

*Montana Association of Conservation Districts
Employees Organization*



ANNUAL FALL BUSINESS MEETING

November 14, 2001

Annual MACD State Convention

Missoula, Montana

The Annual Fall Business Meeting was held at the Holiday Inn-Parkside Hotel on Wednesday, November 14, 2001 in Missoula in conjunction with the annual MACD State Convention. President Julie Goss called the meeting to order at 12:45 with everyone introducing themselves. A paper for email addresses was passed around along with the sign-in sheet so we can get current email addresses on everyone.

In attendance were: Laurie Zeller, NRCS, Helena
Sarah Carlson, MACD Executive Director
Mike Wendland, MACD President

AREA I Pat Johnson, Valley County CD, Glasgow (Sec/Treas)
Tasha Keith, Petroleum County CD, Winnett
Joni Sherman, Roosevelt County CD, Culbertson

AREA II Julie Goss, Richland County CD, Sidney (President)
DeAnna Anderson, Custer County CD, Miles City (Past-President)
Renee Nelson, Wibaux CD, Wibaux

AREA III Pat Anderson, Phillips County CD, Malta
Gloria Mason, Glacier County CD, Cut Bank
Chi McCuin, Pondera County CD, Conrad
Marlene Moon, Liberty County CD, Chester
Shonny Nordlund, Fergus County CD, Lewistown
Shannon Sattleen, Blaine County CD, Chinook
Sara Shepard, Toole County CD, Shelby
Sonia Silvan, Big Sandy CD, Big Sandy
Teresa Wilhelms, Judith Basin CD, Stanford

AREA IV Dee Arneson, Treasure County CD, Hysham
Barbara Berry, Stillwater CD, Columbus
Tami Kimball, Rosebud CD, Forsyth

AREA V Jean Dunn, Green Mountain CD, Trout Creek
Chris Malgren, Lake County CD, Ronan
Vicki McGuire, Lincoln CD, Eureka
Kathy McNaughton, Missoula County CD, Missoula
Sharon Patterson, Mineral County CD, Superior
Karen Petersen, Granite CD, Philipsburg

AREA VI Katie Alvin, Gallatin CD, Bozeman
Donna Burns, Meagher County CD, White Sulphur Springs
Charlotte Lewis, Broadwater CD, Townsend
Amy Miller, Park CD, Livingston

Each Area was well represented.

Julie asked if there needed to be any additions to the Agenda. There were none. The agency reports will be given before the rest of the business meeting as Laurie, Sarah & Mike have to be in attendance at other meetings.

The brochure "Creating Native Landscapes in the Northern Great Plains and Rocky Mountains" was held up for everyone to see. We each received one in our convention packet. Jan Fontaine wanted to let everyone know attending this meeting that extra brochures had been brought to convention and to let her know how many you would like. It will save a tremendous amount if they do not have to be mailed out to each Conservation District.

MINUTES

Jean Dunn made a motion to approve the minutes of the July 17, 2001 Spring Executive Board meeting. Shannon Sattleen seconded the motion, motion carried.

TREASURER'S REPORT

Everyone took a few minutes to look over the treasurer's report. Marlene Moon made a motion to accept the treasurer's report dated 10/31/01. Jean Dunn seconded the motion, motion carried and the financial report will be filed for audit. The Proposed Budget for the fiscal year 2001-2002 was reviewed. Marlene Moon requested the policy on name badges be reviewed. If you are a new administrator and have been employed for less than a year you can order your own name badge through LaVerne Ivie, Yellowstone CD. Just send LaVerne an email with the information you want on the name badge and she will see that you get it. MACDEO will then send you an invoice for \$10.00 for each name badge ordered. If a name badge is requested for anyone else it will also cost \$10.00. If you are an administrator that has been employed for over a year and do not have a name badge you can receive one free of charge. Marlene also asked if we were still paying national dues and yes, we are. \$5.00 out of each \$20.00 is forwarded on to the national organization. Jean Dunn made a motion to accept the Proposed Budget. Barb Berry seconded the motion, motion carried.

TRAINING COMMITTEE

Julie reported that it had been decided at the Spring Executive Board meeting that the Directors of each area would make up the Training Committee. Unfortunately, there really wasn't anything to report at this time.

HISTORIAN

Chris Evans is our historian. Unfortunately, she was unable to attend. Julie requested if anyone had any pictures from regional or this meeting to please send copies to Chris for the scrapbook

SCHOLARSHIP REPORT

Julie gave the scholarship report. There were 5 applicants for Scholarships this year. It was decided to award a scholarship to all 5 applicants to be divided as evenly as possible. One of the applicants did end up declining so we ended up giving the scholarships to the following 4 individuals: Tasha Keith, Petroleum County CD, Winnett; Chi McCuin, Pondera County CD, Conrad; Renee Nelson, Wibaux CD, Wibaux; and Gloria Mason, Glacier County CD, Cut Bank. They were all very appreciative. Sarah Carlson, MACD Executive Director, thanked MACDEO on behalf of MACD for awarding these scholarships as the individuals that receive them help out with the convention and their assistance is greatly appreciated. Marlene Moon reiterated that even though the original intention of the scholarships was to send new administrators to convention, if your District has a real financial need please do not hesitate to fill out an application at convention time.

Julie went on to thank MACD for paying for the employees' organization luncheon. Everyone gave a hearty handclap for thanks at this news.

