



October 26, 2023
Mid-Year Business Meeting Agenda

Location: Billings Parks & Recreation

390 N 23rd St.

Billings, MT 59101

Time: 3pm – 4:30pm

Virtual Option Available

<https://us02web.zoom.us/j/86539819030>

Meeting ID: 865 3981 9030

One tap mobile

+13462487799,,86539819030# US (Houston)

+16694449171,,86539819030# US

Find your local number: <https://us02web.zoom.us/j/86539819030>

Meeting Call to Order

Maria Butts

Item #1

Maria Butts

Consideration of Approval of Previous Meeting Minutes – June Quarterly Meeting

Item #2

Carla Belski

Treasurer Updates

- a. Current Budget Update
- b. Fiscal Agreement Transition
 - Process
 - Establishing Checks and Balances
 - Bank Account Signer Changes

Item #3

Maria Butts

Board Positions and Vacancies

- a. Board Position Responsibilities
- b. Indigenous Lands Manager vacancy
 - Position remains open and will be on our website to find someone to fill this on the board

Item #4

Jamie Saitta

Membership Update

Item #5

Cassie Lasson

Resource Development Coordinator Update

- a. Renewal of RDC contract

Item #6
Student Liaison Update
 a. New Student Board Member Representative

Jennifer Thomsen
Brie Nickal

Item #7
Montana Trails Coalition Update

Bob Walker

Item #8
Legislative Update

Bob Walker

Item #9
Aquatics Update

Elizabeth Hill

Item #10
Conference Update
 a. Schedule sub-committee meetings

Kory Thompson

Item #11
Schedule January Quarterly Meeting

Maria Butts

Item #12
Other Items from the Board

Maria Butts

Item #13
Adjourn



June 15, 2023
Quarterly Meeting Agenda MINUTES

DRAFT

Time: 3pm – 4:30pm MT

Location: Zoom Meeting

Meeting Recording: <https://youtu.be/37Tn4QqoJVg>

Meeting Call to Order **Maria Butts**

Item #1 **Maria Butts**
Consideration of Approval of June 2023 Agenda

- Motion by Maria Butts to change on Item 12 to Mid-Year Meeting Date
- Jamie Saitta moves to approve; Carla Belski seconded; unanimously approved

Item#2 **Maria Butts**
Consideration of Approval of April 2023 Annual Meeting Notes

- Motion by Carla Belski to make a change under the budget update section to read “Mitch Overton past MTRPA president will be removed as a signer on the First Interstate Bank account and that Maria Butts will be added as a singer on the First Interstate Bank account.”
- Donna Gaukler moves to approve minutes with the change; Jamie Saitta seconded; unanimously approved

Item #3 **Carla Belski**
Current Budget Update

- The year end cash balance in the Actual Budget for 2023 is higher than the proposed.
- Carla Belski explained the expenses and revenue MTRPA needs to be in the Conference Closeout budget area.
- Jennifer Thomsen clarified student’s registration does still need to be reimbursed. Carla Belski requested an invoice.
- Maria Butts noted the next adopted 2 year budge will be created in 2024 mid-year meeting and made a note to reflect conference spending into the proejct budgets.

Item #4 **Maria Butts**
Consideration of Approval of By-law Changes

- Danielle Beaudin and Maria Butts made changes to bylaws to reflect the recent structure of the executive board.
- Donna Gaukler moves to approve bylaws with the change; Steve Herrig seconded; unanimously approved

Item #5

Jamie Saitta

Membership Update

- Jamie Saitta welcomed new members 1) MyRec Software 2) Todd Espinoza from Confederated-Salish Kooteni Tribes
- Jamie Saitta and Cassie Lason are working on membership directory.
- Member meetups 1pm on 3rd Tuesday of every month. Membership is encouraged to attend.

Item #6

Cassie Lason

Resource Development Coordinator Update

- Cassie Lason congratulates the board
- Mailchimp is working better due to removing Mailchimp branding.
- Working with Jamie on membership directory and member benefits.
- Reminder member meet ups are recorded online.

Item #7

Jennifer Thomsen

Student Liason Update

Brie Nickal

- Jennifer had great feedback from students at conference. She made suggestions to improve on the student match ups.
- Brie and Jennifer are working to start the official MTRPA student chapter.
- Suggested to invite scholarship donors to the conference to see awarding ceremony.

Item #8

Bob Walker

Montana Trails Coalition Update

- Bob was not in attendance.

Item #9

Bob Walker

Legislative Update

- Bob was not in attendance.

Item #10

Elizabeth Hill

Aquatics Update

- Elizabeth reminded the importance of continual training throughout the summer for lifeguards and remembering the lifeguard certification is just to get the job and the start of their training but wanted bringing awareness to continual training and safety.

