

# *Montana Association of Conservation Districts Employees Organization*

**BUSINESS MEETING  
MACD Convention  
November 11, 1998  
Outlaw Inn, Kalispell, Montana**

The MACDEO annual business meeting was held at the 1998 MACD Convention in Kalispell on Wednesday, November 11, 1998. President Gayla Wortman called the meeting to order at 11:05 a.m. In Secretary Pat Johnson's absence, Diane Stephenson took minutes.

Members present: President Gayla Wortman, Lewis & Clark CD, Helena; Vice President LaVerne Ivie, Yellowstone CD, Billings; Donna Burns, Meagher County CD, White Sulphur Springs; Diane Stephenson, Rosebud CD, Forsyth; Sally Beaulieu, Gallatin CD, Bozeman; Pam Grubb, Hill County CD, Havre; Shonny Nordlund, Fergus County CD, Lewistown; Shannon Sattleen, Blaine County CD, Chinook; Jodi Pierson, Garfield County CD, Jordan; Diane Jones, Phillips CD, Malta; Gloria Mason, Glacier County CD, Cut Bank; Marlene Moon, Liberty County CD, Chester; Karen Lamey, Toole County CD, Shelby; Connie Hanson, Fondera County CD, Conrad; Vicki McGuire, Lincoln CD, Eureka; Chris Malgren, Lake County CD, Ronan; Laurie Zeller, DNRC Advisor, Helena; Evelyn Kondelik, McCone CD, Circle.

## **MINUTES:**

Minutes of the June 11, 1998, Spring Executive Board meeting were available for review. President Gayla Wortman extended Pat Johnson's apology for the delay in distributing the minutes. Marlene Moon moved to approve the minutes as distributed; Vicki McGuire seconded and the motion carried.

## **TREASURER'S REPORT:**

Donna Burns moved, second by Evelyn Kondelik, to approve the June 11, 1998, through October 31, 1998, Treasurer's report. Motion carried.

## **CORRESPONDANCE:**

Members were directed to review information in the packets provided, including information from Northern Plains Regional Employees Association and a National CD Employee Association membership drive through NACD.

## **LINE ITEM BUDGET:**

Copies of the draft budget were included in the packets. Questions were raised about the "historian expenses" and the \$200 budget. MACDEO Historian Karen Lamey thought the amount was excessive since she volunteered to supply the materials for the scrapbook, as she is a dealer of the product. However, she would like to be reimbursed for photo development. Members felt MACDEO should not rely on Karen to supply the materials, and at a minimum, should cover all out-of-pocket expenses. Marlene Moon moved that Karen submit invoices for MACDEO historian expenses to Pat Johnson, Treasurer, for reimbursement. Chris Malgren seconded and the motion carried.

Changes to the draft budget include: "membership dues" will be adjusted to reflect the expected income from dues, rather than the total balance forwarded; the "FY 98 223 grant balance" of \$670.80 will be debited from the expense column, as this grant will be zeroed out following the convention; convention scholarships total \$600 per year. Chris Malgren moved to approve the budget with the above changes and corrections. Vicki McGuire seconded; motion carried.

President Gayla Wortman solicited input regarding line item transfers. Evelyn Kondelik suggested not transferring funds so a more accurate picture of expenses and income are available for the next year. Marlene moved to deficit budget lines and not transfer funds from one line to another. Evelyn seconded and the motion carried.

#### **223 GRANT:**

LaVerne Ivie reported that Stillwater CD is sponsoring a 223 grant, on behalf of MACDEO, for employee development purposes. The grant totals \$5000 with funding as follows: \$3500 for member travel to and from the training site, as well as expenses (lodging, per diem, and meals); \$1000 for speaker fees and expenses; \$500 for supplies, postage and advertisement. Two-day sessions are planned for March, 1999, in Miles City and Helena. (Miles City: March 17 – 18; Helena: March 30 – 31) LaVerne briefly reported on the plans thus far. Norm Klein, Montana Department of Commerce, will discuss budget development, working with county commissioners and county treasurers, and completing the Department of Commerce Annual Financial Report. Other speakers will be asked to contribute, however, they are not confirmed. Information will be sent to all districts regarding the sessions well in advance of the scheduled dates. Bob Van Oosten, Stillwater CD supervisor, will introduce the grant at the RCAC Committee meeting later in the day. LaVerne urged all MACDEO members to attend the committee meeting to show their support and to offer testimonials, if time allows. Chris Malgren moved that MACDEO apply for the grant; Marlene Moon seconded and the motion carried.

