

*Montana Association of Conservation Districts  
Employees Organization*



**ANNUAL SPRING EXECUTIVE BOARD MEETING**

JUNE 6, 2002  
Wingate Inn  
Helena, Montana

The Annual Spring Executive Board Meeting was held at the Wingate Inn in Helena on Thursday, June 6, 2002. The meeting was held in the afternoon of the second day of the MACD Spring Meeting to allow District employees to attend the workshop "Creating a Strong, Dynamic MACD" which was held Wednesday and Thursday morning. President Julie Goss called the meeting to order at 1:40 with everyone introducing themselves.

In attendance were: Jan Fontaine, MACD, Helena – In & out – attending MACD Meeting  
Laurie Zeller, DNRC, Helena  
Surprise Appearance: Dave White

AREA I Pat Johnson, Valley County CD, Glasgow (Sec/Treas)

AREA II Julie Goss, Richland County CD, Sidney (President)  
Kathy Sikorski, Little Beaver CD, Baker

AREA III Pat Anderson, Phillips CD, Malta  
Gloria Mason, Glacier County CD, Cut Bank  
Chi McCuin, Pondera County CD, Conrad  
Marlene Moon, Liberty County CD, Chester

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  
Karen Peterson, Granite CD, Philipsburg

AREA VI Chris Evans, Lewis & Clark CD, Helena (Vice-President)  
Amy Miller, Park CD, Livingston – In & out – attending MACD meeting

Each Area had a representative at the meeting. Julie asked if there needed to be any additions to the Agenda. There were none. Julie 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. Chris also stressed that the objective of the employees organization is to provide training where needed and/or requested.

MINUTES

Jean Dunn made a motion to approve the minutes of the November 14, 2001 Annual Fall Business Meeting. Chris Evans seconded the motion, motion carried.

TREASURER'S REPORT

Everyone took a few minutes to look over the treasurer's report. Chris Evans made a motion to accept the treasurer's report dated 6/04/02. Tami Kimball seconded the motion, motion carried and the financial report will be filed for audit.

### RAY LEDGERWOOD

Ray Ledgerwood, NACD Center for Leadership Services, had been invited to speak at our meeting after the MACD workshop.

There are three major functions of any successful organization:

1. Exert Influence
  - a. Internally – through the involvement of everyone
  - b. Externally
2. Obtaining and Sharing Information
3. Provide products and/or services that meet/exceed present and future needs of the Association.

It is important to spend time on these three. Ray also recommends a fourth function:

Operations: Ray considers this an important 4<sup>th</sup> element of an effective association.

Don't attack! This will drag the organization down. Try to be positive and upbeat. Look in the mirror! "IF IT IS TO BE, IT IS UP TO ME!"

It is important to have rules – Envision a program to meet/exceed needs.

### TRAINING COMMITTEE

Chris Evans reported that at the Fall Meeting it was decided the Training Committee would consist of all Area Directors. Unfortunately, this was not working out very well. The committee is not receiving much feedback.

There had been training sessions held on Documentation, Quickbooks and Dept. of Commerce reports. The sessions were held in Helena and Miles City. Between the two sessions, 41 Districts participated. The consensus was that it was a very informative session and more of this type was wanted.

Chris reported that there had been complaints that there was not enough training being offered. However, nobody is saying what they want training on. Chris proposed going back to a training committee. A Draft training survey was passed around. It was recommended that at least 4 people be on the Training Committee and they could meet via conference calls and email. Some members would like to see more individualized training.

A recommendation was made to send new employees to Helena for some training. The Training Committee will set the criteria for sending new employees to Helena.

The Training Committee will consist of Jean Dunn, Kathy Sikorski, Chi McCuin and Chris Evans. It was also recommended that when the training survey is finalized that it be sent out statewide.

### NEWSLETTER

Evelyn Kondelik is retiring and there are no volunteers to take over the newsletter. There was a recommendation to discontinue the newsletter. Instead of a newsletter each administrator will send out reports on their activities and copies of their monthly minutes.

### EMPLOYEE NOTEBOOK

Be sure you are keeping your employee notebook updated. It is important to have copies of the By-Laws, Code of Ethics and Grievance Procedure also included in your notebook.

HISTORIAN

There was a recommendation to abandon the historian position. After some discussion, Chris Evans made a motion to abandon the Historian position. Marlene Moon seconded the motion, motion carried.

