

**2023**  
**ANNUAL PLAN OF WORK**

**STEUBEN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT**

**Angola, Indiana**



**BOARD OF SUPERVISORS**  
**Kayleen Hart, Chair**  
**Chuck Howard, Vice-Chair**  
**Beth Williams, Secretary**  
**Craig Holman**  
**David Perkins**

## DESIRED OUTCOMES:

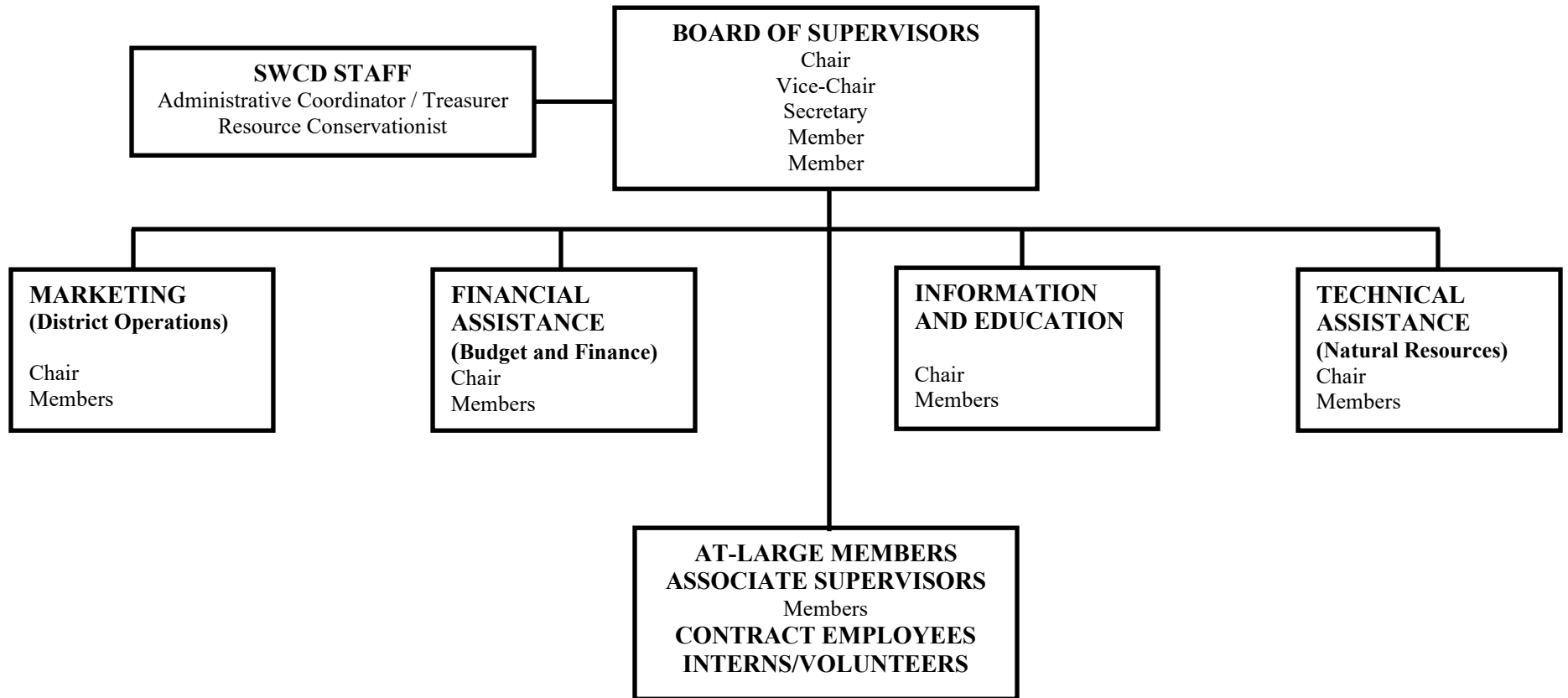
All residents and land users of the county to better understand how their activities on the land impact natural resources and subsequently how soil erosion control and improved water quality are achieved.