Item #11

Kory Thomson

Conference Update

- Annual conference 2023 set for the Double Tree in Billings April 22 - 25

Item #12

Maria Butts

Schedule Mid-Year Meeting

- MLCT conflicts with NRPA
- October 26th at 3pm in-person Billings Parks & Recreation

Items #13

Maria Butts

Other Items from the Board

- Steve introduced Jessica Compton, a new Deputy Director in Great Falls

Item #14

Adjourn

- Steve Herrig makes a motion to adjourn; Jamie Saitta seconded; unanimously approved

Budget for MTRPA

Year End Cash Balance	\$46,111.52	\$45,447.48	\$42,161.20	\$37,445.77	\$19,484.02	\$19,193.77	\$26,488.04
Expenses	Actual 2019	Actual 2020	Actual 2021	Proposed 2022	Actual 2022	Proposed 2023	Actual 2023
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	\$41.39
e-newsletter fees	\$0.00	\$0.00	\$0.00	\$0.00	\$13.00	\$0.00	\$117.00
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	\$1,228.00
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	\$11,250.00
Consultant Travel	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,000.00	\$369.42
Montana Nonprofit Association Membership	\$0.00	\$40.00	\$40.00	\$40.00	\$40.00	\$0.00	\$85.00
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	\$21.00
Website Domain Renewal and Reinstatement	\$256.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$12,791.52	\$8,164.87	\$12,769.97	\$30,809.00	\$46,860.67	\$29,769.00	\$47,403.02
Revenue	Actual 2019	Actual 2020	Actual 2021	Proposed 2022	Actual 2022	Proposed 2023	Actual 2023
Memberships	\$3,542.53	\$4,615.26	\$5,634.71	\$5,500.00	\$960.00	\$5,500.00	\$9,446.83
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	
Total	\$26,929.68	\$7,500.83	\$9,483.69	\$11,517.00	\$24,183.49	\$11,517.00	\$54,407.04
CD 1 yr Maturity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenue	\$26,929.68	\$7,500.83	\$9,483.69	\$11,517.00	\$24,183.49	\$11,517.00	\$54,407.04

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

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	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	x	\$25,790.32		\$33,598.11
5/3/23	Cara Jones	MTRPA Conference presentation	1288	x	\$1,100.00		\$32,498.11
5/3/23	Jennifer Pharr Davis	MTRPA Conference airfare stipend	1289	x	\$800.00		\$31,698.11
5/3/23	Jennie Bradford	MTRPA Conference Gear Swap	1290	x	\$96.00		\$31,602.11
5/3/23	Maria Butts	MTRPA Conference Gear Swap	1291	x	\$15.00		\$31,587.11
5/18/23	Jennie Bradford	MTRPA Conference lanyards shipping cost reimbursement	1292	x	\$14.05		\$31,573.06
5/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$31,560.06
5/30/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$31,558.06

6/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$31,545.06
6/22/23	University of Montana	Student Expense for MTRPA Conference	1293	x	\$1,228.00		\$30,317.06
6/29/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$30,315.06
7/24/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$30,302.06
7/27/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$30,300.06
8/17/23	FrontDesk, Inc.	Q2 Resource Development Coordinator Services/Mileage reimbursement	1294	x	\$4,119.42		\$26,180.64
8/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$26,167.64
8/30/23	First Interstate Bank	Paper Statement Fee		x	\$2.00		\$26,165.64
9/18/23	Paypal Transfer	Online Memberships		x		\$461.79	\$26,627.43
9/19/23	Montana Nonprofit Association	Membership Renewal	1295	x	\$85.00		\$26,542.43
9/20/23	First Interstate Bank	New Checks		x	\$41.39		\$26,501.04
9/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$26,488.04

\$47,403.02 \$54,407.04



Executive Board

*Each term of office shall commence following the close of the mid-year meeting at which he/she is elected.

Position	Current Member	Term Length	End Date
President	Maria Butts	2 Years	Spring 2025
President Elect	Steve Herrig	2 Years	Spring 2025
Secretary	Danielle Beaudin	2 Years	Spring 2024
Treasurer	Carla Belski	2 Years	Spring 2024
Membership Coordinator	Jamie Saitta	2 Years	Spring 2024

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 years and staggered. The Advisory Team consists of three active members of MTRPA, plus the Past President.

Position	Current Member	Term Length	End Date
Past President	Mitch Overton	2 Years	Spring 2025
Advisory member	Donna Gaukler	2 years	Spring 2025
Advisory member	Kory Tompson	2 Years	Spring 2024
Advisory Member	Pat Doyle	2 Years	Spring 2024

Liaisons

*These positions are appointed by the Executive Board and do not have terms.

