



DRAFT

2025 MTRPA Quarterly Meeting Agenda January 23, 2025

Time: 3:30 p.m. – 4:30 p.m.

Location: ZOOM <https://us02web.zoom.us/j/88341298758>

Meeting ID: 883 4129 8758

Call to Order	Maria Butts
Item #1 Consideration of Approval of October Meeting Minutes	Maria Butts
Item #2 Budget Report <ul style="list-style-type: none">▪ End of Year Balance	Carla Belski
Item #3 Resource Development Coordinator Report	Cassie Lasson
Item #4 Membership Update	Katie Canter
Item #5 Urban Forestry Update	Patrick Plantenberg
Item #6 Park Liaison Update	Lincoln Lake
Item #7 Recreation Liaison Update	Mitch Lauenstein

Item #8
Montana Trails Coalition Update

Bob Walker

Item #9
Legislative Update

Bob Walker

- Update on request for continued receipt of funding for the 2 trail grant programs.
- Outcome of discussion on not having an office of outdoor recreation.

Item #10
Conference Update

Katie & Cassie

Item #11
Schedule April 2025 Annual Meeting

Maria Butts

Item #12
Open Positions

Maria Butts

Item #14
Adjourn



October 2, 2024

DRAFT

MEETING MINUTES

2024 MTRPA Mid-Year Board Meeting

Wednesday October 2, 2024

Time: 1:00 pm – 2:30 pm

Holiday Inn, West Yellowstone

Board Room

<https://us02web.zoom.us/j/84496580817>

1:01 p.m.

Meeting Call to Order

Maria Butts

Item #1

Consideration of Approval of June Meeting Minutes

Maria Butts

Motion to approve made by Patrick and seconded by Lincoln. All ayes.

Item #2

Budget Updates

Carla Belski

a. Current versus Actual Budget

Carla shared those items we still need to pay for: corporate fee and bylaws, NRPA membership, liability insurance. We just issued a check for our Resource Coordinator. Anticipated revenue to be received is the \$2,000 donation for the scholarship. Our current projected end of year balance is expected to be \$20,000. A reminder that we did approve our 2025-2026 budget at our annual meeting. Carla shared that on the revenue side, she would like to simplify the budget and combine the conference sponsorship and education sponsorship line items into one.

Steve moved to approve this change and Carla seconded. All ayes.

Item #3**Resource Development Coordinator Report****Cassie Lasson**

Cassie shared she has been working closely with the Bozeman conference committee team. Regarding Cassie's contract renewal Maria shared that at the last meeting the board asked her to meet with Cassie as she has held her hourly rate since she started with us. Cassie and Maria recently met to discuss her contract and the budget we have allowed for her. Maria proposes that with this new contract keeping the \$15,000 annually and adding the \$2,000 travel into the same allocation, not to exceed \$17,000 which is what we have budgeted. This will allow Cassie more flexibility with her hours and for her to determine when it makes most sense to attend remotely or in-person.

Carla shared we typically pay Cassie the 4th quarter in the following calendar year so would like to look at this in terms of housekeeping. Carla proposed paying Cassie the 4th quarter the end of December. Cassie agreed and said she can work on these details with Carla. Cassie proposed having a set date when she submits her invoice regardless of the number of hours. Carla liked this idea. They will discuss further.

Patrick made a motion to accept the proposal as presented. Seconded by Bob. All ayes. The new contract will go into effect the end of this year.

Item #4**Membership Update****Katie Canter**

Katie shared she has been working with Cassie and discussing membership benefits and the conference timeline. They have been working on launching the 2025 membership on January 1 in conjunction with the conference early bird registration. More communication will be sent out closer to that date. They have also been discussing membership benefits and increasing them to help increase membership. One idea was looking at a way for people to submit certain information (i.e., events, trails, milestones), and would like to open it up for discussion amongst the board to find out what topics would be acceptable or topics we wouldn't accept. Katie shared one the topics we discussed in the past was the Special Olympics event. Maria confirmed this is for members only. Danielle asked Cassie if there is a way to submit something and it then be reviewed for approval, just as we currently do with job postings. Cassie said they spoke about that and wondered if submissions should be something the board reviews for approval at quarterly meetings. Maria feels if it is a city approved community event, then it would not be concerning to share with MTRPA members. Maria mentioned possibly creating an event center space. Maria does agree they should be a

