



April 1, 2026

Annual Meeting Agenda

Location: Holiday Inn Downtown Missoula

Room: Garden City Ballroom

Time: 12:15 p.m. – 1:30 p.m. MST

Zoom Meeting: <https://us02web.zoom.us/j/83630153534>

Meeting ID: 836 3015 3534

- 1) **Call to Order** **Maria Butts**

- 2) **Consideration of Approval of January Meeting Minutes** **Maria Butts**

- 3) **Board Vacancies and Annual Election** **Maria Butts**
 - a) **Vacancies**
 - Secretary
 - Treasurer
 - Membership Coordinator
 - Advisory Member 1
 - Advisory Member 2
 - Student Liaison
 - Urban Forestry Liaison
 - Parks Liaison
 - Recreation Liaison

 - b) **Swearing in of Officers** **Maria Butts**
 - Secretary
 - Treasurer
 - Membership Coordinator
 - Advisory Member 1
 - Advisory Member 2
 - Student Liaison
 - Urban Forestry Liaison
 - Parks Liaison
 - Recreation Liaison
 - Indigenous Lands Liaison

- 4) Budget Update** **Carla Belski**
a) Consideration to change the fiscal year from January-December to July-June.
b) Review and approve transitional budget.
c) Review and approve FY27 and FY28 budget.
d) Review and approve 2025 990 EZ.
- 5) Membership Update** **Katie Canter**
a) Consideration of new “Retiree Fee” under Individual/Affiliate Membership Fee.
- 6) Resource Development Coordinator Update** **Cassie Lasson**
a) Update on proposed liaison meeting to create email chains.
b) Consideration of extending Resource Development Coordinator contract to June 30, 2027, upon approval of fiscal year change. **Maria Butts**
- 7) Trails Update** **Bob Walker**
- 8) University Liaison Update** **Elena Bigart**
a) Update on student-led strategic planning process.
- 9) Urban Forestry Liaison Update** **Patrick Plantenberg**
- 10) Parks Liaison Update** **Lincoln Lake**
- 11) Aquatics Liaison Update** **Hannah Shepard**
- 12) Legislative Update** **Bob Walker**
- 13) Upcoming Conferences** **Maria Butts**
a) 2028 – Kalispell
b) 2029 - TBD
- 14) Identify Upcoming Meetings** **Maria Butts**
a) Next Quarterly Meeting Date – June 18, 2026 @ 3pm
b) Mid-Year Meeting Date – October 22, 2026 @ 3pm
- 15) Other Items from the Board** **Maria Butts**
- 16) Adjournment**



DRAFT

Thursday January 22, 2026
Quarterly Meeting Minutes
Location: Virtual
Time: 3:00 p.m.

- 1) **Call to Order at 3:01 p.m.** **Maria Butts**

- 2) **Swearing in of Officers** **Maria Butts**
 - a) Indigenous Lands Liaison – Alisa Reed

NA as Alisa Reed was not present. A swearing it will be moved to the next meeting agenda.

- 3) **Consideration of Approval of Mid-Year Meeting Minutes** **Maria Butts**

Approved by Lincoln Lake and seconded by Jodie Adams. All ayes.

- 4) **Budget Update** **Carla Belski**

Carla Belski wanted the board to note that we had a lot of money come in December 2025 for the membership and conference that is for 2026. If we took this revenue out, our actual end of year for 2025 would have been closer to \$15,000. Carla raised the idea of changing our fiscal from the current Jan 1 to Dec 31 to July 1 – June 30 stating it would be easier to see how we do per year. Carla looked into what would be required to do this, and we would only need to file one additional set of taxes, meaning if we switched to July 1 start, she would need to file the Jan – Jun 2026 taxes within 6 months of July 1. Carla shared that if this was something we were interested in doing, we could vote on it at the annual meeting in April. Carla shared she attended a treasurer’s training and learned it would be good to have a fiscal calendar that outlined the yearly expenses as well as meeting dates. She also learned it would be a good idea to formally accept the treasurers’ report at each meeting to show it has been reviewed and accepted. Carla presented the transitional budget example and a FY27 that would start July 1st. If in April we consider making the change to our fiscal year dates, we can then review and approve this budget for FY27 and FY28.

 - a) Review and approve the 2025 End of Year Financial Report. Patrick moved to approve accepting the financial report. Seconded by Mitch. All ayes.
 - b) Discuss suggested fiscal year amendment to the by-laws. Patrick made a motion to move forward with the process of changing the fiscal to July 1 – Jun 30 and reviewing the transitional budget and FY27 and FY28 budget at the April meeting. Seconded by Jodie. All ayes.

