



April 9, 2025

Annual Meeting Agenda

Location: Bridger Ballroom, AC Hotel Downtown Bozeman

Time: 12:15 p.m. – 1:30 p.m.

Weblink:

<https://us02web.zoom.us/j/85479110078>

Meeting ID: 854 7911 0078

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| 1) Call to Order | Maria Butts |
| 2) Consideration of Approval of January Meeting Minutes | Maria Butts |
| 3) Board Vacancies and Annual Election | Steve Herrig |
| a) Vacancies | |
| • President Elect | |
| • Advisory Position #1 | |
| • Advisory Position #2 | |
| • Trails Representative | |
| • University Liaison | |
| • Aquatics Liaison | |
| • Student Liaison | |
| • Indigenous Lands Manager | |
| 4) Swearing in of Officers | Maria Butts |
| • President Elect | |
| • Advisory Position #1 | |
| • Advisory Position #2 | |
| • Trails Representative | |
| • University Liaison | |
| • Aquatics Liaison | |
| • Student Liaison | |
| • Indigenous Lands Manager | |
| 5) Budget Update | Carla Belski |
| a) Current 2025 Budget vs. Actual | |
| 6) Consideration of Approval of By-law Revisions | Steve Herrig |
| 7) Membership Update | Katie Canter |

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| 8) Resource Development Coordinator Update | Cassie Lasson |
| 9) Trails Update | Bob Walker |
| 10) University Liaison Update | Elena Bigart |
| 11) Urban Forestry Liaison Update | Patrick Plantenberg |
| 12) Parks Liaison Update | Lincoln Lake |
| 13) Recreation Liaison Update | Mitch Lauenstein |
| 14) Legislative Update | Bob Walker |
| 15) Upcoming Conferences | Maria Butts |
| a) 2026 – Missoula | |
| b) 2027? | |
| 16) Identify Upcoming Meetings | Maria Butts |
| a) Next Quarterly Meeting Date | |
| b) Mid-Year Meeting Date | |
| 17) Other Items from the Board | Maria Butts |
| 18) Adjournment | |



DRAFT

2025 MTRPA Quarterly Meeting Minutes

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 at 3:32 p.m.

Maria Butts

Item #1

Maria Butts

Consideration of Approval of October Meeting Minutes

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

Item #2

Carla Belski

Budget Report

▪ **End of Year Balance**

Carla shared we did not receive scholarship funding from Meyers until January, so it is not reflected in the 2024 revenues. All conference expenses for the 2024 conference were processed in 2024. However, for the 2025 conference, we had expenses in 2024, which can be seen in the budget. Membership revenues can also be staggered between calendar years. Carla filed with Secretary of State today and plans to file the organizations taxes this month. Cassie added membership has improved in that it now opens in January rather than February, so that should help with bookkeeping. Lastly, Carla mentioned we did have income from 2024 in PayPal that did not get transferred before the end of the year, so she will remember to do that this year.

Item #3

Cassie Lasson

Resource Development Coordinator Report

- Cassie reported the 2025 membership is now open. She shared that something new this year is completing the Google Forms to opt into or out of the directory. Everyone within an organization will need to do this. Conference registration is also live. Early bird ends February 1st and people have until March 11th to book hotel with reduced

rate. Cassie recommends booking both registration and rooms by Feb 1st, so you don't miss out on the room block rate.

Item #4

Katie Canter

Membership Update

- Katie shared that she and Cassie have not had a chance to update the policies and procedures yet. Cassie shared that members will now receive an email reminder when their membership is expiring. We have had 48 sign-ups this month. We usually see a spike at the beginning of the year and then during conference registration. Total revenues are almost at \$3000. We are aiming for \$5000, so have a way to go. Cassie added the other purpose of Google Forms is there is a division column, so we can connect people by email with others across the state who have similar positions. Carla added the membership goal is \$5500. Lincoln asked Cassie where we access the Google Forms. Cassie shared it is sent once membership registration is complete.

Item #5

Patrick Plantenberg

Urban Forestry Update

- Patrick shared he would like to give a presentation with the City of Belgrade at the annual conference. He wanted to know how many CEU's are available for Urban Forestry. Cassie shared they do not know yet, as they are still accepting calls for presenters. Cassie reminded Patrick he needs to submit a Call for Presenters form to apply to present.

Item #6

Lincoln Lake

Park Liaison Update

- Lincoln asked if there are any planning meetings scheduled for the conference. Cassie shared they do have weekly meetings for people working on the conference, and he is welcome to join. Katie will invite Lincoln to the next meeting. Steve recommended continuing to include the liaisons as they work on the conference tracks.

Item #7

Mitch Lauenstein

Recreation Liaison Update

- Maria shared on behalf of Mitch that he has submitted a Call for Presenters form to have a recreation round table discussion at the annual conference.

Item #8

Bob Walker

Montana Trails Coalition Update

- No update.

Item #9

Bob Walker

Legislative Update

- Maria shared on behalf of Bob that he does send weekly legislative reports and if you do not receive them but want to, you can email bob at bob_mttrails@outlook.com.