member. Cassie expressed concern over commercial advertisement versus event promotion. Maria suggested looking at the source, making that distinction and ensuring it isn't a commercial advertisement. Steve shared we likely need a policy on this. Carla asked if commercial entities have other benefits. Cassie shared they receive discounts on the conference, preferred table location, and advertisement on our website. Commercial entities can also receive the membership directory, but we do have a policy that they cannot send mass emails. They need to obtain permission from the person first. Carla shared we do have a current list of processes and procedures that needs updating so maybe this is the place where we could add the commercial benefits and membership benefits. Carla will send the document to Cassie and Katie so they can begin adding redline edits. Cassie proposed having a draft for the quarterly meeting in January. Maria shared this is an addendum to our bylaws so if this works for the board, Cassie and Katie can work on this and share it with Steve who can present it as a bylaw change at the next quarterly meeting.

Cassie shared a list of 2025 membership benefits stating some of these are already in place while others are proposed ideas. They are as follows:

- Discount on conference registration fee
- Membership directory access
- Quarterly virtual training
- Division connections for more focused conversations/networks
- Virtual swag bag
- Budgeting for real swag bag, i.e., sticker
- Jamie had the idea of a sticker exchange
- Create MTRPA shop with t-shirts etc. with members receiving a discount code
- Pro deals
- Quarterly submission as discussed above

Maria shared she especially likes the idea of liaisons having their own email list for those within their division for all to share and ask questions.

Item #5 Urban Forestry Update

Patrick Plantenberg

Patrick shared that at the annual MTRPA conference in April, he made an announcement that MUCFA has as one of its goals to train park employees on management and care of trees. Since then, they have done many workshops and have their first pruning session on November 6 in Belgrade. It will be 4 hours on how to prune young trees and is for PW and Parks & Rec employees, tree board members, and the

public. Patrick asked if he sent Maria the information if she could help spread the word. Patrick shared they are looking forward to putting more of these together and are catering to small towns. They are seeing a lot of tree related problems and feel they can help park employees get the training they need. Patrick shared he was disappointed in the April conference in that there was no training for tree people. He added he has not yet seen an agenda for the MTRPA in Bozeman. If someone can get Mitch to give him a draft agenda so he can maybe, make some suggestions. Patrick said he is excited to work with us all. Maria commented the regional tree training sounds beneficial and asked that Patrick send the information to her and Cassie so we can get it out and on our website. Maria asked Katie to work with Patrick on the conference urban forestry tracks.

Item #6

Park Liaison Update

Lincoln Lake

Lincoln shared he does not have anything to report. He has been working with Mitch Overton and the Bozeman staff on brainstorming for next year's MTRPA conference. Maria asked if anyone had any park questions for Lincoln. Patrick asked what urban forestry training needs his staff have. Lincoln shared having an urban forestry track and intermixing some of the tracks.

Item #7

Recreation Liaison Update

Mitch Lauenstein

Mitch shared with Cassie that he appreciates the idea of sub networks. Mitch shared that within his own department they recently completed a risk assessment tool through MMIA called Presidium and found a lot of gaps in their child safety. Through that they found various abuse prevention programs and implemented a coach's pledge identifying expectations and what they need to abide by to be volunteers. Mitch is happy to share more information with anyone interested in learning more.

Item #8

Montana Trails Coalition Update

Bob Walker

Bob shared they now have 17 state and regional trails and parks organizations represented on the board which includes backcountry, front country and urban. This past year they added two new organizations, the Medical Professionals and the Summit Independent Living organization. Doug Haberman is now chair of the Montana Trails Coalition, the Vice Chair is Matt Bowser from Wild Montana, the Secretary is Logan Smith with Bike Walk Montana, and Bob is the Treasurer. Bob shared they had entered

into a contractual agreement for a part-time staff member with Tom Lang, who was previously with FWP. He has helped the coalition in updating their strategic plan and completed a report to the Rails to Trails Conservancy on a grant they received. The coalition is also doing an aggressive fundraising campaign to continue to have a contractor or staff on board.

