



**June 15, 2023**

**Quarterly Meeting Agenda**

**Time: 3pm – 4:30pm MT**

**Location: Zoom Meeting**

**Join Meeting: <https://us02web.zoom.us/j/86372360104>**

**Meeting ID: 863 7236 0104**

**Call in by phone: +1 346 248 7799**

<b>Meeting Call to Order</b>	<b>Maria Butts</b>
<b>Item #1</b> <b>Consideration of Approval of June 2023 Agenda</b>	<b>Maria Butts</b>
<b>Item#2</b> <b>Consideration of Approval of April 2023 Annual Meeting Notes</b>	<b>Maria Butts</b>
<b>Item #3</b> <b>Current Budget Update</b>	<b>Carla Belski</b>
<b>Item #4</b> <b>Consideration of Approval of By-law Changes</b>	<b>Maria Butts</b>
<b>Item #5</b> <b>Membership Update</b>	<b>Jamie Saitta</b>
<b>Item #6</b> <b>Resource Development Coordinator Update</b>	<b>Cassie Lasson</b>
<b>Item #7</b> <b>Student Liason Update</b>	<b>Jennifer Thomsen</b> <b>Brie Nickal</b>
<b>Item #8</b> <b>Montana Trails Coalition Update</b>	<b>Bob Walker</b>
<b>Item #9</b> <b>Legislative Update</b>	<b>Bob Walker</b>
<b>Item #10</b> <b>Aquatics Update</b>	<b>Elizabeth Hill</b>

**Item #11**  
**Conference Update**

**Kory Thomson**

**Item #12**  
**Schedule January Quarterly Meeting**

**Maria Butts**

**Items #13**  
**Other Items from the Board**

**Maria Butts**

**Item #14**  
**Adjourn**



**April 3, 2023**

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

## **MTRPA Annual Member Meeting NOTES**

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

Zoom Link: <https://us02web.zoom.us/j/2778852682?pwd=U21hU2RUN3B1SXplVTRRVVRDeWtxUT09>

Meeting ID: 277 885 2682

Passcode: 126543

**Meeting Call to Order: Started at 12:36pm by Maria Butts**

Thank you to RPA Sponsored who sponsored lunch.

### **Item #1 Consideration of Approval of January 2022 Mid-Year Meeting Notes**

Motion: Maria Butts moves to approve; Bob Walker seconded; passed

### **Item #2 Maria Butts presented Board Positions and Vacancies**

- a. Consideration to dissolve website/communications board position;
  - Announcement to dissolve the website/communications position; Mitch Overton moved to approve, Donna Gaukler seconded; passed
- b. Consideration to create two separate positions for the current Treasurer/Secretary position
  - Dissolve the treasure/secretary position, break this position into 2; Carla Belski motioned to move; Jennie Bradford seconded; passed
- c. Indigenous Lands Manager vacancy
  - Position remains open and will be on our website to find someone to fill this on the board
- d. End of Advisory Board Member Term (Donna Gaukler's Position);
  - This position is open and as a member you can make nominations

### **Item #3 Annual Election and Swearing in of Officers**

- Mitch Overton's term will end at the end of this conference; Maria Butts is next in line as president elect and was approved
- Maria nominated President elect: Steve Herrig from Great falls
- Advisory members: Maria nominated Donna Gaukler and Kory Thomson as advisory board

- Deleted website/communications coordinator
- Secretary: Maria Butts would like to nominate Danielle Beaudin as secretary
- Treasurer: Carla Belski was nominated by Maria Butts to be treasurer

Motion to approved by Donna Gaukler, Bob Walker seconded; approved

Mitch swore in the officers

**Item #4 Budget Update by Carla Belski**

- Membership number is low from previous year because it took time to get the funds from paypal because Carla needed to be a user on the account; Most of the membership is in this years budget line
- \$12,000 gross profit so far this year

**Item #5 Membership Update was given by Cassie Lasson on behalf of Jamie Saitta**

- 155 members
- Membership Meetups every 3rd Tuesday of the month started in January 2023

**Item #6: Website/Communications update given by Cassie Lasson**

- Started tracking the stats on website

**Item #7: Resource Development Coordinator update by Cassie Lasson**

- Member meet ups and asked folks to give ideas

**Item #8: Student Liason update given by Brie Nickal on behalf of Jennifer Thomsen**

- Renewing the student chapter to MTRPA
- 10 students we brought from UofM

**Item #9/10: MT Trails Coalition/Legislation update: Bob Walker (trails representative for the board)**

Discussion took place regarding applications for trail projects around the state.