#### **TRAINING COMMITTEE:**

Gayla reported with the March, 1999, training sessions, the current employee development plan will be completed. Training Committee Chair Barb Berry, Stillwater CD, was unable to attend the business meeting. However, Marlene Moon stressed the importance of attending the training sessions and asked everyone to submit ideas for the next plan to a committee member or to Barb. A draft MACDEO Development Plan will be presented in 1999, with the goal of being ready to go in 2000. Gayla stated a checklist was developed to help assist in planning a session; she will distribute it again to the members.

#### **LEADERSHIP TRAINING:**

President Gayla Wortman presented her idea to sponsor a leadership session during the 1999 Spring Board meeting, inviting all the conservation partners to participate. Attending MACDEO executive committee members would be responsible for taking the information back to the area level and provide training to members not at the Spring meeting. Gayla asked for member feedback on what should be included in the session. She emphasized that a professional instructor would conduct the session; a 6-hour session would cost \$1000. Chris Malgren suggested contacting Leaders in Action, a group in Lake County, which met monthly to provide training to local leaders. More discussion followed on the cost of the session and that it should be offered to all members, supervisors, and partners. Shonny Nordlund moved, second by Shannon Sattleen, that MACDEO sponsor this type of session during the 1999 convention. Motion carried. The question of whether or not MACDEO would charge for the session was tabled, pending further information. Gayla will continue to work on the concept.

### **NEW EMPLOYEE ORIENTATION:**

A sub-committee of the Training Committee, comprised of Marlene Moon, Gayla Wortman, Charlotte Lewis, and Laurie Zeller, introduced a proposal to develop a "Conservation District Manual". The manual, in notebook format, would be available to every district for a nominal fee. Members were asked to review the list of items to be included and to send additional ideas to Marlene Moon by January 1<sup>st</sup>. Members were also asked to help with the development of the manual by volunteering to write a segment of the manual.

### **CONVENTION SCHOLARSHIP:**

Diane Stephenson reported three MACDEO members were recipients of the convention scholarship: Marlene Moon, Jodi Pierson, and Amy Miller, Park CD, Livingston. They will help with registration and other duties for a few hours in exchange for a motel room, provided by MACD, and travel expenses, provided by MACDEO. Total amount allocated for the scholarships is \$600.

### **MACDEO EXECUTIVE COMMITTEE SCHOLARSHIP:**

Donna Burns reported the Executive Committee scholarship would cover about 44% of the requests received. Adjustments may be made as Marlene Moon applied for both scholarships; Diane and Donna will work out the details.

### **CONVENTION ACTIVITIES:**

50/50 Raffle: Diane Jones asked each member to sell 50/50 tickets and to turn the money and corresponding ticket into her prior to Friday's drawing at noon. The winner must be present to win.

Workshops: Chris Malgren reported the Internet workshop to be held Wednesday afternoon was sponsored by MACDEO, as well as the GIS demonstration on Thursday.

Comedy Night: Members were asked to sell tickets at the door for Comedy Night.

### **NEWSLETTER ARTICLES:**

Members were asked to contribute newsletter articles to Patty Winchell, Dawson County CD, Glendive, by mid-December. The following assignments were given: Convention Entertainment – LaVerne Ivie; Internet Workshop – Shonny Nordlund; GIS Demonstration – Evelyn Kondelik; March, 1999, Training Session – Gayla Wortman; Convention Scholarship – Diane Stephenson.

### **HISTORIAN REPORT:**

Karen Lamey asked everyone to send photos of MACDEO activities to her. Everyone was reminded to name the people in the shots. The scrapbook was passed around for viewing. Karen was complimented and thanked for the nice job she has done.

### **OTHER BUSINESS:**

Envirothon: Shonny Nordlund handed out information on the Envirothon program and asked for cooperation from the Administrators in distributing the information and supporting the program. Last year seventeen teams competed in the contest, held in Lewistown. The first place team receives \$500 and advances to the national competition.

There being no further business, the meeting was adjourned at 12:15 p.m. Lunch was served in the Colt 45 room.

Respectfully Submitted by Diane Stephenson