

*Montana Association of Conservation Districts  
Employees Organization*



**ANNUAL SPRING EXECUTIVE BOARD MEETING**

JULY 17, 2001

Yogo Inn

Lewistown, Montana

The re-scheduled Annual Spring Executive Board Meeting was held at the Yogo Inn on Tuesday, July 17, 2001. The meeting had been originally scheduled for June 16, 2001 during the MACD Annual Spring Meeting, which was held in Great Falls in conjunction with the NACD Regional Meeting. However, there wasn't a quorum present so the meeting was re-scheduled. President DeAnna Dreyer called the meeting to order at 10:55 with everyone introducing themselves.

In attendance were: Jan Fontaine, MACD, Helena  
Laurie Zeller, DNRC, Helena

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

AREA II DeAnna Dreyer, Custer County CD, Miles City (President)  
Julie Goss, Richland County CD, Sidney  
Evelyn Kondelik, McCone Conservation District, Circle  
Renee Nelson, Wibaux Conservation District, Wibaux

AREA III Julia Bitz, Chouteau County CD, Fort Benton  
Marlene Moon, Liberty County CD, Chester  
Shonny Nordlund, Fergus County CD, Lewistown

AREA IV Dee Arneson, Treasure County CD, Hysham

AREA V Jean Dunn, Green Mountain CD, Trout Creek  
Karen Peterson, Granite CD, Philipsburg

AREA VI Patty Traverso, Gallatin CD, Bozeman (Vice-President)  
Chris Evans, Lewis & Clark CD, Helena  
Amy Miller, Park CD, Livingston

Each Area had a representative at the meeting. DeAnna asked if there needed to be any additions to the Agenda. There were none. DeAnna also reiterated that even though this is the annual executive board meeting it is open to everyone. Officers & Directors are the only ones that can vote at this meeting but everyone is welcome to attend.

**MINUTES**

Jean Dunn made a motion to approve the minutes of the November 15, 2000 Annual Fall Business Meeting. Julia Bitz 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 6/12/01. Jean Dunn seconded the motion, motion carried and the financial report will be filed for audit.

### ELECTIONS

There was discussion over why the office of Secretary/Treasurer had been split into two offices at the November meeting. Maybe because the minutes were not mailed out until right before the next meeting? Pat said she did this on purpose so that they wouldn't get lost. Some people were depending on the minutes to determine what they were supposed to do. It was suggested that we should not rely on the minutes for this purpose. You should be able to keep track of what you volunteered to do yourself. It was thought that Pat had requested it or that she felt it was just too much. Pat told the board that no she didn't think it was too much as she had all names, addresses, email addresses, etc. on her computer. It made sense to her to have them combined. Jean Dunn made a motion to combine the offices of Secretary and Treasurer once again. Patty Traverso seconded the motion, motion carried.

Patty Traverso nominated Pat Johnson as Sec/Treasurer. Jean Dunn seconded the motion, motion carried and she was elected unanimously.

Pat Johnson nominated Patty Traverso as President. Patty reported she had to decline as she was moving to Gillette, Wyoming. It was decided to appoint Chris Evans to finish out Patty's term as Director. Marlene Moon then nominated Amy Miller and she also declined. Amy said she would help in other ways but she just couldn't be President due to time constraints, etc. There was discussion over what was expected from the President and how much help she was going to get. The outgoing President acts as an ex-officio member for one year. So, DeAnna isn't done yet!!! Jan Fontaine also reiterated that in order to have a viable organization your officers should be willing to go the extra mile. Unfortunately, even though Jan is a member of the organization she just couldn't be elected president.

There was a suggestion made by Amy Miller that maybe we should revert back to area meetings instead of two annual meetings with all Districts. Julia Bitz made a suggestion to have quarterly area meetings. Amy also thought area wide training might be better than statewide.

Election of officers then resumed with Jean Dunn nominating Julie Goss as President. DeAnna Dreyer seconded the motion, motion carried and she was elected unanimously. Pat Johnson nominated Chris Evans as Vice-President. Marlene Moon seconded the motion, motion carried and she was elected unanimously.