OLD BUSINESSCOMMON COMPUTING ENVIRONMENT (CCE) UPDATE

There really wasn't much to say on this subject other than orders had to be in by the end of October and we should be getting the computers within the next 3,4, 5, months, etc. Any programs (software) put on the new computer must meet NRCS standards.

POLICY CHANGES

Last fall it was voted to separate the secretary/treasurer position. At the Spring Executive Board meeting it was voted to rescind this decision with the request that the minutes be distributed earlier than they have been. There was no objection to this so it is being brought before the Organization for ratification. Jean Dunn made a motion to leave the secretary/treasurer position combined. Tami Kimball seconded the motion, motion carried. The By-Laws will be changed to reflect this.

NEW BUSINESSNACD LEADERSHIP TRAINING

Julie Goss reported that she had sent in her registration to attend a leadership training conference to be held at the end of November in Texas. Everything is paid for except for the \$150.00 registration fee. She was wondering if the Employees Organization would reimburse her for this expense. Chris Malgren made a motion to reimburse her and take it out of the "Directors' Travel" line item in the budget. DeAnna Anderson seconded the motion, motion carried

CD AUDIT – LAURIE ZELLER

Laurie reminded everyone about the draft CD Audit she had handed out. A finalized one will be coming out later.

PERSONNEL POLICY – LAURIE ZELLER

DNRC is recommending all Districts revise their personnel policy regarding the probationary period for new employees to be in compliance with the changes made at State level.

SUPERVISORS' HANDBOOK

Charlotte Lewis was wondering if there was anyway to condense the supervisor handbook to datebook size. She feels the supervisors would carry it, use it, more often if it were in a smaller size. Marlene Moon reported that her supervisors use the handbook. She feels it is a matter of constantly pushing & badgering them. There was a suggestion made to talk to Laurie Zeller about having the handbook on the computer so each district could condense, change as needed.

ENVIROTHON – SHONNY NORDLUND

Shonny gave a presentation on last years' Envirothon competition. She also said she has information on video if any one wants to show it to local schools. She reminded everyone that the Envirothon for 2002 will be held in Lewistown on April 29th & 30th and the registration fee is only \$50. Shonny handed out compact discs to everyone that has information on the various summer educational camps and envirothon on them.

TRAINING PLANS – EXTENDED GRANT – MARLENE MOON

Marlene reported that there is \$1500 left to use from the grant writing workshop grant. There were several suggestions made as to what kind of training to spend this on: documentation; training on Excel, Powerpoint, Access; accounting; Quick Books/Quicken, etc. Marlene asked that everyone send suggestions to her and the training committee will take it from there.

PERS – MARLENE MOON

Marlene reported that changes are being made to the PERS system. They are now know as the MPERA. Newsletters should have been mailed out to everyone in the PERS system giving them 2 choices as to how their money should be handled. You will have to make a choice and once you do it is irrevocable. You will have a year to make up your mind.

OTHER NEW BUSINESS

DeAnna (Dreyer) Anderson was congratulated on her recent marriage.

CONVENTION ACTIVITIES REPORTRAFFLE

Karen Petersen had picked out the Tim Cox Print that is being used as our raffle item this year. Everyone agreed she had done a great job picking this out. Sales are going really good and we still have some tickets left if anyone is interested in buying any. Be sure and turn your sold raffle tickets into Marlene or Dee so they can be added to the rest of them for the drawing.

QUILT FOR DIANE JONES

The quilt that was made for Diane Jones can be seen out in the lobby. It had turned out beautifully. Thank-yous were extended to Pat Johnson's mother, Alicia Hoyt, for taking the time to do this for us. Money for donations is being collected at the auction table. Shonny made a suggestion that the money collected go to the family to offset medical expenses. Sonia Silvan made a motion that the donations go to the family. Gloria Mason seconded the motion, motion carried. (P>S> -- Donations in the amount of \$375 were eventually collected.)

ROB QUIST TICKET SALES

Julie reported that Jan had given her tickets for us to sell for Wednesday nights' entertainment which is Rob Quist, Cowboy poet, entertainer. Quite a few of the agency people have not bought any tickets so get out there and sell!!!! Missoula CD is helping the Employees' Organization pay for Rob Quist. There was some discussion over how much we can contribute towards his fee

RANDY MORGAN

At the Spring Meeting the EO had said they could help pay for Randy Morgan, motivational speaker, to come to convention. Jan Fontaine needs to know how much we can contribute. After some discussion, DeAnna Anderson made a motion we pay \$200 for Randy Morgan and \$580 for Rob Quist. Joni Sherman seconded the motion, motion carried.

AGENCY REPORTSDNRC

Laurie Zeller didn't really have a report other than what she had already gone over earlier.

MACD

Sarah Carlson thanked everyone for coming to convention, Missoula CD for helping MACD get ready for convention, the EO for inviting her to the luncheon and thanked them again for sponsoring the scholarships. If there is ever any thing MACD can do for us, just let her know and she will see what can be done. Mike Wendland also thanked the EO for inviting him to the luncheon and reminded the Districts to do everything correctly.

There being no further business, Marlene made a motion we adjourn. Pat Johnson seconded the motion, motion carried and the meeting adjourned at 2:20

Respectfully submitted,

Pat Johnson

Pat Johnson

Secretary/Treasurer