**Board of Registration for Professional Soil Classifiers of North Dakota**

**Spring Board Meeting**

**Friday, April 24, 2020 10:30 am – noon, CST**

**Remote Conference Call due to COVID situation**

**Members Present:**

Alan Gulsvig

Matt Retka

Bruce Bogenrief

Jay Volk

Perry Sullivan

**Members Absent:**

None

**Others Present:**

None

**Call to Order**

The Meeting was called to order by Alan at 10:30am.

New member Perry Sullivan gave introduction.

**Minutes of last meeting**

The Minutes of the last meeting from November 5th, 2019 were distributed and reviewed. Alan noticed date error for proposed spring meeting-Matt to change. Jay motioned to approve the minutes. All in favor, none opposed, motion carried.

**Secretary/Treasurer’s reports**

Treasure report was distributed and reviewed. Alan can be added to the checking account in person at branch with current treasurer. Discussion about raising registration fees, and board will look into forecasting income vs. expenses for future dues. Perry motioned to approve the treasurer report. Bruce seconded. All in favor, none opposed, motion carried.

**Old Business:**

Records Management: Matt has worked with Dawn Cote on NDBPSC Records, which is now complete and approved. The board has 3 official records series in additional to applicable General Records, which all have 5-year retention policies. Alan planning to pick up the file cabinet and go through old records.

**New Business:**

Alan’s meeting with Sandra:

Alan had a good meeting with Sandra. Sandra said we can’t do much with changing our rules without the public rule changing process through the legislature. This would include changes to add new rules, including continuing education, as NDCC needs to authorize NDAC changes. Anyone can propose changes to the NDCC with a legislative sponsor. Discussed NDACE group and Matt plans to attend next NDACE meeting.

 How to enforce/disciplinary actions. The boards can send letters to call attention to possible issues, but only the District Attorney Office can enforce the rule. This would likely be low priority to district attorneys. Sandra is willing to meet with board in the future if needed.

New Classifiers: Both Matt and Alan have received a few inquiries, but no applications have been received by the board. No field test scheduled at this point. Jay offered to help find a test site if needed.

Alan received a request about proviing topsoil stripping training to contractors.

NDBPSC has new website address. Some individuals have mentioned the website isn’t working, Matt assumed they were trying to access the old site. Board to check with Nate to see if the old address can be linked to new website, and if not, we may need to update agencies with new website URL.

**Next meeting not scheduled, Alan will coordinate later in the summer pending COVID situation.**

**Bruce motion to adjourn and Jay seconded. Meeting was adjourned at 11:17 am.**