- 5) **Membership Update** **Katie Canter**

Katie shared we have 31 memberships so far with 207 members. Last year we ended up with 44 memberships, so she feels we are on track. With the rated increase in fees, we are up 36% from where we ended in 2025. Katie shared she

recently sent out a number of emails regarding the membership directory, which is a very important membership benefit we have. She shared each person needs to complete the directory form. Katie has been hearing from our commercial members about wanting to have access to the directory. Maria reminded everyone we had previously discussed the option of opting in or out of having your contact information a part of the directory. Maria clarified that at this time Katie is having to seek people out to give their approval. Maria asked if there was a way to make this a part of the membership. Katie shared she and Cassie have not yet been able to figure out a way to capture that information quite yet. They are brainstorming other ideas, but right now the best option is the membership directory. Maria asked if it could be a box they checked when they registered for the conference. Katie shared Cassie would be speaking to this later. Maria asked if anyone had any feedback or experience with this. Lincoln shared perhaps within opt-in option there could be different levels of information you agreed to share.

a) Consideration to add a retiree membership fee.

Katie looked into this and found other associations tend to have the retiree rate as a separate membership. In looking at our current memberships, Katie feels the retiree membership would fit best with the individual and affiliate membership which is \$25. Jodie shared she is supportive of this. Maria shared that in accordance with our by-laws we would want to bring the fee schedule before the membership at our next meeting and redline retiree as a category under the individual and affiliate membership. Patrick shared in relation to the membership directory that Katie may want to reach out to Gina at the Montana Nurse and Landscape Association as they produce a membership each year and might have some helpful information.

Cassie shared a graph depicting trends in membership earnings over the past 5 years and explained we see the greatest earnings in January which makes sense as memberships are annual. Maria added that this shows we are meeting our goals of increasing membership and also increasing revenue and gave kudos to Katie for helping us achieve this. Cassie shared that we have the most premiere commercial memberships this year. Mitch asked if we were to change the fiscal year timing if we would change when membership registrations happen. Carla said she felt keeping the membership year the same as the calendar year would work well. Katie confirmed we would continue to make membership available beginning in December.

6) Resource Development Coordinator Update

Cassie Lason

Cassie shared the google form that we have for membership does have a box at the bottom that asks if you would like your information included in the directory. It has been 5 years since we have been using this software, so it might be time to look at some newer solutions. With this there may be increased costs. Cassie added there are legal issues of sharing membership information. For instance, we can't take an email address without receiving permission to use it. She explained that this is why we developed the directory. To access it, you need to log into your membership on the website. Cassie shared with this we are promoting networking and not mass-produced emails. In sum, we are trying to keep our commercial members happy and also keep our information safe. Additionally, Cassie shared she has been working closely with the conference in Missoula. A reminder to get your registrations early as it is coming up quickly and will sell out. The 2027 conference committee is ahead of the game and has already met with Cassie and she is designing the logo for that conference. Cassie shared one thing she

has been eyeballing how we could include some timeline dates within the by-laws for the conference committees. Carla shared we could create a calendar for the conference similar to what she created for the budget. Carla wondered if we could put the fiscal and conference calendar within the by-laws under conference procedures section. Maria shared the procedures component is an addendum to the by-laws, but she wouldn't classify conference procedures as a by-law but rather a helpful resource. Maria suggested looking at the calendar as an appendix, so we have a place to house it. We also have a calendar in the conference packet that the Whitefish Conference Committee created, and it does have a calendar associated with it which goes to the hosting community. Maria would be hesitant to add it to the by-laws because every time you want to make a change to it you need to vote on it. Instead, it could be referenced in the conference procedures.

7) Trails Update

Bob Walker

Bob shared that the State Trails Advisory Committee, which reviews all the applications for the Trail Stewardship Program Grant and RTP Grants is going to meet on March 10th & 11th in Missoula at the FWP Headquarters. It is open to the public and there will be a zoom link. There is \$2 million available for the Trails Stewardship Program grants this year and \$1.5 million for RTP grants. Bob shared he sent out an email about the Montana Trails Coalition workshop that met about a week ago and someone had asked about working with private landowners. Bob shared it's a state law, and almost every state has one, generally referred to as public use of private lands. If you didn't see that email, Bob asked you to contact him and he will forward it. Lastly, the International Trails Summit is going to be held in North Carolina in April 2027 and Bob said he would forward more information as it becomes available.

