

**MWCA Board of Directors Late Fall Board Meeting
Cascade County Weed District – Great Falls
November 10, 2005**

Old Business

September Minutes- *Bob asked for a motion to approve the minutes. So moved by John Moodry, Ellen Engstedt seconded, and all were in favor.*

Mutual Fund & CD update – Margie reviewed the financials and reported that the working team decided to keep the mutual fund active. Becky and Dave Burch stated that they would be looking into other options with the Barb Mullin Fund such as scholarships to keep the fund active.

Assessment Committee Update – Jerry reported that the committee had met on Nov 8th with Terry Profota and reviewed the mission and the goals to achieve the mission. The committee has identified five components of moving forward with the organizational improvements: to develop a strategic plan, an operational plan, position expectations, training and development opportunities for the board, and develop a policy manual. Three working groups will be formed: one to address the strategic plan and operational plan, one for position expectations and board development, and one to deal with developing a policy manual. All members of the assessment committee felt very strongly that policies and a strategic and operational plan will be key to moving this organization forward. Bob asked to form working groups of five with one member of the executive committee and one member of the assessment committee to serve on each of these working groups. A sign up sheet was passed around.

06 Annual Convention- Scott and Becky reviewed the agenda for the annual convention, which is a work in progress. The agenda is on the website and is updated regularly. Late registration will be the Saturday prior to the event.

Full Time Secretary Proposal – Margie reviewed the finances that were requested by the board at the Columbus meeting. She asked to take out the additional income so it more accurately reflects what the association can choose. The Zero Spread Campaign and a Trust Fund grant would be supplementary to this position if it is formed. Scott added that the additional income is very conservative and doable and to factor that into the equation. He also felt that this was the appropriate time to move ahead with the funding of this position. Ellen felt that to hire a person, an organization needs to have enough carry-over to cover an entire year in extra expenses. Amy said the SE area has concerns over where the office is located – needs to be more centralized. Ellen feels that the location isn't quite as crucial with today's technology abilities. Bob reiterated that this is an 18-month commitment. Jim Larsen asked about the assessment committee and the partnership with the executive secretary. Was the assessment committee drafting job duties for the secretary? Steve responded that the assessment committee was strictly formed to provide recommendations to the board and had no authority to set policy. Jerry Marks felt that a time commitment be put in place regarding the expectations of the

organizational structure and the duties of the secretary. Dave Burch discussed some of the other opportunities in funding and partnerships that are out there and the time is right to make this move right now. He discussed previous history: the MWCA has achieved what it set out to do – to get programs going and work with agencies to get the weed programs in place. Now the time has come for change and the MWCA is at a point where education is needed for this organization to grow and it will take a full time person to achieve the educational goals and vision that we are looking at. Scott discussed his first priority as president was to get this organizational structure finalized in his tenure; priorities are changing and we should be the networking, and a timeframe will be written into the contract. Kim asked questions about the grant proposal and questioned the policies surrounding the hiring of a person were in place. She felt the job description, as written right now, is not following proper procedure. Jim Freeman also reiterated that with this substantial salary that we need to open this up statewide or we may be opening ourselves up for problems. Dave Burch asked if nonprofits have to be put out statewide – Ellen said they didn't. Ellen stated that the board of directors was contracting with an individual and this wasn't the same process as a governmental entity. It is perfectly legitimate for the board to make this decision. Jennifer Cramer asked about appropriations from the federal level and is the “Zero Spread Campaign money guaranteed? Scott answered that Dave White has the allocations in place right now to pursue the continuation of the campaign. Kim Goodwin asked about the matching funds in the grant and Bob stated the Zero Spread and the grant will come into play later. The “Zero Spread Campaign” was again briefly overviewed. Paul Wick stated that there would be some risk associated with this, but the risk was small in comparison to the benefits that would be reaped. Jerry had concerns over whether other programs would be cut and if they would suffer because we were allocating so much funding towards the secretary position? Margie replied that the budget is always a work in progress and it is hard to budget for committees and projects that don't always factor in when the budget is put together. Amy stated that the very conservative figures were not really realistic because we should be able to assume that there would be increased funding associated with the full time position- the current proposal was dealing with “worst-case” scenarios. Scott restated the proposal: we are proposing to the board to support and approve the process of hiring a full time staff person through fiscal year 2007 with a committee set up for evaluations and review by a working group. Steve wanted to be assured that the job description would be in alignment with the assessment committee's recommendations. Margie let everyone know that the job description has not been adopted. Jim clarified that we are proposing hiring someone now and the committee will draft the job description. ***Dave Brink motioned that we hire someone full time for the association and Amy Adler seconded. 13 were in favor and 2 were opposed. The motion was approved.*** Dave brought up the point that we need to be specific about the person being hired. The supervision and authority lies within the board and the executive committee has all of the powers of the board between board meetings. ***John Moodry motioned that the MWCA hire Becky Kington to fill this full time secretary position and Dale Butori seconded. Bob suggested we amend the motion. Jim also made suggestions to develop an appropriate job description and contract. John moved to offer the position to Becky contingent on development of job description and contract approval by BOD.*** The executive committee and Ellen Engstedt would be the working group to determine these. ***Jennifer Cramer seconded. All were in favor.***