Item #10

Katie & Cassie

Conference Update

- Katie shared they have almost filled the exhibitor spots and sponsorship levels are filling up. They are looking for more registrations and are currently lacking presenters. The deadline for presenters is Feb 15th. Katie reminded us of the tracks: Access and Equity, Programs and Partnership, Active Transportation, and Natural Resources. The conference theme is Connecting the Bigger Sky. Maria asked if there are particular track areas they are looking to fill. Katie said all of them. They have sold 22 conference tickets which includes exhibitors and attendees. The conference revenue is around \$8,000 right now. Cassie asked the board that they think about award nominations for 2024. The deadline for award nominations is March 1st.

Item #11

Maria Butts

Schedule April 2025 Annual Meeting

- Maria asked Katie if we have a meeting space and time for the annual and business meeting. The business meeting is Monday, April 7 from 2:30 p.m. – 3:30 p.m. in the Beall Park Recreation Center (415 N Bozeman Ave, Bozeman, MT), a short walk from the hotel. The annual meeting is on Wednesday, April 9th from 12:15 p.m. – 1:30 p.m. in the AC Hotel Downtown Bozeman. This is the member meeting and awards lunch.

Item #12

Maria Butts

Open Positions

- Maria reminded the board there is an opening for the student representative position as Maddy stepped down. If you know of someone, have them contact Maria or Jennie. We are also still looking for an Indigenous Lands Manager and Aquatics Liaison. Danielle shared she may have found an Aquatics Liaison. Maria shared they can submit a letter of interest and asked they send her an email, and she will provide the specifics.

Item #14

Adjourned at 4:09 p.m.

Budget for MTRPA - End of Year 2024 Final				
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							
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 District	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 Association	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 Sposorship		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

MTRPA Budget vs. Actual 2025			
Beginning Cash Balance	\$20,860.27	\$18,765.25	\$18,765.25
Expenses	Actual 2024	Approved 2025	Actual 2025
Fees and Memberships			
Corporate Fee and By-law Changes		\$20.00	
Montana Nonprofit Association Membership	\$85.00	\$85.00	
Montana Trails Coalition Membership	\$100.00	\$50.00	
NRPA Membership	\$250.00	\$250.00	
Website and E-Newsletter Fees			
E-Newsletter Fees	\$156.00	\$156.00	\$39.00
Web page hosting support	\$285.97	\$229.99	\$323.54
Website Annual contract	\$299.00	\$299.00	\$299.00
Liability Insurance			
Annual Premium	\$1,165.00	\$1,165.00	
Student Expenses			
Student Scholarships	\$2,000.00	\$2,000.00	
Student expense for conference		\$1,500.00	
MTRPA Conference Expenses			
Convention Center Fees, Food, and Beverages	\$28,075.59	\$25,000.00	\$2,500.00
Program Guide and Supplies	\$2,064.61	\$2,500.00	\$5,134.18
Other (Speaker fees & travel, entertainment, etc.)	\$6,094.31	\$2,500.00	\$1,470.00
Awards	\$271.50	\$300.00	
Office Supplies and Bank Fees			
Office Supplies		\$20.00	
Bank Fees			
Professional Development			
NRPA National Conference			
Membership Development		\$500.00	
Legislative Support			
Resource Development Coordinator			
Contract	\$15,000.00	\$15,000.00	
Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel)		\$2,000.00	\$310.99
Total	\$55,846.98	\$53,574.99	\$10,076.71
Revenue	Actual 2024	Approved 2025	Actual 2025
Conference Revenue			
Registration	\$21,050.00	\$25,000.00	\$7,180.00
Conference Sponsorships	\$21,144.08	\$13,750.00	\$16,020.78
Exhibitor Booths	\$7,237.25	\$4,500.00	\$4,980.00
Silent Auction/Fundraisers	\$442.75	\$1,500.00	
Memberships	\$3,829.87	\$5,500.00	\$5,487.72
Website Revenue (job board and web ads)	\$48.01	\$250.00	
Interest			
Scholarship funding		\$2,000.00	\$2,000.00
Total	\$53,751.96	\$52,500.00	\$35,668.50
Year End Cash Balance	\$18,765.25	\$17,690.26	\$44,357.04

EOY 2024 includes 2025 Conference expense of \$4,500
and 2025 Conference Income of \$5,000