8) University Liaison Update

Elena Bigart

Elena said they are expecting a lot of students this year, around 30. Elena asked Cassie about the conference fee for students, as she was no longer seeing an early bird fee. Cassie shared she believed the student rate was a flat fee of \$85, but she would look into it and be in touch with Elena. Elena shared at the conference they will be doing a lot of things for students such as pairing them up with professionals in small groups and doing breakfast together. Elena asked for clarification on what was included in the conference fee, for example, meals, field trips, etc. Cassie recommended going to the online registration and downloading the barebones schedule, as it will list which meals are included and which are on your own. Elena added they extended the deadline for student proposals, and she does expect to receive some more. After this Elena will be working on scholarships. Carla added that we received additional funds from the Joel Meyer family this year so we have \$4,000 for scholarships. The board agreed to offer four \$1000 scholarships. Cassie reminded the board that the 2025 award submissions are open, and we have an awards page on our website where you can see the criteria as there are different levels and types of awards. Maria added the past president would be coordinating the committees for review of the scholarship and award applications, and that would be Mitch Overton. Cassie reminded the group about the conference silent auction, so please let the conference committee know what you are bringing so they can ensure adequate space.

9) Urban Forestry Liaison Update

Patrick Plantenberg

Patrick shared he recommended some speakers for the conference but hadn't heard back from Lincoln or Ashley. Lincoln shared with all of their presentations they want to have variety. They have also reviewed what was presented at previous conferences.

Looking at their tracks and subcategories they will likely politely decline the proposal. Lincoln added they will be sending letters of acceptance or decline in the next couple of weeks.

10) Parks Liaison Update

Lincoln Lake

11) Recreation Liaison Update

Mitch Lauenstein

Mitch shared he didn't have an update but asked Cassie if on the website it was possible to add a forum or message board so people from various departments could have a spot to ask questions. Cassie replied that the website has had that functionality in the past and it wasn't used. She added this is also something that is unsupported by the software so she is hesitant to use the organization's funds for this without knowing it would be supported. Cassie suggested the liaisons possibly having sub-committee meetings, or given the size of our state, having a group mail chain. Each liaison could find out who in the state is within that division/area and connect everyone through an email so they can then reach out to the group if they have a question or want to pass along relevant information. Mitch shared he thinks the liaisons could be more useful if they did have others contact information and an email chain is a great idea. Cassie proposed having a separate meeting with liaisons to discuss what that would look like and distribute a list of those divisions. She added the membership directory form has the divisions listed out.

12) Aquatics Liaison Update

Hannah Shepard

Hannah shared she didn't have an update but that she is looking forward to the aquatic elements at the MTRPA conference and shared she likes the idea of the liaison groups.

13) Indigenous Lands Liaison Update

Alisa Reed

Alisa was not in attendance so nothing to report.

14) Legislative Update

Bob Walker

Bob shared we receive \$2 million for the Trail Stewardship but we should have received roughly \$2.9 million in the last legislative session. The reason we should be receiving more is that there is more money coming in from recreation marijuana. Bob shared these monies go to a dedicated fund and that monies we aren't spending aren't disappearing, they are building up. So, Bob shared they are going to make a request to the legislative fiscal bureau to see what the status of that account is, and the plan is to go in with a league of cooperators at the next session to get full funding.

15) Conference Update

Lincoln Lake

Lincoln shared the newest agenda is now on the website and that includes more detail and the field trips. The committee has just finalized the presenters and their schedule. They received over 50 submissions for presentations. They have closed accepting proposals except for student proposals which have been extended for a week or two in case they want to do an educational session. The committee has secured one keynote and is negotiating with another. They have updated recreational activities on the Monday to spark interest in registration. Budget wise they have exceeded their projected goal for revenue and have not yet filled registrations or exhibitors. They are close to fulfilling their obligations on the rooms at the Holiday Inn. Cassie shared we currently have 97 registrations and have a cap of 150. Lincoln shared the confirmed keynotes are Chris Bacon and Andy Chemists of the Montana Skate Park Association. Cassie shared they are hoping to have Cassidy Randall as the closing keynote. Katie asked if we were going

to be sharing contact information of conference attendees with exhibitors. Katie wondered if we have people opt-in when they sign in because we don't already have this in the system from when they registered, or if this is something the exhibitor's need to collect. Current consensus is for conference attendees to check whether or not they want their name and address given to exhibitors upon check-in and then communicate this option to attendees during the conference. It was agreed that further discussion on this topic is needed.

16) Identify Upcoming Meetings

Maria Butts

- a) Annual Meeting Date: April 1st in Missoula from 12:15 pm – 1:30 pm.
- b) Next Quarterly Meeting Date: June 18th at 3:00 p.m.