Zero Spread Campaign Proposal – Members of the working group, consisting of members with NRCS, SNWEAC, and MWCA met on October 28 to discuss the possibility of the MWCA partnering with NRCS to take on the “Zero Spread Campaign”. John reiterated that we are not taking on any contractual obligations from the current campaign. We will be working together to come up with a draft proposal for our match with the Zero Spread pending board approval. A working group will be established as soon as possible in order to begin work on a Trust Fund proposal. Jim Freeman stated we will have to be looking at other partners in case this Trust Fund proposal does not come to fruition. Dave Burch agreed. He felt it would be supported, but that we have to look at alternate partnerships. Dan Williams felt that DOT might be a possible partner in this too. *Amy Adler motioned that we proceed with working with NRCS to partner with the Zero Spread Campaign. Dave Brink seconded and all were in favor.* The same working group would be involved.

Promotion and Fund Raising for the NWTF- Scott reported that there was dialog with Dave White to discuss a possible contribution agreement with NRCS and the Trust Fund to place some funding in the Trust Fund. Scott will be on the agenda with the Montana Weed Summit committee in January to discuss fund raising opportunities for the Trust Fund. Steve asked if this project took money away from something already on the ground, and where were we at with previous Congressional requests? Dave Burch reported that we haven’t been successful with federal funding and that is why we were looking towards different funding. Scott was working on creating a foundation and funding for this purpose. Ellen asked about Forest Service involvement and Dave informed her of the cooperative forestry grants within the Trust Fund. Ellen said she would pursue looking into funding from the Forest Service. Jim Larson felt we needed to make sure other groups were in support of what we are doing. We need to coordinate and collaborate with other groups, especially in conjunction with the DC trip.

MWCA Brochure update- Kim reported that she worked with the brochure committee to increase membership and strengthen the association. She presented the brochures to the board. She reviewed the marketing plan that John Moodry and herself had drafted. Kim was appointed to the “Zero Spread Campaign” working group. We printed 10,000 and today, have 2,500 to give out to the board. Becky commented that she would like to see a marketing group formed to send out brochures and that sending 100 to each county weed coordinator may not be the best way to get those out. *Steve suggested the MWCA send a letter to Kim’s supervisor about her dedication and work for the MWCA, and to award her with a Certificate of Merit. All were in favor.* John Moodry suggested sending out one letter with a copy of the brochure to all conservation districts.

MWCA Affiliation with other organizations- Becky stated that she had asked for input from the board on whom we should be affiliated with either through memberships, donations or sponsorships. Dave Burch suggested we see who would be interested in swapping memberships with us. Becky would look into that. She then asked how to handle the events or publications that solicit donations or sponsorships. Discussion followed on non-monetary support (e.g. booth space, promotion, advertising, and

marketing) and the feasibility thereof. Networking between these varied groups was seen as an important venue for promotion of the MWCA. The marketing committee will look into alternative avenues of promotion for this organization.

07 Annual Convention update – John reviewed the logistics of the 2007 annual convention to be held in Helena at the Colonial Inn, January 16 – 18, 2007.

New Business

MWCA Education Committee update – Marijka reported that the education committee met on October 25th in Deer Lodge. She passed out the “Death by Lecture” registration forms. She explained a little about the workshop and expressed needs of the presenters to have sample materials from weed entities. She encouraged everyone to get registered for the workshop. The education committee also talked about writing a NWTF grant for a K-12 weed publication for teachers in MT. The handbook would be user friendly and applicable to state standards. The grant will be sponsored through Missoula County for these first few years. Carla stated that this would fit very well with other activities that are going on, and her campaign was writing a letter of support. Amy suggested looking into cashing one of the CDs and Margie felt it wasn’t necessary at this point. Marijka asked for \$2,000 to match this grant from the MWCA. ***Dave Brink moved to support the education grant with funding obligations to be determined at a later date. Seconded by Jennifer Cramer. All were in favor.***

MNA Convention Report – Marijka, Jerry and Bob attended the Montana Nonprofit Association Convention in Missoula. Marijka attended a workshop on fund raising and non-federal grant opportunities. She also attended a marketing workshop and learned a lot. Jerry reported that this year’s conference was very well attended. Jerry also commented on the grant workshop and that the speaker really gave a lot of information. He also felt the marketing class was great. Bob attended the workshops on boards and while we are very different from most nonprofits, a lot was learned. There was a great deal of networking, and Bob was appointed to the MNA Public Policy board. Bob also feels our group will benefit greatly from this organization.