- 93 applications for trail projects around the state; 2 were on tribal properties, haven't had this before; we don't know how this will turn out yet; 2/3 weeks;
- 1.5 million on grants and 1.8 million for funding
- International trails summit April 9

Legislation:

- Senate bill 442, passed second reading at the senate; affects the MT marijuana sales tax about revenue accounts, continues as a second revenue account for these sources.
- House bill 669, all the monies in the general fund, “we” are still opposed to this bill

Further discussion occurred.

#### **Item #11 Aquatics update by Elizabeth Hill**

- Every 2 years; MT pool and spa code from the department of health and human services. They added a 2 new regulations for spa:
  - A) Lifeguard pro as a cert agency
  - B) Legionella contamination
- Aquatics 2022 great Lifeguard shortage; reduced hours, closures, certs expiring, 2023 huge effort to rebuild this, but is still a struggle.

#### **Item #12 Upcoming conference discussion by Maria Butts**

- Billings is next for conference locations, but we are looking for other cities and towns; Maria opened this up to the membership
- 2024 Billings
- 2025 Bozeman
- Steve Herring motioned and Larry Grondahl seconded; passed

#### **Item #13 Upcoming Meetings by Mitch Overton**

- Quarterly 6/15/23 @3pm
- Mid-Year meeting 10/26/23 @ 3pm in Billings with a remote option

**Adjourned at 1:14pm**

**Budget for MTRPA**

<b>Year End Cash Balance</b>	<b>\$46,111.52</b>	<b>\$45,447.48</b>	<b>\$42,161.20</b>	<b>\$37,445.77</b>	<b>\$19,484.02</b>	<b>\$19,193.77</b>	<b>\$31,573.06</b>
<b>Expenses</b>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Proposed 2022</b>	<b>Actual 2022</b>	<b>Proposed 2023</b>	<b>Actual 2023</b>
Corporate Fee and By-law Changes	\$20.00	\$20.00	\$20.00	\$15.00	\$20.00	\$15.00	\$20.00
Office Supplies	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00	
e-newsletter fees	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00	\$52.00
Mid-year meeting	\$136.95	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	
Web page hosting support	\$130.00	\$251.00	\$160.00	\$185.00	\$300.00	\$185.00	\$200.00
Website Annual contract	\$79.90	\$103.87	\$23.97	\$200.00	\$0.00	\$200.00	\$299.00
NRPA membership	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$250.00	
Awards	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00	\$327.00
Legislative Support	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$500.00	
NRPA National Conference	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
MTRPA Conference Expenses	\$3,750.00	\$0.00	\$0.00	\$3,000.00	\$20,440.17	\$3,000.00	\$31,195.21
Student Scholarships	\$0.00	\$0.00	\$0.00	\$500.00	\$2,500.00	\$500.00	\$2,250.00
Student expense for conference	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$1,135.50	\$2,000.00	
Professional Development for members	\$150.00	\$137.50	\$0.00	\$500.00	\$0.00	\$500.00	
Partnership Sponsor	\$0.00	\$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	\$0.00	
Resource Development Coordinator (contract)	\$5,967.79	\$7,362.50	\$7,500.00	\$15,000.00	\$18,750.00	\$15,000.00	\$7,500.00
Consultant Travel	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,000.00	
Montana Nonprofit Association Membership	\$0.00	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00	
Montana Trails Coalition Membership	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00	
Liability Insurance	\$0.00	\$0.00	\$2,276.00	\$1,249.00	\$1,138.00	\$1,249.00	
Checking Account Statement/Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$24.00	\$0.00	\$13.00
Website Domain Renewal and Reinstatement	\$256.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$12,791.52</b>	<b>\$8,164.87</b>	<b>\$12,769.97</b>	<b>\$30,809.00</b>	<b>\$46,860.67</b>	<b>\$29,769.00</b>	<b>\$41,856.21</b>
<b>Revenue</b>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Proposed 2022</b>	<b>Actual 2022</b>	<b>Proposed 2023</b>	<b>Actual 2023</b>
Memberships	\$3,542.53	\$4,615.26	\$5,634.71	\$5,500.00	\$960.00	\$5,500.00	\$8,985.04
Conference Closeout	\$23,125.00	\$2,622.20	\$1,840.00	\$4,500.00	\$21,090.00	\$4,500.00	\$44,960.21
Advertising	\$250.00	\$250.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	
Interest	\$12.15	\$13.37	\$8.98	\$17.00	\$3.49	\$17.00	
Silent Auction	\$0.00	\$0.00	\$0.00	\$500.00	\$130.00	\$500.00	
Scholarship funding	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	
Bank Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$26,929.68</b>	<b>\$7,500.83</b>	<b>\$9,483.69</b>	<b>\$11,517.00</b>	<b>\$24,183.49</b>	<b>\$11,517.00</b>	<b>\$53,945.25</b>
CD 1 yr Maturity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$26,929.68</b>	<b>\$7,500.83</b>	<b>\$9,483.69</b>	<b>\$11,517.00</b>	<b>\$24,183.49</b>	<b>\$11,517.00</b>	<b>\$53,945.25</b>