Trails Representative	Bob Walker
UM Student Liaison	Jenn Thomsen
Aquatics Liaison	Elizabeth Hill
Student Board Member	Vacant
Indigenous Lands Manager	

Deleted: Brie Nickal

Call for Board Advisory Position: Indigenous Lands Manager

FOR IMMEDIATE RELEASE

April 3, 2023

Montana Trails, Recreation, and Park Association (MTRPA), is an affiliate of the National Recreation and Park Association (NRPA). We are on a mission to help Montana preserve and utilize our parks, trails, and recreation resources across the state while supporting the growth of our professional industry behind the scenes of these beloved areas and programs. In an effort to include, increase and prioritize the presence of indigenous organizations and agencies in our Association, we are inviting Tribes and indigenous land managers throughout Montana to join the MTRPA.

The MTRPA Board has been asked to create an Indigenous Lands Manager Member position and membership tier for indigenous members. Further, a land acknowledgement was proposed, and is currently being crafted, to include on the MTRPA website, offices, and other visible materials. At MTRPA 2022 Annual Conference, the Board officially voted to open a Indigenous Lands Manager member position. It is our hope that fulfilling this position will generate advice from indigenous land managers which is needed in our Association in order to support Trails, Recreation, and Parks across the traditional land of the Crow, Northern Cheyenne, Sioux, Gros Ventre, Assiniboine, Chippewa, Cree, Blackfeet, Salish, Kootenai, Pend d'Oreille, and Little Shell Chippewa, also known as the state of Montana.

We are seeking nominations for our new Indigenous Lands Manager position. The nominated individuals will be asked to provide advisory support and recommendations for implementation of the Association's 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 in relation to indigenous lands, non-indigenous

lands, and all other general MTRPA business.

Currently, we are searching for advice about a Tribal Membership tier that could be at a lower cost than other membership tiers. Would you or your organization/agency be interested in working with us on this endeavor? Your participation could strengthen our acknowledgements and allyship across parks, recreation, trails, natural resources, and conservation departments within Montana.

To inquire, send a letter of interest to contact@mtrpa.info.

Please let us know if you have any questions about joining us.

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 1st. Membership fees shall be approved annually at the annual membership meeting. (Fee schedule effective January 1st 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	2	Even
Treasurer	2	Even
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 – 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.

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

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 1st – December 31st 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 MEET-UPS

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

WHERE: Zoom - Link provided to MEMBERS ONLY

Remaining 2023 Meet-up Dates & Topics

November 21 Marketing and Outreach

December 19 Program Guide Development

Recordings provided in online Membership Portal

NOT A MEMBER? JOIN AT MTRPA.INFO



Cassie Lasson | cassie@frontdesk.com
Office: 406-257-1260 | Cell: 970-402-4862
155 Jewel Basin Ct UNIT A | Bigfork, MT 59911

Service Proposal

Client: Montana Trails, Recreation and Parks Association

Position: MTRPA Resource Development Coordinator

Date: October 26, 2023

Summary

Proposed services will be assigned to and provided by Cassie Lasson, Vice President and designer of her family owned company, FrontDesk, Inc. Cassie's father, Lee Lasson, founded FrontDesk, Inc. in Estes Park, Colorado in 1998. Cassie has been working as a designer with FrontDesk since 2009.

Cassie has been in the Flathead Valley of Montana since 2014. Cassie is a graphic designer, web designer, outdoor photographer, and fine artist with a visual hunger that is always expanding her professional endeavors.

Cassie was recommended as MTRPA Resource Development Coordinator by Maria Butts, *MTRPA President Elect & Director of Whitefish Parks and Recreation Department*, after Cassie completed their interpretive trail sign designs, logo/brand, and tree-identification-science-illustration for the new James R. Bakke Nature Reserve in Whitefish, Montana. With that fulfilling community experience in the Nature Reserve project, Cassie's strong passion for the outdoors, and her cravings for new creative outlets are catalysts that drove her to become part of the MTRPA. Cassie has been contracted since 2019 as the Resource Development Coordinator for MTRPA.

Resume of Cassie Lasson

EXPERIENCE

Vice President, Designer, Photographer - *FrontDesk, Inc.*

2009 – Present | Columbia Falls, Montana & Estes Park, Colorado

Designer and project manager with family owned firm providing consulting, development, information services, web design, graphic design, social media integration, and social media customization. Duties include taking clients from beginning to end of projects including finding leads and networking, writing and presenting proposals, creating and presenting design mock-ups, logo/brand

design for web and print, illustration, photography, developing web designs with HTML/CSS, customizing CMS (Content Management Systems) such as Wordpress, eCommerce website integrations, email blast template customization, organic SEO procedures, social media customization and social media management.

