



January 25, 2024

Quarterly Meeting Agenda

Location: Virtual

Time: 3pm – 4:30pm

<https://us02web.zoom.us/j/89569750976>

Meeting ID: 895 6975 0976

One tap mobile

+13462487799,,86539819030# US (Houston)

+16694449171,,86539819030# US

Find your local number: <https://us02web.zoom.us/j/89569750976>

Meeting Call to Order	Maria Butts
Item #1 Consideration of Approval of October Mid-Year Meeting Minutes	Maria Butts
Item #2 Current Budget Update <ul style="list-style-type: none">a. Current Budget Reviewb. Proposed Changes to 2024 Budgetc. Review of Proposed 2025/2026 Budget (Will vote at annual meeting.)	Carla Belski
Item #3 Board Positions and Vacancies <ul style="list-style-type: none">a. Upcoming Terms (Secretary, Treasurer, Membership Coordinator, Kory's Advisory Position, and Pat's Advisory Position)b. Board Position Responsibilities Updated<ul style="list-style-type: none">• Consideration to add urban forestry, parks, and recreation liaison positions.c. Indigenous Lands Manager Vacancyd. Student Board Member Vacancy	Maria Butts
Item #4 Membership Update	Jamie Saitta
Item #5 Resource Development Coordinator Update	Cassie Lasson
Item #6 Trails Update	Bob Walker
Item #7 Legislative Update	Bob Walker

**Item #8
Aquatics Update**

Elizabeth Hill

**Item #9
Conference Update**

Kory Thompson

**Item #10
Schedule April Annual Meeting**

Maria Butts

**Item #11
Other Items from the Board**

Maria Butts

**Item #12
Adjourn**



October 26, 2023
Mid-Year Business Meeting Agenda
Minutes
DRAFT

Location: Virtual due to weather
Time: 3pm – 4:30pm
[View Recording](#)

Meeting Call to Order @ 3:04pm

Maria Butts

Item #1

Maria Butts

Consideration of Approval of Previous Meeting Minutes – June Quarterly Meeting

- Motion by Steve Herrig to update/ change the typos on the word “budget,” “congratulations,” and switch to 2024 conference instead of 2023 conference. Second by Jamie Saitta; unanimously approved.

Item #2

Carla Belski

Treasurer Updates

a. Current Budget Update

- Did just pay our MNP membership
- 2 year budget prep
 - The board held a discussion regarding potential changes to the budget. The budget committee will work on changes and bring to the board in January. The approval by the membership will be sought in April.

•

b. Fiscal Agreement Transition

- **Process**
- **Establishing Checks and Balances**
- **Bank Account Signer Changes**
 - Using the Whitefish address. Address for MTRPA will follow the treasurer and where they are located.
 - New checks, new debit card
 - Picked up things from MMIA Nick Haswell
 - Go over an approval process for expenditures; this needs to be formalized; update the bylaws with this and update the duties of the treasurer and have ready by the January meeting.
 - Paying invoices directly with president and vice president on the receipts
 - REMOVE KELLY LYNCH and add STEVE HERRIG as a signer;
 - Carla Belski motioned and Jamie Saitta second this change

Item #3**Board Positions and Vacancies****Maria Butts****a. Board Position Responsibilities**

The board reviewed the responsibilities of each member. Tasks were identified and will be sent out to the board in a Task List.

b. Indigenous Lands Manager vacancy

- Position remains open and will be on our website to find someone to fill this on the board
- Maria asked Cassie to change the language on the indigenous lands manager in an effort to serve on all lands in our state, not just include, increase, and prioritize inclusion to all types of lands managers. Once revised, Cassie will send the call out to the FWP indigenous lands managers list.