<b>Budget for MTRPA</b>						
<b>Beginning Cash Balance</b>	<b>\$46,111.52</b>	<b>\$33,645.09</b>	<b>\$21,178.66</b>	<b>\$42,161.20</b>	<b>\$37,445.77</b>	<b>\$19,193.77</b>
<b>Expenses</b>	<b>Approved 2019</b>	<b>Approved 2020</b>	<b>Approved 2021</b>	<b>Approved 2022</b>	<b>Approved 2023</b>	<b>Approved 2024</b>
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
<b>Total</b>	<b>\$38,470.00</b>	<b>\$38,520.00</b>	<b>\$30,769.00</b>	<b>\$30,769.00</b>	<b>\$29,769.00</b>	<b>\$29,769.00</b>
<b>Revenue</b>	<b>Approved 2019</b>	<b>Approved 2020</b>	<b>Approved 2021</b>	<b>Approved 2022</b>	<b>Proposed 2023</b>	<b>Proposed 2024</b>
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
<b>Total</b>	<b>\$9,017.00</b>	<b>\$9,017.00</b>	<b>\$9,017.00</b>	<b>\$9,017.00</b>	<b>\$11,517.00</b>	<b>\$11,517.00</b>
CD 1 yr Maturity	\$17,036.57	\$17,036.57	\$17,036.57	\$17,036.57	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$26,053.57</b>	<b>\$26,053.57</b>	<b>\$26,053.57</b>	<b>\$26,053.57</b>	<b>\$11,517.00</b>	<b>\$11,517.00</b>
<b>Year End Cash Balance</b>	<b>\$33,695.09</b>	<b>\$21,178.66</b>	<b>\$16,463.23</b>	<b>\$37,445.77</b>	<b>\$19,193.77</b>	<b>\$941.77</b>