Graphic Designer & Web Designer - SnapRead, LLC.

2010 – 2012 | Boulder, Colorado

Graphic design and user interface management with this start-up company produced a brand/identity to reveal to investors. Duties included revising brand design and HTML/CSS style integration with development team using Agile Management to reflect feedback from focus groups and investors for the SnapRead brand.

Technical Customer Support & Organic SEO Management - Goozmo

2010 - 2011 | Boulder, Colorado

Provided customer support for the Goozmo CMS (Content Management System) via email, phone, hosting webinars, and creating video tutorials using Camtasia. Conducted keyword analysis for websites using Google Keyword Tool, registered sites with all major URLs, XML site map submission, revised content and meta descriptions to be optimized for search engines.

Web Design Intern - Goozmo

2009 - 2011 | Boulder, Colorado

Design of brand identity, advertisements, websites, and email marketing templates as an intern for this Boulder web design firm.

Branch Assistant Manager - Vector Marketing/Cutco Cutlery

2009 | Fort Collins, Colorado

Managed a large team of sales reps, scheduled/held team meetings, held interviews, delivered speeches at conferences, and conducted personal consultations with every rep on our team. Office sales reached \$220,000 for the summer.

Cutco Sales Representative - Vector Marketing/Cutco Cutlery

2009 - 2010 | Fort Collins, Colorado

A Cutco sales representative's expectations involve finding leads, asking for referrals, time management, scheduling sales meetings, attending business seminars, and following through with customers. This summer job (while in design school) accumulated to over \$19,000 in personal career sales. Hired as assistant manager while also a Cutco sales representative simultaneously.

EDUCATION

Front Range Community College - Fort Collins & Westminster, CO

Associate of Arts 2011

Associate of Applied Science in Multimedia and Graphic Design 2011

Phi Theta Kappa Honors Society 2011

CONTINUING EDUCATION

Certified Intentional Creativity Teacher MUSEA University - 2023

SXSW Interactive Conference Austin, TX - 2012, 2013, 2014, 2015, 2016, 2017

AWARDS

MTRPA Annual Media Excellence Award - 2023

Elaine Betts Award for Outstanding Achievement in Multimedia Graphic Design 2009 - 2010

Front Range Community College Humanities Multimedia Graphic Design Academic Achievement Award 2009 - 2010

Vector Marketing Summer Conference II Assistant Manager Award 2009

SKILLS

Proficiency with the Adobe Creative Cloud, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Capture, Adobe Dreamweaver, Canva, FinalCut Pro, iStopMotion, and more. Other skills include project management, HTML, CSS, organic search engine optimization, database/server management, Eventbrite/Ticketleap ticketing/event management, social media customization/integration with Facebook, Instagram, Twitter, custom Snapchat filters, email marketing, Wordpress CMS (Content Management System), and photography.

Client References

- **Maria Butts** *Director of Whitefish Parks and Recreation / MTRPA Secretary & Treasurer / parksadm@cityofwhitefish.org / 406-863-2473*
- **Carla Belski** *Community Services Coordinator of Whitefish Parks and Recreation / cbelski@cityofwhitefish.org / 406-863-2473*
- **Kathy Groesbeck** *Present of the Estes Park Rotary Club / mrskathyjg@yahoo.com / 785-224-6454*
- **Dawn Wilson** *Marketing and Communications Manager of Estes Valley Recreation and Park District / dawn@evrpd.com / 970-586-8191 x120*



Examples of Recent Client Projects

Project: James R. Bakke Nature Reserve Interpretive Trail Signs & Tree-Identification-Science-Illustration

The Client: *City of Whitefish, Parks and Recreation Department*

James Bakke, local Whitefish artist and beloved community member, deeded his land to the City of Whitefish with his passing in 2013. It was his wish to preserve the property as open space for the community to enjoy. In 2017, Cassie started working with Maria Butts, *Director of Whitefish Parks and Recreation*, and Carla Belski, *Community Services Coordinator of Whitefish Parks and Recreation*, to design their quirky vision of the interpretive trail signs. They wanted the signs to be different from anything else in the surrounding areas. With the goal being to have three different interactive sections of the trail signs including tree identification, exercise, and Bakke's history/art, Maria and Carla needed a way to bring the ideas together in a cohesive experience.

