

**MWCA Spring Board Meeting
March 16 & 17, 2010
Bozeman Holiday Inn**

Minutes

Tuesday, March 16

10 a.m. – noon – Review Board surveys & MWCA Structure discussion with guest facilitator Terry Profota. Paul opened the meeting at 10:05 a.m. and asked the board to review the survey results, Terry then went around the table and asked the board for their top concerns. These concerns included:

Board Responsiveness

**Unclear expectations

Value diversity on the board

Involving more people in doing work

Feed back- improved,

10 weed coordinators, where are others?

Are we really diverse?

Time for board management

Who is our audience?

Less tweaking of infrastructure

Unclear perception of who the organization is for?

if board okay, time limits & engagement

Concerns over board's perception of what we do regarding membership drives

How do we make board membership doable?

No need for Ed Committee chair- mission or structure?

Too much expectation for board volunteers

Question term limits

How do we get folks involved

% of board engaged?

Balance? MWCA involvement and agency expectation

Inputs –vs- outcome

Board role with staff

Terry discussed audience and board expectations, public perception, board role with staff. She discussed board duties: conflict of interest, duty of care and duty of obedience, responsibility to look at the organizations 990 form. If there is a conflict, the person should abstain and it should be noted in the minutes.

Board members should have time and passion for the cause.

When you agree to be a board member, you agree to being a leader (influencing), to governance, to architecture, to management and to be a highly engaged volunteer. Terry reviewed the basic requirements of a board member:

Leadership –ensures there is a good strategic plan, defines audience, implements mission, responsible for culture and values, promote the organization.

Governance- involves structure- take strategic plan and ask what systems do we need in place and how do we do it? It is the board member's job to look at and know the budget, the policies, the bylaws, committee structure and involvement and a fair evaluation system for the E.D.

Stewardship- going through budget, ED expectations, monitoring the strategic plan and organizations' objectives, making sure employees are on track, etc.

Management – board members need to manage themselves- the board needs to address absentee members, recruitment, nomination committee, board development and training, etc.

Highly Engaged Volunteer – what do we as board members do to help facilitate the strategic plan and help the staff achieve objectives. If someone off the street can do a job for the organization, it is not a board job.

Executive committee, finance committee and governance committee have to keep minutes of meetings by state law.

At a strategic planning meeting, you bring the stake holders in and once the plan is finalized, the staff is given the plan to implement. Work groups can be established to take on these work plans. After discussion, the following topics rated high:

- Look at criteria for board members and committees
- Determine audience? Membership?
- Help for governance/nominating committee
- Create 1 page document that explains board roles for potential members
- Look at structure?

Terry will work with the executive committee and staff to discuss where to move from here. A plan will be devised from there.

Winter board minutes approved – Amy Adler received first, Mike Miller received second and Dave Burch received third for the winter minutes contest. ***Jack motioned to accept the winter minutes, Jim Gordon seconded and Dave Brink called for question. All were in favor.***

Review of current financials- Judie Tilman and Becky Kington reviewed the current financials and asked if there were any questions. Seeing none, ***Lisa Surber motioned to accept and Gary Olsen seconded, Jack called for question and all were in favor.***

2010 Convention overview- Paul Wick reported that we had a successful conference and while expenses were a little higher than expected, the turnout of 332 participants helped offset those costs. There was a complaint from a commercial applicator about lack of resources and lack of focus for commercial applicators, and Jim Gordon volunteered to work with them to obtain their involvement and gather input. Jim Gordon also reported that the vendor strand went really well. Becky reviewed the post meeting comments from the 2010 conference:

- More timing needed between strands
- MDA table better manned?
- Moderator needed for all general sessions (including welcome session)
- Microphones needed for every speaker
- Timing flash cards for moderators
- Plan for afternoon break
- 45 minute sessions needed :30 min to speak, 10 min for Q & A and 5 min to pass between sessions
- Vendors need their own room
- Possibly just list awards next year
- Awards nomination process changed
- More descriptive awards criteria needed
- Have a semi-formal or black tie banquet dinner (start a tradition?)
- Mention past Barb Mullin award recipients
- Next year's entertainment be comedian or a casino night – we need to change it up

2011 Convention Update – Kellieann Morris and Becky Kington reported on the planning process for the 2011 conference was going well. Becky proposed a speaker policy, but several suggestions and amendments were made. She would present a revised speaker policy at the August webinar. Kellieann also reported that the

committee felt we needed more professionalism, we were working on entertainment options, we had discussed theme and Becky reported that the committee was working through webinars to accomplish the goals and the final webinar for spring would be held in April.