Item #9

Legislative Update

Bob Walker

Bob shared they will have a board meeting in approximately 2 weeks and 2 of the most important topics are to ensure continual receipt for the 2 trail grant programs. One of the concerns is FWP, the managing agency of those grant programs must request authority from the governor's office, and get it approved by the legislature. What is concerning is the person who represented their accounting and finance division said they had not yet completed their request to the governor's office for funding. The question is if full funding for the trail stewardship program was requested. The past 2 years they have received \$2 million per year. A report from the legislative services division says that amount is now at least \$2.8 million. Bob shared he found it troubling that the Minister for Parks made a comment suggesting that because we only added half a million more in the request last year that they thought it would be difficult for them to request \$2.8 million for each of the next 2 years. Bob reports they will continue working with FWP to see full funding of that program. The other topic they will address with the legislature is that Montana is one of the only western states that does not have an office of outdoor recreation. They are going to work on seeing that that office is reauthorized.

Item #10

Conference Update

Cassie Lason, Katie Canter

a. 2025 Conference Update

Cassie announced the theme of next year's MTRPA conference is Connecting the Bigger Sky. They are working on timeline dates and a schedule. They are going to open the call for session proposals and sponsorships before ticketing so they can promote and build excitement and anticipation about the conference. January 1st will be the start of ticket sales.

Katie shared the conference will take place April 7 – 10th in Bozeman. The tracks were chosen with active transportation in mind. They are Access and Equity, Programs and Partnerships, Active Transportation, and Natural Resources. Cassie added this is in process so things may change. Cassie asked if we were wanting to have a student track. Maria clarified not necessarily a track but to involve students or make sessions available that they would benefit from. Patrick added that if working on the urban

forestry track to note that if you want tree professionals to attend for continuing education credits, you need to have at least 10 to make it worth their while. Lincoln asked when the next brainstorming session will be. Katie shared they still have some internal things to work out. They will send out an invite. Maria shared the 2026 conference will be in Missoula

Item #11

Schedule January 2025 Quarterly Meeting

Maria Butts

Thursday January 23, 2025, Remote meeting @ 3:30 p.m.

Item #12

Open Positions

Maria Butts

- a. Aquatic's Liaison, Student Liaison, and Indigenous Lands Manager

Item #13

Adjourned at 2:18 p.m.

MTRPA Budget vs. Actual			
Beginning Cash Balance	\$19,484.02	\$20,860.27	\$20,860.27
Expenses	Actual 2023	Approved 2024	Actual 2024
Fees and Memberships			
Corporate Fee and By-law Changes	\$20.00	\$20.00	
Montana Nonprofit Association Membership	\$85.00	\$85.00	\$85.00
Montana Trails Coalition Membership		\$50.00	\$100.00
NRPA Membership	\$250.00	\$250.00	\$250.00
Website and E-Newsletter Fees			
E-Newsletter Fees	\$156.00	\$156.00	\$156.00
Web page hosting support	\$200.00	\$229.99	\$285.97
Website Annual contract	\$299.00	\$299.00	\$299.00
Liability Insurance			
Annual Premium	\$1,165.00	\$1,165.00	\$1,165.00
Student Expenses			
Mid-year meeting			
Student Scholarships	\$2,250.00	\$2,000.00	\$2,000.00
Student expense for conference	\$1,228.00	\$1,500.00	
MTRPA Conference Expenses			
Convention Center Fees, Food, and Beverages	\$25,790.32	\$25,000.00	\$28,075.59 *
Program Guide and Supplies	\$2,716.57	\$2,500.00	\$2,064.61
Other (Speaker fees & travel, entertainment, etc.)	\$2,322.08	\$2,500.00	\$6,094.31
Awards	\$327.00	\$300.00	\$271.50
Office Supplies and Bank Fees			
Office Supplies	\$41.39	\$20.00	
Bank Fees	\$21.00		
Professional Development			
NRPA National Conference	\$2,500.00		
Membership Development		\$500.00	
Legislative Support			
Resource Development Coordinator			
Contract	\$15,000.00	\$15,000.00	\$15,000.00
Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel)	\$735.66	\$2,000.00	
Total	\$55,107.02	\$53,574.99	\$55,846.98
Revenue	Actual 2023	Approved 2024	Actual 2024
Conference Revenue			
Registration	\$26,744.60	\$25,000.00	\$21,050.00
Conference Sponsorships	\$11,894.81	\$13,750.00	\$21,144.08 **
Exhibitor Booths	\$4,750.00	\$4,500.00	\$7,237.25
Silent Auction/Fundraisers	\$1,570.80	\$1,500.00	\$442.75
Memberships	\$9,523.06	\$5,500.00	\$3,829.87
Website Revenue (job board and web ads)		\$250.00	\$48.01
Interest			
Scholarship funding	\$2,000.00	\$2,000.00	
Total	\$56,483.27	\$52,500.00	\$53,751.96
Year End Cash Balance	\$20,860.27	\$19,785.28	\$18,765.25