- Agricultural producers and landowners work towards full implementation of their conservation plans.
- Contractors, rural and urban landowners work to implement approved conservation practices on their property.
- County planners and developers consider the impact of development and recognize the need to protect the natural resources within the district.
- Maximize voluntary conservation implementation in the county with landowners, farmers, livestock producers, foresters, etc.
- Increase conservation awareness in the county, demonstrated through active conservation actions by landowners.
- Sedimentation from all land disturbing activities is reduced to levels that do not have any adverse off-site impacts.
- Improved soil productivity.
- Increased woodland resources and better managed woodland acres, with native species thriving.
- Cleaner streams, rivers, and lakes – reduced sedimentation & impairment.
- Functional and effective Soil & Water Conservation District recognized as a source for conservation information and assistance.
- Work towards carrying out the District's mission: *"To provide leadership and assistance in the proper use and management of soil, water, and related natural resources in Steuben County."*

Adopted: May 10, 2023

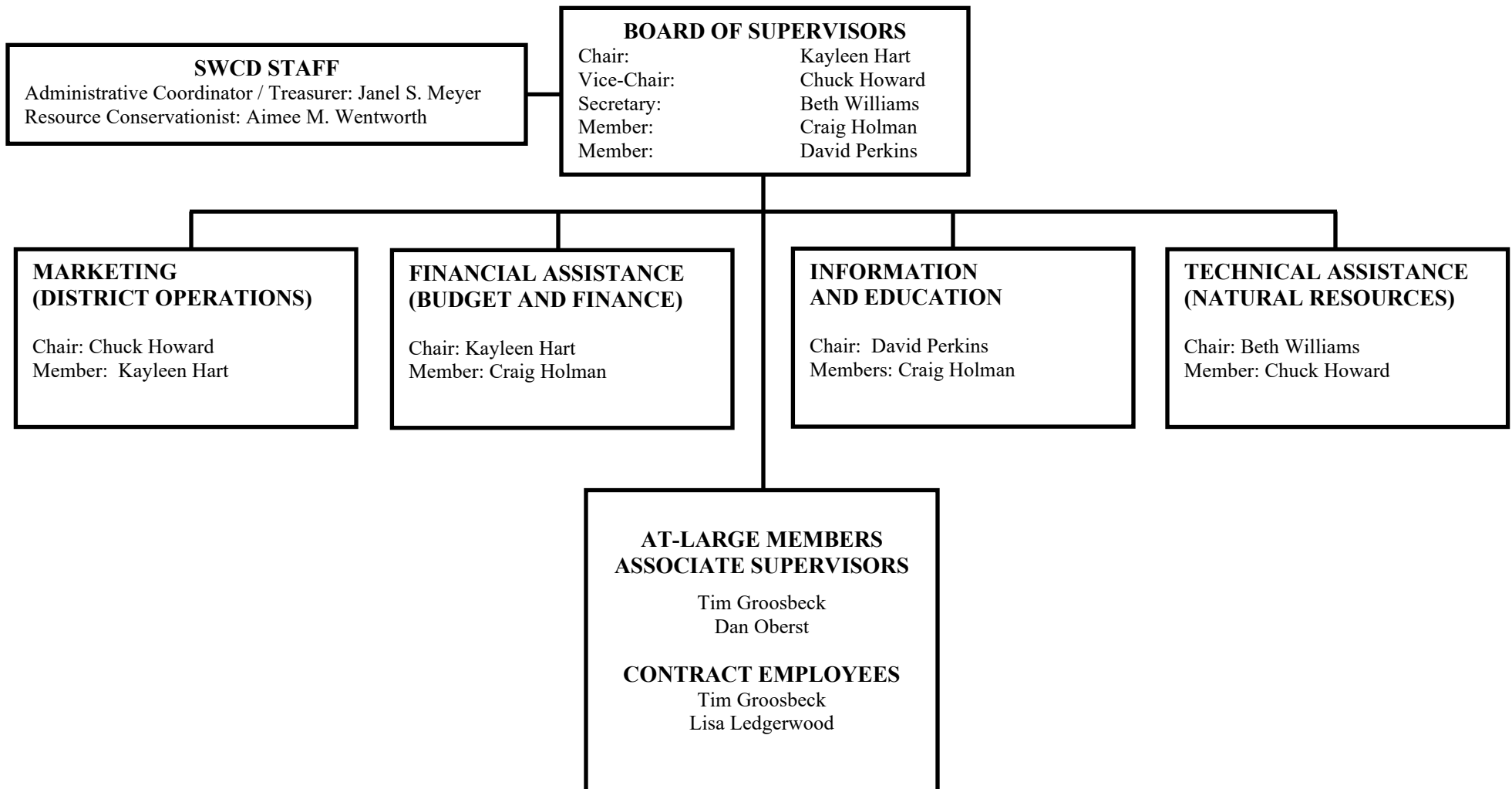
# OPERATIONAL STRUCTURE

In order to accomplish the objectives as stated herein, the following structure will be followed in accomplishing the everyday tasks of the District, thereby providing ample time at monthly Board meetings for matters pertaining to the use of soil, water, and related resources in this County.



# COMMITTEE ASSIGNMENTS

**Board Meetings: Second Wednesday of the month – 5:00 pm / (or later depending upon Board decision)**



# **MARKETING (District Operations)**

**CHUCK HOWARD - Chair**

<b><u>Item No.</u></b>	<b><u>Activity</u></b>	<b><u>Who</u></b>	<b><u>When</u></b>	<b><u>Comments/Action</u></b>
1.	<b>Supervisor Election</b> - Appoint Election Committee. - Secure nominees for election. - Conduct election of new supervisor.	Board Chair Election Committee Election Committee	Before November 1 Before December 1 At Annual Meeting	Hold meeting by March 31
2.	<b>Supervisor Appointment</b> - Make recommendation of supervisor appointment to State Soil Conservation Board if there is an appointment that expires.	Entire Board	By November 1	
3.	Plan and conduct <b>Annual Meeting.</b>	Entire Board	Begin planning in August; hold meeting by March 31	
4.	Conduct election of <b>Board officers.</b>	Election Committee/ Entire Board	April Board Meeting	
5.	Develop <b>Annual Plan of Work</b> (Committee Members to submit recommendations)	Entire Board	April Board Meeting	Approve by May Board Meeting
6.	<b>Business Plan</b> - Review 2020 to 2023 plan to evaluate progress. - Schedule a meeting/retreat to discuss SWCD priorities/future direction and complete 2024 – 2027 Steuben SWCD Business Plan.	Entire Board Entire Board	By May By September 1	