17) Other Items from the Board

Maria Butts

- a) Discussion about Strategic Planning

Maria shared that after the Bozeman conference, Dylan Thornton of Hail Creative Consulting reached out and they discussed the roles of the board and specifically the roles of the Indigenous Lands Liaison. Through this conversation Maria shared she started to think about some broader questions, such as the board's mission, vision and long-term goals. Carla, who has been a director of a non-profit, been on many boards, and who recently went through a strategic planning process with the Bob Marshall Wilderness Foundation shared she has had some of the same questions. Carla shared strategic planning basically results in some deliverables that can guide our work into the future and give us a longer-term vision. While there are different levels of strategic planning Carla doesn't feel we need to go too in depth, but we should look at where we're at and where we want to go in the next 5-10 years. Through that process we would come up with action items that we could take to lead us there. Carla shared we can have someone from outside the organization assess where we are and then guide the group on an intentional path. Maria asked the board if there is interest or questions. Jodie encouraged us to keep going. Maria asked Elena if this was something that could be a capstone project for students. Elena thought it could be and will reach out to the instructor who is teaching this course for the next couple of years. Cassie wondered if we could offer an incentive to students for this project. Elena shared they had not offered it in the past but instead it could be an independent study in which case and incentive would be great but not expected. Elena shared they also have internships where students are to do 135 hours. In this case, 1 student would be assigned to this project and here we would provide compensation. Cassie asked Elena to create an email for us that captures those 3 options and copy the other capstone instructor. Elena shared there is also a planning class which is 400 level class and they specifically go over strategic planning. She can speak with the instructor to see if it could be part of the class. Jodie added that we could look for Community Foundation grants for funding. Jodie is also going to be the President of the American Academy of Parks and Recreation administration so she will see if they have some sort of national grant to support us at the state level. Carla shared she will follow up with our Community Foundation to see if we would qualify or if they have other resources. Carla confirmed there is also a statewide community foundation she can look into as well. Maria shared if anyone has any ideas to please email her and we will add this topic to next meeting's agenda and continue discussions.

Jodie mentioned she got a flyer about the 2026 mentor program for parks and recreation mid-manger to directors, which is all free of charge. She shared they

usually have 100 pairs and you can be a mentor or mentee. Information about this is on AAPRA website. The program opens Feb 20th and applications for both have a deadline of March 16th. The program starts in April and lasts all year.

Ryan shared Missoula welcomed a new director, Marina Yoshoka, from Montana FWP where she was the Operating Director.

18) Adjournment

Meeting was adjourned at 5:06 p.m.

| MTRPA Budget vs. Actual 2026 | | | | | |
|--|--------------------|--------------------|---------------------|--------------------|--------------------|
| Beginning Cash Balance | \$20,860.27 | \$18,765.25 | \$26,506.14 | \$26,506.14 | \$26,506.14 |
| Expenses | Actual 2024 | Actual 2025 | Approved '26 | Jan-Jun 26* | Actual 2026 |
| Fees and Memberships | | | | | |
| Corporate Fee and By-law Changes | | | \$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 | \$26.00 |
| Web page hosting support | \$285.97 | \$389.72 | \$229.99 | \$229.99 | \$229.99 |
| Website Annual contract | \$299.00 | \$299.00 | \$299.00 | \$299.00 | \$299.00 |
| Liability Insurance | | | | | |
| Annual Premium | \$1,165.00 | \$1,165.00 | \$1,165.00 | \$1,165.00 | |
| Student Expenses | | | | | |
| Student Scholarships | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$4,000.00 | |
| Student expense for conference | | \$1,500.00 | \$1,500.00 | \$1,500.00 | |
| MTRPA Conference Expenses | | | | | |
| Convention Center Fees, Food, and Beverages | \$28,075.59 | \$32,626.08 | \$25,000.00 | \$30,000.00 | |
| Program Guide and Supplies | \$2,064.61 | \$6,274.78 | \$2,500.00 | \$2,500.00 | \$1,372.93 |
| Other (Speaker fees & travel, entertainment, etc.) | \$6,094.31 | \$9,165.18 | \$2,500.00 | \$4,000.00 | |
| Awards | \$271.50 | \$303.00 | \$300.00 | \$300.00 | |
| Office Supplies and Bank Fees | | | | | |
| Office Supplies | | \$29.00 | | | |
| Professional Development | | | | | |
| NRPA National Conference | | | | | |
| Membership Development | | | \$500.00 | | |
| Legislative Support | | | | | |
| Resource Development Coordinator | | | | | |
| Contract | \$15,000.00 | \$14,843.75 | \$15,000.00 | \$7,500.00 | \$5,747.50 |
| Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel) | | \$1,097.71 | \$2,000.00 | \$2,000.00 | \$47.60 |
| Total | \$55,846.98 | \$70,234.22 | \$53,574.99 | \$54,024.99 | \$7,723.02 |
| Revenue | Actual 2024 | Actual 2025 | Approved '26 | Jan-Jun 26 | Actual 2026 |
| Conference Revenue | | | | | |
| Registration | \$21,050.00 | \$29,036.40 | \$25,000.00 | \$25,000.00 | \$7,500.00 |
| Conference Sponsorships | \$21,144.08 | \$20,770.78 | \$13,750.00 | \$15,250.00 | \$11,950.00 |
| Exhibitor Booths | \$7,237.25 | \$12,890.41 | \$4,500.00 | \$9,530.00 | \$3,775.00 |
| Silent Auction/Fundraisers | \$442.75 | \$1,446.31 | \$1,500.00 | \$1,500.00 | |
| Memberships | \$3,829.87 | \$9,783.20 | \$5,500.00 | \$1,261.94 | \$975.00 |
| Website Revenue (job board and web ads) | \$48.01 | \$48.01 | \$250.00 | \$250.00 | |
| Interest | | | | | |
| Scholarship funding | | \$4,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Total | \$53,751.96 | \$77,975.11 | \$52,500.00 | \$54,791.94 | \$26,200.00 |
| Year End Cash Balance | \$18,765.25 | \$26,506.14 | \$25,431.15 | \$27,273.09 | \$44,983.12 |