**Montana Trails Recreation Park Assn**

Checking Account Activity for Calendar year 2023

Date	Payee / Recpt Source	Description	Ck No.	Cleared	Disbursmt	Recpt	Balance
<b>Balance Forward</b>							<b>\$19,484.02</b>
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	x	\$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		x		\$430.00	\$27,908.46
3/13/23	Deposit	MTRPA membership		x		\$240.00	\$28,148.46
3/13/23	Paypal Transfer	Online Membership Renewals (\$8,325.04)/Conference sponsorship (\$2,894.81)		x		\$11,219.85	\$39,368.31
3/13/23	B.A.D. Co.	MTRPA Conference supplies		x	\$1,747.08		\$37,621.23
3/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$37,608.23
3/29/23	First Interstate Bank	Dr. Joel Meier Scholarship - Trenton Kriz	270077	x	\$2,000.00		\$35,608.23
3/29/23	First Interstate Bank	Dr. Steve McCool Scholarship - Ava Worbets	270078	x	\$250.00		\$35,358.23
3/29/23	First Interstate Bank	Cashier's Check Fees		x	\$5.00		\$35,353.23
3/30/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$35,351.23
3/30/23	Successful Signs	MTRPA Conference awards		x	\$327.00		\$35,024.23
3/31/23	B.A.D. Co.	MTRPA Conference supplies		x	\$124.20		\$34,900.03
4/5/23	FrontDesk, Inc.	Q2 Resource Development Coordinator Services	1286	x	\$3,750.00		\$31,150.03
4/6/23	Deposit	MTRPA Membership (\$180)/MTRPA conference income (\$488)		x		\$668.00	\$31,818.03
4/7/23	Kalispell Copy Center	MTRPA Conference program printing		x	\$612.00		\$31,206.03
4/11/23	Deposit	MTRPA Membership		x		\$240.00	\$31,446.03
4/11/23	Deposit	MTRPA conference income		x		\$28,257.40	\$59,703.43
4/11/23	Way Down North	MTRPA Conference entertainment		x	\$300.00		\$59,403.43
4/24/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$59,390.43
4/27/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$59,388.43
5/3/23	Grouse Mountain Lodge	MTRPA Conference Banquet/Conference/Hospitality rooms	1287		\$25,790.32		\$33,598.11
5/3/23	Cara Jones	MTRPA Conference presentation	1288		\$1,100.00		\$32,498.11
5/3/23	Jennifer Pharr Davis	MTRPA Conference airfare stipend	1289		\$800.00		\$31,698.11
5/3/23	Jennie Bradford	MTRPA Conference Gear Swap	1290		\$96.00		\$31,602.11
5/3/23	Maria Butts	MTRPA Conference Gear Swap	1291		\$15.00		\$31,587.11
5/18/23	Jennie Bradford	MTRPA Conference lanyards shipping cost reimbursement	1292		\$14.05		\$31,573.06
					<b>\$41,856.21</b>	<b>\$53,945.25</b>	<i>\$0.00</i>



## **BY-LAWS OF THE MONTANA TRAILS, RECREATION AND PARK ASSOCIATION**

### **ARTICLE I – NAME**

The name of this organization shall be the “Montana Trails, Recreation and Park Association” (MTRPA/Association). MTRPA is an affiliate of the National Recreation and Park Association (NRPA).

### **ARTICLE II - MISSION STATEMENT**

Section 1. Mission. The MTRPA mission is to improve the quality of life in Montana through parks, recreation, natural resources, and tourism.

Section 2. Goals. Strengthen MTRPA and enhance the professionalism of its’ members through training, education, and networking. Enhance the public awareness of the benefits and value of leisure services, parks, and natural resources.

### **ARTICLE III – ORGANIZATION**

Section 1. Statewide. The Association shall be organized on a statewide basis and its purposes, objectives, and interests shall serve the entire state.

Section 2. Sections. Any active member of MTRPA may request the establishment of a section. Sections may represent regions, agency affiliations, professional interest, or NRPA Sections. The Executive Board shall establish or abolish sections as requested and to appoint a section chairperson. Sections shall be responsible for the development and implementation of MTRPA sponsored programs, for input to the Program Committee for the annual conference, for section information in the Association Newsletter/website, events, and fund-raisers. Chairs solicit members from their discipline. Sections shall conduct business in compliance with Association By-Laws and shall meet as decided by that section membership. Chairs report to the Executive Board.

Section 3. Affiliations. The Association shall be given public recognition as a co-sponsor of all public activities and events supported or hosted by the Association. Examples: NYSCA, Hershey Track Program, United States Tennis Association.