Montana Trails Recreation Park Association - Checking 2025							
Date	Payee / Recpt Source	Description	Ck No.	Cleared	Disbursmt	Recpt	Balance
	Balance Forward						\$18,765.25
1/2/25	Front Desk, Inc.	Web Page Hosting - \$229.99; Website Annual Contract - \$299.00	1388	x	\$528.99		\$18,236.26
1/8/25	PayPal	Memberships - \$3,098.34; Conf. Sponsor \$387.55		x		\$3,485.89	\$21,722.15
1/3/25	City of Whitefish	Membership		x		\$240.00	\$21,962.15
1/15/25	Play Space Designs	Conference Exhibitor Fee		x		\$470.00	\$22,432.15
1/16/24	Joel Meier	Scholarship Donation		x		\$2,000.00	\$24,432.15
1/22/25	Mail Chimp	Newsletter Monthly Fee		x	\$13.00		\$24,419.15
1/29/25	Steiner Thuesen	Conference Exhibitor Fee - \$470; Sponsor \$300		x		\$770.00	\$25,189.15
2/7/25	Network Solutions	Domain Renewal		x	\$75.56		\$25,113.59
2/8/25	Network Solutions	Donmain Privacy Protection		x	\$17.99		\$25,095.60
2/10/25	Great Western Recreation	Exhibitor - \$470, Sponsor \$4,000		x		\$4,470.00	\$29,565.60
2/12/25	Water and Environmental Technologies	\$350 Sponsorship; \$530 Exhibitor Booth; \$400 extra attendees		x		\$1,280.00	\$30,845.60
2/13/25	City of Missoula, City of Kalispell	Missoula - \$5940 Conf Registration; Kalispell Membership \$360		x		\$6,300.00	\$37,145.60
2/19/25	Northwest Playground Equipment Ince	Sponsorship		x		\$2,000.00	\$39,145.60
2/19/25	K2 Ventures Inc	Sponsorship		x		\$1,000.00	\$40,145.60
2/19/25	Great Western Recreation	Refund Exhibitor Overpayment	1390	x	\$470.00		\$39,675.60
2/24/25	Mail Chimp	Newsletter Monthly Fee		x	\$13.00		\$39,662.60
2/26/25	Garrett & Company	Sponsorship		x		\$1,000.00	\$40,662.60
2/28/25	Patrick Plantenberg	MUCFA Booth		x		\$670.00	\$41,332.60
3/3/25	Univeristy of Montana	Conference Registration		x		\$1,240.00	\$42,572.60
3/3/25	City of Lewistown	Annual Membership		x		\$60.00	\$42,632.60
3/7/25	Dakota Playground	Exhibitor - \$470		x		\$470.00	\$43,102.60
3/12/25	KLJ Solutions Holding Company	Exhibitor - \$530		x		\$530.00	\$43,632.60
3/12/25	Front Desk, Inc.	Travel Expenses	1389		\$310.99		\$43,321.61
3/17/25	Amazon	Conference supplies	Debit	x	\$101.78		\$43,219.83
3/19/25	AC Marriot	Conference Convention Center Fees	Debit	x	\$2,500.00		\$40,719.83
3/19/25	Clean Slate	Conference supplies	Debit	x	\$430.00		\$40,289.83
3/19/25	4Imprint	Confenrce supplies	Debit	x	\$1,099.09		\$39,190.74
3/20/25	4Imprint	Confenrce supplies	Debit	x	\$3,428.50		\$35,762.24
3/21/25	Montana Party Rental	Conference supplies	Debit	x	\$19.91		\$35,742.33
3/24/25	Amazon	Conference supplies	Debit	x	\$8.89		\$35,733.44
3/24/25	Mail Chimp	Newsletter Monthly Fee	Debit	x	\$13.00		\$35,720.44
3/24/25	Sanbell - Rocky Mountain	Exhibitor		x		\$970.00	\$36,690.44
3/24/25	Paypal Deposit	Memberships -\$1,729.38 Sponsorship - \$1,983.23		x		\$3,712.61	\$40,403.05
3/24/25	Gallatin Valley Land Trust	Conference Sponsorship		x		\$5,000.00	\$45,403.05
3/24/25	Jeremy McGhee	Conference expense - Speaker Fees	1391		\$1,000.00		\$44,403.05
3/26/25	Montana Party Rental	Conference supplies	Debit		\$46.01		\$44,357.04
					\$10,076.71	\$35,668.50	

MTRPA Budget Adoption Procedures

MTRPA functions on a two-year budget plan. ~~At every other annual meeting (even numbered years), the preliminary two-year budget is produced-approved by the board and membership. every other year (even numbered years). At the mid-year meeting (odd numbered years) prior to the annual meeting, the Treasurer will present to the board a draft two-year budget. and presented by the Treasurer during the mid0year meeting. The Board will review the budget and make recommendations for a draft two-year budget.~~

~~During the annual meeting of the same year the draft, two-year budget was produced, the Board will vote on the two-year budget.~~

The Treasurer will provide the annual budget vs actual at each mid-year meeting for review by the board.

Example:

2025 Mid-Year Meeting: Review proposed budget for 2027-2028

2026 Annual Meeting: Approve budget for 2027-2028

2027 Mid-Year Meeting: Review proposed budget for 2029-2030

2028 Annual Meeting: Approve budget for 2029-2030

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, LIAISONS, 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
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. Acts as the Agent for MTRPA with the Secretary of State.

President-Elect: Reviews and proposes changes to By-Laws and other procedural matters. Association Parliamentarian. Recruit 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: Shall attend the MTRPA quarterly, mid-year and annual business meetings. Responsible for minutes of the Executive Board and of the general membership. Assists President in Association correspondence. Prepare and distribute the meeting agenda packet. Prepare minutes immediately following meetings and distribute to President for review. Provide draft minutes of previous meetings for approval at each meeting.

Treasurer: Shall attend the MTRPA mid-year and annual business meetings. Keeps accurate record of budget. Provide Budget vs Actual numbers for each meeting. Provide two-year budget updates for each meeting. Make transfers from PayPal account to bank account. Renew annual commercial liability insurance policy. Renew annual memberships with Montana Non-Profit association and National Parks and Recreation association. Submits bills for payment to President and President Elect for approval prior to issuing check or debit card payment. Prepares the annual budget. Submits Annual State of Montana Corporation Report and annual tax filing with the Internal Revenue Service by May 15th.

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.

University 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 Liaison: 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.

