

Capital RC&D Area Council

Conflict of Interest Policy

I. Scope

The following statement of policy applies to all officers, directors, and alternate directors and employees of Capital RC&D Area Council.

II. Fiduciary Responsibility

Officers and administrators are required to act as the organization's fiduciaries. All business made for the organization is to be made solely on the basis of a desire to promote the best interests of Capital RC&D in serving its community.

Members of the Capital RC&D Board shall not use their Board or Capital RC&D relationships for their personal gain. To ensure recognition of this responsibility, any Board member aware of a conflict of interest with a matter coming before the Board or committee, shall not vote on the subject or attempt to influence the vote of others and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the minutes of such meetings.

III. Disclosure

Disclosure is required of key employees and directors (including alternates) concerning all relationships and business affiliations that reasonably could give rise to a conflict of interest involving the organization. This disclosure shall be continuously reported and kept current, as set forth below, if the staff member or a member of his or her family is:

1. An officer, director, trustee, partner, employee, agent or substantial stockholder (5 percent or more of voting stock or control interest) of an organization doing business with Capital RC&D, and/or
2. Materially benefitted through substantial receipt of cash or other property from such organization. Disclosure of an affiliation of a family member should be made if it is felt that any affiliation may create a conflict of interest with the association.

IV. Requirements for Disclosure

- A. Each employee or director shall complete the attached letter annually and return it to the Financial Committee.
- B. If new affiliations occur that may result in a conflict of interest, a disclosure letter should also be forwarded for review.
- C. All newly hired staff and board members are requested to file the disclosure letter within 30 days of his/her appointment.
- D. A list of organizations and businesses doing business with Capital RC&D, within the previous 12 months, is attached.

Conflict of Interest Disclosure Letter

Capital RC&D Area Council
Attention: Capital RC&D Chairperson
401 East Louther Street
Suite 307
Carlisle, PA 17013

Dear Council Chair:

I have received a copy of the organization's policy on Conflict of Interest and hereby affirm that I have read and understand said policy. In connection with this and for the information of Capital RC&D, I am disclosing below all of my relationships and affiliations that relate to this policy. IF THERE ARE NONE, PLEASE WRITE "NONE."

Organization or Individual doing business with Capital RC&D:

Position and/or Interest that will materially benefit:

Signature

Printed Name

Date

Capital Resource Conservation & Development Council, Inc.
Transaction List by Vendor
January through December 2017

Adams County Conservation District

Bedford Cnty Conservation District

Beehive Insurance Agency, Inc.

Benjamin T. Mummert

Brown Schultz Sheridan & Fritz

CCE Of Schuylers County

Central Pennsylvania Conservancy

Chambersburg Mennonite Church

Chester County Conservation District

Columbia County Conservation District

Commonwealth of PA

Cornell University

Cover Crop Coaching, LLC

Cumberland County Tax Bureau

Diane Staz

Eastern Alliance Insurance Group

Edgar White

Elite Coach

Enck's Custom Catering

Endless Mountains RC&D Council

Eric Burkhart

Franklin Co. Conservation District

Fulton County Conservation District

George Lake

Glenn Kimmel

HAB-DLT

Harland Clarke check order

Huntingdon County Conservation District

Joel C. Myers

Juniata County Conservation District

Kaitlin Horst

Katie Commender

Kimberlie Gridley

Kirsten Reinford

Lancaster County Conservation District

Lancaster Farming

Liberty Mutual Insurance

Madison County SWCD

Matthew Bomgardner

Michael Leininger

MidPenn Bank

PA Assoc. of RC&D Councils

PA Department of Revenue

PA UC Fund

PANO

Paul Yankovich

Penn State University

Penn Twp Fire Co. Auxiliary

Perry County Conservation District

Premiere Property Services

Printed Image

PSCE

QuickBooks Payroll Service

Rebecca J. Wertime

Rick Kepner

Rodale Institute

Ross Stowell

Rovegno Properties

RSVP of the Capital Region, Inc.

Savoy Catering Service

Somerset Conservation District

Snyder County Conservation District

The Hartford

The Laramie Group

The Water Guy

United States Treasury

Walters Services, Inc.

York County Conservation District