*Proposed Partial 2026 Budget

Montana Trails Recreation Park Association - Checking 2026

| Date | Payee / Recpt Source | Description | Ck No. | Cleared | Disbursmt | Recpt | Balance |
|---------|---------------------------|--|--------|---------|-------------------|--------------------|--------------------|
| | Balance Forward | | | x | | | \$26,506.14 |
| 1/2/26 | Front Desk, Inc. | Web Page Hosting - \$229.99; Website Annual Contract - \$299.00 | 1414 | x | \$528.99 | | \$25,977.15 |
| 1/2/26 | Play Space Designs | Exhibitor Fee | | x | | \$470.00 | \$26,447.15 |
| 1/2/26 | Steiner Thuesen, PLLC | Exhibitor Fee - \$470; Sponsorship \$150 | | x | | \$620.00 | \$27,067.15 |
| 1/5/26 | Grondahl Recreation | Sponsorship | | x | | \$5,000.00 | \$32,067.15 |
| 1/5/26 | Zeffy | Brook Hermsen Musco Sponsorship | | x | | \$500.00 | \$32,567.15 |
| 1/9/26 | Grondahl Recreation | Membership | | x | | \$450.00 | \$33,017.15 |
| 1/9/26 | City of Whitefish | Conference Registration | | x | | \$1,320.00 | \$34,337.15 |
| 1/9/26 | City of Whitefish | Membership | | x | | \$300.00 | \$34,637.15 |
| 1/15/26 | Dakota Fence | Exhibitor Fee | | x | | \$470.00 | \$35,107.15 |
| 1/23/26 | Mailchimp | Monthly Fee | | x | \$13.00 | | \$35,094.15 |
| 1/23/26 | Patricia Meier | Scholarship Fund Donation | | x | | \$2,000.00 | \$37,094.15 |
| 1/26/26 | Jodie Adams | Membership | | x | | \$75.00 | \$37,169.15 |
| 1/26/26 | Front Desk, Inc. | Invoices 5867699, 5867700 | 1415 | x | \$2,897.50 | | \$34,271.65 |
| 1/26/26 | Front Desk, Inc. | Invoices 5867701, Travel | 1416 | x | \$23.80 | | \$34,247.85 |
| 2/3/26 | Zeffy | GW Park, Hydropoint, and Spectrum Products Sponsonor | | x | | \$3,300.00 | \$37,547.85 |
| 2/6/26 | City of Missoula | Conference Registration | | x | | \$6,180.00 | \$43,727.85 |
| 2/20/26 | Headwaters Company LLC | Exhibitor- \$545; Sponsor \$1,500; Attendee Registration \$1,350 | | x | | \$3,395.00 | \$47,122.85 |
| 2/20/26 | Musco Sports Lighting LLC | Membership | | x | | \$75.00 | \$47,197.85 |
| 2/23/26 | Mailchimp | Monthly Fee | | x | \$13.00 | | \$47,184.85 |
| 2/24/26 | Patrick Plantenberg | Membership | | x | | \$75.00 | \$47,259.85 |
| 2/24/26 | Alphagraphics | Swag Bags Conference Expense | 1417 | x | \$1,321.96 | | \$45,937.89 |
| 3/2/26 | Fitlogistix | Exhibitor Fee | | x | | \$470.00 | \$46,407.89 |
| 3/3/26 | Zeffy | Garret Play Sponsorship | | x | | \$1,500.00 | \$47,907.89 |
| 3/5/26 | Amazon | Confernce Expense - Raffle Tickets | | x | \$23.99 | | \$47,883.90 |
| 3/5/26 | Amazon | Confernce Expense - Cardstock | | x | \$26.98 | | \$47,856.92 |
| 3/9/26 | Front Desk, Inc. | Contract - \$2,850, Travel - \$23.80 | 1418 | | \$2,873.80 | | \$44,983.12 |
| | | | | | \$7,723.02 | \$26,200.00 | |