Grants update – Becky reported all grants were closed with the exception of the IWM grant, which will close out soon. This grant was for the Montana Natural Heritage Program to work to find answers to Montana's lack of mapping problem. They are gathering data and information from weed managers in Montana to try to find out a way to devise a mapping program that will work.

Of the three 2010 trust fund grants the MWCA put in for, the weed ID book grant was funded and 20K books will be printed in April or May. The price of those books had to be increased to \$2 each due to unexpected complications in printing and bids. The weed board/commissioner training grant was tentatively funded, but funding was postponed until summer and the success story grant was tossed out as MDA will work within their budget with the MWCA to hire journalists to write stories for professional use. Dave Burch reported that the reporting dates have been changed for Trust Fund grants. Grants will close on October 31 and reports are due November 15.

Trust Fund Grants- Dave Burch reported that 96 grants were funded (15 were not funded), 12 research grants were funded, 15 education grants were funded and 69 local coops were funded for a total of 1.9+ million. Previously, 25% of TF grants have to be used for non-herbicide projects, and even though that policy dropped through the cracks, the TF has really kept the policy in place. Bob Bushnell has termed out (sportsmen and recreation) as has Mack Cole (member-at large). Dave was accepting letters of nomination for those positions. There were questions about the make-up of the council and Dave explained who the current voting and advisory members were.

State listing update- Dave Burch reported on the Russian Olive status- the Governor has taken Russian Olive out of the newly proposed state listed noxious weed list due to a county complaint. MT Dept of Ag has sent a letter to commissioners and weed districts asking for input about this particular listing. So far, the response has been poor; he has only received 9 replies and letters were sent out in February. Several coordinators reported they did not receive that letter, so Dave will work to get that letter re-issued.

Weed Act review update – Dave Burch reported that there really hasn't been any movement yet to devise a committee to get together to review the weed act. He explained the proposed make-up of this committee and will begin working on this project soon.

MWCA Youth Chapter – Becky explained that she had proposed an MWCA youth chapter with the Whitehall War on Weeds group. There were seven students very engaged and excited about becoming members at a \$10 rate and they would be putting together their goals and objectives which now included writing to the Governor, OPI, and Missoula County Weed District to recommend the kNOW Weeds curriculum be put into state standards, to work with other HS groups around the state involved in bio-control and weed management, and of course, to be involved in our annual conference. Carla Hoopes and Gary Olsen suggested we check into liability issues regarding children. Todd may need to be the adult liaison of that group or we may need permission slips.

Review MWCA Strategic plan – Becky reviewed the history of the strategic plan and how it was developed. Lisa Surber asked about adding the public policy to the plan and there were some questions regarding the current wording, but by and large the group felt comfortable leaving the strategic plan as it is until we have to revamp it in 2011- 2012. ***Dave Burch recommended we keep this plan fresh in board members' minds by continuing to have it present at all board meetings.*** Dan Dobler asked the reason for having a date on the plan, and Becky explained that at the time, the board didn't want to have to review a strategic plan every year, and if the time line was too long, there might be too much change to deal with.

Staff updates – Diana reported on her job and that the website is really keeping her busy, which is a good thing- there is a lot of traffic so the site so it is apparent that it is interesting to folks. Becky has been busy planning spring training and getting the directory completed. It has just been a busy spring.

E-notes discussion –Diana reported that E-notes are being sent out to the membership that with email and only 171 people are opening that. The staff asked the board if it is worth the time to continue this form of communication. The board by and large felt we should continue with the E-notes as it was too early after 3 issues to discontinue. It was felt that readership would grow.

Paul Wick called for the meeting to recess on Tuesday, March 16 at 4:30 p.m.

Paul Wick called the meeting to order on Wednesday, March 17 at 8:10 a.m.

ED Evaluation – Paul asked the board to fill out the Executive Director evaluation and they were handed back to Paul.