7.	<b>Administrative</b> - Review administrative policies on insurance, bonding, use of General/District funds, designated Depository, etc. as issued by the State Soil Conservation Board and the State Board of Accounts. - Meet periodically with Administrative Coordinator and Resource Conservationist to review workload, direction, use of contract services, etc. - Review the Personnel Policy adopted by the County with SWCD Board. - Review SWCD Standard Operating Procedures (SOPs) with the Board. - Continue handbook development on SWCD policies, etc.	D.O. Chair and B.F. Chair  D.O. Chair  D.O. Chair D.O. Chair D.O. Chair	By January   As needed  Continuous Continuous Continuous	
8.	<b>Personnel</b> - Review job descriptions for the Administrative Coordinator and Resource Conservationist with the Board and County when	D.O. Chair	Yearly	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	necessary. Work towards improving pay scale. - Conduct yearly review of Resource Conservationist. - Conduct yearly review of Administrative Coordinator.	D.O. Chair w/Board D.O. Chair	Yearly Yearly	July July
9.	<b>Supervisors</b> - Develop and schedule training/orientation for Supervisors covering District law, responsibilities, and associated policy-setting activities.	D.O. Chair	Every January for review & as needed with new Supervisors	Develop a District Training & Succession Plan
10.	<b>Associate Supervisors</b> - Review, recruit, secure, and appoint Associate Supervisors.	D.O. Chair w/Board	April/May	
11.	<b>USDA/NRCS</b> - Review civil rights and EEO policy. - Review cooperative and new working agreements with USDA & NRCS.	D.O. Chair D.O. Chair w/Board	August As needed	
12.	<b>Indiana State Department of Agriculture (ISDA) - Division of Soil Conservation (DSC)</b> - Encourage attendance at Supervisor training sessions and leadership training sessions.	D.O. Chair	Continuous	
13.	<b>Indiana Conservation Partnership</b> - Review Working Agreement to ensure the Steuben SWCD is addressing responsibilities identified in our Annual Plan.	D.O. Chair	By December	
14.	<b>Associations of Soil and Water Conservation Districts (Region/State/National)</b> - Encourage attendance at meetings, especially State Annual Conference in January. - Encourage attendance and help promote Association activities. - Appoint Annual Meeting Supervisor Delegate.	D.O. Chair D.O. Chair D.O. Chair	Continuous Continuous By November 1	
15.	Keep abreast of <b>State and National conservation issues and funding sources</b> , such as Clean Water Indiana and Farm Bill.	D.O. Chair & Board	Continuous	
16.	Maintain communications with <b>County Commissioners and County Council</b> regarding District program, budget, possible rent to NRCS, and USDA office consolidations.	D.O. Chair & Board	Attend quarterly meetings as schedule allows	Continue sending monthly Board meeting minutes

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
17.	<b>Annual Meetings</b> Attend annual meetings of other partner agencies (i.e., Friends of the St. Joseph River, St. Joseph River Basin Commission, etc.).	D.O. Chair & Board	As needed	
18.	Review <b>contests/awards</b> and ascertain participation.	D.O. Chair & Board	As needed	
19.	Use the <b>Mission Statement</b> in promotion of District. Create a Brand for the Steuben SWCD.	D.O. Chair & Board	Continuous	
20.	<b>Watershed Projects and Programs</b> - Monitor the administration of all watershed projects and programs. - Provide administrative support.	D.O. Chair & Board D.O. Chair & Board	Continuous Continuous	
21.	Monitor condition of <b>signs at County lines</b> . Mow or repair as needed. Work with Steuben County Highway Department and relocate/reinstall Steuben SWCD South Old US Highway 27 sign.	All supervisors D.O. Chair	Continuous As soon as possible	
22.	<b>Website</b> - Perform edits/updates to new Steuben SWCD website. - Improve content layout - Maintain website with current District information.	D.O. Chair & Resource Cons. Resource Cons.	Bi-weekly Updates	Review overall content quarterly

## **FINANCIAL ASSISTANCE (Budget and Finance)**

**Kayleen Hart, Chair**

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	Keep abreast of <b>expenditures / budget allocations</b> for current year.	B.F. Chair & Treasurer	Continuous	
2.	<b>Establish projected budget</b> for next calendar year.	B.F. Chair & Treasurer	Before July 1	
3.	Conduct directives received from the State Soil Conservation Board and the State Board of Accounts regarding the <b>handling of all funds</b> .	B.F. Chair with D.O. Chair & Treasurer	As needed	
4.	<b>Audit financial records</b> after close of books at end of calendar year. Continue with internal audit. Work with ISDA-DSC and State Board of	B.F. Chair with one additional	Before Feb. 28	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	Accounts auditors, and implement any needed changes, including compiling, training, and implementing/reviewing Internal Control procedures.	Board Supervisor & Treasurer		
5.	Continue to investigate <b>alternate methods of funding the budget</b> , such as grants, sponsorship from private organizations, etc.	B.F. Chair & Board	Continuous	Monthly Board meeting report
6.	Implement District <b>funding projects</b> , such as annual Affiliate Memberships, sale of flags, etc.	B.F. Chair & Board	Continuous	Monthly Board meeting report
7.	Review and make appropriate recommendations on <b>insurance coverage</b> , including equipment, vehicle, and bonding.	B.F. Chair & Treasurer	As needed	
8.	Monitor the <b>financial aspects and record keeping</b> of all watershed project grants.	B.F. Chair & Treasurer	Continuous	Monthly Board meeting report
9.	Determine use of <b>Clean Water Indiana Funds</b> / Track matching funds	B.F. Chair & Treasurer	Continuous	Monthly Board meeting report
10.	Monitor <b>Clean Water Indiana Grants</b> available to Districts	B.F. Chair & Board	Continuous	Monthly Board meeting report

## **INFORMATION AND EDUCATION**

**David Perkins, Chair**

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
1.	<b>Newsletter</b> - <b>Quarterly District newsletter</b> ; increase size if necessary.  - Continue including conservation-related, technical information. - Maintain newsletter mailing list.	I.E. Chair & Board	Publish February, May, Aug. & Nov.	
		I.E. Chair & Board	Continuous	
2.	Provide <b>area newspapers</b> / <b>radio stations</b> with articles on conservation and District activities.	I.E. Chair & Board	Continuous	Monthly Board meeting report
3.	Work towards <b>increasing visibility of District</b> . (submit articles to national publications such as NACD)	I.E. Chair & Board	Continuous	Monthly Board meeting report
4.	<b>Youth Education*</b> including, but not limited to: - Promote and assist in <b>Soils Judging Contest</b> .	I.E. Chair & Board	As needed	Monthly Board meeting report



<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	(work to improve Steuben County student participation)			
	- Promote and assist in the <b>Northeast Regional Science Fair</b> .	I.E. Chair & Board	March	
	- Promote and assist in <b>Envirothon</b> competition.	I.E. Chair & Board	March	
	(work to improve Steuben County student participation)			
	- Promote the observance of <b>Soil and Water Stewardship Week</b> with area schools and organizations.			
	<ul style="list-style-type: none"> <li>• Provide all elementary school students/teachers with educational materials (1<sup>st</sup> and 2<sup>nd</sup> grade materials – sponsorship by Steuben County Lakes Council; maximum reimbursement of \$300).</li> </ul>			
	Order Soil and Water Stewardship Week educational materials	I.E. Chair & Board	March/April	
	<ul style="list-style-type: none"> <li>• Promote/conduct Soil and Water Stewardship Poster Contest.</li> </ul>	I.E. Chair & Board	April/May	
	- Promote and assist in <b>Northeast Indiana Conservation Camps</b> .	I.E. Chair & Board	June, July, August	
	- Encourage 4-H members to implement <b>soil and water conservation projects</b> . Provide training. Provide awards.	I.E. Chair & Board	Continuous	
	- Continue to sponsor <b>Conservation Field Day for 4<sup>th</sup> graders</b> .	I.E. Chair & Board	September	
	<ul style="list-style-type: none"> <li>• Provide “soils” books for students/teachers.</li> <li>• Provide “water” books for students/teachers.</li> </ul>			
	(sponsorship by Steuben County Lakes Council; maximum reimbursement of \$300).			
	<ul style="list-style-type: none"> <li>• Provide “Stormwater” books for students/teachers</li> </ul>			
	(sponsorship by MS4).			
	<ul style="list-style-type: none"> <li>• Work with county school principals to promote field day.</li> </ul>	I.E. Chair & Board	Annually	
	- Promote importance of soil and water conservation and watershed management through use of the Augmented Reality Sandbox (ARS).	I.E. Chair & Board	Continuous	
	-Work with area schools, school farms/ FFA classes (e.g., Prairie Heights, Angola and Fremont), organizations, etc. on educational projects with students/youth.	I.E. Chair & Board	Annually	
	- Promote and continue work on educational conservation video series with Purdue Extension and Clear Lake Township Land Conservancy.	I.E. Chair & Board	Continuous	
	- Promote educational lesson kits and expand lesson kit selection.	I.E. Chair & Board	Continuous	
	- Keep abreast of and explore other youth education activities that could be incorporated into the Steuben SWCD Business or Annual Plan.	I.E. Chair & Board	Continuous	
5.	<b>Adult Education*</b> including, but not limited to:			Monthly Board meeting report
	- Promote and assist in the <b>Urban Soil Health Program</b> .	I.E. Chair & Board	Continuous	
	- Promote and assist in the <b>Steuben County Indiana Master Naturalist (IMN) Program</b> .	I.E. Chair & Board	February – June	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
	- Promote and assist in <b>Agronomy Field Day</b> .	I.E. Chair & Board	June – August	
	- Promote and assist in <b>Steuben County Life Program</b> .	I.E. Chair & Board	March – October	
	- Promote and assist in a <b>Steuben County Forestry Field Day</b>	I.E. Chair & Board	By December	
	- Keep abreast of and explore other adult education activities that could be incorporated into the Steuben SWCD Business or Annual Plan.			
6.	Maintain <b>website</b> with current and educational information. Review content periodically for missing links, etc.	I.E. Chair & Board	Continuous	
7.	Cooperate with and/or assist other organizations/agencies in <b>meetings, workshops, etc. dealing with agriculture, conservation, and natural resources</b> .	I.E. Chair & Board	As needed	Monthly Board meeting report
7.	Assist in the <b>promotional activities</b> associated with: - All watershed and educational projects. - Urban Erosion Control, IDEM Construction Stormwater General Permit, etc.	I.E. Chair & Board	Continuous	Monthly Board meeting report
8.	Coordinate with <b>City of Angola MS4</b> on promotion of urban erosion control, continued development of urban BMP brochures, and conduct an annual Contractor Workshop. Distribute brochures to area towns/cities/ county, etc.	I.E. Chair & Board By December	As needed	

## **TECHNICAL ASSISTANCE (Natural Resources)**

**Beth Williams, Chair**

1.	<b>Clean Water Indiana (CWI) duties:</b>			
	- <b>Fulfill responsibilities as local coordinating agency.</b>	N.R. Chair & Board	Continuous	
	- Work with individual Lake Associations on lake enhancement projects. Review completed Lake and River Enhancement studies and target direction for corrective measures. Research alternate funding sources for these measures.	N.R. Chair & Board	Continuous	
	- Keep State legislators abreast of positive impact of CWI program in our County (e.g., letters, attend legislative breakfast, legislative tours).	Board Chair	Continuous	Continue sending monthly Board Meeting minutes and quarterly newsletters
	- Consider applying for 2024 CWI Grant Funding	N.R. Chair & Board	By September x, 2023	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
2.	<b>Agricultural Improvement Act of 2018 (or Farm Bill) and the Farm Bill Reauthorization -Natural Resources Conservation Service (NRCS)</b> - <b>Assist in fulfilling requirements of Farm Bill programs</b> , particularly locally led conservation and assessing/prioritizing of watersheds. - Approve Conservation Plan and Contracts.  - <b>Provide information</b> on alternate land uses for ground after CRP. - Maintain on-going information program on implementing the Farm Bill (e.g., residue management, etc.). - Assist with <b>Local Work Group</b> meeting and survey.	N.R. Chair & Board  Board Chair/ Administrative Coord. N.R. Chair & Board N.R. Chair & Board  N.R. Chair & Board	Continuous  Continuous Continuous Continuous  August – October	Data review in February       
3.	<b>Farm Service Agency (FSA)</b> - Work with <b>County Committee/staff</b> to establish conservation priority areas and get effective erosion control practices fully funded for cost-sharing.	N.R. Chair & Board	Continuous	Attend FSA County Committee Meeting as Requested
4.	<b>Promotion of Soil Health by:</b> - <b>Provide lists</b> of no-till planters, drills, and associated equipment available for rent/custom work, as deemed necessary. - <b>Promote/assist with public information meetings on Soil Health.</b> [through SWCD Associations, Conservation Cropping Systems Initiative (CCSI), Agri-Business, Extension, Farming Expo, other workshops, etc.]. - Conduct the <b>Tillage Transect</b> each year and provide information.	N.R. Chair & Board  N.R. Chair & Board  N.R. Chair & Board	As needed  Continuous  March/April May/June	Goal: sponsor one meeting/workshop annually
5.	<b>IDEM Construction Stormwater General Permit (CSGP)</b> - <b>Coordinate with IDEM and the County</b> to determine the best way to manage the review of CSGP plans and complete any associated follow-up. - Coordinate with IDEM to stay abreast of activities within the county.  - Assist the City of Angola in implementing its <b>MS4 program</b> .	N.R. Chair & Board  N.R. Chair & Board  N.R. Chair & Board	As needed  Monthly  As needed	Monthly Board meeting report
6.	<b>IDNR Tree Program</b> - Continue to <b>promote programs</b> to the public. - Assist in annual tree pick-up and distribute to the public.	N.R. Chair & Board N.R. Chair & Board	Continuous March/April	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
7.	<b>Wildlife Food Plot Program</b> - Continue to <b>promote programs</b> to the public. If seed is available through Pheasants Forever (or other Environmental organizations), assist with distribution.	N.R. Chair & Board	April thru June	
8.	<b>Native Plant Sale</b> - <b>Host a 2023 spring native plant kit sale</b> to promote the importance and benefits of landscaping with native species.	N.R. Chair & Board	March/April	
9.	<b>Purdue Steuben County Extension Office</b> - Cooperate with and/or assist in <b>meetings, workshops, etc. dealing with conservation, natural resources, soil health, etc.</b> - Cooperate with and/or assist with the Indiana INField Advantage Program.	N.R. Chair & Board	As needed	Monthly Board meeting report
		N.R. Chair & Board	As needed	Monthly Board meeting report
10.	<b>Steuben County Drainage Board/Surveyor</b> - Work with Drainage Board/Surveyor to get <b>proper erosion control and construction information incorporated</b> into drain specifications. Ascertain need for a tour. - Continue working relationship with Surveyor on the installation of conservation practices. - Provide <b>technical assistance</b> on urban erosion control ordinance, if requested.	N.R. Chair & Board	Continuous	Monthly Board meeting report
		N.R. Chair & Board	As needed	
		N.R. Chair & Board	As needed	
11.	<b>Steuben County Health Department</b> - Work with County Board of Health to get soils and other natural resource information used in its proper perspective. - Research possibilities for <b>septic maintenance and/or repair grants</b> . - Conduct a <b>Septic Workshop</b> .	N.R. Chair & Board	As needed	Quarterly Board meeting report
		N.R. Chair & Board	Continuous	
		N.R. Chair & Board	As needed	
12.	<b>Steuben County Highway Department</b> - Maintain working relationship with Highway Engineer on the installation of conservation practices.	N.R. Chair & Board	Quarterly communication with County Engineer	Quarterly Board meeting report
13.	<b>Steuben County Plan Commission</b> - Work with Plan Commission to get soils and other natural resource information used in its proper perspective. - Work with Commission on committees on which we are asked to serve, and provide urban erosion control reviews when needed.	N.R. Chair & Board	Continuous	Quarterly Board meeting report
		N.R. Chair & Board	Continuous	

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
14.	<b>Contractors</b> - Review need for information meeting covering Clean Water Indiana, EQIP budget, watershed projects, scheduling, and conservation practices. - <b>Update District-sponsored Brochures</b> , Contractor Lists, etc.	N.R. Chair & Board  N.R. Chair & Board	January  March/April	
15.	<b>St. Joseph River Watershed Initiative</b> - Provide Technical and Educational Assistance to the Initiative.	N.R. Chair & Board	Meeting attendance as required	Quarterly Board meeting report
16.	<b>St. Joseph River Basin Commission</b> - Monitor minutes and meeting agendas. Serve as the Steuben SWCD representative per Indiana Code (IC-14-30-3-8).	N.R. Chair & Administrative Coord.	Meeting attendance	Quarterly Board meeting report.
17.	<b>Friends of the St. Joseph River Association</b> - Monitor minutes and meeting agendas. Serve as Steuben SWCD representative on the advisory Watershed Council.	N.R. Chair & Resource Cons.	Meeting attendance	Monthly Board meeting report
18.	<b>Maumee River Basin Commission</b> - Actively participate in the work of the Commission. Serve as the Steuben SWCD representative on the Commission.	N.R. Chair	Attend as able	Quarterly Board meeting report.
19.	<b>Northeast Indiana Solid Waste Management District</b> - Keep abreast of District's progress in developing information and education programs on recycling, etc. Incorporate into our own Information and Education program, as deemed advisable. - Assist in programs/field days/demonstrations promoting conservation.	N.R. Chair & Board  N.R. Chair & Board	As needed  As requested	Quarterly Board meeting report.
20.	<b>Steuben Lakes Regional Waste District</b> - Keep abreast of the district's progress in developing information and education programs on water quality and proposed water quality monitoring program. Incorporate into our own Information and Education program, as deemed advisable. - Assist in programs promoting water quality and conservation.	N.R. Chair & Board  N.R. Chair & Board	As needed  As requested	Quarterly Board meeting report.
21.	<b>LAKE and RIVER ENHANCEMENT PROJECTS (LARE)</b> <b>LARE – Fawn River Watershed Land Treatment Project</b> - <b>Promote project</b> to watershed producers/landowners. - Fulfill project responsibilities.	N.R. Chair & Board N.R. Chair & Board	Continuous Continuous	Monthly Board meeting report

<u>Item No.</u>	<u>Activity</u>	<u>Who</u>	<u>When</u>	<u>Comments/Action</u>
22.	<b>LAKE and RIVER ENHANCEMENT PROJECTS (LARE)</b> <b>LARE – Pigeon River Watershed Land Treatment Project</b> - <b>Promote project</b> to watershed producers/landowners. - Fulfill project responsibilities.	N.R. Chair & Board N.R. Chair & Board	Continuous Continuous	Monthly Board meeting report
23.	<b>LAKE and RIVER ENHANCEMENT PROJECTS</b> <b>LARE – Upper St. Joseph River Watershed Land Treatment Project</b> - <b>Promote project</b> to watershed producers/landowners. - Fulfill project responsibilities.	N.R. Chair & Board N.R. Chair & Board	Continuous Continuous	Monthly Board meeting report
24.	<b>Western Lake Erie Basin (WLEB) / Upper St. Joseph River Basin RCPP Grants</b> - <b>Promote and support projects</b> by encouraging landowners in Watershed to participate. - <b>Serve on steering committees</b> [e.g., Domestic Action Plan (DAP Advisory Committee, WLEB Partnership Meetings, RCPP WLEB Partnership Meetings, etc.) and support Indiana Conservation Partnership efforts.	N.R. Chair & Board N.R. Chair & Board	Continuous Continuous	Monthly Board meeting report Monthly Board meeting report
25.	<b>District Cost-Share Program</b> - Continue <b>development of a cost-share program</b> to fund BMP practices in areas not currently covered by other grants.	N.R. Chair & Board	As needed	Develop cost-share program guidelines
26.	<b>Water Quality Monitoring</b> - Actively <b>participate</b> in the Water Monitoring Strategic Planning Committee (Committee consists of the City of Angola/Trine University MS4, Steuben County Health Department, Steuben County Lakes Council, Steuben SWCD, St. Joseph River Basin Commission, and Trine University). - <b>Assist</b> to fulfill the Water Monitoring Strategic Planning Committee's water quality monitoring program. - <b>Serve</b> on the Steuben County Lakes Council Water Quality Committee. - <b>Coordinate</b> volunteer Hoosier Riverwatch water monitoring kits. - <b>Coordinate</b> volunteer Indiana Clean Lakes Program Dissolved Oxygen Meter.	N.R. Chair & Board N.R. Chair & Board N.R. Chair & Board N.R. Chair & Board	Continuous As needed Meeting attendance as needed Continuous Continuous	Monthly Board meeting report Monthly Board meeting report Quarterly Board meeting report