### **ARTICLE IV – MEMBERSHIP**

Members of MTRPA are those who have an interest in the parks, trails, recreation, natural resources, and/or tourism in the State of Montana, and have paid their annual dues to the Association. Members are categorized by their profession, association involvement and interest. Members are vital to the success of MTRPA. Benefits of membership include voting privileges, discounted annual conference and training rates, legislative updates, MTRPA newsletters, free job postings, and membership information. Some commercial memberships include additional benefits such as website ads. Please refer to the attached fee schedule for all membership levels and their accompanying benefits. Active members are those who have paid their annual dues.

Section 1. Categories of Membership.

Professional Members.

Individuals or organizations that provide recreation, tourism, or related services and/or provide for the management and operations of parks, trails, conservations lands, recreation facilities, and public access to recreation. Members generally have a demonstrated interest in the goals and objectives of the Association. Examples of these types of members include municipal, state or federal employees that work in the aforementioned fields. This category may include temporary, lifetime, honorary members as determined and designated by the Board of Directors.

Affiliate/Partner/Educational Institution Members. This category of memberships is offered to organizations outside the traditional professional membership. These include citizens and organizations that act in a political and/or advisory capacity related to parks, recreation, or recreation resource management. Membership is also available to students preparing themselves for a career in recreation and parks at one of the institutions of higher education in Montana. Students studying at a university outside of Montana may obtain an individual student membership. This category includes volunteers and any other individual, group, or organization that wishes to partner, or work cooperatively, to support any goals or projects of the Association.

Commercial. Commercial memberships are offered to commercial organization or for profit organizations who wish to support the Association and receive the benefits of membership. Commercial memberships have tiered benefits that are summarized in the attach fee schedule.

Section 2. Membership Dues. Annual membership dues are payable January 1<sup>st</sup>. Membership fees shall be approved annually at the annual membership meeting. (Fee schedule effective January 1<sup>st</sup> of each year.)

**ARTICLE V – OFFICERS, ADVISORY TEAM, AND DUTIES**

Section 1. Executive Board. The Executive Board shall conduct the business of the Association. Officers must be an active member of the Association. Officers who miss a third meeting of an elected term will be removed from office.

The Executive Board shall consist of the following officers:

<u>Title/Office</u>	<u>Term in Years</u>	<u>Year of Election</u>
President	2	Not elected, Pres. Elect becomes Pres.
President-Elect	2	Odd
Secretary/ <del>Treasurer</del>	2	Even
<del>Treasurer</del>	<u>2</u>	<u>Even</u>
Past President	2	Not elected, member of Advisory Team
Advisory team	2	Staggered
Communications Coordinator	2	Odd
Membership Coordinator	2	Even

Section 2. Officers and Their Duties and Responsibilities. Each officer is responsible for keeping accurate records of business and fiscal affairs while they hold office. Records should be in a useable form and passed on to the next office holder. Each officer shall attend annual, mid-year, and other Executive Board meetings or designate a representative to do so. Each term of office shall commence following the close of the annual meeting at which he or she is elected. Any officer may resign at any time by delivering a written letter of resignation to the President, in the case of the President it should be given to the President Elect. Removal of officers shall be by two-thirds (2/3) vote of the Executive Board and may be with or without cause. A vacancy in any office may be filled for the unexpired portion of the term by the Executive Board from nominees from the general membership. Each officer shall assist and make recommendations to the President-Elect in nominating their replacement.

President. Presiding officer and chief spokesperson for the Association in all of its affairs. Calls and conducts business meetings of the Executive Board and of the general membership. Submits annual budget. Establishes a written work program to be executed during his/her term of office, which will promote the goals of the Association. Assigns duties and tasks to other members of the Executive Board and general members that will lead to the accomplishment of the Association goals. Reviews and signs off on contracts. Establish and maintain sound communications with other organizations engaged in the delivery of professional parks and recreation services. Liaison to Council of Affiliated Presidents, and the NRPA. Ex-Officio member to the League of Cities and Towns.