OLD BUSINESS – CCE COMPUTERS, SOFTWARE

A conference call with Stan Hamilton and Dave Kascht was held to help answer some of the questions that had come up regarding the CCE computers that the Districts have. The intention of the CCE computers was to make sure all Districts have access to USDA information including MOffice, ArcView, digital photography, etc. The domain is exclusive to USDA/FSA to prevent accidental security problems. This is USDA's response to the Congressional mandate. The CCE computers are USDA property for the EXCLUSIVE USE OF THE DISTRICTS! It is the Districts' system to say who can or cannot use it. It is not up to NRCS or any other agency to just help themselves to the new computer without first checking with the District. The District does not have to give their password to anyone and the password can be changed at their request. However, it is important to remember that the system is not exclusively password protected. ArcView and Tookit training is definitely available to Districts. If dial up access were wanted then a separate modem would have to be purchased. Any software loaded on the computer must be approved for the CCE environment. Digital pictures can be loaded on the system at any time they are needed. The Windows XP license has been purchased and everyone will be upgraded to this. The goal is to be automatically updated over the network.

It was reported that Katie Alvin – Gallatin – would also be a good person to contact if you have any computer questions – she is quite the computer guru.

NEW BUSINESS

It was reported that Joni Sherman is leaving Roosevelt County CD to work exclusively for Dry Prairie Rural Water. She had been sharing her time between the two positions. A replacement will have to be picked to replace Joni as an Area Director. According to the By-Laws Area I picks Joni's replacement. There was some thought that maybe this rule should be changed? It was decided to appoint Jodi Pierson, Garfield County CD to replace her.

CD/NRCS partnership – NRCS Liaison: Julie had talked to Dave White about what we needed. Laurie Zeller recommends Dave Kascht as the NRCS Liaison. When Dave White put in an appearance at our meeting he was asked about the Liaison. He said he didn't have a problem with appointing Dave Kascht as our Liaison.

MACDEO Brochure: Julie Goss had worked up a brochure for the MACDEO. Unfortunately she forgot it at her office. Attempts had been made to have someone go into her computer and send it as an email but didn't have much success that way. She will send out the brochure when she returns to her office. Julie had sent it to Pat to look over. Pat reported that Julie had done an excellent job on the brochure.

MACD Convention: Chris had brought some information she had received on the Vigilante Players. Their cost is any where between \$1200 and \$1400 plus lodging and they have several different things they could do. One of the suggestions is to have the meal and entertainment in one, and charge more.

Chris said she could check into getting another Laurel Ovitt print for our raffle. Marlene will also check into obtaining something to use for our raffle. She will be meeting with her area on July 9<sup>th</sup> and will bring up the entertainment suggestion and raffle information.

Julie also suggested some kind of Mascot sale? Maybe have pins made up with "Empowering CD's" on it? Marlene and Chris will look into these things with Barb Berry being appointed chairman of the pins.

Marlene also recommended that the auction items be labeled and numbered if there is more than one provided.

Jan reported the convention would be held one week later than usual. It will be held during the third week of November at the Yogo Inn in Lewistown.

Training Needs: We are going to wait and see what kind of feedback is obtained from the training survey before this is addressed.

#### AGENCY REPORTS

Laurie Zeller reported that the Administrative Grants have been approved. They are looking at a new way to administer this grant funding. Some way to make it a little easier to review. Laurie is looking for some help on this. Julie volunteered to help with this.

There are going to be across the board cutbacks. There is hope that the 223 funds get cut and not the administrative grant funds.

310 Administrative money has been approved. These funds are to be used on anything related to 310's.

Laurie also reported that Warren Kellogg is moving back. This is a testament to what the Districts can do when they work together. Everyone should be proud of themselves.

Marlene brought up the fact that Jan provides a lot of help to the District Administrators. She made a motion that Jan be recognized for this at State Convention. Chris seconded the motion, motion carried UNANIMOUSLY. Julie will also let the MACD board know how much Jan's expertise is appreciated when she gives her MACDEO report.

Dave White put in a surprise appearance after he was finished at the MACD board meeting. He sat and visited with the administrators for approximately 45 minutes, introduced himself and answered some questions.

There being no further business to come before the Board, the meeting adjourned at 5:15.

Respectfully submitted,

*Pat Johnson*

Pat Johnson  
Secretary/Treasurer