Proposed Budget - Partial 2026, FY27, and FY28

| Beginning Cash Balance | \$20,860.27 | \$18,765.25 | \$17,690.26 | \$26,506.14 | \$27,273.09 | \$30,828.09 |
|--|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
| Expenses | Actual 2024 | Actual 2025 | Approved '26 | Jan-Jun 26 | FY27 | FY28 |
| Fees and Memberships | | | | | | |
| Corporate Fee and By-law Changes | | | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Montana Nonprofit Association Membership | \$85.00 | \$85.00 | \$85.00 | \$85.00 | \$85.00 | \$85.00 |
| Montana Trails Coalition Membership | \$100.00 | \$50.00 | \$50.00 | | \$100.00 | \$100.00 |
| NRPA Membership | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| | | | | | | |
| Website and E-Newsletter Fees | | | | | | |
| E-Newsletter Fees | \$156.00 | \$156.00 | \$156.00 | \$156.00 | \$156.00 | \$156.00 |
| Web page hosting support | \$285.97 | \$389.72 | \$229.99 | \$229.99 | \$300.00 | \$300.00 |
| Website Annual contract | \$299.00 | \$299.00 | \$299.00 | \$299.00 | \$299.00 | \$299.00 |
| | | | | | | |
| Liability Insurance | \$1,165.00 | \$1,165.00 | \$1,165.00 | \$1,165.00 | \$1,165.00 | \$1,165.00 |
| | | | | | | |
| Student Expenses | | | | | | |
| Student Scholarships | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$4,000.00 | \$2,000.00 | \$2,000.00 |
| Student expense for conference | | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| | | | | | | |
| MTRPA Conference Expenses | | | | | | |
| Convention Center Fees, Food, and Beverages | \$28,075.59 | \$32,626.08 | \$25,000.00 | \$30,000.00 | \$30,000.00 | \$30,000.00 |
| Program Guide and Supplies | \$2,064.61 | \$6,274.78 | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,500.00 |
| Other (Speaker fees & travel, entertainment, etc.) | \$6,094.31 | \$9,165.18 | \$2,500.00 | \$4,000.00 | \$4,000.00 | \$3,000.00 |
| Awards | \$271.50 | \$303.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 |
| | | | | | | |
| Office Supplies | | | | | | |
| Office Supplies | | \$29.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| | | | | | | |
| Professional Development | | | | | | |
| Membership Development | | | \$500.00 | | \$500.00 | \$500.00 |
| | | | | | | |
| Resource Development Coordinator | | | | | | |
| Contract | \$15,000.00 | \$14,843.75 | \$15,000.00 | \$7,500.00 | \$15,000.00 | \$15,000.00 |
| Consultant Travel (\$1,000 mileage, \$300 food, \$700 hotel) | | \$1,097.71 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| Total | \$55,846.98 | \$70,234.22 | \$53,574.99 | \$54,024.99 | \$60,195.00 | \$59,195.00 |

| Revenue | Actual 2024 | Actual 2025 | Approved '26 | Jan-Jun 26 | FY27 | FY28 |
|--|--------------------|--------------------|---------------------|--------------------|--------------------|--------------------|
| Conference Revenue | | | | | | |
| Registration | \$21,050.00 | \$29,036.40 | \$25,000.00 | \$25,000.00 | \$25,000.00 | \$25,000.00 |
| Conference Sponsorships | \$21,144.08 | \$20,770.78 | \$13,750.00 | \$15,250.00 | \$20,000.00 | \$20,000.00 |
| Exhibitor Booths | \$7,237.25 | \$12,890.41 | \$4,500.00 | \$9,530.00 | \$10,000.00 | \$10,000.00 |
| Silent Auction/Fundraisers | \$442.75 | \$1,446.31 | \$1,500.00 | \$1,500.00 | \$1,500.00 | \$1,500.00 |
| | | | | | | |
| Memberships | \$3,829.87 | \$9,783.20 | \$5,500.00 | \$1,261.94 | \$5,000.00 | \$5,000.00 |
| | | | | | | |
| Website Revenue (job board and web ads) | \$48.01 | \$48.01 | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| | | | | | | |
| Interest | | | | | | |
| | | | | | | |
| Scholarship funding | | \$4,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| | | | | | | |
| Total | \$53,751.96 | \$77,975.11 | \$52,500.00 | \$54,791.94 | \$63,750.00 | \$63,750.00 |
| | | | | | | |
| Year End Cash Balance | \$18,765.25 | \$26,506.14 | \$16,615.27 | \$27,273.09 | \$30,828.09 | \$35,383.09 |

