



Montana Conservation District Employee Organization

EO Board of Directors Meeting

October 16, 2024, 11:00 am

Via Zoom:

<https://us02web.zoom.us/j/87391658208?pwd=cGR6TE4yWENsbCsrckdqTFU3aGxsdz09>

11:00 am Call to order

- Roll Call

Board Directors Present:

Chris Evans (Area VI); Samantha Tappenbeck (Area V); Jess Fields (Area VI); Sandie LaVoy (Area IV); Diane Black (Area I); Julie Goss (Area II); Jackson Bramlette (Area III); Wendy Jones (Area IV);

Board Directors Absent:

Caitlen Wolff (Area II); Robbie Savelkoul (Area I); Tenlee Atchison (Area III);

- Review [Governance Calendar](#)

October 2024: Q-3 income statement; look at annual operational plan (don't have this in place yet, will review this time next year); financial statements

- Consent Agenda

- [EO Board Meeting Minutes 9/18/2024](#)

- Committee Meeting minutes

- [Governance Committee Notes](#)
- The Governance Committee recommends that the board approve the attached document "[Policies from Governance Committee 10/1/2024](#)"
- Finance Committee [Notes](#) and [draft changes](#)
- The Finance Committee approved a recommendation that the Board approve a policy outlining documents for the finance committee to review quarterly.

- The Finance Committee approved a recommendation for the board to review and approve the [financial and fundraising policy and procedure changes at](#) the November Board meeting.
- Recent Area Employee Meetings
 - [Area 6 Employee Meeting](#)

[Samantha motioned to approve the consent agenda. Julie seconded. All in favor. Motion carried.](#)

11:10 am Financial

- Financial report
 - [1st quarter](#)
 - [2nd quarter](#)
 - [3rd quarter](#)

Chris reviewed the statements of activity, financial position, and check details from Quarters 1, 2, and 3. Jess Fields made a “motion to approve the financial reports as presented.” Samantha Tappenbeck seconded. All in favor. Motion carried.

- Financial Updates-[Workmosis bid](#)

Don’t necessarily want them to be the day-to-day bookkeeper, but they thought they could do the quarterly reviews and reports moving forward. Submitted a bid with scope of work priced at \$200/quarter. Chris clarified the role of a treasurer vs. a bookkeeper, and that this would be an alternative to hiring a bookkeeper. Discussion about whether this would be overkill, but that the oversight from an outside party would be beneficial. Considered doing this annually prior to filing the 990, rather than quarterly. Will need to add a person or two to the finance committee to review, would come to a quarterly meeting of the EO board, and then they would come to the annual meet

Julie made a motion “that we move to an annual review by Workmosis at the year end.” Jackson seconded. All in favor. Motion carried.

11:25 am Agenda Items

- Treasurer Appointment

Julie Goss has stepped in to serve as the treasurer.

- Open Area Director Positions and updates
 - Area 2 (Julie Goss’ position): Julie will serve another year. Feels more time is needed for some of the administrators in Area 2.
 - Area 3 (Jackson Bramlette’s position): Jackson was re-elected

- Area 3 (Tenlee Atchison is stepping down): Rae Lynn Gilbert elected
- Area 5 (Kay Webb's open spot)
- Area 5 (Samantha Tappenbeck's position): Samantha will serve another year
- Area 6 (Chris Evans' position)-Chris Evans was re-elected

- Bank paperwork

Chris will need to restart the signature card process with Stockman Bank.

- Finance Committee and Governance Committee Meetings
 - Need additional members for those committees: Board members are obligated to serve on committees, if you don't elect to join one, you will be appointed to one
 - Samantha will serve on the Governance Committee, Diane will serve on Governance Committee
 - Sandi will serve on the Finance Committee; Robbie already serves on the Finance Committee
- Board member forms-Update
 - Missing forms from Diane, Jackson, Tenlee, Robbie
 - Samantha will resend the forms

- [HR Company possibility](#)

CPS HR Consulting has a branch that covers Montana and contracting available; Three levels of consultation packages varying by # of hours. Chris Evans and Steph Criswell are going to meet with CPS and discuss the needs of Montana CDs on 10/17/24. This would be covered by a grant, whether a direct contract between DNRC and this company, or a grant to MCDEO. They have all kinds of resources.

- [Strategic Framework](#)
 - Review of the strategic framework
 - [Review of everyone's comments](#)

Chris Evans reviewed comments and ideas submitted, additional feedback received, and incorporated into the draft strategic framework.

11:45 am Open Mic/other business

Wendy Jones asked for any updates about the MACD Convention. There may be a social event/gathering for the employees – this might be the Welcome Reception and Cascade CD Open House? The EO will get a cut of the Convention Auction. Chris did not offer to have anyone help

them at their table, MACD approached the Area 3 employees directly about that. MACD is not giving scholarship money for registrations. Chris said she could put together an email and send it out regarding travel scholarships for the MACD Convention but asked how we should structure the scholarship payments. Chris will check with Steph about whether we could use grant funds to cover some of that because much of Convention provides training. We should come up with a dollar amount in our budget that we are willing to provide in scholarships and add this to what (if anything) we can use from grant funds.

12:00 pm Adjournment

Julie made a motion "to adjourn". Wendy seconded. All in favor. Motion carried. The meeting was adjourned at 12:17pm.