

**MEETING MINUTES**

<b>Meeting/ Project Name:</b>	MWCA BOARD OF DIRECTORS		
<b>Date of Meeting:</b>	JUNE 12, 2017	<b>Time:</b>	11:00 AM - 12:30 PM
<b>Minutes Prepared By:</b>	BECKY KINGTON	<b>Location:</b>	WEBINAR
<b>1. Meeting Objective</b>			
2017 MWCA Budget Meeting			
<b>2. Attendees</b>			
Amber Burch, Dave Burch, Clay Petersen, Jane Mangold, Judith Anne Vincent, Mike Miller, Monica Pokorny, Kellieann Morris, Christy Schram, Rachel Frost, Norma Borgstrom, Jesse Scott, Stone Tihista, Gary Adams, Shantell Frame-Martin and Becky Kington. Guest Pam Schwend			
<b>3. Agenda and Notes, Decisions, Issues</b>			
<b>Topic</b>	<b>Discussion</b>		
<b>Call to Order</b>	Amber called the meeting to order at 11:06 AM		
<b>2017 April BOD minutes</b>	<p><b>MOTION 1</b>            Stone Tihista moved to approve the minutes as corrected.            Jesse Scott seconded.            Motion carried unanimously.</p>		
<b>Education Work Group Recommendations</b>	<p>The education committee/work group recommended the education work group contribute \$2,000 to become a funding partner of the MT Noxious Weed Education Campaign</p> <p><b>MOTION 2</b>            Stone Tihista moved to approve the MWCA become a funding partner of the MNWEC and contribute \$2,000 for the year.            Jesse Scott seconded.            Motion carried unanimously.</p> <p>The education work group also recommended a name change for the group in order to allieviate confusion between the two groups.</p> <p><b>MOTION 3</b>            Kellieann Morris moved the name of the education work group be changed to the MWCA special projects work group and it will stay a restricted account fund.            Rachel Frost seconded.            Motion carried unaminously.</p>		

<p><b>Finance Committee Recommendations</b></p>	<p>The finance committee met on April 27<sup>th</sup> and proposed the following recommendations to the board:</p> <ol style="list-style-type: none"> <li>1. The 990 IRS taxes will be signed by an officer and not the E.D.</li> <li>2. MWCA to hire Wendy Weissman to reconcile the books (checking and credit cards)</li> <li>3. Create a new bank account somewhere other than Stockman Bank to re-distribute our funds as we have reached our limit of insured funds or insure the funds we do have.</li> <li>4. Establish a reporting pay period of the 25<sup>th</sup> to the 24<sup>th</sup> of each month for staff rather than a month's end (payday is the last day of the month).</li> <li>5. Move \$90,000 (roughly 1/3 of current balance in checking and saving) to reserve fund (savings) at another bank and research a line of credit for emergency use only.</li> <li>6. Pay off MWCA pickup out of reserves.</li> </ol> <p><b>MOTION 4</b>  Judith Anne Vincent moved to accept the recommendations made by the Finance Committee.  Kellieann Morris seconded.  Motion carried unanimously.</p>
<p><b>Staff Wages &amp; Evaluations</b></p>	<p>Amber has had very few responses back from the executive committee or the board regarding Becky's evaluation. At the time of this meeting, she had nothing to report. Kellieann requested that upon the final ED evaluation and consideration of the MNA Wage and Salary report that the board look at an increase retroactive to July if approved at the next face to face meeting.</p> <p><b>MOTION 5</b>  Kellieann Morris moved to have the finance committee determine a recommendation for a wage increase for Becky pending her evaluation and the results from MNA's wage and salary report. This discussion would take place at the next face-to-face meeting and if the increase is approved, it would be retroactive to July 1, 2017.  Stone Tihista seconded.  Motion carried unanimously.</p> <p>Becky has completed an evaluation of Kaaren Robbins for this past year. Kaaren was hired in April 2016 and has successfully completed a year of work. Kaaren has recently taken a full-time position with benefits for the local electric co-op. She has agreed to continue working for MWCA at 20 hours per week. Becky recommends Kaaren's hourly wage move from \$14 per hour to \$17 per hour and the finance committee has approved of that as part of the budget.</p> <p>There was no motion for this as it was included in the budget recommendations.</p>
<p><b>Review and approve of the 2017-2018 Budget (FY 18)</b></p>	<p>Clay asked for questions regarding the budget and the only recommended change was the restricted NE Area income from \$1,000 to \$350.</p> <p><b>MOTION 6</b>  Jesse Scott moved to accept the recommended budget with the NE Area amendment.  Stone Tihista seconded.  Motion carried unanimously.</p>

2017 Fall Meeting Dates	<p>Becky reviewed the MWCA needs regarding board approval for fall meetings such as Trust Fund Grant approval and 990 approval.</p> <p><b>MOTION 7</b>  Stone Tihista recommended the MWCA Fall Board of Director's meeting take place in conjunction with the fall weed manager training: October 12 &amp; 13, 2017 in Butte. Jesse Scott seconded.  Motion carried unanimously.</p>
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4. Action Items				
Action		Assigned	Due Date	Status
1	Update June Board minutes and forward to Amber for review and distribution. MOTION 1.	Becky Kington	Submit with board minutes 10/12	Complete
2	Complete MOU with MNWEC and send funding as board approved. MOTION 2.	Becky Kington	July 2017	Complete
3	Update the MWCA Committee list. MOTION 3.	Becky Kington	Submit to board in July	Complete
4	Notify Wendy Weissman of MWCA's request to have her company reconcile the checkbook and credit cards MOTION 4.	Becky Kington	Before July 1	Complete
5	Research line of credit for emergency use. MOTION 4.	Becky Kington	Submit with board minutes 10/12	Complete
6.	Pay off MWCA truck. MOTION 4.	Becky Kington	Before July 1	Complete
7.	Create a new savings account at another financial institution and move \$90,000 into it. MOTION 4.	Becky Kington Amber Burch	Before July 1	Complete
8.	Finalize ED Evaluation and review MNA report for recommendations to the board. MOTION 5.	Amber Burch	Submit with board minutes 10/12	
9.	Approved budget sent to Wendy Weissman to create a new file for FY 18. MOTION 6.	Becky Kington	Submit to Wendy before 6/30	Complete
10.	Set up meeting logistics and agenda for Oct 12 & 13 in Butte.	Becky Kington Amber Burch	Submit to board by 10/1	