



April 3, 2023

MTRPA Annual Member Meeting Agenda

**Location: Grouse Mountain Lodge, Continental Divide Conference Room,
2 Fairway Drive, Whitefish, MT.**

Zoom Link:

<https://us02web.zoom.us/j/2778852682?pwd=U21hU2RUN3B1SXpIVTRRVVRDeWtxUT09>

Meeting ID: 277 885 2682

Passcode: 126543

Time: 12:00 p.m.- 1:15 p.m.

Meeting Call to Order

Mitch Overton

Item #1

Mitch Overton

Consideration of Approval of January 2022 Mid-Year Meeting Notes

Item #2

Maria Butts

Board Positions and Vacancies

- a. Consideration to dissolve website/communications board position
- b. Consideration to create two separate positions for the current Treasurer/Secretary position
- c. Indigenous Lands Manager vacancy
- d. End of Advisory Board Member Term (Donna Gaukler's Position)

Item #3

Mitch Overton

Annual Election and Swearing in of Officers

- a. President
- b. President Elect
- c. Advisory Member
- d. Website/Communications (If Item#2a passes, delete this item.)
- e. Secretary (If Item#2b passes, this appoint must be made.)
- f. Treasurer (If Item#2b passes, this appoint must be made.)

Item #4

Carla Belski

Budget Update

- a. Current Budget vs. Actuals

Item #5 Jamie Saitta
Membership Update

Item #6 Danielle Beaudin
Website/Communications Update

Item #7 Cassie Lasson
Resource Development Coordinator Update

Item #8 Jennifer Thomsen
Student Liaison Update

Item #9 Bob Walker
Montana Trails Coalition Update

Item #10 Bob Walker
Legislative Update

Item #11 Elizabeth Hill
Aquatics Update

Item #12 Maria Butts
Upcoming Conferences

- a. 2024
- b. 2025

Item #13 Mitch Overton
Upcoming Meetings

- a. Next Quarterly Meeting Date
- b. Mid-Year Meeting (MLCT/NRPA Date Conflict)

Items #14 Mitch Overton
Other Items from the Board

Item #15
Adjourn



**January 12, 2023
First Quarter Meeting Minutes**

Location: Zoom Meeting

Zoom Video Recording:
https://youtu.be/OjuLpHuR_-4

Download Meeting Packet:
<https://mtrpa.info/wp-content/uploads/2023/01/MTRPA-2023-Annual-Meeting-Agenda-Packet.pdf>

Board Members Present: Mitch Overton, Maria Butts, Danielle Beaudin, Jamie Saitta, Carla Belski

Advisory Team Present: Steve Herrig

Liaisons Present: Bob Walker, Elizabeth Hill

Guests Present: Amy Fox, Ryan Applegate

1. Meeting Note Approval:

Maria moved to approve the October 5, 2022, meeting minutes, with a second by Jamie. Passed unanimously.

2. Budget Update:

Carla presented financial reports from 2022 including budget vs actual, checking account activity, and proposed budget. She reported that the proposed 2022 cash balance of \$37,445.77 is incorrect and should be \$22,869.20. Maria moved for Carla to correct the cash balance for 2022 from \$37,445.77 to \$22,869.20. Danielle seconded and the motion passed unanimously. Once PayPal funds are transferred, Carla will also work with Nick to get funds earned in 2022 updated in the budget as well.

The board discussed representing the actual costs of the conference in the budget. Currently the host city has covered the cost of the conference with the actual income and expenses not memorialized in MTRPA's budget. It was determined that the actual costs and income should be in the budget and adjustments for 2024 budget will be made at the spring meeting.

3. Board Vacancies:

MTRPA has finalized a Call for Tribal Board Position, but we have not received any applicants for the vacant position. Maria reported that we have recruited some tribal members to present at the conference so hopefully we will make some connections and recruit a new board member.