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Go to www.irs.gov/Form990EZ for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

A For the 2025 calendar year, or tax year beginning 01/01/2025 **and ending** 12/31/2025

| | | | |
|--|--|------------|--|
| B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending | C Name of organization MONTANA TRAILS RECREATION PARK ASSOCIATION | | D Employer identification number 81-0407620 |
| | Number and street (or P.O. box if mail is not delivered to street address) | Room/suite | E Telephone number 406-863-2473 |
| | PO Box 158 | | F Group Exemption Number |
| | City or town, state or province, country, and ZIP or foreign postal code Whitefish, MT 59937 | | |

G Accounting Method: Cash Accrual Other (specify): _____

I Website: www.mtrpa.info

J Tax-exempt status (check only one) - 501(c)(3) 501(c) (6) (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other:

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ \$ 77,975

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
Check if the organization used Schedule O to respond to any question in this Part I

| Revenue | 1 | Contributions, gifts, grants, and similar amounts received | 1 | | | | | 4,000 |
|-------------------|--|---|-----------|--|----------|--------------|---------------|---------------|
| | 2 | Program service revenue including government fees and contracts | 2 | | | | | 62,746 |
| | 3 | Membership dues and assessments | 3 | | | | | 9,783 |
| | 4 | Investment income | 4 | | | | | 0 |
| | 5a | Gross amount from sale of assets other than inventory | 5a | | | 0 | | |
| | b | Less: cost or other basis and sales expenses | 5b | | | 0 | | |
| | c | Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a) | 5c | | | | | 0 |
| | 6 | Gaming and fundraising events: | | | | | | |
| | a | Gross income from gaming (attach Schedule G if greater than \$15,000) | 6a | | | 1,446 | | |
| | b | Gross income from fundraising events (not including \$ <u>0</u> of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000) | 6b | | | 0 | | |
| c | Less: direct expenses from gaming and fundraising events | 6c | | | 0 | | | |
| d | Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c) | 6d | | | | | 1,446 | |
| 7a | Gross sales of inventory, less returns and allowances | 7a | | | 0 | | | |
| b | Less: cost of goods sold | 7b | | | 0 | | | |
| c | Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a) | 7c | | | | | 0 | |
| 8 | Other revenue (describe in Schedule O) | 8 | | | | | 0 | |
| 9 | Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 | 9 | | | | | 77,975 | |
| Expenses | 10 | Grants and similar amounts paid (list in Schedule O) | 10 | | | | | 3,885 |
| | 11 | Benefits paid to or for members | 11 | | | | | 0 |
| | 12 | Salaries, other compensation, and employee benefits | 12 | | | | | 0 |
| | 13 | Professional fees and other payments to independent contractors | 13 | | | | | 14,844 |
| | 14 | Occupancy, rent, utilities, and maintenance | 14 | | | | | 0 |
| | 15 | Printing, publications, postage, and shipping | 15 | | | | | 844 |
| | 16 | Other expenses (describe in Schedule O) | 16 | | | | | 50,661 |
| 17 | Total expenses. Add lines 10 through 16 | 17 | | | | | 70,234 | |
| Net Assets | 18 | Excess or (deficit) for the year (subtract line 17 from line 9) | 18 | | | | | 7,741 |
| | 19 | Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | 19 | | | | | 18,765 |
| | 20 | Other changes in net assets or fund balances (explain in Schedule O) | 20 | | | | | 0 |
| | 21 | Net assets or fund balances at end of year. Combine lines 18 through 20 | 21 | | | | | 26,506 |

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

| | (A) Beginning of year | (B) End of year |
|---|-----------------------|------------------|
| 22 Cash, savings, and investments | 18,765 | 22 26,506 |
| 23 Land and buildings | 0 | 23 0 |
| 24 Other assets (describe in Schedule O) | 0 | 24 0 |
| 25 Total assets | 18,765 | 25 26,506 |
| 26 Total liabilities (describe in Schedule O) | 0 | 26 0 |
| 27 Net assets or fund balances (line 27 of column (B) must agree with line 21) | 18,765 | 27 26,506 |

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? Montana State Parks and Recreation Association