### TRAINING COMMITTEE

Marlene Moon made a suggestion that all Directors should be on the Training Committee. Jean Dunn suggested having a committee meeting during the year. DeAnna Dreyer said it could be done by conference call if need be. Marlene Moon then made a motion that all Directors comprise the Training Committee. Jean Dunn seconded the motion, motion carried.

DeAnna did suggest that a training session at convention be on the employee retirement program that Julia & Marlene had reported on. Julia reported the PERS is now MPERA. Employees should be receiving newsletters directly from MPERA. If you are not you should contact the MPERA office at 1-877-275-7372. You are vested after 5 years. More info can also be accessed via the Internet at [state.mt.us/doa/perb/perb.htm](http://state.mt.us/doa/perb/perb.htm). It was also reported that there is an account called a 457 Account which is better than an IRA. Jan said to consider the retirement training session as one of the convention workshops. Julia also made a suggestion that perhaps we could have a training session on 1099 requirements. Marlene suggested we have a training session on the Dept. of Commerce report that is required annually by the State. The report is being changed. Partially because how many new or current administrators are actually proficient bookkeepers. We were also informed that the report is being changed.

Laurie Zeller told the board that all administrators are eligible to attend any training sessions held around the state.

Patty Traverso suggested a training session on legal issues such as 310 Law, basic CD Laws, etc. Jean Dunn was wondering about sample contracts and the different phases of the 319 contracts. Another suggestion was ethics training as the ethics law has changed. They all sound like good workshops to have. We do not want the legal/ethics workshop(s) to be a concurrent session. We don't want it up against anything else. Jan said she would see what she could do.

#### EMPLOYEE NOTEBOOK

Not much has been done with it since we got it but DeAnna suggested revamping and adding to it as needed so that it is current when a new administrator is hired. Jean reported they are working on it in their area.

#### HISTORIAN

Chris needs pictures from the Great Falls Regional meeting. Please send any you may have to her to put in the scrapbook. She will make a "concerted effort" within the next year to get the scrapbook put together. She needs any pictures that the employee organization is involved in.

#### NEWSLETTER

DeAnna was wondering if we needed to do a newsletter again. After some discussion Evelyn Kondelik decided she would do the newsletter provided articles were sent in to her.

#### OTHER BUSINESS

Marlene reported that they had a set of training tapes for QuickBooks if anyone wants to borrow them. There is a set of seven tapes and a time limit will be put on them if they are borrowed. They average approximately an hour each.

#### MACD CONVENTION

DeAnna reported that for convention we usually do a money-maker such as a raffle and Wednesday night entertainment. The area that is hosting the convention usually tries to set this up with suggestions from the Executive Board. Jean reported they had some pretty good ideas about what they want to do. She didn't know about the raffle though. They would like to have some kind of musical entertainment – not for dancing – for listening to/singing to, whatever. They have some groups/individuals in mind. They are meeting next week and will probably decide then.

Do we want to have a raffle or do something else as a fundraiser? Jean will bring it up at their meeting next week and will get back to us. Jan said that they could go to them with ideas for them to pick from. The host area usually comes up with the raffle tickets. Chris Evans said she still had them on her computer. Jan said that her and Chris could get together and get them printed out and distributed.

DeAnna reported that Randy Morgan, the motivational speaker that we wanted for Regional Meeting, has been back in contact with her several times and would really like an opportunity to speak. The only problem is that his base fee is \$2500. MACDEO could kick in some money if MACD would like to have him as the keynote speaker. Jan would like to get a flat dollar amount that MACDEO could contribute to have him as the keynote speaker. Sometimes they can negotiate a lesser fee. MACDEO has \$975 budgeted for convention which would include the cost of any raffle item(s), entertainment, etc. Laurie reported that the law workshop would be free. Jan will go to the Area V meeting next week and see how much they could contribute and we will go from there.

Jan stated that convention will be held Nov 14-16 at the Holiday Inn Parkside in Missoula.

Marlene brought up a discussion about Diane Jones. She is extremely ill and is a 25-year administrator. She feels we should do something to recognize her years of service but she is at a loss as to what. There was a suggestion to donate to an endowment fund or set up a scholarship in her honor. Jan asked if there was something she was really into. Yes, the color purple and rodeos.