President-Elect. Reviews and proposes changes to By-Laws and other procedural matters. Association Parliamentarian. Recruits candidates for officer positions and nominates willing and able candidates to the Executive Board for membership approval. Acts for President or represents Association in President's absence. Assists in preparation of annual budget.

Past President. Chair of the Awards Committee including scholarships and annual conference silent auction. Assists in preparation of annual budget, oversees business of Association along with President. Advisory to the President. Historian.

Secretary - /Treasurer. Responsible for minutes of the Executive Board and of the general membership. Assists President in Association correspondence.

Treasurer - Keeps accurate record of budget. Submits bills for payment to President for approval and then to League of Cities for issuance of check. Assist in preparation of annual budget.

~~Communications Coordinator. Solicits ads and stories for quarterly newsletter. Edits and prints newsletter. Distributes newsletter to all active and honorary members. Keeps accurate budget for newsletter. Historian for organization through newsletter. Coordinates website development and maintenance and provides support to contractor and/or member for updating the site.~~

Membership Coordinator. Maintains records of membership. Provides information to current members regarding fees due. Works to grow membership. Creates or provides input for membership publicity such as the website or printed materials. Aids officers in dispensing

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information to the membership.

Committee Chairpersons. Considered officers of the Association. Appointed by the Executive Board and serves at its discretion. No set term. Responsible for those committees' duties as described in Article VI, Section 3.

Section 3. Advisory Team. The Advisory Team is part of the Executive Board. Members of the Advisory Team shall be elected annually by the membership. Terms shall be 2 year and staggered. The Advisory Team consists of 3 active members of MTRPA, plus the Past President. Careful consideration shall be given to the following preferences when nominating and electing the Advisory Team: Geographic representation, experience in leadership, NRPA affiliation, past officer of MTRPA, Agency affiliation, Sections, Profession.

The roles and responsibilities of the Advisory Team are to provide support and recommendation for implementation of the Associations vision, goals, strategic work program, awards program implementation, new officer training, legislative activity, by-law adherence and review, and other interests as determined by the Association and Executive Board.

U of M Student liaison. Faculty member from University of Montana Recreation program. Provides communication and continuity between MTRPA and the University of Montana recreation program. Arranges logistics for student attendance at the annual conference and mid-year meetings. Encourages student membership in MTRPA. Solicits MTRPA student scholarship applications and participates in the selection of the awardees. Appoints the MTRPA student board member.

Student Board Member. Student in good standing at University of Montana, enrolled in Recreation Management program or a closely related field with a strong interest in the Parks and Recreation profession. Attends annual and mid-year meetings. Encourages student participation in MTRPA. Suggests and implements cooperative projects between U of M and MTRPA. Assists liaison in facilitating student conference attendance.

## **ARTICLE VI – PROCEDURES**

Section 1. Robert's Rules of Order in its latest version shall govern the deliberations of all boards and committees when not inconsistent with these bylaws.

Section 2. Meetings. The Association will conduct a minimum of two (2) general membership meetings per year including the annual and mid-year meetings. The time and place of the annual meeting shall be determined at the preceding annual conference. The mid-year meeting shall be called by the President or the majority of the Executive Board at least one (1) month before the mid-year meeting date.

Meetings of the Association may be called by the President, a majority of the Executive Board, or by petition of thirty percent (30%) of the Voting Members of the Association.

The Executive Board shall meet at least two (2) times per year, at the annual and mid-year general membership meeting. Additional meetings, may be called by the President or a quorum of the Executive Board.

An “official” meeting is one in which the membership has been notified at least one month before the meeting. Voting members shall receive an agenda at least one week before any general membership meeting.

The members present at any official meeting for and of the general membership of the Association shall be a quorum. Members using tele-conferencing or other real time electronic media shall be considered present.

A majority affirmative vote of the Voting Members at an official meeting of this Association or of the Executive Board of the Association shall constitute approval of action by the body. At any meeting of the Association, each member present shall be entitled to cast one vote on any and all matters that shall come before such meeting.

Section 3. Standing Committees. The President shall appoint and dissolve such committees as are dictated by the needs of the Association and as recommended by the Executive Board.

