



June 26, 2025
Quarterly Meeting Agenda
Location: Virtual
Time: 3:30 p.m.

Zoom Link: <https://us02web.zoom.us/j/81064976314>

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|---|----------------------------|
| 1) Call to Order | Carla Belski |
| 2) Consideration of Approval of April Annual Meeting Minutes | Carla Belski |
| 3) Board Vacancies and Election | Carla Belski |
| a) Vacancies: | |
| • President | |
| • Past President | |
| 4) Swearing in of Officers | Carla Belski |
| • President | |
| • Past President | |
| • Advisory Position #1 – Jodie Adams | |
| • Trails Representative – Bob Walker | |
| 5) Budget Update | Carla Belski |
| 6) Membership Update | Katie Canter |
| 7) Resource Development Coordinator Update | Cassie Lasson |
| 8) Trails Update | Bob Walker |
| 9) University Liaison Update | Elena Bigart |
| 10) Aquatics Liaison Update | Hannah Shepard |
| 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) Conference Update | Carla Belski |

16) Identify Upcoming Meetings

- a) Mid-Year Meeting Date
- b) Annual Meeting Date

Carla Belski

17) Open Positions

- a) Tribal Lands Liaison

18) Other Items from the Board

Carla Belski

19) Adjournment



DRAFT

April 9, 2025

Annual Meeting Minutes

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

1) Call to Order at 12:41 p.m.

Maria Butts

2) Consideration of Approval of January Meeting Minutes

Maria Butts

- Motion to approve by Urban Forestry Liaison Patrick Plantenberg, seconded by Lincoln Lake of City of Missoula. All ayes.

3) Board Vacancies and Annual Election

Maria Butts

a) Vacancies

- President Elect – Lincoln Lake of the City of Missoula nominates Ryan Applegate of the City of Missoula. All in favor.
- Advisory Position #1 – Mitch Overton of the City of Bozeman nominates former NPRA Board Member, former Director of Parks and Recreation in Springfield, Missouri, and former Professor of Missouri State University Jodie Adams. All in favor.
- Advisory Position #2 – Donna Gaukler of the City of Missoula nominates Beth Shumate, Parks Division Administrator. All in favor.
- Trails Representative – Cassie Lasson, MTRPA Resource Coordinators nominates Bob Walker. All in favor.
- University Liaison – Danielle Beaudin nominates Elena Bigart with the Montana University. All in favor.
- Aquatics Liaison – Danielle Beaudin nominates Hannah Shephard of the City of Missoula. All in favor.
- Student Liaison – Elena Bigart of the University of Montana nominates Ava Worbets of the University of Montana. All in favor.
- Indigenous Lands Manager – no nominations.

4) Swearing in of Officers

Maria Butts

- President – Steve Herrig was sworn in.
- President Elect – Ryan Applegate was sworn in.
- Advisory Position #1 – Jodie Adams will be sworn in at a later date.

- Advisory Position #2 – Beth Shumate was sworn in.
- Trails Representative – Bob Walker will be sworn in at a later date.
- University Liaison – Elena Bigart was sworn in.
- Aquatics Liaison – Hannah Shepard was sworn in.
- Student Liaison – Ava Worbets was sworn in.
- Indigenous Lands Manager

5) Budget Update

Carla Belski

- a) Current 2025 Budget vs. Actual – End of year 2024, highlights include savings from no student or consultant travel expenses. Overall, our actual expenses are approximately \$2,000 over approved expenses. With regards to income, we did have lower membership income than expected and the scholarship was not received until this calendar year. Our approved income was \$19,785 and actual income was \$18,765. Looking at the conference breakdown, our projected income was \$14,450 and actual income was \$13,368. Our end of year 2024 included some income and expenses from the 2025 conference, so we may want to consider changing our fiscal to July 1st. End of year cash balance for 2024 was projected at \$19,758 and actually was \$18,765. For the conference we anticipated receiving \$13,000 in sponsorship and Bozeman got \$16,000, and for exhibitors we brought in \$500 more than expected. Memberships are currently looking good. As a reminder we were wanting to receive \$1500 for silent auction items, so make sure you place your bids and buy some 50/50 tickets.

6) Consideration of Approval of By-law Revisions

Steve Herrig

Motion to accept the changes made by MTRPA Urban Forestry Liaison Patrick Plantenberg and seconded by Jamie Saitta of the City of Bozeman.