Review current financials- Margie went over the P & L – She asked for a proposed ratification of the budget in adding the additional \$5,000. ***John motioned that we increase the line item under promotions \$5,763.00. Seconded by Jerry Marks and all were in favor.*** Margie then asked for ratification of the budget for the full time position \$17,838.75 under secretary salary and other benefits associated with that position. ***Scott motioned to approve the costs of the additional salary and benefits in the amount of \$17,838.75 for the full time position. Amy Adler seconded the motion. All were in favor.*** Carla also reminded the board of the financial commitment to memberships generated by the Zero Spread Campaign going to the SNWEAC. John Moodry stated the need to show the \$1,000 donated by the National Bison Range several years ago on the budget towards a full time position within the MWCA.

Review all MWCA Trust Fund Grant Proposals – Scott reported that the Salt Cedar Headwaters Coalition will be putting in a grant for \$3,000 to the Trust Fund to help Celestine write the plan for that coalition. Administration fee will be going to the MWCA. *Margie motioned we house the Headwaters Grant for \$3,000. Seconded by Jim Larson and all were in favor.* Becky presented the secretary proposal grant and received suggestions from the board on rewording where necessary. *Amy motioned to approve submitting the secretary proposal to the Trust Fund and Scott seconded. All were in favor.*

Awards & Elected positions update- Margie reported on the awards meeting held on November 9th in Great Falls and about 12 people showed up. Several letters of nominations were submitted and nominees were chosen for every category. John reviewed the list of nominees for elected positions, who had accepted and who had declined: VP – Jennifer Cramer and Jim Ghekeire, Treasurer- Amy Adler & Margie Edsall, Legislative Rep – Diane Rice, Forestry Rep – Ellen Engstedt, MACo Rep – Dave Schulz & Garth Haugland, Ag Rep – Steve Saunders, Terry Turner, & Carol Sparks, Member-at-Large – Kim Goodwin, Brian Ostwald, David Rickett. Nominations would stay open until the annual convention, where nominations from the floor could be submitted.

Washington DC nominations update – John reported that we decide who to send back to D.C. for Weed Awareness Week on February 6 – March 3: John asked for nominations. Because of continuity, *Amy Adler nominated Scott Bockness and John Moodry to attend weed awareness week in D.C. Motion seconded by Brink. All were in favor.* Carla asked if the MWCA would like to include documents in the mailing that will go in packets for all attendees at that conference. It was agreed there should be.

Other Board Business-

Amy asked about the Trust Fund Area Council positions and where we were at with those. Dave Burch replied that they did not have an Eastern Area Rep yet, and none of the council members have been appointed yet. There had been five names submitted from the supervisor support committee to the MDA for that position. Director Peterson would like to leave the council the way it is, as told to Burch. They will be staying with term limits as established previously. Six-year terms are in place now.

Marijka reported that we will once again be holding a silent auction at the annual convention and items will be placed on vendor tables for display. She asked that everyone submit a silent auction item and get them (or at least a description of them) to Jason Smith who is chairing the committee.

Dan Williams reported that the MDOT will be letting contracts with more counties and alfalfa and sweet clover will no longer be promoted on the highways. He presented photos of the highway spray truck that has been built for this purpose. Post –construction restoration work will be discussed at future meetings. Setting aside \$25,000 for each of the trucks and funding won't be taken away from current programs. Herbicide allocations to the counties had been increased. MDOT has work-zone highway signs available for

counties. John Moodry asked for information of where bio-control will be released on the right of ways.

Bob asked for help in trying to get FWP representation here at our meetings. Ellen, Bob and Dan would all be soliciting a representative from FWP.

The Biocontrol Committee is sending out a survey concerning bio-control issues for their strategic planning.

Bob asked Kim and Jennifer to send brochures to Ken Babcock to give out at the booth at Richland County Ag Appreciation Days.

Meeting was adjourned at 2:23