

Montana Association of Conservation Districts  
Employees Organization



ANNUAL SPRING EXECUTIVE BOARD MEETING

JUNE 5, 2003

Red Lion Colonial Inn  
Helena, Montana

The Annual Spring Executive Board Meeting was held in Helena on Thursday, June 5, 2003 at the Red Lion Colonial Inn. The meeting was held in the morning of the second day of the MACD Spring Meeting to allow District employees to attend the meeting between NRCS State personnel and MACD which was held in the afternoon. There was also a 310 training workshop held all day Wednesday which was very well attended. President Julie Goss called the meeting to order at 8:55 a.m. with everyone introducing themselves.

In attendance were: Dave Kascht, NRCS Liaison  
Laurie Zeller, DNRC, Helena

AREA I Pat Johnson, Valley County CD, Glasgow (Director, Sec/Treas)  
Bobbi George, Daniels CD, Scobey, (Director)  
Lyn Guenther, Roosevelt CD, Culbertson

AREA II Julie Goss, Richland County CD, Sidney (Director, President)  
Renee Nelson, Wibaux CD, Wibaux, (Director)

AREA III Gloria Mason, Glacier County CD, Cut Bank, (Director)  
Pat Anderson, Phillips CD, Malta  
Chi McCuin, Pondera County CD, Conrad  
Shonny Nordlund, Fergus CD, Lewistown

AREA IV Barbara Berry, Stillwater CD, Columbus, (Director)  
Penny Landon, Carbon CD, Joliet, (Director)  
Tami Kimball, Rosebud CD, Forsyth

AREA V Jean Dunn, Green Mountain CD, Trout Creek, (Director)  
Karen Peterson, Granite CD, Philipsburg  
Julie Ralston, Bitterroot CD, Hamilton

AREA VI Chris Evans, Lewis & Clark CD, Helena (Director, Vice-President)  
Amy Miller, Park CD, Livingston (Director) – 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 and **encouraged** to attend and provide input. Pat also requested that when motions are made to please identify yourself.

MINUTES

Jean Dunn made a motion to approve the minutes of the November 22, 2002 Annual Fall Business Meeting as written. Barb Berry seconded the motion, motion carried.

### TREASURER'S REPORT

Scholarships for the 2002 State Convention were funded at 88% of original request instead of 70%. Nadine Armstrong, Meagher County CD, \$78.06; Pat Anderson, Phillips County CD, \$85.45; Pam Grubb, Hill County CD, \$109.21; Bobbi George, Daniels County CD., \$188.87; and Carol Watts, Custer County CD, \$138.12 for a total expenditure of \$599.71. Julie let Pat know that the line item NACDEA National Dues should read NACDEA Regional Dues not National. MACD paid \$800 towards convention entertainment and MSCA paid for Ryan Taylor's room. After everything had been totaled the EO ended up \$1506.99 to the good for convention income and expenses. A breakdown was attached to the financial report. The current budget only shows what is actually received/spent for the current fiscal year -- November 1, 2002 and October 31, 2003. Some of the income/expenses were documented on the previous fiscal years' financial report as that was when they were received/spent. A comment was made on only \$35 being received for Regional dues. Pat explained that is what had been received so far for the current fiscal year for dues. She also reported that Dave White had paid dues and joined our organization. The "Empowering Conservation Districts" pins that Barb had done by Montana Silversmiths cost the EO \$735 and over half of them have been sold already. Pat brought them with her so that if anyone wants to purchase one they can. The pins can be worn by anyone not just District employees, supervisors or MACD. Julie mentioned getting one for Lt. Gov. Karl Ohs. Jean Dunn made a motion to accept the treasurer's report dated 5/29/03. Bobbi George seconded the motion, motion carried and the financial report will be filed for audit.

### DAVE KASCHT- NRCS LIAISON

Dave reported that each NRCS Field Office will be receiving an Olympus C4000 (4MP) digital camera this summer. The camera will be available for District use. In addition, NRCS will be receiving a high-end GPS unit that will also be available for District use. The GPS units will be received later in the year. Training courses are usually planned 6 months in advance and District employees can attend any training course if space is available at no cost to the Districts' except travel. It is important to remember that not all courses are offered every year. There are also training courses available on-line for the Districts to utilize. There is an on-line course for the entire MSOffice Suite. Dave will contact Stan Hamilton about resending the email regarding the on-line training courses. He will also try to make sure Districts are notified in advance when and what training classes are offered by having either Laurie Zeller or Jan Fontaine forward the information on to us. Each district should have a Cooperative Working Agreement between the District and NRCS. The Agreement was originally written using a template. If you want the Agreement to be a bit more specific for your District an addendum can be done and attached to the original Working Agreement (such as the computer agreement). The NRCS D.C. is supposed to review this agreement with the District Board of Supervisors at least annually and preferably when the Asst. State Conservationist is in attendance. If you cannot find your Cooperative Working Agreement contact Dave and he will try to locate it for you and get you a copy. Dave also said that if you ever have a problem with anyone/anything in the Field Office you are supposed to talk to the Asst. State Conservationist for your Area. Dave said that the best way to contact him is through email. A thank-you was extended to Dave for keeping the districts so well informed.