The Work: Mood Board Options, Sign Layout Options, Tree-Identification-Science-Illustration, Legwork with Printer

Cassie conducted a comprehensive creative brief to start the project by identifying goals, details, and questions for the project. The whole team decided the signs would appear to look like canvas sitting on easels throughout the trail. They snowshoed the property together in the middle of winter to plan out placement. While Maria and Carla worked on creating/collecting the actual content for the signage, Cassie started designing right away. She presented multiple "mood board" options giving ideas for colors, textures, logos, fonts, and general moods to choose from. As a group, tweaks were made to the mood boards, and a final brand was born from the process. The custom Nature Reserve logo was created by hand tracing James's artist signature. The iconography, interpretive trail map, tree I.D. illustrations and hand lettered labels were drawn by Cassie and vectorized. Background textures represented stretched canvas with overlaying paint blobs and crayon swatches. That "mood" was brought over to sign design layouts with options to choose from. The signs were revised in multiple rounds until complete. Cassie worked with Carla and Maria closely to make sure signs were perfect by adjusting anything necessary as more feedback from the board and contributors came through. Upon design completion, Cassie worked closely with the sign printer by conducting print checks to ensure signage came out perfect and timely. At the opening of the first ever Nature Reserve in Whitefish, Cassie spoke to around 50 people about the design process and how truly fulfilling this community project was. Community contributors, friends, and family of James Bakke were very pleased with the outcome of the designs and felt James would be too.
(Visuals on next page.)



Project: Estes Park Rotary Duck Race Festival Website Redesign & Social Media Management

The Client: *Estes Park Rotary Club*

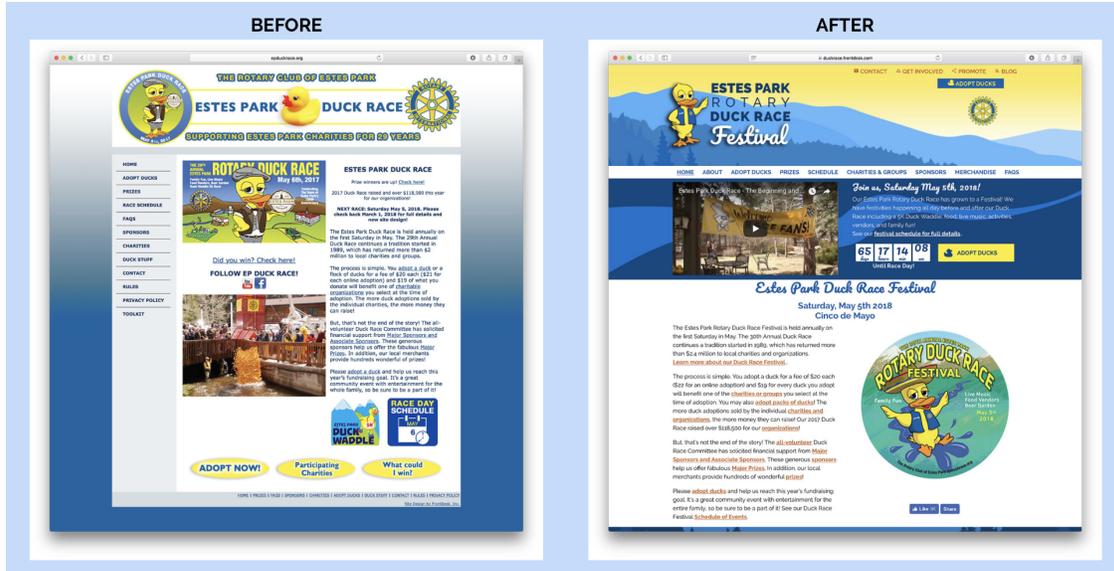
The Estes Park Duck Race is an event held annually in May where the community comes together in all aspects and rubber duckies race down the river. Adopting a duck costs \$20 and \$19 goes to the participating charity of your choice while giving the opportunity to win big prizes! This race has raised over 2 million dollars for local charities in 30+ years. Every year the Duck Race committee tries new ways to get more duck adoptions. The Estes Park Rotary Duck Race website www.epduckrace.org first went on-line in 2011 allowing duck adoptions electronically, originally designed by FrontDesk, Inc. Then, in 2017 it was decided that the duck race site needed to be responsive to all devices with an updated look and new eCommerce integration using Eventbrite event ticketing system.

The Work: Web Design, Branding, Content Creation

Cassie presented re-design options to key Rotarian Duck Race leaders, such as club President Kathy Groesbeck, to collaborate on the look and functionality you see today.

