

**MONTANA ASSOCIATION OF CONSERVATION  
DISTRICT EMPLOYEES ORGANIZATION**

Minutes to the Montana Association of Conservation District Employees Organization (MACDEO) Executive Committee. Meeting was held in Lewistown, Montana at the Fergus County Conservation District office on May 16, 1995. President, Diane Stephenson, called the meeting to order. The following is a list of Executive Officers in attendance:

Donna Burns, LaVerne Ivie, Charlotte Lewis, Kristi Schwartz, Sonia Silvan, Diane Stephenson, Jan Lovec, Patty Winchell, Mike Volesky, Laurie Zeller, Jeannie Miller, Dan Runnels

Kristi Schwartz made a motion to accept the minutes of the last meeting as written. LaVerne Ivie seconded the motion. Motion carried unopposed.

**Treasurers Report:**

**FINANCIAL STATEMENT  
March 1, 1995 - May 12, 1995**

<u>Beginning Balance</u>		\$ 1,398.00
<u>Income</u>		
Dues - 26 @ \$15	\$390.00	
<u>Ending Balance</u>		\$ 1,788.00
Obligated to Northern Plains Dues =		\$ 130.00
Obligated to Employees Awards =		\$ 600.00
<b>TOTAL SPENDABLE BY MACDEO</b>		<b>\$ 1,058.00</b>

Pegasus Gold has offered to donate \$100.00 each year towards the Employees Award Program. This money will be used towards plaques.

Secretary will be sending out membership forms. She will also be sending notices to new members showing what the organization does and why they should join, as well as members who have not renewed their membership. Names of new district employees will be supplied by MACD to Diane Stephenson for welcome letter.

### **Election of Officers:**

President	-	Diane Stephenson
Vice President	-	Kristi Schwartz
Secretary	-	Patty Winchell
Treasurer	-	Donna Burns
Newsletter Editor	-	LaVerne Ivie

Diane Stephenson or LaVerne Ivie will represent MACDEO at the Northern Plains Regional Meeting in Billings with Carlene Rosencranz, President of Northern Plains Regional District Employees Association. Diane will also get a report on how membership dues are spent. NPRDEO would like to have a representative from Montana, however, travel expenses was addressed. The MACDEO Executives decided not to have a representative this session, but will try to be represented in two years at the next change of officers. Secretary will be forwarding a letter to Carlene stating the above and noting that we hope to have representation in Las Vegas at the NACD Annual Convention.

### **Employee Award Program:**

Diane Stephenson will draft a letter to District Chairman by August 7th requesting nomination for District Employee Award. This letter will go out with self addressed stamped envelopes and returned to Diane by August 31st. She will distribute those to executive committee members for their area. The executives will then do follow-up with those chairmen. NRCS liaison will also be contacting district chairmen. A conference call will be set up for October 12th at 9:00 to discuss nominations. Advisors will be in on the conference call. The conference call will be set-up by DNRC or NRCS.

### **Education Capacity Building Supervisor Manuals:**

Kristi Schwartz updated the MACDEO executive members on the status of the manuals. Suggestion was made to contact the Education Capacity Building Committee to possibly work on an Employee's Handbook.

### **Workshop Ideas:**

The following ideas were presented: 1) Effective Speaking; 2) Grant Administration; 3) Surviving Audits; 4) District Employee Supervisor/Administrator Relations; and 5) Writing Resolutions. After much discussion it was decided to hold "Surviving An Audit" as a workshop at the MACD Convention in November in Great Falls. The following committee members will work on this workshop: Laurie Zeller, Charlotte Lewis, Diane Stephenson, and Kristi Schwartz.

Also, an idea was presented to MACD to hold District Employee, Supervisor and NRCS Liaison partnership workshops at the Convention. Writing Resolutions may be an item of topic for the 1995 Area Meetings.

**Money Making Ideas:**

MACDEO will provide badges to all district personnel and possibly NRCS at the cost of \$10.00 each. This will be available in magnet or pin style. More information will be provided in the MACD newsletter. LaVerne Ivie will be responsible for article and orders.

Barbara Berry, Stillwater Conservation District, will be contacted for raffle item. LaVerne Ivie will be responsible for raffle ticket distribution to area meetings.

Another idea for a possible money making project was compiling a booklet with speakers available for annual meetings, tour, etc. This booklet would contain name, address, topic, fee, etc.

**Utilizing Funds:**

Donna Burns made a motion to reimburse for bulk and project mailings. Motion was seconded by LaVerne Ivie. Motion carried. Kristi Schwartz will make an expense voucher to cover these reimbursements. Donna Burns has been authorized to pay expenses, then report on those expenses at the next meeting.

**President, Diane Stephenson** \_\_\_\_\_

**Secretary, Sonia Silvan** \_\_\_\_\_