* - Includes deposits for 2025 Conference for \$4,500

** - Includes 2025 Conference Sponsorship for \$5,000

Budget for MTRPA				
Beginning Cash Balance	\$19,484.02	\$20,860.27	\$18,765.25	\$17,690.26
Expenses	Actual 2023	Actual 2024	Approved '25	Approved '26
Fees and Memberships				
Corporate Fee and By-law Changes	\$20.00		\$20.00	\$20.00
Montana Nonprofit Association Membership	\$85.00	\$85.00	\$85.00	\$85.00
Montana Trails Coalition Membership		\$100.00	\$50.00	\$50.00
NRPA Membership	\$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	\$285.97	\$229.99	\$229.99
Website Annual contract	\$299.00	\$299.00	\$299.00	\$299.00
Liability Insurance	\$1,165.00	\$1,165.00	\$1,165.00	\$1,165.00
Student Expenses				
Mid-year meeting				
Student Scholarships	\$2,250.00	\$2,000.00	\$2,000.00	\$2,000.00
Student expense for conference	\$1,228.00		\$1,500.00	\$1,500.00
MTRPA Conference Expenses				
Convention Center Fees, Food, and Beverages	\$25,790.32	\$28,075.59	\$25,000.00	\$25,000.00
Program Guide and Supplies	\$2,716.57	\$2,064.61	\$2,500.00	\$2,500.00
Other (Speaker fees & travel, entertainment, etc.)	\$2,322.08	\$6,094.31	\$2,500.00	\$2,500.00
Awards	\$327.00	\$271.50	\$300.00	\$300.00
Office Supplies				
Office Supplies	\$41.39		\$20.00	\$20.00
Professional Development				
NRPA National Conference	\$2,500.00			
Membership Development			\$500.00	\$500.00
Legislative Support				
Resource Development Coordinator				
Contract	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Consultant Travel	\$735.66		\$2,000.00	\$2,000.00
(\$1,000 mileage, \$300 food, \$700 hotel)				
Total	\$55,107.02	\$55,846.98	\$53,574.99	\$53,574.99

Revenue	Actual 2023	Actual 2024	Approved '25	Approved '26
Conference Revenue				
Registration	\$26,744.60	\$21,050.00	\$25,000.00	\$25,000.00
Conference Sponsorships	\$11,894.81	\$21,144.08	\$13,750.00	\$13,750.00
Exhibitor Booths	\$4,750.00	\$7,237.25	\$4,500.00	\$4,500.00
Silent Auction/Fundraisers	\$1,570.80	\$442.75	\$1,500.00	\$1,500.00
Memberships	\$9,523.06	\$3,829.87	\$5,500.00	\$5,500.00
Website Revenue (job board and web ads)		\$48.01	\$250.00	\$250.00
Interest				
Scholarship funding	\$2,000.00		\$2,000.00	\$2,000.00
Total	\$56,483.27	\$53,751.96	\$52,500.00	\$52,500.00
Year End Cash Balance	\$20,860.27	\$18,765.25	\$17,690.26	\$16,615.27