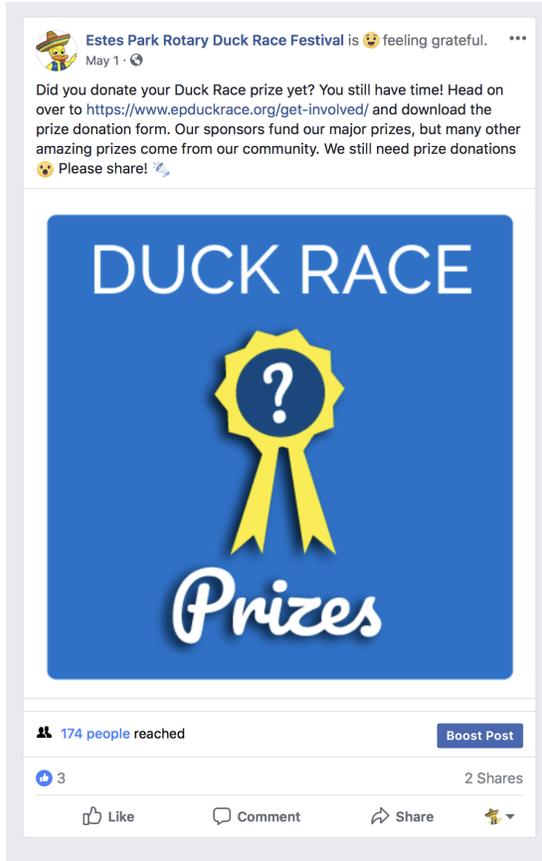
Although there was a duck logo, the Festival needed an overall look that tied everything together. Special text treatment to “Estes Park Rotary Duck Race Festival” was given along with rich graphic elements like a colorful mountainous background to set the brand and tone of the newly dubbed “festival” addition to the 30 year traditional duck race.

The new www.epduckrace.org site is developed using WordPress.org with Amazon Linux AMI configured LAMP stack (Linux, Apache, MySQL, and PHP) on a Amazon Lightsail instance. WordPress.org’s dominant Content Management System (CMS) powers nearly 30% of the world wide web. This CMS allows for the Duck Race Rotarians to post blog updates, change/create pages like how to get involved, promote, learn about the charitable Organizations, Sponsor recognition, of course Duck Adoptions, and prizes/winners lists. FrontDesk, Inc. provides their “FrontDesk WordPress Care Package” keeping the server and WordPress up-to-date and secure. The integrated Eventbrite event ticketing eCommerce application routes on-line traffic to on-line adoptions sales that create about one third of all adoptions sold! (Visuals on next page.)



FrontDesk, Inc. has worked with the Estes Park Duck Race for years providing web design and other services. During social media production Cassie worked with a copywriter using custom graphics, stock imagery, and typography. She also created training documentation of how to use these items for the charities, sponsors, and the community to share on their own platforms. These images were created and tested for all social media platforms needed for the charities including Facebook and Twitter. Cassie also conducted a training seminar with the local charities to expand the knowledge of the charities to raise more funds for their cause. As a leading example to the charities, we created a social media calendar and scheduled posts until the race that ultimately raised engagement.





Project: Estes Valley Community Center Brochure

Client: Estes Valley Recreation and Park District

Cassie has worked with the EVRPD for a number of years on multiple items including web consulting, web hosting, web updates, design, and responding to RFPs. Recently in the spring of 2018, *the Marketing and Communications Manager of Estes Valley Recreation and Park District, Dawn Wilson*, contacted Cassie to expedite design layout needed for a three-panel brochure to replace the existing rack cards.

The Work: Layout/Design Brochure

Dawn provided Cassie with the wording for the brochure, some stock photos, and example brochures from other EVRPD departments like the golf course and the marina to be modeled off of. Cassie understood and followed style guidelines provided by the EVRPD to be consistent with the brand. After the first design round, Cassie recognized that some stock photos provided did not work with the flow. She identified and advocated for other images to be used that ultimately helped support the content visually. Cassie expedited the work for Dawn to get the brochure done as quickly as possible while still paying attention to detail to produce high quality print materials.

(Visuals on next page.)

Live · Learn · Play

Rates	Resident	Non-resident
Daily Admission		
Youth (3-18)	\$5	\$9
Adult (19-54)	\$7	\$13
Senior (55+)	\$5	\$9
20-punch Pass		
Youth	\$75	\$160
Adult	\$105	\$160
Senior	\$75	\$160
Annual Pass		
Youth	\$240	\$324
Adult	\$390	\$525
Senior	\$300	\$405
Couple	\$585	\$787
Family	\$690	\$930

Hours of Operation

Monday - Friday	6 a.m. - 9 p.m.
Saturday*	8 a.m. - 6 p.m.
Sunday**	9 a.m. - 6 p.m.