7) Membership Update

Katie Canter & Cassie Lasson

Our membership has grown to 188 people. Some of these include organizations and not all seats within the organization have been filled out so this number is likely higher. We have adopted a practice of NRPA and when you register for a conference, and you are not a member you become a member. This means that they will then receive an automated email reminding them to renew their membership in the following years. On our website we have a membership directory. Even though we have 188 memberships, the directory only has around 40 people listed. A reminder to fill out the membership directory form if you haven't already done so. The opening keynote and closing remarks for the conference will be recorded and available for members who were unable to attend. Cassie and Katie invite everyone to come to them with ideas for anything else they want to see in their membership.

8) Resource Development Coordinator Update

Cassie Lasson

Cassie shared she recently learned there is a Council of State Executive Director's which she will begin attending. A reminder we have a quarterly newsletter, so look for calls to submit to it. Cassie has been thinking about going to the National conference.

9) Trails Update

Maria Butts

Maria Butts shared an update provided to her by Bob Walker as he was unable to attend. She shared the TSP grant program with a new program manager, Hunter Harridge. They had \$2 million available and received 62 applications with approximately \$3.8 million requested. They funded 45

projects. 29 were fully funded, 16 were partially funded and 17 were not funded. As well the RTP grant program had \$1.5 million available. There were 38 applications and \$2.3 million in requests. The Great American Rail Trail is planning to connect Bozeman to the Headwaters Trail system. Work is progressing on the Gardner to Livingston trail section with one trailhead receiving a grant. Western Montana Trails Coalition is receiving the RAISE grant for planning. American Trails and National Trails Summit is April 14 - 17 in Madison WI. The Outdoor Recreation Summit is Oct 21 – 23 in Billings.

10) University Liaison Update

Elena Bigart

Elena shared this is her first conference and her role is to bring students to the conference and help them realize all of the opportunities the conference provides. She has 6 students at this conference. She thanked everyone who reached out to them during the conference.

11) Urban Forestry Liaison Update

Patrick Plantenberg

Patrick is the Chair of Montana Urban & Community Forestry Association. Last year it was his first MTRPA conference and he came hoping there would be training for maintenance personnel and was disappointed there was not more. He shared they have been out putting on a lot of tree workshops this year. 75% of trees they saw this year were planted too deep and 90% of trees across the state have not been pruned since they were planted. Training is being provided on how to prune those trees. He shared Livingston has the best tree program right now in the state. Volunteers have planted 200 trees there in the last 3 years. Livingston is going to plant trees from April 1 to June 1 and prune trees from Nov 1 – Mar 30 every year. Street staff are going to prune smaller trees to meet the ordinance specifications so tree staff can use the bucket truck to take care of the larger trees. Patrick hopes to have more training at the next conference and if we can't get it here, he needs everyone's help getting staff the training they need. Encourage people to get training and certification and reward them for doing so.

12) Parks Liaison Update

Lincoln Lake

Lincoln shared he has been in this position for 1 year. He worked with Mitch Overton and the City of Bozeman on the conference. He echoed that we do appreciate the NRPA presence at this conference. He recommended checking out both the MTRPA and NRPA websites for updates. A shout out to Bozeman. He is looking forward to seeing everyone in Missoula next year.

13) Recreation Liaison Update

Mitch Lauenstein

Mitch shared he had a round table on Monday. There has been a lot of learning this week. Mitch also solicited recent recreation experiences from assembled members.

14) Legislative Update

Bob Walker

Maria shared on behalf of Bob Walker that SB420 was tabled yesterday. Maria thanked Donna for her leadership on this as it would have been a very challenging legislative change for communities. SB307, which reallocates Marijuana Tax Revenue failed on a tie vote on April 1st. House bill 5 Appropriations for Capital Projects for state government including FWP which includes your Montana Trails Stewardship Grant Program and Water Conservation funds are moving forward. Funds seem to be secure at this time. If you would like updates on the legislation process, Bob sends out weekly updates. Bob-MTtrails@outlook.com

15) Upcoming Conferences

Maria Butts

a) 2026 – Missoula

- Donna Gaukler, Director of Parks and Recreation in Missoula, shared she is looking forward to hosting everyone next year. The conference will be Monday March 30 – Thursday Apr 2. It will be held at the Holiday Inn so there will be easy access to recreation. A shout out to Bozeman and a thank you to NPRA President and keynote Christine Stratton. Donna requested that for the duration of the conference to say, “Meet me in Missoula, 2026.”
- b)** 2027 – Chad Fincher of the City of Kalispell confirmed Kalispell will be hosting in 2027.

16) Identify Upcoming Meetings

Maria Butts

- a)** Next Quarterly Meeting Date is June 26, 2025 @ 3:30 pm. This is a virtual meeting and will be posted online with link and agenda posted a week prior
- b)** Mid-Year Meeting Date Oct 15-17, 2025, in Billings. This is an in-person meeting.

17) Other Items from the Board

Maria Butts

Steve Herrig asked that everyone give Mitch Overton and his crew a round of applause, as well as applause to Maria for the last 2 years as President and all the good work she has done. He shared he has big shoes to fill.

18) Adjourned at 1:25 p.m.

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	\$65.00
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	\$2,000.00
Student expense for conference		\$1,500.00	\$340.00
MTRPA Conference Expenses			
Convention Center Fees, Food, and Beverages	\$28,075.59	\$25,000.00	\$32,626.08
Program Guide and Supplies	\$2,064.61	\$2,500.00	\$6,274.78
Other (Speaker fees & travel, entertainment, etc.)	\$6,094.31	\$2,500.00	\$9,165.18
Awards	\$271.50	\$300.00	\$303.00
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	\$3,800.00
Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel)		\$2,000.00	\$1,058.91
Total	\$55,846.98	\$53,574.99	\$56,255.49
Revenue	Actual 2024	Approved 2025	Actual 2025
Conference Revenue			
Registration	\$21,050.00	\$25,000.00	\$29,036.40
Conference Sponsorships	\$21,144.08	\$13,750.00	\$16,020.78
Exhibitor Booths	\$7,237.25	\$4,500.00	\$12,420.41
Silent Auction/Fundraisers	\$442.75	\$1,500.00	\$1,350.21
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	\$66,315.52
Year End Cash Balance	\$18,765.25	\$17,690.26	\$28,825.28

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	x	\$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	Confernce supplies	Debit	x	\$1,099.09		\$39,190.74
3/20/25	4Imprint	Confernce 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	x	\$1,000.00		\$44,403.05
3/26/25	Montana Party Rental	Conference supplies	Debit	x	\$46.01		\$44,357.04
3/26/25	Amazon	Conference supplies	Debit	x	\$185.13		\$44,171.91

MTRPA Conference Budget Review

MTRPA Budget Conference Income

Item	Budget
Registration	\$25,000
Conference Sponsorships	\$13,750
Exhibitor Booths	\$4,500
Silent Auction/Fundraiser	\$1,500
Total:	\$44,750

2023 Budget Conference Income

Item	Budget
Registration	
Conference Sponsorships	
Exhibitor Booths	
Silent Auction/Fundraiser	
Total:	\$44,960.21

MTRPA Budget Conference Expenses

Item	Budget
Conv. Center Fees, Food, and Bevs	\$25,000
Program Guide and Supplies	\$2,500
Other (speakers, travel, entertain)	\$2,500
Awards	\$300
Total	\$30,300
Conference Revenue	\$14,450

2023 Budget Conference Expenses

Item	Budget
Conv. Center Fees, Food, and Bevs	
Program Guide and Supplies	
Other (speakers, travel, entertain)	
Awards	
Total	\$30,828.97
Conference Revenue	\$14,131.24

2024 MTRPA Budget Conference Income

Item	Budget
Registration	\$21,050.00
Conference Sponsorships	\$21,144.08
Exhibitor Booths	\$7,237.25
	\$442.75
Silent Auction/Fundraiser	\$1,350.21
Total:	\$51,224.29

2025 MTRPA Budget Conference Income

Item	Budget
Registration	\$29,036.40
Conference Sponsorships	\$16,020.78
Exhibitor Booths	\$12,420.41
Silent Auction/Fundraiser	\$1,350.21
Total:	\$58,827.80

2024 MTRPA Budget Conference Expenses

Item	Budget
Conv. Center Fees, Food, and Bevs	\$28,075.59
Program Guide and Supplies	\$2,064.61
Other (speakers, travel, entertain)	\$6,094.31
Awards	\$271.50
Total	\$36,506.01
Conference Revenue	\$14,718.28

2025 MTRPA Budget Conference Expenses

Item	Budget
Conv. Center Fees, Food, and Bevs	\$32,626.08
Program Guide and Supplies	\$6,274.78
Other (speakers, travel, entertain)	\$9,165.18
Awards	\$303.00
Total	\$48,369.04
Conference Revenue	\$10,458.76

SAVE THE DATE
OCTOBER 15 - 17

 **BILLINGS, MONTANA**



MTRPA ANNUAL CONFERENCE 2026

“Meet me in Missoula!”

SAVE THE DATE
MARCH 30 - APRIL 2, 2026
HOLIDAY INN DOWNTOWN MISSOULA

HOSTED BY
MISSOULA PARKS & RECREATION
MISSOULA COUNTY LANDS, CULTURE, AND RECREATION

UNIVERSITY OF MONTANA PARKS TOURISM RECREATION MANAGEMENT AND INSTITUTE FOR TOURISM & RECREATION RESEARCH