Item #4**Jamie Saitta****Membership Update**

- 2 member meet ups left for 2023 under the membership portal on the website.
- Thinking of ways they can tweak it for the next year. CEU options, help facilitate connection with other departments.
- MTRPA swag option → REQUEST for a \$300 budget to add a cost to new members items such as a sticker if you become a member or renew your membership; WILL BRING UP AT JANUARY MEETING
- Pro deals options for their organizations
- Time of year to reach out to members about their renewals for the new year.
- Membership directory → will have on the website for all members.

Item #5**Cassie Lasson****Resource Development Coordinator Update**

- Renewal of RDC contract. Need to renewal the RDC contract;
- Proposed new contract and rate
- Jamie Saitta moves to approve the contract and Carla Belski 2nd; unanimously approved.

Item #6**Jennifer Thomsen****Student Liaison Update****Brie Nickal**

- New Student Board Member Representative. Brie no longer a student after December; need to find new student representative.

Item #7**Bob Walker****Montana Trails Coalition Update**

- Just completing strategic plan; comments on the draft and comments will be completed in November.
- Bob is Retiring from the MT Trails coalition.

- Plan to hire pt/full time/contract work depending on the fundraising efforts.

Item #8

Bob Walker

Legislative Update

- Senate Bill 24 does not allow land acquisition and education purposes with these funds.

Item #9

Elizabeth Hill

Aquatics Update

None

Item #10

Kory Thompson

Conference Update

- Schedule sub-committee meetings
- Discussion:
 - a. Bond happening in Billings right now and this could have an impact on the conference as far as where and what could happen.
 - b. Chamber of Commerce in town save the date card working alongside them
 - c. Tentatively picked a theme "Be an Outsider"
 - d. Mike Pigg is the New Billings P&R Director
 - e. Jake Milliron spoke about what events/things they will be working on at this event.
 - f. Jamie asked when the registration would start?
 - i. Kory responded with that they are completely open with a date. Still unknown.
 - g. Maria brought up that maybe Jenn would like to be the one who organizes the student match ups.
 - h. Jenn thought it would be difficult to bring students to Billings from UM. Maybe we could bring Western students to this conference. Need a new student rep on the board.
 - i. Maria brought up to help remind Mitch that he needs to be the lead on the scholarship committee.
 - j. Jenn brought up that it is difficult for young/new leaders to have them attend and coming up with ideas how to get them there.
 - k. Carla needs to be involved with the committee meetings for the conference to stay ahead of the budget

Item #11

Maria Butts

Schedule January Quarterly Meeting

- January 25th, 2024 at 3pm invite sent.

Item #12
Other Items from the Board

Maria Butts

Item #13
Adjourn

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	\$20,860.27
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	\$156.00
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	\$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	\$2,500.00
MTRPA Conference Expenses	\$3,750.00	\$0.00	\$0.00	\$3,000.00	\$20,440.17	\$3,000.00	\$30,828.97
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	\$15,000.00
Consultant Travel	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,000.00	\$735.66
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	\$1,165.00
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	\$55,107.02
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	\$9,523.06
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	\$2,000.00
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	\$56,483.27
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	\$56,483.27