*Memorial Day - Labor Day Extended Hours
8 a.m. - 9 p.m.

**Memorial Day - Labor Day Extended Hours
9 a.m. - 8 p.m.

JOIN TODAY! evrpd.com



Estes Valley Community Center Join Today!

660 Community Drive · 970-586-8191
evrpd.com
Scan code for map information.



Senior Services at the Community Center

Senior services are available at the Estes Valley Community Center where the helpful staff carries on the tradition of helping individuals maintain their independence while promoting healthy, safe and enjoyable lifestyles in Estes Valley. Services available include lifelong-learning classes, social opportunities, fitness programs, day trips, weekly lunches and much more.

Senior Services Hours: Monday to Friday, 9 a.m. to 4 p.m.



Absolutely Recreation

Golfing · Fishing · Swimming
Camping · Boating · Biking
evrpd.com

Picture Yourself PLAYING



Estes Valley Community Center

The Estes Valley Community Center is a new, 70,000-square-foot, state-of-the-art facility envisioned as a comprehensive, multigenerational destination. The facility offers high-quality, diversified fitness, recreation, social and educational opportunities in a welcoming environment.



Features:

- Natatorium with a lazy river, water play features, zero-depth pool, hot tub and slide
- Game room with puzzles, games, fireplace and relaxing space to sit and read
- Fitness and exercise equipment for the casual to intense workout
- Indoor gymnasium ideal for pickleball, basketball, volleyball and more
- Golf simulator for practicing your game on 15 international golf courses
- Indoor walking and running track for escaping the wind, rain or snow
- Remodeled lap pool with diving board, diving well and Aqua Climb
- Library station for reserving and picking up books from Estes Valley Library
- And much more



Fitness Programs

Get fit and stay fit! The Estes Valley Community Center offers more than 50 group and water fitness classes each week, as well as many specialty fitness classes.

Variety is key when it comes to your fitness routine, not only to keep you motivated but also to keep your body guessing.

Admission or membership fees include use of the weight room, cardio equipment, multi-court gymnasium and a variety of fitness classes. Examples of fitness classes include tai chi, a variety of yoga classes, water aerobics, spin classes, and much more. For a complete list of classes and times, visit evrpd.com/EVRPfitness.



Personal Trainers

Need a little more motivation or some guidance on starting a fitness program? Then consider working with one of our certified personal trainers. One-hour sessions are available in private, semi-private or small groups, and can be broken into lengths of 30 or 60 minutes.

For more info, visit evrpd.com/personal-training.



Cubz Den

Want to work out but don't have a babysitter? Consider using our child-watch service in the Cubz Den. Our trained staff will watch your child for up to two hours while you enjoy your workout or class.

Fee: \$4 for first child; \$2 each additional child

Ages: 1 to 8



Showers

Showers are available at the Estes Valley Community Center during open hours. Fee is included in the daily admission. Please bring your own towel.



Scope of Services

FrontDesk, Inc.'s employee, Cassie Lasson, will provide strategic resource development and operations for the MTRPA. Major responsibilities and examples of those responsibilities include:

- **Attend and help coordinate meetings with MTRPA President.**
EXAMPLE: Meet with Mike in person or via remote software (such as GoToMeeting or Skype) to plan meetings, strategize promotions/support for MTRPA memberships, partnerships, and revenue opportunities. Cassie has a valid driver's license and a reliable vehicle to travel across the state of Montana.
- **Produce publications, including editing, design, distribution and advertising, with MTRPA's website/communications board member.**
EXAMPLE: Use publication software like Adobe InDesign to design and edit publications. Work with online software for email blasts and printer and MTRPA for distribution vendors as needed. Strategize and apply marketing efforts with MTRPA's board members for publication outputs.
- **Update promotional materials such as website and social media and professional directory with MTRPA's website/communications board member.**
EXAMPLE: Work with the MTRPA's board to evaluate and update the <http://www.mtrpa.info> website including update/promote professional directory, and brainstorm/create/schedule social media graphics/posts.
- **Assist in maintaining MTRPA's membership database membership renewals; assist MTRPA's Membership coordinator in recruitment.**
EXAMPLE: Work with MTRPA's Membership coordinator to maintain membership database, promote recruitment, and support recurring memberships. Evaluate usability/experience for members such as renewal reminders, reinforce member benefits, and plan email marketing efforts including member "thank yous" that share efforts made possible by membership dues to strengthen member relations and renewals.
- **Coordinate training opportunities, such as Certified Playground Safety Inspector Course and member meeting training, with MTRPA's board.**
EXAMPLE: Be involved in planning training opportunities with MTRPA's board to identify materials needed for training and to strategize promotional outreach of said training opportunities to grow awareness.
- **Work with the host agency on annual state conference as requested, including marketing, registration and on-site support.**
EXAMPLE: Design marketing materials for state conference, setup and/or promote on-line registration, and attend conference for on-site support.
- **Manage and strategize with MTRPA's board, including strategic**

planning facilitation.