Conference/Certification: The Annual Conference Chair and site shall be selected annually by the membership. The Committee Chair shall be an ex-officio member of the Executive Board. It is the responsibility of the Conference Chair to work with MTRPA Executive Board to select a local host committee. The Committee shall be responsible for the convention program, certifying the conference with NRPA, and logistics.

Legislative: Responsible for developing a legislative plan. Finding bill sponsors and session lobbyists. Tracking bill pertinent to organization. Developing an Association-wide legislative team and calling tree to assist in lobbying. Soliciting ideas from the MTRPA membership. Reporting to membership results of legislative sessions.

Awards/Scholarships: Chaired by Past President. Responsible for development, review and adherence to Membership adopted Awards/Scholarships criteria. Works with Executive Board on process, criteria, and selection of committee. Solicits nominations. Works with committee to determine most qualified per criteria. Notifies nominators of results of the Committee selections. Orders awards. Coordinates awards ceremony with Conference Committee. Maintains records of awards presented.

Section 4. Fiscal Year. The fiscal year shall be January 1<sup>st</sup> – December 31<sup>st</sup> of each year.

## **ARTICLE VII - DECISIONS**

The General Voting Membership must make final decisions on the following: By-Laws, amendments to By-Laws, election of officers, budgets, and Association sponsored programs, and

business that will or may affect the Association as a whole. Any member may make recommendations on any Association business. The Executive Board is authorized to make decisions that further the adopted mission, goals and strategic plan of the organization without approval of the entire membership. Fiscal decisions requiring an amount greater than \$2,000 require a full membership vote.

**ARTICLE VIII - NON-DISCRIMINATION**

The Association shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

**ARTICLE IX - CONFLICT OF INTEREST**

A conflict of interest may exist when the interests or concerns of any officer, staff member, or said person's immediate family or any party, group, or organization to which said person has allegiance may be seen as competing with the interests or concerns of this organization. Any possible conflict of interest shall be disclosed to the Executive Board by the person concerned. When any conflict of interest is relevant to a matter requiring action by the Executive Board, the interested party shall not vote on the matter and the abstinence noted for the record. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who may have a conflict of interest.

**ARTICLE X – ENACTMENT**

These By-Laws shall be effective immediately upon adoption by the Voting Members present at an annual meeting of the Association. The above-revised By-Laws were officially adopted by vote on September 17, 2013 at the Joint Idaho/Montana Recreation & Parks Association Conference held in Coeur d'Alene, ID.

## MTRPA Secretary Procedures

MTRPA's Secretary is responsible for the following tasks:

- Attend both the MTRPA mid-year and annual business meetings

### Secretary

- Take minutes during mid-year meeting and annual business meeting
- Write up minutes immediately following meetings and distribute to President for review
- Provide draft minutes of previous meeting for approval at each meeting
- Responsible for keeping the MOU with MLCT up-to-date.

## MTRPA Treasurer Procedures

MTRPA's Secretary is responsible for the following tasks:

- Attend both the MTRPA mid-year and annual business meetings

### Treasurer

- Requested updated account/budget information from MLCT Accounting Technician prior to each meeting
- Provide Budget vs Actual numbers for each meeting
- Provide two-year budget updates for each meeting
- Approve all transactions on MTRPA's account with MLCT Accounting Technician
- Make transfers from PayPal account to bank account (see PayPal Procedures for more information)
- See Debit Card Policy and Budget Adoption Procedures for further duties/responsibilities
- "Check and Balances" – all requests for expenditures (reimbursements, payments, debit card use other) and requests for transfers (bank account, PayPal, other) must be sent to Treasurer to request of MLCT Accounting Technician for record keeping. In the instance the Treasurer must make this request, the President must be included in on the request for record keeping. All requests must be made in both email and with an immediate follow-up phone call to assure validity of the request.





# MEMBER MEETUPS

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

**WHERE:** Zoom - Link provided to MEMBERS ONLY

## 2023 Meetup Dates & Topics

**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

**Recordings provided in online Membership Portal**

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