Directors meeting will be presented for approval at the January 23, 2024 Board meeting.

Treasurer's Report & Financial Statements

The Treasurer's Report and other financial statements for December will be presented for approval at the January 23, 2024 Board meeting.

New Business

The CSWCD bylaws state, "The first meeting of the year following the election of Directors shall be held within ten (10) days of the beginning of their term at such time and place as shall be fixed by the Board." The bylaws require the following to be addressed at the organizational meeting: election of Officers, schedule and location of Regular Business Meetings, methods(s) of public notification of meetings, establishment of additional standing committees of the Board of Directors, and any other organizational matter the Board decides to address.

1. Election of Officers

- a) Election of Chair - During election of the Chair, the following shall preside, the prior Chair if reelected as Director, otherwise the prior Vice-Chair if reelected as Director, otherwise the most senior reelected Director, if no Director has been reelected then the District Manager.

Nominations will be solicited from the floor.

If more than one nominee is submitted for a position, a secret ballot will be used.

A vote of acclamation may be made in lieu of secret ballot when only one nominee per

office is considered.

Following election of the Chair, the Chair will conduct the election of the Vice Chair, Treasurer, and Secretary of the Board of Directors.

- b) Election of Vice Chair –
- c) Election of Treasurer –
- d) Election of Secretary -

2. Schedule and Location of Regular District Business Meetings (Board of Directors Meetings)

The Colonial SWCD has traditionally met on the 4th Tuesday of each month. Since July 2021 the District Board meetings have been held at the Williamsburg Regional Library in Norge, with a few exceptions. The Board meetings typically begin at 5:30PM.

Recommended motion: Move that the Colonial SWCD meet on the 4th Tuesday of each month at the Williamsburg Regional Library in Norge beginning at 5:30PM.

3. Methods(s) of Public Notification of Meetings

The Colonial SWCD has traditionally posted notices of its public meetings in the following manner:

- Attached to the front door of the district office.
- On the District's website
- Notices are emailed to each public library within the district, although we cannot guarantee library staff physically post the notice.

Recommended motion: Move that Colonial SWCD staff are directed to post notices of Colonial SWCD public meetings in the following manner:

- Attached to the front door of the district office.
- On the District's website
- And emailed to each public library within the district. Note the District cannot guarantee that library staff physically post the notice.
- Staff, directors, and associate directors may also distribute or repost said notices at other locations provided that said location(s) do not negatively reflect on the district. Thus, please advise the District Outreach Specialist of reposting location(s).

4. Appointment and/or Reappointment of Associate Directors

The Board may appoint members as associate directors by a majority vote of the board. Associate directors are individuals who are interested in promoting the long-range goals and objectives of the district and therefore shall be assigned to appropriate standing committee(s).

Associate directors may neither make motions to the Board of Directors nor vote on any motion before the Board. Associate directors may be appointed at any meeting of the board. Associate directors shall be appointed for a term expiring at the term of the appointing Board, i.e. in the next fiscal year divisible by 4. They may be re-appointed for four-year terms thereafter.

Associate Directors may be removed for the reasons and by the process specified for directors in Article III Section A 4 of the district bylaws.

Though associate directors may perform staff functions, they may not receive compensation for such work and may only be compensated for expenses, including travel expenses, not to exceed

amounts provided by law for state officials.

Recommended motion: Move that the following be reappointed as associate directors: Darryl Cook, Robert Jeremiah, and Charles Morse.

5. Establishment of Standing Committees and Committee Rosters

Standing committees of the Board include Agriculture, Executive (officers), Operations, Outreach & Education, and Urban. The table below lists the district’s committees and suggested committee positions for calendar year 2024.

Agriculture	Executive	Operations	Outreach & Education	Urban
Dave Beals	TBD	Dave Beals	Tim Beale	Tim Beale
Wayne Davis	TBD	Wayne Davis	Bob Lund	Darryl Cook**
Pam Mason	TBD	Pam Mason	Charles Morse**	Bob Lund
Larkin Scott	TBD	Philip Thomson	Philip Thomson	Megan Tierney
Luke Scott		Luke Scott	Megan Tierney	Stephen Zabinski
Stephen Zabinski		Charles Stevenson	Larkin Scott	Charles Stevenson
NK, JCC VCE Agent**			David Westcott	David Westcott

Each director should serve on at least two committees

For the purpose of managing quorums, each committee should strive to have 7 members.

**Denotes associate directors

Directors and Associate Directors please promptly advise the Chair of the Board about committees you are interested in serving on for consideration by the Chair. Please understand that needs of the district may cause the Chair to assign committee duties otherwise.

Open Comments

- District Manager – Requests input from directors regarding training.
 - Preferences for in-person or virtual meetings?
 - Timeline for trainings
- Office Coordinator – District email accounts
 - Overview of Freedom of Information Act (FOIA) as it relates to emails

Tentative Meeting Dates (pending approval)

- Regularly Scheduled Board of Directors Meeting - **Tuesday January 23, 2024** at 5:30PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- Regularly Scheduled Board of Directors Meeting - **Tuesday February 27, 2024** at 5:30PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)
- Regularly Scheduled Board of Directors Meeting - **Tuesday March 26, 2024** at 5:30PM. (Plan for an in-person meeting at the Norge Library 7770 Croaker Rd, Williamsburg, VA 23188)

Adjournment