4. Membership Updates:

Jamie reported that membership registration opened with conference registration in early January. Currently working to make sure larger organizations complete a membership roster when renewing online. Lists need to be updated to delete who is no longer with the organization and add new members. Danielle also reported that there have been some issues with the auto generated email, which Cassie will investigate. Jamie is hoping to get some new members this year by reaching out to cities registered with MLCT.

5. Website/Communications Update:

Danielle reported that Cassie has been doing great making updates to the website. One question involves the advertisements on the website and who is responsible for asking them to renew each year. Also, a reminder that everyone should be posting their job announcement on the website as it helps draw people to the website and brings relevancy to the organization.

6. Resource Development Coordinator Update:

Cassie reported that she is been busy working with Jamie on 2023 membership renewals. She did report that the member forum is not working, and she is trying to fix it. She is updating conference web pages, ticketleap, and hoping to start a Facebook group soon. She did create an Instagram account and encourages everyone to follow @montanatrailsrecreationparks. She reported that a press release for the conference has been generated and encourages everyone to share it with media outlets in your area as well as share it with colleagues. Cassie noted that she is getting a google phone number for the organization for free so that she does not need to give out her personal number. This number can also be easily transferred to another person.

7. Student Liaison Update

Cassie reported that neither Jennifer nor Brie were able to attend the meeting. She did report that the \$2,000 scholarship donation from Joel and Patti Meier will be awarded at the annual conference in April. The board discussed the Steve McCool scholarship award, which is still on the website. Ryan reported that Steve was a retired forestry professor from UM. There has been no income for this scholarship, so it should be removed from the website.

8. Montana Trails Coalition/Legislative Update

Bob noted that he sent out instructions on how to work with legislators to over 300 contacts on his email list. Information included finding and tracking bills, hearings, and how to participate. He will be sending updates every week. He reported that there are two bike bills proposed including a bicycle safety law bill and an e-bike bill. Maria reported that there is also a bill regarding impact fees which could affect parks and recreation funding. Weekly reports will be update on the Montana Trails Coalition website: www.mttrailscoalition.org. Bob also reported

that American Trails will be hosting a webinar about working with your legislators on making a case for trails.

9. Aquatics Update

Elizabeth reported that the state sent out a public notice regarding a legionella bacterium that can cause a pneumonia type illness. The state has advised how the spread of this can be prevented and prescribed a treatment for aquatics facilities.

10. Conference Update

Maria shared the master schedule for the conference which will be packaged up with other planning documents to be handed off to the next conference host city planners. Maria discussed the emphasis on the theme of diversity, equity, and inclusion and emphasized the importance of including all divisions of parks and rec at the conference. She stressed the need for everyone to promote registering for the conference and the need to fill the rooms at Grouse Mountain Lodge. Maria reviewed some of the activities including an evening social with dinner and live music, a perch plunge in Whitefish Lake, and scenic tour on Big Mountain. She also reviewed the add-on option which allows participants to add a \$50 activity fee during registration that can be spent on activities during the conference. Goody bags will be no-waste and will include coupons for downtown businesses. Sponsorships are at about \$8k so far and exhibit space is filled with staff working on finding more space for exhibitors. Send any fish puns along to Maria so they can be used throughout the conference.

11. Spring Annual Meeting

The Annual meeting is scheduled for Monday, April 3rd at noon during the conference. The board meeting will be Sunday April 2nd at 3:30 p.m.

12. Adjourn

Mitch left the meeting early so Maria adjourned the meeting at 4:53 p.m.