Professional Liaisons: Member in good standing with MTRPA. Attend annual and mid-year meetings. Encourages participation in MTRPA and the annual conference. Provide input on sessions at the annual conference or special workshops. Works as a conduit between MTRPA and the Membership. Professional Liaison Representation will include members from: Aquatics, Urban Forestry, Parks, Recreation, and Tribal Lands.

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 April 4, 2023 at the Montana Recreation & Parks Association Conference held in Whitefish, MT.

MTRPA Secretary Procedures

MTRPA's Secretary is responsible for the following tasks:

- Attend ~~both~~ the MTRPA ~~quarterly,~~ mid-year and annual business meetings.

Secretary

- ~~Create the quarterly, mid-year and annual business agenda, request applicable supplemental documents, compose the agenda packet and distribute to board members 1-week prior to the meeting.~~
- Take minutes during ~~quarterly,~~ 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.~~



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 Steve Herrig	2 Years	Spring 202 7 5
President Elect	Steve Herrig	2 Years	Spring 202 7 5
Secretary	Jennie Bradford	2 Years	Spring 2026
Treasurer	Carla Belski	2 Years	Spring 2026
Membership Coordinator	Katie Canter	2 Years	Spring 2026

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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 Maria Butts	2 Years	Spring 202 7 5
Advisory member	Donna Gaukler	2 years	Spring 202 7 5
Advisory member	Kory Thomson	2 Years	Spring 2026
Advisory Member	Pat Doyle	2 Years	Spring 2026

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Liaisons

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

Position	Current Member	Term Length	End Date
Trails Representative	Bob Walker	2 Years	Spring 202 7 5
University Liaison	Elena Bigart (Interim)	2 Years	Spring 202 7 5
Aquatics Liaison	Elizabeth Hill	2 Years	Spring 202 7 5

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Student Liaison	Maddy Malm	2 Years	Spring 2026
Tribal Land Liaison		2 Years	
Urban Forestry Liaison	Patrick Plantenburg	2 Years	Spring 2026
Parks Liaison	Lincoln Lake	2 Years	Spring 2026
Recreation Liaison	Mitch Lauenstein	2 Years	Spring 2026

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MTRPA Membership Processing Procedures

1. Prior to the start of the new year, update the membership application and submit it to the MTRPA [Resource and Development Coordinator Website Chair](#) to be posted to the MTRPA website. Update the [membership application form](#) for new dates and fee changes. ~~(see Attachment A).~~ [Coordinate with the MTRPA Resource and Development Coordinator for any changes](#) ~~Some changes~~ to the MTRPA online registration process [and information](#). ~~(or information?) may need to be done by our website vendor Zee Creative (1105 4th Ave. N, Billings, MT 59101, 406-259-6730).~~
2. Using the previous year's membership list, send out the following reminders via email to all members to renew their membership. These reminders should include a ~~paper~~ [renewal application form](#) and a link to the online membership renewal. ~~(see Attachment B)~~
 - a. December- Reminder to renew at the beginning of the new year
 - b. January- Reminder to renew
 - c. February/March- Targeted reminder to members who have not renewed
3. Process Paper Applications:
 - a. ~~When you receive a paper application, input membership information into at the MTRPA Membership excel or google sheet. (link: <https://docs.google.com/spreadsheets/d/1dzsSRiD7Yuv7zvgdTHxEEV2Wxb3-P5EvmXaTfBU8ULw/edit?usp=sharing>).~~ ~~Fill out all fields including payment type and date.~~
 - ~~a-b. Check payment will be sent to MTRPA Treasurer. When the MTRPA Treasurer confirms that payment has been received, update payment date in MTRPA Membership sheet.~~
 - ~~b-c. Email/mail a receipt to the member (see Attachment C)~~
 - ~~c. Type up a check deposit report and mail checks and report to the Montana League of Cities and Towns (MLCT) representative (currently Nick Haswell) (see Attachment D).~~
 - ~~i. Montana League of Cities and Towns
Attn: Nick Haswell
PO Box 7388
Helena, MT 59604 7388~~
 - ~~d. Email a copy of the report to the MTRPA Treasurer to confirm deposit of funds.~~
4. Process Online Applications:
 - a. ~~When someone submits an online application, you will receive an email with their membership info. Enter all the member's info into the aforementioned MTRPA Membership google sheet.~~
 - ~~a-b. If members are registering as an organization, follow up to confirm that we have a complete and up to date agency roster. Make sure all members are accounted for to receive their benefits.~~
 - ~~b-c. Send an email confirmation to the member notifying them that you received the application and informing them that they should have received a receipt via email from PayPal.~~
 - ~~e-d. Confirm with the MTRPA Treasurer that the payment has processed via PayPal.~~
 - ~~d. Download a PayPal deposit report that shows online membership renewals.~~
 - ~~e. Email the report to the MTRPA Treasurer and the MLCT representative to inform them of receipt of payment.~~
 - ~~f. The MTRPA Treasurer will confirm receipt and transfer funds to the MTRPA checking account.~~
5. Add Members to MTRPA Email List
 - ~~a. After processing any application, email application, email the Resource Development Coordinator to notify them that new memberships have been processed and added to the MTRPA Membership sheet so they can then add them to the Member Email List.~~
6. MTRPA W9:
 - a. Some organizations may require a W9 from MTRPA ~~in order to to~~ process membership payment through their financial systems. [The MTRPA W9 can be requested from the MTRPA Treasurer.](#) ~~if you need to send them a W9, you will need to work MLCT representative to prepare a W9. That will then be submitted to the MTRPA Board President for signature. After it has been signed, you can send it to the requesting organization. This must be done each year.~~