Break

### ENVIROTHON – SHONNY NORDLUND

Shonny is the coordinator for Envirothon. There were 22 teams this year with 3 new ones – Chester, Joliet and Red Lodge. The Missoula Big Sky team won again. They are a very well prepared team. Shonny thinks they start working on the Envirothon at the beginning of the year. She also encourages all administrators to attend the Envirothon. This year's main problem was "Agricultural Land Conservation and Preservation". There is a web site if you want information: [www.montanaenvirothon.org](http://www.montanaenvirothon.org). The Missoula team will be leaving the end of July to compete in Maryland. There are competitors from 44 States and 7 provinces. Guam sends someone to observe but haven't competed as yet. Next years' competition will be held April 26<sup>th</sup> & 27<sup>th</sup>, 2004. Shonny handed out Envirothon t-shirts to everyone. Shonny also reported cuts were not made to the Envirothon.

Jan Fontaine had a break from her meeting so she stopped in to say hi and to see who would be staying for lunch.

CONVENTION

Chris did report that it had been brought up at convention to have a better way to introduce new administrators. It was suggested the Area Directors that are in attendance should take it upon themselves to help out the new administrators. Also, the new administrators should present themselves at the registration table. Gloria Mason reported that Area III has always done the auction at Convention but, the auction belongs to the MACDEO and as such other Areas should probably take over and help. Convention proceeds had already been covered under the treasurer's report.

OLD BUSINESSTRAINING PLANS

Julie reported that Chris Evans had sent out a synopsis of what was requested for training. There was supposed to be a GIS training in the fall but, Katie Alvin has resigned her position. Barb had brought in some info (Entre Info Systems, Billings) that she had been working on with Katie and Dave Kascht. Jean Dunn reported that Area V would like to have training on "GIS for Dummies" at the annual Area meeting. It was decided to table the GIS training until a later date when more information could be gathered. Chris suggested maybe having a mini training session at State Convention. Gloria suggested having a possible PowerPoint presentation. Barb asked if there was an option to have training on digital cameras or GIS which would be the most requested. Chris asked who would help with training. She cannot head it up at this time. Barb said she would do it if the training were on the digital camera. Chris would help, she just can't head it up. Shonny asked if there could be a training session on the digital camera and GPS unit. The only problem with this is the GPS units are not expected to be received in the field offices until later in the fall. It was finally decided to have the digital camera training during convention which Barb will coordinate with assistance from Chris.

ROLLING RIVER TRAILER

Dave Martin asked Julie Goss to remind the administrators that if they were interested in adopting the new rolling river trailer to please contact him. Julie did say that it is not a lot of work.

DONATION TO NCDEA SCHOLARSHIP ENDOWMENT FUND

The request for a donation to the NCDEA Scholarship Endowment Fund had been tabled at State Convention. There had been discussion about doing a donation in memory of Diane Jones. It was decided to table the decision again until Julie can find out where the money is going.

STATE TECHNICAL COMMITTEE REPRESENTATIVE

Julie announced that Kathy Sikorski, Little Beaver CD, is our representative on the State Technical Committee with Barb Berry as the alternate. This had been decided at convention. Barb did end up having to go to the first meeting as Kathy could not. Shonny asked if we had a vote. Yes, we are a voting member of the State Technical Committee. The meetings are open to anyone. Barb feels that the MACD Board should be complimented on allowing the EO to have a voting member on the Technical Committee. Barb did send out a report to everyone via email. Julie asked how long should our rep should be on the Committee. One suggestion was 2 years. The Technical Committee meets approximately 4 times a year. Jean also stated that if everyone is comfortable with the rep that we have perhaps we should just ask her to continue. There will be more discussion on this at state convention.

NEW BUSINESSELECTION OF OFFICERS

Julie reported that all officers are up for election and started out by asking for nominations for Secretary/Treasurer. Penny Landon nominated Pat Johnson. Tami Kimball seconded the nomination. Barb Berry made a motion to retain the current slate of officers (Julie Goss, President; Chris Evans, Vice-President; and Pat Johnson, Secretary/Treasurer). When this motion was made Julie was asked if she would take the office for another term and she did state that she would take the presidency for one more term. Shonny stated the current officers are doing a good job. Barb said that continuity is good and the directors can help with anything.

Penny and Tami withdrew their motion and a vote was taken on Barb's motion to retain the current slate of officers and everyone was unanimously reelected.