EXAMPLE: Brainstorm, plan, schedule, and execute efforts such as marketing to support MTRPA's goals.

- **Assist MTRPA's board in development of strategic partnerships.**

EXAMPLE: Explore how existing and future partnerships can be strengthened and utilized with MTRPA.

- **Provide staff support to MTRPA's board.**

EXAMPLE: Facilitate needs for board resources and development.

- **Attend regional and national meetings as time and funding permit.**

EXAMPLE: Travel across region and nation to meetings to better understand the current climates and tactics for MTRPA ongoing goals.

- **Provide legislative support services, including monitoring legislation (bill tracking), publishing electronic legislative updates for members, drafting and coordinating testimony and testifying as needed, participating in the interim legislative process and other policy issues, and providing a presence for MTRPA at the State Capitol.**

EXAMPLE: Create and publish materials relating to legislative updates. Although Cassie has not worked at the legislative level before, she is willing to learn and travel to the State Capitol to be a presence for MTRPA.

- **Work with the President and board to develop a sustainable revenue source to help support this position and MTRPA.**

EXAMPLE: Create marketing strategies for MTRPA to grow their audience and revenue. Review stats on strategies for insight on efforts to direct next steps to continue sustainability for MTRPA Resource Development Coordinator.

Items provided by Client (if applicable)

- Previous design work & logos
- Existing ideas & images to work off of
- Usernames/Passwords
- Other applicable background information

FrontDesk, Inc. Service Estimate

(Services Estimated at \$75/hour)

Proposed fees include meetings, project management, phone calls, emails, research, design production, testing, writing and editing time to complete tasks.

Details of such tasks will be determined in initial and ongoing meetings.

First Quarter Phase - January 1, 2024 - March 31, 2024	
(50 hours @ \$75/hour)	\$3750
Second Quarter Phase - April 1, 2024 - June 30, 2024	
(50 hours @ \$75/hour)	\$3750
Third Quarter Phase - July 1, 2024 - September 30, 2024	
(50 hours @ \$75/hour)	\$3750
Fourth Quarter Phase - October 1, 2024 - December 31, 2024	
(50 hours @ \$75/hour)	\$3750
Total Estimate (200 Hours Total):	\$15000

Travel/Contingency Plan - Funds to be used for traveling expenses as needed and/or in the event work is needed outside of the above estimated total to facilitate completion of projects.	\$2500
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Terms: This figure is an estimate. It is based on the information provided and may be inappropriate if additional information is forthcoming, or specifications change. It does not include printing, paper, third-party artwork, licensing, or vendor charges. This estimate is valid for 30 days. 25% of total estimate invoiced immediately after proposal is accepted; remainder of work invoiced at quarterly phases.

Accepted By: _____ Signature: _____ Date: _____



From: [Bob Walker](#)
To: [Danielle Beaudin](#); [Cassie Lasson](#); [Mitchell Overton](#)
Subject: Re: MTRPA Mid Year DRAFT Agenda Items Due Oct 2
Date: Friday, September 15, 2023 3:38:51 PM

Hi Danielle!, Cassie and Mitch! I won't be in attendance at the mid-year meeting. Too much travel this year and the budget is depleted! However, could one of you provide the following information, under the agenda item Montana Trails Coalition (MTC) Report, the following:

At the January Montana Trails Coalition (MTC) Board meeting, Bob Walker announced his retirement from Chair of the Coalition effective December 19, 2023. Even as a volunteer, It has turned into an approximately ½ time job and I'm ready to take a break. The Coalition is on a fund-raising campaign now with the objective to raise enough funds to employ at a minimum a ½ time Director or contractor. We will be requesting an investment from the Montana Trails, Recreation and Parks Association to assist with this effort.

At this time, the Coalition received a \$10,000 grant from the Rails-To-Trails Conservancy and Bob Waker donated \$1,000 in hopes that others will match or exceed that amount. Upcoming changes to the MTC web page will include donation and membership information.

In the future, I plan to continue to provide Emails with information from state and national agencies and organizations with up-to-date trails and grant information, will continue to serve on the Board of American Trails and Montana's State Trails Advisory Committee and hope, with the approval of the MTRPA Board, to continue to be a trails advisor to the MTRPA.

Hope you have a great meeting in Billings and look forward to our next face-to-face meeting!

Bob