*2022 Memberships: \$5,835.96

*2023 Memberships: \$4,647.10

Budget for MTRPA						
Beginning Cash Balance	\$19,484.02	\$20,860.27	\$20,860.27	\$19,785.28	\$18,710.29	
Expenses	Actual 2023	Approved 2024	Adjusted 2024	Proposed 2025	Proposed 2026	Proposed Action
Fees and Memberships						
Corporate Fee and By-law Changes	\$20.00	\$15.00	\$20.00	\$20.00	\$20.00	
Montana Nonprofit Association Membership	\$85.00		\$85.00	\$85.00	\$85.00	
Montana Trails Coalition Membership		\$50.00	\$50.00	\$50.00	\$50.00	
NRPA Membership	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	
Website and E-Newsletter Fees						
E-Newsletter Fees	\$156.00		\$156.00	\$156.00	\$156.00	
Web page hosting support	\$200.00	\$185.00	\$229.99	\$229.99	\$229.99	
Website Annual contract	\$299.00	\$200.00	\$299.00	\$299.00	\$299.00	
Liability Insurance	\$1,165.00	\$1,249.00	\$1,165.00	\$1,165.00	\$1,165.00	
Student Expenses						
Mid-year meeting		\$200.00				Delete
Student Scholarships	\$2,250.00	\$500.00	\$2,000.00	\$2,000.00	\$2,000.00	Increase by \$1,500
Student expense for conference	\$1,228.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	Decrease by \$500
MTRPA Conference Expenses		\$3,000.00				
Convention Center Fees, Food, and Beverages	\$25,790.32		\$25,000.00	\$25,000.00	\$25,000.00	Show actual expenses
Program Guide and Supplies	\$2,716.57		\$2,500.00	\$2,500.00	\$2,500.00	
Other (Speaker fees & travel, entertainment, etc.)	\$2,322.08		\$2,500.00	\$2,500.00	\$2,500.00	
Awards	\$327.00	\$600.00	\$300.00	\$300.00	\$300.00	Decrease by \$300
Office Supplies and Bank Fees						
Office Supplies	\$41.39	\$20.00	\$20.00	\$20.00	\$20.00	Move to Website/E-News
Bank Fees	\$21.00					Delete for 2024
Professional Development						
NRPA National Conference	\$2,500.00	\$2,500.00				Delete for 2024
Membership Development		\$500.00	\$500.00	\$500.00	\$500.00	
Legislative Support		\$500.00				Delete for 2024
Resource Development Coordinator						
Contract	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel)	\$735.66	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Decrease for 2024
Total	\$55,107.02	\$29,769.00	\$53,574.99	\$53,574.99	\$53,574.99	

Revenue	Actual 2023	Approved 2024	Adjusted 2024	Proposed 2025	Proposed 2026	
Conference Revenue		\$4,500.00				Show actual revenue
Registration	\$26,744.60		\$25,000.00	\$25,000.00	\$25,000.00	
Corporate Sponsorships	\$11,894.81		\$11,000.00	\$11,000.00	\$11,000.00	
Exhibitor Booths	\$4,750.00		\$4,500.00	\$4,500.00	\$4,500.00	
Silent Auction/Fundraisers	\$1,570.80	\$500.00	\$1,500.00	\$1,500.00	\$1,500.00	
Education Sponsors			\$2,750.00	\$2,750.00	\$2,750.00	City Sponsored Sessions
Memberships	\$9,523.06	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00	
Website Revenue (job board and web ads)		\$1,000.00	\$250.00	\$250.00	\$250.00	
Interest		\$17.00				Delete
Scholarship funding	\$2,000.00		\$2,000.00	\$2,000.00	\$2,000.00	Add Meier Donation
Total	\$56,483.27	\$11,517.00	\$52,500.00	\$52,500.00	\$52,500.00	
Year End Cash Balance	\$20,860.27	\$2,608.27	\$19,785.28	\$18,710.29	\$17,635.30	

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.	Q3 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
10/4/23	US Liability Insurance Company	Annual renewal	1360	x	\$1,165.00		\$25,323.04
10/6/23	FrontDesk, Inc.	Q4 Resource Development Coordinator Services/Mileage reimbursement	1361	x	\$3,750.00		\$21,573.04
10/27/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$21,560.04
10/30/23	City of Whitefish	NRPA Conference fees - MTRPA Chair, Maria Butts	1362	x	\$2,500.00		\$19,060.04
11/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$19,047.04
11/22/23	NRPA	Annual State Association Membership Renewal	1363	x	\$250.00		\$18,797.04
11/29/23	Paypal Transfer	Online Memberships		x		\$76.23	\$18,873.27
12/20/23	Mobile Deposit	Joel Meier Scholarship Donation		x		\$2,000.00	\$20,873.27
12/22/23	MailChimp	Monthly e-newsletter fees		x	\$13.00		\$20,860.27
					\$55,094.02	\$56,483.27	



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	
Indigenous Lands Board Member	