Pat then reminded everyone who the area directors are: Area I – Bobbi George and Pat Johnson; Area II – Renee Nelson and Julie Goss; Area III – Gloria Mason and Teresa Wilhelms; Area IV – Penny Landon and Barb Berry; Area V – Jean Dunn and Dave Brink and Area VI – Amy Miller and Chris Evans. Jean reported that Dave will be unable to continue as director as he will be changing jobs so the person with the next highest votes will take over his spot and that is Chris Malgren.

Shonny also reported that Sonia Silvan is the administrator for Chouteau County CD in addition to Big Sandy.

It had been requested that thank-you letters be written to Montana Silversmiths and Ryan Taylor. Pat reported she had done so on December 5, 2002. Pat had asked Montana Silversmiths if there would be a minimum amount to reorder the pins and was informed that no there wouldn't be.

Gloria suggested that the by-laws needed to be revisited. Especially with regards to dates for dues payments, minutes, elections, etc. Pat did think the dues payment date should be changed as the EO did elect to have their fiscal year as November 1 – October 31. There was more discussion on the deadline for the minutes. One suggestion was extend the time frame for the convention minutes to 45-60 days since there are so many holidays right after convention. After some more discussion, Jean then asked if the idea was to consider extending the due date for the minutes by 45 days. Jean also commented on how complete the minutes are. "They are incredibly complete and accurate." She is very impressed with the quality of the minutes. Jean asked if other than the dates if the by-laws do need to be reviewed. Chris then stated that she felt there should be a review committee especially with the complaints that have surfaced about things not being done according to the by-laws. Jean then stated that rather than vote on any changes now that a committee should be appointed and any changes should be brought up at state convention in November. Julie appointed Gloria, along with Chris and Pat, to the committee to go over the by-laws and come up with some suggestions on possible changes.

Pat then asked if the financial report was okay with everyone or did any changes need to be made to it. Gloria then said that she is not making any requests for herself but because of the changeover in administrators in other districts and have had difficulty reconciling their books she does have some suggestions being passed on through her. Gloria also reported that the accounting is great. But, she is wondering if there should be a team working on it to help Pat out. Pat then wanted to know "to help me do what?" Such as to have the treasurer (Pat) sign off on any funds received showing what she received and from whom. The person the funds were received from would sign off on the receipt in addition to Pat signing that the amount of funds received is correct. After some more discussion on this Gloria made a motion that a form be drawn up for this procedure. Barb seconded the motion, motion carried. Pat said she would create the form and would have it with her at convention. Another comment was that maybe an audit should probably be done. Laurie Zeller said that this is not mandatory. An audit would be cost-prohibitive for the EO. An audit could also be done at state convention by other members of the EO. Gloria thought an audit would also benefit Pat. Julie asked if an internal audit should be a part of the by-laws. Possibly one of the changes to the by-laws?

#### CONVENTION IDEAS

Julie asked if there were any ideas for convention. Area IV is having a meeting on June 18<sup>th</sup> and one of the items being discussed is convention. Some suggestions brought up for entertainment were a wine tasting or a social hour rather than someone coming in to "entertain" everyone. Since it is rare for everyone to get together it was thought that these would be a nice change of pace. Perhaps charge a cover charge? A social hour – maybe get some of it donated/a sponsor. Jean suggested maybe wine tasting/micro brewery and cheese and crackers with a cover charge. Maybe not have it at the hotel? Some of these ideas will be discussed at the Area IV meeting. The host area usually provides the raffle item. This will also be discussed at that meeting and they will come up with something. Julie suggested reminding new administrators about the auction items that are donated by each district in addition to the door prizes that are donated by each area.



AGENCY REPORTS

Laurie Zeller stated the RCAC committee approved reimbursing districts for administrator and supervisor travel and hotel rooms for the spring meeting. Laurie distributed forms for the administrators to fill out and reminded us that this will be a quick turnaround time. Requests have to be in her office not later than June 16<sup>th</sup>. Laurie also reported the Administrative Grants have been approved. There were no increases over last year and some districts received slight decreases. Contracts will be sent out for signatures. There were fewer applications received this year so there is a better allocation of administrative funds. Laurie also commented the new form made things so much easier this year. Bobbi and Pat stated they had made the form fit the page when they did theirs. Laurie liked that idea also. The 310 Funds have been approved (approximately 77.50/permit) and will be distributed shortly. These funds can be used for anything related to 310's. Julie asked if Laurie knew when the next RCAC meeting (223 grant review) was. The next one will probably be sometime in August. Not sure of the exact date.

Dave Kascht gave his report at the beginning of the meeting.

There was nobody in attendance to give an MACD report.

Julie reported the National EO organization is requesting a \$200 donation from each state. This would be in addition to the extra \$5 that we are sending to the Regional organization. Since there was no deadline for this request it was tabled until Julie can find out exactly what the money is going to be used for.

There being no further business to come before the Board, Bobbi made a motion the meeting be adjourned. Chris seconded the motion and the meeting adjourned at noon.

Respectfully submitted,

Pat Johnson

*Pat Johnson*

Secretary/Treasurer