# STATE OF MISSOURI Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director DEPARTMENT OF NATURAL RESOURCES

www.dnr.mo.gov

### **MEMORANDUM**

#### 2012-028

DATE: May 7, 2012

TO: All Soil and Water Conservation Districts

FROM: Ken Struemph, District Operations Section Soil and Water Conservation Program

## SUBJECT: District Minutes Checklist

In the recent state audit of the Soil and Water Conservation Program (SWCP), one area of concern was the review and monitoring operations of Soil and Water Conservation Districts. The audit emphasized a need to improve upon documenting the review procedures being utilized for district board minutes. Of the sample set reviewed by the State Auditor's office, the audit discussed the fact that several of the district minutes did not contain proper attachments to document the actions of the board. For example, some of the minutes reviewed indicated a Treasurer's report was approved, but the minutes did not contain the attachment from the accounting system. In addition, some minutes did not meet the requirements set forth in the Missouri Sunshine Law Booklet. The Missouri Sunshine Law Booklet was recently sent out with Memorandum 2012-023. If your district needs another copy, please contact Donna Clark by email at donna.clark@dnr.mo.gov.

The program office response to the audit finding was that district minutes would be reviewed by staff. Any required attachments or procedural errors regarding the minutes would be documented and correspondence for correcting the issues will be sent to the districts. Attached to this memorandum is a copy of the Minute Checklist that will be utilized by program staff when reviewing minutes. Please use this checklist when drafting district board meeting minutes.

If you have questions, please contact your district coordinator. Thank you.

KS:kbd

Attachment

# MINUTE CHECKLIST

DONE	
	Meeting date, place, time, type (regular or special)
	Name of supervisors present and absent as well as others present and what
	organization they represent.
	Name of presiding officer
	Approval of minutes from previous board meeting.
	A signed copy of minutes and attachments scanned and e-mailed to Donna
	Clark and copy the district coordinator.
	Minutes signed by the Secretary (or acting Secretary) and presiding officer of
	the meeting to validate minutes were taken appropriately.
	Treasurer's report (attach Treasurer's report from accounting program).
	Appointment to committees.
	Motions should be written in full including the maker, who seconded the
	motion, any amendments to the motion and the outcome of the vote (list all
	names as full names). Discussion on the motion should be included in the
	minutes.
	Discussion of old business and new business.
	Review and approval of conservation plans.
	Approval/Denial of cost-share. If this is written out in the minutes, it should
	include the landowner, practice, amount approved and contract number or
	attach the applicable MoSWIMS reports to the minutes.
	Approval of new uncommon expenditures.
	Acceptance of new cooperators.
	Correspondence. (Program office correspondence should be noted in the
	minutes but does not have to be scanned and e-mailed.)
	Committee, NRCS, MU Extension and staff reports
	Plans for next meeting
	Time of adjournment
	Notes: