

## **Berkshire Conservation District Monthly Meeting**

Monday, December 16th, 2019 at 5:30 PM

Conference Room

78 Center Street, Suite 206, Pittsfield, MA 01201

### **Agenda**

1. Call to Order and Determination of Quorum

#### Reports

2. Secretary's Report – Submitted by Cynthia Grippaldi, Program Administrator
  - a. Review and Approval of November 7th Minutes
3. Treasurer's Report for November, Review and Approval, Submitted by Mary Stucklen, Chair
  - a. Bills Due
  - b. Reimbursement Schedule
  - c. Sample Monthly Budget

#### Old Business

4. District Supervisors
  - a. Board of Supervisor Recruitment
5. No-Till Program Updates
  - a. Promotion
  - b. Scheduling rentals
7. Administrative Assistant Update
  - a. Office Hours
  - b. Other updates
8. Basic & Innovation Grant Update for FY 2020

#### New Business

- a. Audit
- b. Spring Plant Sale
- c. Computer files backup

9. Comments and Announcements

10. Adjournment

#### **Upcoming Events/Meetings:**

Next Berkshire Conservation District monthly meeting will be on January 7<sup>th</sup> at 5pm at 78 Center St., Suite 206, Pittsfield, MA 01201, Conference Room