Montana Trails Recreation Park Assn

Montana Trails Recreation Park Assn							
Checking Account Activity for Calendar year 2024							
Date	Payee / Recpt Source	Description	Ck No.	Cleared	Disbursmt	Recpt	Balance
Balance Forward							\$20,860.27
1/4/24	Front Desk Inc.	Website hosting contract and expenses	1364	x	\$528.99		\$20,331.28
1/8/24	Front Desk Inc.	2023 Q4 Resource Development Coordinator	1365	x	\$3,750.00		\$16,581.28
1/22/23	Mailchimp	Monthly Fees		x	\$13.00		\$16,568.28
1/26/24	Montana Trails Coalition	Annual Donation for 2023 and 2024	1366	x	\$100.00		\$16,468.28
2/7/24	Network Solutions	Website Fees- Domain Name Renewal, 1 year		x	\$55.98		\$16,412.30
2/9/24	Grondahl Recreation	Exhibitor Registration		x		\$425.00	\$16,837.30
2/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$16,824.30
2/29/24	American Ramp Company	Exhibitor Registration		x		\$425.00	\$17,249.30
2/29/24	Midland Implement	Exhibitor Registration		x		\$425.00	\$17,674.30
2/29/24	All Promos	Conference Swag		x	\$1,145.70		\$16,528.60
3/6/24	4Imprint	Conference Swag		x	\$846.76		\$15,681.84
3/7/24	Second Nature Consulting PLLC	Conference Sponsorship, \$250 and Exhibitor \$425		x		\$675.00	\$16,356.84
3/7/24	City of Billings	Conference Registration Payment		x		\$5,675.00	\$22,031.84
3/8/24	Paypal	Membership Contributions		x		\$3,638.80	\$25,670.64
3/8/204	American Ramp Company	Exhibitor Registration - 2nd attendee		x		\$150.00	\$25,820.64
3/8/24	Play Space Designs	Exhibitor Registration		x		\$425.00	\$26,245.64
3/8/24	Midland Implement	Exhibitor Registration - two additional attendees		x		\$300.00	\$26,545.64
3/15/24	Steiner Thuesen PLLC	Conference Sponsorship		x		\$750.00	\$27,295.64
3/15/24	Northwest Playground Equipment Inc	Conference Sponsorship		x		\$3,000.00	\$30,295.64
3/21/24	Midland Implement	Two Additional exhibitor attendees		x		\$300.00	\$30,595.64
3/21/24	Billings Tourism Business Improvement Dist	Conference Sponsorship		x		\$2,500.00	\$33,095.64
3/21/24	Water & Evironmental Technologies	Conference Sponsorship		x		\$250.00	\$33,345.64
3/22/24	Great Western Recreation	Conference Sponsorship		x		\$2,000.00	\$35,345.64
3/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$35,332.64
3/27/24	Front Desk Inc.	2024 Q1 Resource Development Coordinator	1368	x	\$3,750.00		\$31,582.64
3/27/24	Montana Nursery and Landscape Associatio	Conference Sponsorship		x		\$500.00	\$32,082.64
4/1/24	MUCFA	Conference Sponsorship (1/3 of Magic with DNRC and RMC-ISA)		x		\$334.00	\$32,416.64
4/3/24	Amazon	Conference Supplies		x	\$72.15		\$32,344.49
4/4/24	Simply Local Magazine	Conference Sponsorship		x		\$500.00	\$32,844.49
4/9/24	EquipmentShare	Conference Sponsorship		x		\$1,000.00	\$33,844.49
4/9/24	Graphic Imprints	Exhibitor Registration		x		\$425.00	\$34,269.49
4/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$34,256.49
4/26/24	Hertz Dollar	Conferece Expense		x	\$250.40		\$34,006.09
4/27/24	The Spoke Shop	Conference Expense	1369	x	\$800.00		\$33,206.09
4/27/24	Doubletree by Hilton Billings	Conference Expense	1370	x	\$16,813.84		\$16,392.25
4/27/24	Spitz	Conference Expense	1371	x	\$1,265.00		\$15,127.25

