

**MONTANA CONSERVATION DISTRICT EMPLOYEE ORGANIZATION (EO)**  
**SPRING MEETING**  
**Draft Minutes**  
**Tuesday, June 2, 2015**  
**1:00 p.m. – 2:08 p.m.**  
**Phone Conference**

**Welcome and Introductions:**

Tenlee Atchison (Cascade CD), Gail Cicon (Liberty CD), Julie Goss (Richland CD), Guelda Halverson (Sweet Grass CD), Mary Hendrix (McCone), Carie Hess (Petroleum CD), Jennifer Kenck (Hill CD), Belinda Knapton (Glacier CD), Tayna Lester (Stillwater), Dave Martin (DNRC), Marlene Moon (Toole CD), Renee Nelson (Wibaux), Kodie Olsen (Little Beaver), Melissa Opsahl (Sheridan CD), Julie Ralston (Bitterroot CD), Lacey Rasmussen (Meagher CD)

**EO Minutes:**

Renee Nelson moved to approve minutes from the March quarterly meeting. Tenlee Atchison seconded, motion carried.

**Financial Report:**

- Carrie Hess gave the financial report. Tenlee Atchison moved to approve the report. Julie Goss seconded, motion carried.
- Discussed holding an annual financial review. Carrie Hess will contact Judith Basin to see if its Associate Supervisor, who specializes in financial reviews, would be willing to conduct an annual review for the EO.

**EO Area Representatives Reports:**

Listed are a few of the many projects Conservation Districts are doing around the state:

- **Area 1:**
  - 1) Education Outreach, Range Camp
  - 2) Cover Crop Promotion and Tours
  - 3) Tree Planting Program
- **Area 2:**
  - 1) Tree Sales
  - 2) Soil Health Workshops
  - 3) AG & Conservation Tours for Urban educational outreach.
  - 4) School Conservation Programs
  - 5) No-till drill program.

- **Area 3:**
  - 1) Soil Health & Invasive Species Workshops
  - 2) Cover Crop Demonstration Tours
  - 3) Tree program
  - 4) Education Outreach: Fair Booth and AG Days
  - 5) No-till drill program
  - 6) Area Meeting
  - 7) Woman in AG
- **Area 4:**
  - 1) Working on several large grant projects
  - 2) Educational Outreach Programs
  - 3) Development of a Permissive Mill for Employee Health Benefits
  - 4) 310 permitting
- **Area 5:**
  - 1) Soil Health, Mob Grazing, Hey Save Your Hay Workshops
  - 2) Watershed Restoration Tours
  - 3) Grant Projects: Fuel Reduction, Irrigation, Invasive Aquatic Species, Weeds, etc...
  - 4) Area Meeting Planning
  - 5) State Convention Planning
  - 6) Envirothon Competition
  - 7) Youth Education Outreach: AG Days, Farm Fairs, Conservation Days, Watershed Trailer Presentations
  - 8) 310 Administration
  - 9) CD Admin Training: WordPress
- **Area 6:**
  - 1) New administrator training
  - 2) Soil health tours
  - 3) Tree Program
  - 4) Education Outreach
  - 5) Grant Projects
  - 6) Woman in AG
  - 7) 310 Administration

**Agency and Partnership Reports:**

No Reports

Old Business:

EO Display Boards:

- Dave Martin reported, 1) He is still working on the general CD display board pairing it down in size, but hopes to have it ready for final review at the EO training meeting. The area displays should be processed pretty quickly. 2) The DNRC is working on an electronic phone book.

Administrator and Supervisor of the Year Award:

- Carrie Hess reported: The ranking criteria and nomination forms for the Administrator and Supervisor of the year award will be sent out to the CDS on June 15<sup>th</sup>. Partners are encouraged to fill out the nominations. The nomination forms are to be returned by August 15<sup>th</sup>. All nominations will be sent to Laurie Zeller, DNRC, where a ranking committee will review and submit its recommendations by September 15<sup>th</sup>. The winners will be announced at the MACD State Convention in November. Winners will receive a coat from MACDEO. Kodie Olson asked if the cost of the coats were included in the EO's annual budget? Hess answered, "yes".

Administrator Training:

- Kodie Olsen reported, there are 34 administrators registered for the Administrator Training, June 9 & 10, 2015, Holiday Inn, Great Falls. Most of the administrators are from the eastern part of the state. She reminded everyone to bring their laptops. Topics will include QuickBooks, 310s, Grants, Liabilities and Workers Comp, Mill Levy. For those who do not want to attend the main topics there will be three breakout sessions scheduled: 1) Media and Outreach. 2) Working for a Board. 3) Education for Schools and Public. A Capacity Grant in the amount of \$3000.00 will help offset the cost of the training. Tenlee Atchison asked, if someone just wanted to attend one session, what would be the cost? Olsen answered, it would depend on whether they also wanted to stay for lunch or dinner, if that was the case, just the price of the meal.
- Carrie Hess reported, 17 Scholarships have been awarded for the Administrator Training.

New Business:

MACD State Convention:

- The EO Event scheduled at the MACD Convention in November will be planned by Area Five. Last November's Event cost the EO \$4851.00, \$1149.00 less than what was budgeted.

Total budgeted \$6000.00. The topic will be discussed during a conference call scheduled in August.

**Public Comment:**

**Other Business:**

- Discussed the CD Administrators website setup through MACD. The project is a work in progress, but any CD should be able to access the site and post events that will automatically go out to all the CDs. Contact Olson or MACD, if you are having difficulty accessing the site.
- Mary Hendrix, McCone CD, announced the Area 1 meeting scheduled for September 25, 2015, has been rescheduled for September 23, 2015.
- Discussed the possibility of a mandatory requirement that all CD's go to the state bar code budgetary accounting system.
- Discussed filing CD minutes with County Clerk and Recorders offices starting July 1<sup>st</sup>, 2015.

Carrie Hess moved to adjourn the meeting. Tenlee Atchison seconded, motion carried.

Meeting adjourned at 2:08p.m.