



**October 6, 2020**  
**Mid-year Meeting Notes**  
**Location: Virtual MLCT Conference**  
**Time: 10:00 to 12:00 PM**

**Meeting Call to Order 10:05AM**

**Michael Whitaker**

**Item #1**

**Michael Whitaker**

**Consideration of approval of 2019 Fall Mid-year Notes**

Donna moved to approve. Mitch seconded. All ayes.

**Item #2**

**Michael Whitaker**

**Consideration of approval of 2020 August Special Meeting Notes**

Donna moved to approve. Chris seconded. All ayes.

**Item #3**

**Michael Whitaker**

**Annual Election and Swearing in of Officers**

Donna moved to approve and JP seconded the following election of officers:

- Maria Butts - President Elect
- Chris Waite – Secretary/Treasurer
- Jaime Saitta – Membership Coordinator
- Elizabeth Hill - Aquatics Representative
- Craig Marr - Advisory Position (1 Year Term)

All officers with the exception of Elizabeth Hill were sworn in. Elizabeth will be sworn in at the annual meeting in the spring of 2021.

**Item #4**

**Jennifer Thompson**

**Student Liason update**

Jennifer is interested in engaging additional universities in MTRPA. There was discussion regarding the annual awarding of scholarships. The board agreed that applications for scholarships should be received in the spring and awarded at the annual conference. According to the by-laws, the Past President 's role is to work with the Student Liason on this project.

**Item #5**

**Maria Butts**

**Budget update**

- Current Budget – Maria reviewed the budget with the board. There were no questions.
- FY 2021 and FY 2022 Budgets – Maria reviewed the budgets with the board. The board expressed interest in having a sustainable budget that

reflected revenue generation. Donna moved to approve the budgets as presented with the understanding that the Past President, President, Preseident Elect, and Secretary/Treasurer work on a plan for revenue generation for consideration at the annual conference. Mitch seconded. All ayes.

**Item #6**

**Maria Butts**

**Consideration of approval for final revisions to by-laws, board terms, and attached policies**

- Review by-law changes for accuracy – Changes were made to the by-laws to reflect the board chart.
- Review board terms for accuracy - The board chart will be revised to reflect term end date as even or odd and position title.
- Review for approval all attached policies – All policies and procedures were reviewed.

The Annual Conference Procedures were revised to state registration costs would be “affordable and attainable,” Resource Development Coordinator to be added to the committee, and to state that the goal of the conference is to increase revenue through gaining sponsors/advertisers. Donna moved to approve with revisions. Mitch seconded. All ayes.

Budget Adption Procedures were reviewed. Mitch moved to approve. JP seconded. All ayes.

Debit Card Policy was reviewed. Board agreed that the MTRPA name or the Secretary/Treasurer name must be on the debit card. Old card was destroyed. Secretary/Treasurer needs to obtain new card. Mitch moved to approve. Danielle seconded. All ayes.

Secretary/Treasurer Procedures were reviewed. Donna moved to approve with addition that Secreatary/Treasurer is responsible for keeping the MOU with MLCT up-to-date. Chris seconded. All ayes.

Membership Procedures were reviewed. Maria moved to approve. Mitch seconded. All ayes.

Website Procedures were reviewed. Chris moved to approve. Mitch seconded. All ayes.

**Item #7**

**Maria Butts**

**Update on MOU with MLCT**

- **MOU signatures**
- **Directors and Officers and Liability Insurance**
- **New Bank Account**

Mitch moved to approve insurance quote and authorized the Secretary Treasurer to work with MLCT to obtain new bank account. Chris seconded. All ayes.

**Item #8**

**Cassie Lasson**

**Website Committee update**

Cassie provided a website update.

**Item #9**

**Mitch Overton**

**Consideration of renewal of Resource Development Coordinator contract**

Mitch reviewed Cassie's contract. Maria moved to approve renewal of Resource Development Coordinator contract. Chris seconded. All ayes.

**Item #10**

**Bob Walker**

**Legislative update**

Bob reviewed legislative updates. He will provide Cassie with a written update to send out to the membership.

**Item #11**

**Bob Walker**

**Montana Trails Coalition update**

Bob gave an update on MTC. This year they are co-hosting the Business of Outdoor Recreation Summit.

**Item #12**

**Marian Perrman**

**Aquatics update**

None

**Items #13**

**Other items from the board**

None

**Item #14**

**Adjourned 12:19PM**

## Meeting Tasks

- Mike will work with Jen on student scholarships to be received in the spring, prior to the annual conference, and awarded at the annual conference.
- Mike, Mitch, Maria, and Chris will work on a plan for revenue generation for consideration at the annual conference.
- Maria will change the by-laws to reflect the board chart and will revise the board chart format to include Title of Office and End Date (odd/even).
- Maria will revise Annual Conference Procedures as identified in meeting.
- Maria will revise Debit Card Policy as identified in meeting.
- Chris will secure new debit card with MTRPA or Secretary/Treasurer name on card.
- Maria will revise Secretary/Treasurer Procedures as identified in meeting.
- Maria will work with Chris on securing insurance and changing bank account.
- Bob will send legislative update to Cassie for distribution to membership.