Eastern spring Coordinator Training Proposal – Jim Gordon explained a little about a meeting that was held in January in Lewistown for eastern coordinators and that eastern coordinators were proposing a coordinator training in the east in addition to one in the west. Amy Adler suggested if there is an eastern training, that because of part time employees in the east, it might have to be later in the spring to bring those individuals on board. Board concerns included agenda items being different, if trainings differ, will that create heartburn for coordinators, how will this proposal help the eastern/western issues we have, and can agencies logistically travel to both trainings? The proposal is being requested for at least a two-year trial period and coordinators would have the option of attending one or both of the trainings. Feedback included that agency folks would appreciate the two choices, to leave eastern/western terminology out of titles, the evaluation process needs to be a consensus-based evaluation, and technology might be able to help with some of the business/logistical issues. ***Gary Olsen motioned we accept the proposal for an additional coordinator training and Jack Eddie seconded. Jim Gordon called for question. All were in favor of the proposal. Motion passes.***

Yearly objectives - Becky presented the 2009 objectives of the board, president, staff and committees and asked representatives to identify completion of those goals and objectives. Most of the goals and objectives were met over the course of the year. Becky then asked the board to identify objectives for the upcoming year. ***The 2010 board objectives will be:***

- 1.) Promoting the MWCA
 - a. Each Board member will submit their own individual goal for promoting the MWCA and evaluate themselves at the end of year.
- 2.) Strengthen Board knowledge about MWCA
 - a. Develop webinar for board member orientation for new (and any interested) board members.
 - b. Staff and board will develop a check-list of materials each board member should be familiar with and where they are located (i.e. by-laws, 990 forms, policies, etc).
 - c. Form workgroup to identify “advisory board members” role on the BoD. The workgroup members are: Mike Miller (chair), Paul Wick, Steve Shelly, Carla Hoopes, Dan Dobler, John Simmons, Dave Burch, Jack Eddie, Kelliann Morris.
- 3.) Strengthen Board Development/Nomination Committee
 - a. Work with Terry Profota and staff to develop training and objectives for this committee
- 4.) Identify Audience
 - a. Education Committee and all committee chairs will review the 1994 survey identifying audience of original SNWAEC project

Presidential objectives: Paul discussed the specific items from his distributed list of goals:

- Working with ED and staff to make the most of current technology (i.e. webinars, Enotes)
- Cost-effective and fiscally conservative
- Bring current projects to fruition (i.e. EDRR, statewide mapping, enhance partnerships in education groups)
- Participate in and encourage IWM Committee work/projects

Staff objectives: Becky presented staff goals:

- a. Create and conduct an orientation webinar for board members
- b. Create a check list for all board members in regards to materials to help them be a better informed board member
- c. Help nomination committee in gaining clarification
- d. Finalize an emergency back-up system for staff and organization
- e. Gather and produce success stories

Committee goals will be developed in the coming weeks and submitted to Becky thereafter.

At the completion of the discussion, Becky asked the board if they were okay if in future meetings, basic housekeeping items were not discussed unless there were questions (as board members received all information in their packets) and that discussion items focus more on objectives, strategic planning and governance issues. The board overwhelmingly felt this was a good idea.

2010 – 11 Budget

Judie reviewed the current budget and it is not in balance by \$9K. Amy suggested that our membership really needs to help sell raffle tickets so they can continue to reap the benefits offered by the Association. Kelliann pitched a proposal to include to the raffle an all inclusive paid trip. **Jack Eddie motioned to offer an ATV and a trip and produce 3,000 tickets for estimated revenue of \$25,000 and expenses of \$9K (the budget) at \$10 per ticket. Jim Gordon seconded the motion. Gary Olsen called for question. All were in favor.**

Diana reviewed the webinar process and the expenses associated with them. She also pitched an idea for the capital giving campaign. The board was not supportive of that idea. **Jim Gordon motioned we raise annual conference dues to \$175 for member registration and Jack Eddie seconded the motion. 12 in favor and 2 opposed. Motion passes. Dave Brink motioned we approve the budget with changes and Amy Adler seconded the motion. Jack called for question. All were in favor.**

Other business

Amy Adler reported on the MACo Ag Committee – she had been to a couple of meetings and she had worked with that committee on the Russian Olive issue. She would be providing a report in the Spring Weed Times.

Carla Hoopes reminded everyone of her executive meeting on Thursday, March 18 in Helena and invited the board to attend.

Jane Mangold reminded everyone of the Eastern and Western EDRR workshops and Diana added that the flyers were on the website.

Mike Miller reported that contractors or counties with contractors were going to be required to submit cover sheets with their bids. He asked for input from weed managers for more input on the details.

Dave Burch reported Oct 19 & 20 for invasive species summit in Helena which will be tailored after the Rocky Mountain Summit and the Montana weed Summit at the annual conference in Billings in 2009. An agenda will be forth coming.

Amy asked for area reps to meet immediately following the board meeting and she reviewed what she would be reporting to MACo and asked Paul if he wanted to review the report before she submitted it to the Ag Committee. He stated that he would.

Jim Gordon motioned the meeting be adjourned, Jack seconded and all were in favor. Paul adjourned the meeting at 12:20.