Attachment A
Sample Application



**2025 ~~2018~~ MONTANA TRAILS, RECREATION & PARKS
ASSOCIATION
Membership Application Form**

Please complete the following information: (print please and attach organization’s member names if applicable)

Name: _____ Title: _____
Agency: _____
Agency Mailing Address: Street/P.O. Box _____
City: _____ State: _____ Zip: _____
Office Phone: (____) _____ Fax: (____) _____
E-mail: _____

Are you currently certified through NRPA? _____ YES _____ NO

Check your membership category:

Professional Membership

- \$60 Individual Membership Single Parks and Recreation professional
- \$120 Small Organization (20 members) Population 4,999 or below
- \$240 Mid-Sized Organization (40 members) Population between 5,000-19,999
- \$360 Large Organization (60 members) Population above 20,000

Affiliate, Partner, Educational Institution Membership

- \$15 Individual Student Single Student
- \$20 Individual Affiliate/Advocate Single Affiliate/advocate
- \$60 Nonprofit/Affiliate Organizations (20 members) Staff/Board Members/Partners
- \$120 Educational Institution All students majoring in parks, recreation, forestry, or related fields and professors

Commercial Membership

- \$80 Commercial Single Parks and Recreation professional
- \$240 Individual Affiliate/Advocate Population 4,999 or below
- \$360 Commercial Premiere Membership for all employees, website ad for one-year, preferred table location at conference, and discounted conference registration

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_____ Professional (\$60)
_____ Associate (\$30)
_____ Commercial (\$80)
_____ Institutional (\$200)

For the Institutional membership, provide the above contact information for up to four individuals.

Check your special interest section(s): _____ Natural Resource Management
_____ Administrative Development
_____ Recreation Programming/Aquatics
_____ Tourism/Commercial Recreation
_____ Therapeutic Recreation
_____ Legislative Issues

I hereby apply for membership in the Montana Trails, Recreation & Park Association. I will abide by the Association's by-laws, support its goals and objectives and pay the yearly due established for my category of membership.

Signature: _____

Email form to 'insert membership chairs email' or mail with check. Make checks payable to MTRPA. Send to:
MAKE CHECKS PAYABLE TO: MTRPA.

City of Whitefish Parks & Recreation
ATTN: Carla Belski
P.O. Box 158
Whitefish, MT 59937

MTRPA's Tax ID No: 81-04076 81-0407620

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Mail completed application to: ~~MTRPA Membership Chair Attn: Name~~
~~Address~~
~~Address~~
~~Address~~

Revised ~~1/27/2025~~ 12/16/2017

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Attachment B
Sample Renewal Email

Dear MTRPA Members,

I hope you are all doing well. Please find information below regarding 2019 membership renewals and information on upcoming conferences and trainings.

Membership Renewal:

It is that time of year again to renew your membership with MTRPA. Thanks to those of you who have already renewed. I have attached a copy of the 2019 membership renewal paperwork. You can also register online through our website [here](#). If you use the online renewal option, please note that we use PayPal to process payments. Please proceed all the way through to the end of the payment screens to ensure your payment goes through. If you register online, you will receive an emailed receipt. I know last year a few of you did not receive the emailed receipt. Please let me know if you have any trouble with that and I can reissue a receipt if necessary.

2019 Highlights:

As some of you know, this year will be a year of transition for our organization. We will be moving our state conferences to the spring beginning in 2020 in Butte. This is so we have fewer conflicts with other fall conferences like NRPA's national conference and the Montana League of Cities and Towns' (MLCT) fall conference. It will also align us with neighboring states who have moved to a spring conference. During this year of transition, we will be holding our regular mid-year meeting in the spring in Butte (date to be announced soon). That meeting will be available by phone and video conference as well. We are also working on holding training and education sessions in the fall of 2019 in conjunction with the MLCT's conference in lieu of our own state conference. The MLCT conference is in Billings this year with dates and times currently unannounced. We will send out update as more information is available. We look forward to making a greater connection with MLCT and providing CEU and other training opportunities for our MTRPA members and other colleagues at that conference.

Other Training:

There is an upcoming CPSI course in Bozeman April 8-10. Please find more information here: <https://learningbynature.org/play-it-safe-cpsi-course-in-bozeman-mt/>

Thank you for the work you do in making Montana a great state for parks, recreation, and trails.

Best,

_____, MTRPA Membership Chair



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IT'S TIME TO RENEW YOUR MTRPA MEMBERSHIP FOR 2025

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Hi MTRPA Members,

Thank you for the meaningful work you do and the positive impact you have on your communities. It is an honor to work alongside each and every one of you, THANK YOU!

As 2024 comes to a close, we are celebrating YOU, our MTRPA members and friends, and are looking forward to supporting you in 2025! So, we need you to renew your membership 😊

Please follow this link to renew your membership TODAY: *insert link to MTRPA registration page*

Member Benefits Include:

- Annual Conference Discount Code - We are headed to Bozeman this year! After you renew your membership, you will receive a coupon to our Annual Conference!
- Exhibitor booth discounts for our commercial members + advertising PERKS
- Full access to our AWESOME website + Membership Directory
- FREE job postings (Members must be logged in to post.)
- Scholarship and MTRPA Award opportunities
- Legislative Updates
- An opportunity to be involved in an organization that SUPPORTS and CELEBRATES your role in Parks and Recreation and the difference you are making, daily

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IMPORTANT STEP – Don't Skip

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If you are registering as an **Organization, Non-profit/Affiliate, Educational Institution, or Commercial Organization**, you must complete an organization roster by visiting the Group Organization Member Dashboard. It is CRUCIAL that you list all of the individuals in your organization that you want to be included in your membership in order for them to be added to our directory and to be eligible for member benefits!

If you would prefer to send your list to me directly, please complete the attached roster form and email it to *insert membership chairs email* and I will input the information into our system for you.

Please don't hesitate to reach out to me with any questions or feedback, I'm always happy to help.

Thanks again and Cheers to 2025!

Membership chair name
MTRPA Membership Chair

Are you on Facebook? Make sure to follow and like our page so you can get the latest news at <https://www.facebook.com/montanatrailsrecreationparks> or on Instagram? <https://www.instagram.com/montanatrailsrecreationparks>

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Attachment C
Sample Renewal Receipt



MONTANA TRAILS RECREATION AND PARKS ASSOCIATION
MEMBERSHIP CONFIRMATION and RECEIPT

Member Address

Xxx
xxx

Date ____

Dear ____ Member Name,

Thank you for submitting ~~the 2019~~ your 2025 membership renewal ~~applications~~ to MTRPA. This letter serves as confirmation that you renewed the following:

Insert member name's, membership levels and payments
Total payments at the bottom

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IMPORTANT! THREE MORE ACTIONS TO COMPLETE YOUR MTRPA REGISTRATION:

1. SIGN UP FOR EMAIL NEWSLETTERS

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Newsletters are our main communication to members. You should have received an email from MailChimp to confirm your email address. If you did not, please make sure you are a subscriber to our email newsletter [HERE](#). You will need to add contact@mtrpa.info to your address book so you won't have any issues receiving our newsletters. If you are having issues receiving our emails, please contact your IT professional to whitelist contact@mtrpa.info.

2. GROUP MEMBERSHIPS

Please visit the [Group Organization Member Dashboard](#) and add members from your group up to the number allowed in your tier. Feel free to also send the attached form back with your organizations roster and I can add those in manually. DO NOT WAIT TO DO THIS STEP! This helps us keep our membership numbers accurate and gives your organization's members access to the website. If you have questions email contact@mtrpa.info.

3. PROVIDE MEMBERSHIP & DIRECTORY INFORMATION

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Other important information pertaining to your membership!

*FOR COMMERCIAL MEMBERS ONLY! Commercial Members Advertising

Commercial entities (members or non-members) also have the opportunity to advertise here on our website. Please see our [Advertising page](#) information. (Website ads are included in the Commercial Premiere membership tier.) Make sure to follow up with us at contact@mtrpa.info with your advertising needs.

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Follow MTRPA

Are you on Facebook? Make sure to follow our like our page so you can get the latest news at <https://www.facebook.com/montanatrailsrecreationparks> or Instagram [Instagram https://www.instagram.com/montanatrailsrecreationparks](https://www.instagram.com/montanatrailsrecreationparks).

Thank you joining us! We look forward to this year with you and our MTRPA Membership community.

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It is the commitment of members like you that make this organization great. Please note that the MTRPA Tax ID # is 81-0407620 should you need it. Please don't hesitate to contact me if you have any questions, [feedback, or ideas. I am always happy to help!](#)

Sincerely,

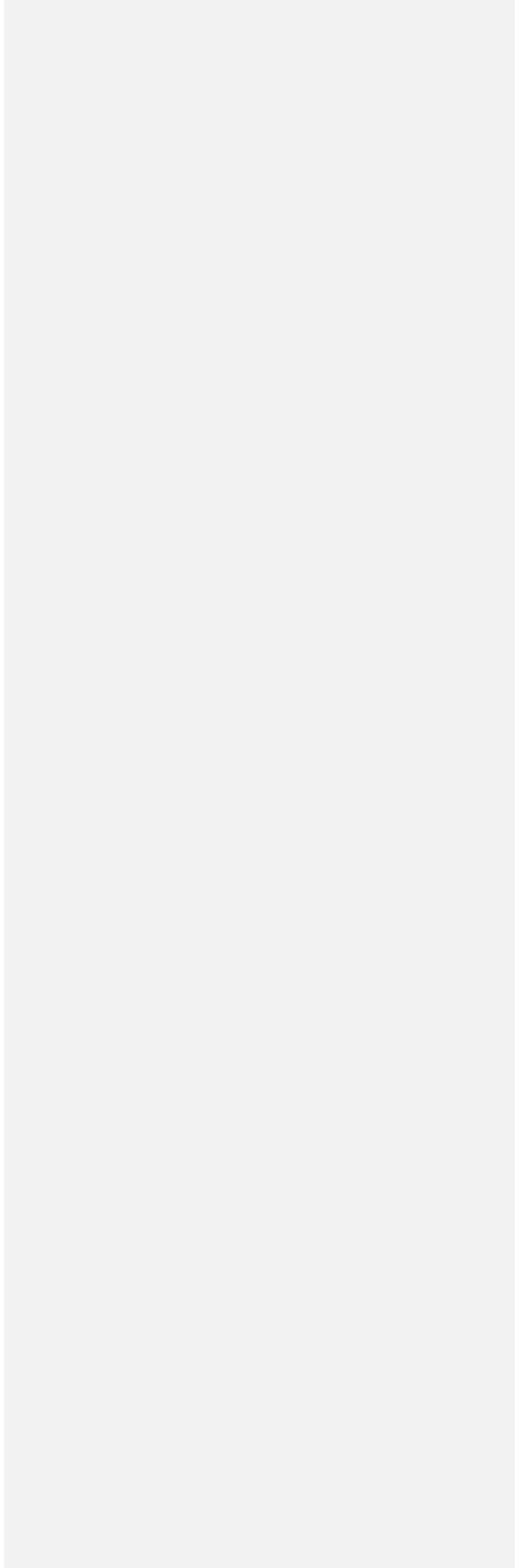
Membership Chair Name

Contact Info

xxx

xxx

xxx



Attachment D
Sample Check Deposit Report

MTRPA Membership Check Report			
Name	Amount	Check #	Description
City of Billings Parks Department	\$xxxx.xx	#xxxx	2019 Membership Renewal
Total	\$xxxx.xx		

Attachment A
Sample Application



2025 MONTANA TRAILS, RECREATION & PARKS ASSOCIATION
Membership Application Form

Please complete the following information: (please print and attach organization's member names if applicable)

Name: _____ Title: _____

Agency: _____

Agency Mailing Address: Street/PO Box: _____

City: _____ State: _____ Zip: _____

Office Phone: (____) _____ Fax: (____) _____

E-mail: _____

Are you currently certified through NRPA? YES NO

Check your membership category:

Professional Membership

- | | |
|--|--|
| <input type="checkbox"/> \$60 Individual Membership | Single Parks and Recreation professional |
| <input type="checkbox"/> \$120 Small Organization (20 members) | Population 4,999 or below |
| <input type="checkbox"/> \$240 Mid-Sized Organization (40 members) | Population between 5,000-19,999 |
| <input type="checkbox"/> \$360 Large Organization (60 members) | Population above 20,000 |

Affiliate, Partner, Educational Institution Membership

- | | |
|--|----------------|
| <input type="checkbox"/> \$15 Individual Student | Single Student |
|--|----------------|

___\$20 Individual Affiliate/Advocate	Single Affiliate/advocate
___\$60 Nonprofit/Affiliate Organizations (20 members)	Staff/Board Members/Partners
___\$120 Educational Institution	All students majoring in parks, recreation, forestry, or related fields and professors

Commercial Membership

___\$80 Commercial	Single Parks and Recreation professional
___\$240 Individual Affiliate/Advocate	Population 4,999 or below
___\$360 Commercial Premiere	Membership for all employees, website ad for one-year, preferred table location at conference, and discounted conference registration

I hereby apply for membership in the Montana Trails, Recreation & Park Association. I will abide by the Association's By-laws, support its goals and objectives, and pay the yearly due established for my category of membership.

Signature: _____

Email form to *membership chairs email* or mail with check. Make checks payable to MTRPA. Send to:

MTRPA Treasurer City

ATTN: MTRPA Treasurer's Name

MTRPA Treasurer's Address

xxx

MTRPA's Tax ID No: 81-04076

Attachment B

Sample Renewal Email



IT'S TIME TO RENEW YOUR MTRPA MEMBERSHIP FOR 2025

Hi MTRPA Members,

Thank you for the meaningful work you do and the positive impact you have on your communities. It is an honor to work alongside each and every one of you, THANK YOU!

As 2024 comes to a close, we are celebrating YOU, our MTRPA members and friends, and are looking forward to supporting you in 2025! So, we need you to renew your membership 😊

Please follow this link to renew your membership TODAY: <https://mtrpa.info/register/>

Member Benefits Include:

- Annual Conference Discount Code - We are headed to *conference city* this year! After you renew your membership, you will receive a coupon to our [Annual Conference!](#)
- Exhibitor booth discounts for our commercial members + advertising PERKS
- Full access to our AWESOME website + Membership Directory
- FREE job postings (Members must be logged in to post.)
- Scholarship and MTRPA Award opportunities
- Legislative Updates
- An opportunity to be involved in an organization that SUPPORTS and CELEBRATES your role in Parks and Recreation and the difference you are making, daily

IMPORTANT STEP-Don't Skip

If you are registering as an **Organization, Non-profit/Affiliate, Educational Institution, or Commercial Organization**, you must complete an organization roster by visiting the [Group Organization Member Dashboard](#) It is CRUCIAL that you list all of the individuals in your organization that you want to be included in your membership in order for them to be added to our directory and to be eligible for member benefits!

If you would prefer to send your list to me directly, please complete the attached roster form and email it to *membership chair email* and I will input the information into our system for you.

Please don't hesitate to reach out to me with any questions or feedback, I'm always happy to help.

Thanks again and Cheers to 2025!

Sincerely,

Membership Chair Name

MTRPA Membership Chair

Are you on Facebook? Make sure to follow and like our page so you can get the latest news at <https://www.facebook.com/montanatrailsrecreationparks> or on Instagram?

<https://www.instagram.com/montanatrailsrecreationparks>

Attachment C
Sample Renewal Receipt



MONTANA TRAILS RECREATION AND PARKS ASSOCIATION
MEMBERSHIP CONFIRMATION and RECEIPT

Member Address

xxx

xxx

Date

Dear Member Name,

Thank you for submitting your 2025 membership renewal to MTRPA. This letter serves as confirmation that you renewed the following:

*Insert member name's, membership levels and payments

Total payment:

IMPORTANT! THREE MORE ACTIONS TO COMPLETE YOUR MTRPA REGISTRATION:

1. SIGN UP FOR EMAIL NEWSLETTERS

Newsletters are our main communication to members. You should have received an email from MailChimp to confirm your email address. If you did not, please make sure you are a [subscriber to our email newsletter HERE](#). You will need to add contact@mtrpa.info to your address book so you won't

have any issues receiving our newsletters. If you are having issues receiving our emails, please contact your IT professional to whitelist contact@mtrpa.info

2. GROUP MEMBERSHIPS

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Sincerely,

Membership Chair Name

Membership Chair

Membership Chair Email

Membership Chair Phone Number

*Only applicable to commercial memberships

Earnings Report

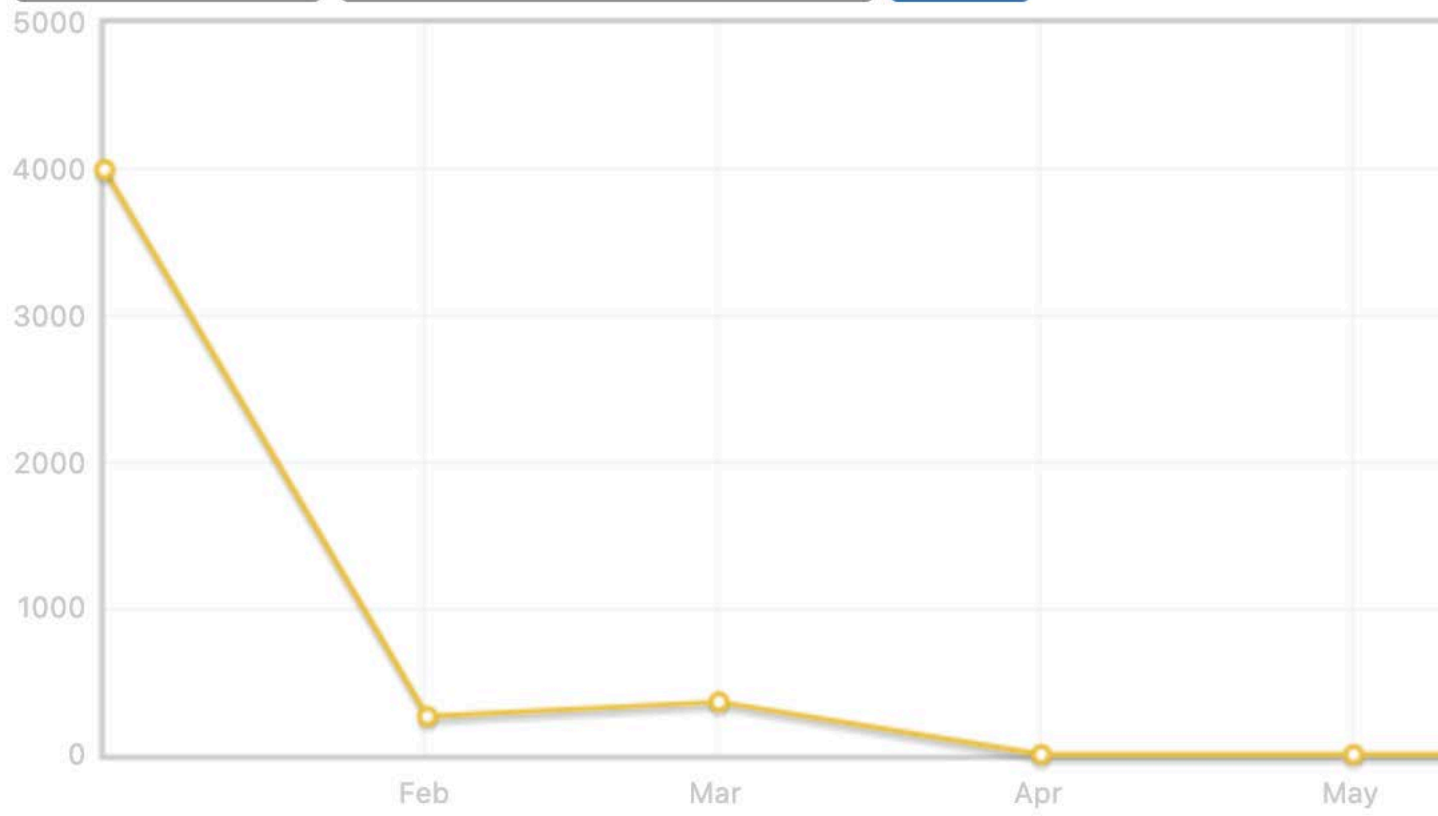
This Year



All Membership Levels



Filter



Total earnings for period shown: \$4,620.00

TOTAL MEMBERS: 188