Budget for MTRPA

| Year End Cash Balance | \$46,111.52 | \$45,447.48 | \$42,161.20 | \$19,484.02 | \$19,193.77 | \$37,381.23 |
|---|--------------------|--------------------|--------------------|--------------------|----------------------|--------------------|
| Expenses | Actual 2019 | Actual 2020 | Actual 2021 | Actual 2022 | Proposed 2023 | Actual 2023 |
| Corporate Fee and By-law Changes | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$15.00 | \$20.00 |
| Office Supplies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20.00 | |
| e-newsletter fees | \$0.00 | \$0.00 | \$0.00 | \$13.00 | \$0.00 | \$26.00 |
| Mid-year meeting | \$136.95 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | |
| Web page hosting support | \$130.00 | \$251.00 | \$160.00 | \$300.00 | \$185.00 | \$200.00 |
| Website Annual contract | \$79.90 | \$103.87 | \$23.97 | \$0.00 | \$200.00 | \$299.00 |
| NRPA membership | \$250.00 | \$250.00 | \$250.00 | \$0.00 | \$250.00 | |
| Awards | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$600.00 | |
| Legislative Support | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | |
| NRPA National Conference | \$0.00 | \$0.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | |
| MTRPA Conference Expenses | \$3,750.00 | \$0.00 | \$0.00 | \$20,440.17 | \$3,000.00 | \$2,343.64 |
| Student Scholarships | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 | \$500.00 | |
| Student expense for conference | \$2,000.00 | \$0.00 | \$0.00 | \$1,135.50 | \$2,000.00 | |
| Professional Development for members | \$150.00 | \$137.50 | \$0.00 | \$0.00 | \$500.00 | |
| Partnership Sponsor | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Staffing (Agreement with MP&R) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Resource Development Coordinator (contract) | \$5,967.79 | \$7,362.50 | \$7,500.00 | \$18,750.00 | \$15,000.00 | \$3,750.00 |
| Consultant Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | |
| Montana Nonprofit Association Membership | \$0.00 | \$40.00 | \$40.00 | \$40.00 | \$0.00 | |
| Montana Trails Coalition Membership | \$50.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 | |
| Liability Insurance | \$0.00 | \$0.00 | \$2,276.00 | \$1,138.00 | \$1,249.00 | |
| Checking Account Statement/Bank Fees | \$0.00 | \$0.00 | \$0.00 | \$24.00 | \$0.00 | \$4.00 |
| Website Domain Renewal and Reinstatement | \$256.88 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Total | \$12,791.52 | \$8,164.87 | \$12,769.97 | \$46,860.67 | \$29,769.00 | \$6,642.64 |
| Revenue | Actual 2019 | Actual 2020 | Actual 2021 | Actual 2022 | Proposed 2023 | Actual 2023 |
| Memberships | \$3,542.53 | \$4,615.26 | \$5,634.71 | \$960.00 | \$5,500.00 | \$8,325.04 |
| Conference Closeout | \$23,125.00 | \$2,622.20 | \$1,840.00 | \$21,090.00 | \$4,500.00 | \$16,214.81 |
| Advertising | \$250.00 | \$250.00 | \$0.00 | \$0.00 | \$1,000.00 | |
| Interest | \$12.15 | \$13.37 | \$8.98 | \$3.49 | \$17.00 | |
| Silent Auction | \$0.00 | \$0.00 | \$0.00 | \$130.00 | \$500.00 | |
| Scholarship funding | \$0.00 | \$0.00 | \$2,000.00 | \$2,000.00 | \$0.00 | |
| Bank Credit | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Total | \$26,929.68 | \$7,500.83 | \$9,483.69 | \$24,183.49 | \$11,517.00 | \$24,539.85 |
| CD 1 yr Maturity | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Revenue | \$26,929.68 | \$7,500.83 | \$9,483.69 | \$24,183.49 | \$11,517.00 | \$24,539.85 |

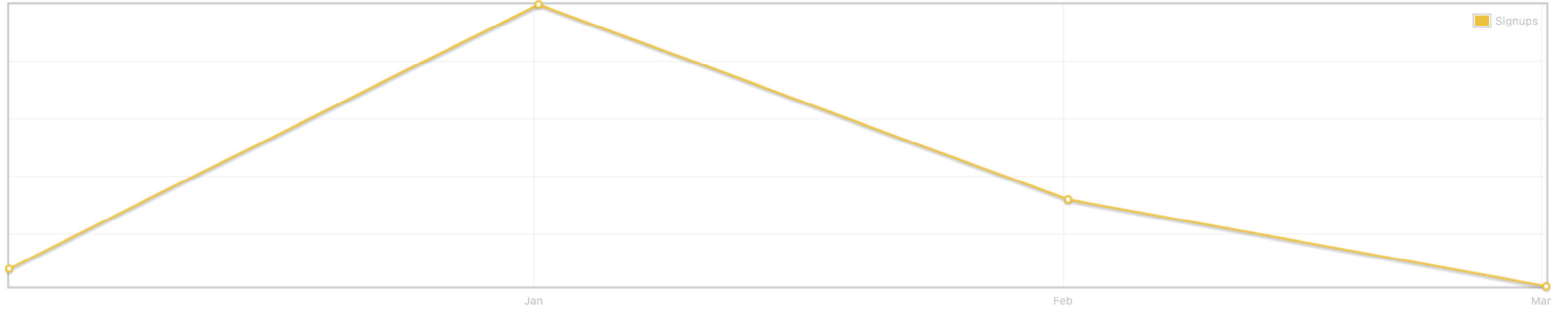
| Budget for MTRPA | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Beginning Cash Balance | \$46,111.52 | \$33,645.09 | \$21,178.66 | \$42,161.20 | \$37,445.77 | \$19,193.77 |
| Expenses | Approved 2019 | Approved 2020 | Approved 2021 | Approved 2022 | Approved 2023 | Approved 2024 |
| Corporate Fee and By-law Changes | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| Office Supplies | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Mid-year meeting | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 |
| Web page hosting support | \$185.00 | \$185.00 | \$185.00 | \$185.00 | \$185.00 | \$185.00 |
| Website Annual contract | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 |
| NRPA membership | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| Awards | \$600.00 | \$600.00 | \$600.00 | \$600.00 | \$600.00 | \$600.00 |
| Legislative Support | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$500.00 | \$500.00 |
| NRPA National Conference | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| MTRPA Conference Startup | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 |
| Student Scholarships | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| Student expense for conference | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Professional Development for members | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| Partnership Sponsor | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Staffing (Agreement with MP&R) | \$7,500.00 | \$7,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Resource Development Coordinator (contract) | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Consultant Travel | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,000.00 | \$3,000.00 |
| Montana Nonprofit Association Membership | | | | | | |
| Montana Trails Coalition Membership | | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Liability Insurance | | | \$1,249.00 | \$1,249.00 | \$1,249.00 | \$1,249.00 |
| Total | \$38,470.00 | \$38,520.00 | \$30,769.00 | \$30,769.00 | \$29,769.00 | \$29,769.00 |
| Revenue | Approved 2019 | Approved 2020 | Approved 2021 | Approved 2022 | Proposed 2023 | Proposed 2024 |
| Memberships | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$5,500.00 | \$5,500.00 |
| Conference Closeout | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$3,500.00 | \$4,500.00 | \$4,500.00 |
| Advertising | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 |
| Interest | \$17.00 | \$17.00 | \$17.00 | \$17.00 | \$17.00 | \$17.00 |
| Silent Auction | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 | \$500.00 |
| Scholarship funding | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$9,017.00 | \$9,017.00 | \$9,017.00 | \$9,017.00 | \$11,517.00 | \$11,517.00 |
| CD 1 yr Maturity | \$17,036.57 | \$17,036.57 | \$17,036.57 | \$17,036.57 | \$0.00 | \$0.00 |
| Total Revenue | \$26,053.57 | \$26,053.57 | \$26,053.57 | \$26,053.57 | \$11,517.00 | \$11,517.00 |
| Year End Cash Balance | \$33,695.09 | \$21,178.66 | \$16,463.23 | \$37,445.77 | \$19,193.77 | \$941.77 |

Montana Trails Recreation Park Assn

| Montana Trails Recreation Park Assn | | | | | | | |
|--|----------------------------|---|--------|---------|-------------------|--------------------|--------------------|
| Checking Account Activity for Calendar year 2023 | | | | | | | |
| Date | Payee / Recpt Source | Description | Ck No. | Cleared | Disbursmt | Recpt | Balance |
| Balance Forward | | | | | | | \$19,484.02 |
| 1/12/23 | Montana Secretary of State | 2023 Corporation Annual Report Filing Fee | | x | \$20.00 | | \$19,464.02 |
| 1/12/23 | FrontDesk, Inc. | Google Workspace/Annual web hosting/WordPress Plugin | 1284 | x | \$499.00 | | \$18,965.02 |
| 1/19/23 | Deposit | MTRPA Conference Sponsorships (\$4,500)/MTRPA Exhibitor Booth (\$400) | | x | | \$4,900.00 | \$23,865.02 |
| 1/23/23 | MailChimp | Monthly e-newsletter fees | | x | \$13.00 | | \$23,852.02 |
| 1/30/23 | Deposit | MTRPA Conference Sponsorship (\$500)/MTRPA Exhibitor Booth (\$430) | | x | | \$930.00 | \$24,782.02 |
| 1/30/23 | First Interstate Bank | Paper Statement Fee | | x | \$2.00 | | \$24,780.02 |
| 2/8/23 | Deposit | MTRPA Conference Sponsorship (\$1,000)/MTRPA Exhibitor Booths (\$1,310) | | x | | \$2,310.00 | \$27,090.02 |
| 2/10/23 | Deposit | MTRPA Conference Sponsorship | | x | | \$2,000.00 | \$29,090.02 |
| 2/13/23 | Amazon.com | Supplies for MTRPA Conference | | x | \$108.24 | | \$28,981.78 |
| 2/15/23 | Deposit | MTRPA Conference Sponsorship(\$1,000)/Conference Registration(\$400) | | x | | \$1,400.00 | \$30,381.78 |
| 2/22/23 | Deposit | MTRPA Conference Exhibitor Booth(\$950)/Conference Registration(\$400) | | x | | \$1,350.00 | \$31,731.78 |
| 2/22/23 | MailChimp | Monthly e-newsletter fees | | x | \$13.00 | | \$31,718.78 |
| 2/23/23 | FrontDesk, Inc. | Q1 Resource Development Coordinator Services | 1285 | | \$3,750.00 | | \$27,968.78 |
| 2/24/23 | Grouse Mountain Lodge | MTRPA Conference hotel accommodations | | x | \$122.08 | | \$27,846.70 |
| 2/24/23 | Grouse Mountain Lodge | MTRPA Conference hotel accommodations | | x | \$366.24 | | \$27,480.46 |
| 2/27/23 | First Interstate Bank | Paper Statement Fee | | x | \$2.00 | | \$27,478.46 |
| 3/8/23 | Deposit | MTRPA Conference Exhibitor Booth | | | | \$430.00 | \$27,908.46 |
| 3/13/23 | Paypal Transfer | Online Membership Renewals (\$8,325.04)/Conference sponsorship (\$2,894.81) | | | | \$11,219.85 | \$39,128.31 |
| 3/13/23 | B.A.D. Co. | MTRPA Conference supplies | | | \$1,747.08 | | \$37,381.23 |
| | | | | | | | |
| | | | | | \$6,642.64 | \$24,539.85 | <i>\$0.00</i> |

Signups Report

Custom From To



Membership count as of 3/27/23: 155 Members



MEMBER MEETUPS

WHEN: 1pm on the 3rd Tuesday of Every Month

WHERE: Zoom - Link provided to MEMBERS ONLY

2023 Meetup Dates & Topics

April 18 Conference Recap

May 16 Parks and Recreation Management Software

June 20 Managing Private Program Providers in Public Spaces

July 18 Pickleball

August 15 Forestry Round Table

September 19 Diversity, Equity, and Inclusion

October 17 Contract Management

November 21 Marketing and Outreach

December 19 Program Guide Development

NOT A MEMBER? JOIN AT [MTRPA.INFO](https://mtrpa.info)

 Sessions

 Pageviews