Shonny Nordlund gave a report on Diane's condition. Unfortunately it is not looking good.

After quite a bit of discussion it was decided to do a raffle on a quilt with the understanding that whoever won it would donate it back to the family. There was a suggestion that it be a donation and all tickets would be made out to Diane Jones. We will keep thinking on this and come up with some way to handle this. Something to do with the color purple and keep in mind that she likes horses. Each district could contribute a 12 ½ X 12 ½ signed quilting square. Pat will talk to her mother about putting the quilt together for us and find out how many squares will be needed to make a queen size quilt and how soon the quilt squares would be needed in order to have it completed for convention. Marlene Moon made a motion MACDEO pay for the backing, batting, etc. that will be needed to complete the quilt. DeAnna seconded the motion, motion carried.

#### OLD BUSINESS

##### CODE OF ETHICS

The Code of Ethics has been completed and was mailed out to everybody. Do we want to adopt it? There being no discussion, Jean Dunn made a motion we adopt the Code of Ethics. Julia Bitz seconded the motion, motion carried.

##### SCHOLARSHIP CRITERIA

The criteria will stay the same as last year in order to be consistent. The scholarships will be distributed to the directors for their review and then will choose among them. New employees will be given priority. The respective district is responsible for the registration fee. The only thing the scholarship covers is mileage. There is \$600 available for scholarships. Their respective district will have to pick up the difference if the scholarship does not cover total mileage.

#### NEW BUSINESS

##### NORTHERN PLAINS REGIONAL MEETING

Jan gave a report on this meeting. They had a breakfast meeting and were desperate for officers. One of our members could have easily been elected. They have the same battles we do, apathy, people can't do anything, etc. They wanted an eight-year commitment for an officer. Our members that were in attendance didn't feel they could do that. Patty Traverso was appointed to take minutes for the meeting, as their secretary was not in attendance. Laurie Zeller told us that it is very evident that Montana Conservation districts are light years ahead in a lot of areas and are very progressive. Jan told us that the Yellowstone & Missouri Councils are the only ones in the nation. Laurie told us we should be very proud of our involvement. Jan reported that Debbie Bogar was very impressed with our involvement in helping put on the Regional meeting. Jan told us that Debbie said that at any other regional meeting they have never had people come up and ask if they could help. Jan also told the board that it wasn't just her but Patty and Pat helped out also. Jan recommends everyone try to attend the meeting next year in September at Casper, Wyoming. It is going to be a combined Northern Plains, Southwest Region and Northern Pacific meeting.

##### COMMON COMPUTING ENVIRONMENT UPDATE

DeAnna gave a report on the CCE. The USDA is providing the funds to purchase (1) mid-range desktop computer. If the district wants a lap-top or higher end computer they will have to pay for it. Every piece of software has to be okayed (certified) by USDA. USDA will retain ownership of the computers. DeAnna will keep working on getting information, etc. and will pass it along to us.

##### TRAINING PLAN FOR 2002 – 2003 OR 2004

The Directors will work on this keeping in mind some of the ideas that have been thrown out.

##### CD AUDIT INFORMATION – LAURIE ZELLER

There are so many little things CDs don't know so a CD Audit self-check list was devised. This is the 2<sup>nd</sup> draft form. It should be gone over with your board members.

AGENCY REPORTS

MACD – JAN FONTAINE

Jan reiterated that convention will be held November 14-16 in Missoula and that MACD is looking for a host for 2002. She would really like to see it held up in the northeast corner so if anyone can think of a place let her know. Jan would even be willing to come up and look.

Area meetings are coming up. Keep that in mind and work on any resolutions your board may be thinking of and get them to the host so they can be distributed.

DNRC – LAURIE ZELLER

The mill levy cap has been removed. We are not capped at 1.5 mills but are at a base rate. Our funding should not decrease. Everyone needs to keep an eye on this.

There being no further business to come before the Board, the meeting adjourned at 2:35.

Respectfully submitted,

*Pat Johnson*

Pat Johnson  
Secretary/Treasurer