4/27/24	Ariana Skarsten	Conference Expense	1372	x	\$437.50		\$14,689.75
4/27/24	VOID - Bull Hollow Barbeque and Catering	Conference Expense paid by City of Billings	1373		\$0.00		\$14,689.75
4/27/24	Kory Thomspson	Conference Expense	1374	x	\$836.05		\$13,853.70
4/27/24	City of Billings	Conference Expense	1375	x	\$258.67		\$13,595.03
4/29/24	Grondahl Recreation	Conference Sponsorship		x		\$3,000.00	\$16,595.03
4/29/24	Tractor and Equipment Company	Conference Sponsorship		x		\$1,000.00	\$17,595.03
5/1/24	TicketLeap Deposit	Registration - \$15,375.00, Exhibitor - \$3,937.25		x		\$19,312.25	\$36,907.28
5/2/24	Paypal	Silent Auction-\$184.69, Exhibitor-\$727.08, Memberships -\$133.65 Job Board-\$48.01		x		\$1,093.43	\$38,000.71
5/2/24	The Empower Group	Conference Expense	1376	x	\$4,647.74		\$33,352.97
5/2/24	Tiny's Tavern	Conference Expense	1377	x	\$2,598.00		\$30,754.97
5/2/24	Steve Herrig	Conferene Income - Silent Auction		x		\$60.00	\$30,814.97
5/2/24	Donna Gaukler	Conference Income - Silent Auction				\$65.00	\$30,879.97
5/2/24	Savannah Deuter	Scholarship	1378	x	\$1,000.00		\$29,879.97
5/2/24	Jillian Waltman	Scholarship	1379	x	\$1,000.00		\$28,879.97
5/2/24	Craft Local	Conference Expense	1380	x	\$500.00		\$28,379.97
5/3/24	City of Bozeman	Conferene Expense	1381	x	\$271.50		\$28,108.47
5/7/24	City of Billings	Conference Expense - Bull Hollow Barbecue Reimbursement	1382	x	\$1,262.70		\$26,845.77
5/20/24	Rachael Guaraglia	Silent Auction Income		x		\$70.00	\$26,915.77
5/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$26,902.77
6/13/24	City of Whitefish	DRNC Conference Sponsorship		x		\$333.00	\$27,235.77
6/13/24	Pay Pal Transfer	\$63.06 Hopkins Silent Auction, \$57.42 membership		x		\$120.48	\$27,356.25
6/24/24	Mailchimp	Monthly Fees		x	\$13.00		\$27,343.25
7/23/24	Mailchimp	Monthly Fees		x	\$13.00		\$27,330.25
8/23/24	Mailchimp	Monthly Fees		x	\$13.00		\$27,317.25
9/9/24	Montana Nonprofit Association	Membership Renewal	1383	x	\$85.00		\$27,232.25
9/26/24	Front Desk Inc.	2nd Quarter	1384	x	\$3,750.00		\$23,482.25
9/23/24	Mailchimp	Monthly Fees		x	\$13.00		\$23,469.25
10/16/24	United States Liability Insurance Co.	Annual Premium	1385	x	\$1,165.00		\$22,304.25
10/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$22,291.25
11/1/24	National Park and Recreation Association	Annul Membership	1386	x	\$250.00		\$22,041.25
11/20/24	AC Marriot	Deposit 2025 Conference	Debit	x	\$2,500.00		\$19,541.25
11/22/24	Mailchimp	Monthly Fees		x	\$13.00		\$19,528.25
12/16/24	Front Desk Inc.	Q3 2024	1387	x	\$3,750.00		\$15,778.25
12/23/24	Larry Grondahl	Conference Sponsorship		x		\$5,000.00	\$20,778.25
12/23/24	Mailchimp	Monthly Fees		x	\$13.00		\$20,765.25
12/30/24	AC Hotel	Deposit 2025 Conference		x	\$2,000.00		\$18,765.25
					\$55,846.98	\$53,751.96	