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

| | | |
|---|------------|---|
| 28 <u>Annual MTRPA Conference was held in April with over 100 participants from across the state. Conferenece provided educational sessions, training, networking, and certifications.</u> | | |
| (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/> | 28a | |
| 29 <u>Independent contractor served as Resource Development Coordinator to provide strategic resource development and operations for MTRPA.</u> | | |
| (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/> | 29a | |
| 30 <u>Support for students in Parks an Recreation field of study including scholarships.</u> | | |
| (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/> | 30a | |
| 31 Other program services (describe in Schedule O) | | |
| (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/> | 31a | 0 |
| 32 Total program service expenses (add lines 28a through 31a) | 32 | 0 |

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated—see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

| (a) Name and title | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|--|--|---|---|--|
| <u>Maria Butts</u> President | | | | |
| <u>Ryan Applegate</u> President Elect | 1.00 | 0 | | |
| <u>Jennie Bradford</u> Secretary | | | | |
| <u>Carla Belski</u> Treasurer | | | | |
| <u>Katherine Canter</u> Membership Coordinator | | | | |
| <u>Cassie Lasson</u> Resource Development Coordinator | | | | |
| | | | | |
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Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

| | | Yes | No |
|------------|--|------------|-------------------------------------|
| 33 | Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O | | <input checked="" type="checkbox"/> |
| 34 | Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions | | <input checked="" type="checkbox"/> |
| 35a | Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)? | | <input checked="" type="checkbox"/> |
| b | If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O | | |
| c | Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III | | <input checked="" type="checkbox"/> |
| 36 | Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N | | <input checked="" type="checkbox"/> |
| 37a | Enter amount of political expenditures, direct or indirect, as described in the instructions | 37a | 0 |
| b | Did the organization file Form 1120-POL for this year? | 37b | <input checked="" type="checkbox"/> |
| 38a | Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return? | 38a | <input checked="" type="checkbox"/> |
| b | If "Yes," complete Schedule L, Part II, and enter the total amount involved | 38b | |
| 39 | Section 501(c)(7) organizations. Enter: | | |
| a | Initiation fees and capital contributions included on line 9 | 39a | |
| b | Gross receipts, included on line 9, for public use of club facilities | 39b | |
| 40a | Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911: _____; section 4912: _____; section 4955: _____ | | |
| b | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I | 40b | |
| c | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 | | |
| d | Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization | | |
| e | All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T | 40e | <input checked="" type="checkbox"/> |
| 41 | List the states with which a copy of this return is filed: <u>MT</u> | | |
| 42a | The organization's books are in care of: <u>Carla Belski</u> Telephone no. <u>406-863-2473</u> Located at: <u>PO Box 158, Whitefish, MT 59937</u> ZIP + 4 <u>59937</u> | | |
| b | At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country: _____ See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). | 42b | <input checked="" type="checkbox"/> |
| c | At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country: _____ | 42c | <input checked="" type="checkbox"/> |
| 43 | Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year | 43 | |
| 44a | Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44a | <input checked="" type="checkbox"/> |
| b | Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ | 44b | <input checked="" type="checkbox"/> |
| c | Did the organization receive any payments for indoor tanning services during the year? | 44c | <input checked="" type="checkbox"/> |
| d | If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O | 44d | |
| 45a | Did the organization have a controlled entity within the meaning of section 512(b)(13)? | 45a | <input checked="" type="checkbox"/> |
| b | Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions | 45b | <input checked="" type="checkbox"/> |

| | | |
|--|------------|-------------------------------------|
| | Yes | No |
| 46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I | 46 | <input checked="" type="checkbox"/> |

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47–49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

| | | |
|--|------------|-----------|
| | Yes | No |
| 47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II | 47 | |
| 48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E | 48 | |
| 49a Did the organization make any transfers to an exempt non-charitable related organization? | 49a | |
| b If "Yes," was the related organization a section 527 organization? | 49b | |

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and title of each employee | (b) Average hours per week devoted to position | (c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) | (d) Health benefits, contributions to employee benefit plans, and deferred compensation | (e) Estimated amount of other compensation |
|-------------------------------------|--|--|---|--|
| None | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

| (a) Name and business address of each independent contractor | (b) Type of service | (c) Compensation |
|--|---------------------|------------------|
| None | | |
| | | |
| | | |
| | | |
| | | |
| | | |

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A **Yes** **No**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

| | | |
|------------------|--|------|
| Sign Here | Signature of officer <u>Carla Belski, Treasurer</u> | Date |
| | Officer's name and title | |

| | | | | | |
|-------------------------------|-----------------|----------------------|------|---|------|
| Paid Preparer Use Only | Preparer's name | Preparer's signature | Date | Check <input type="checkbox"/> if self-employed | PTIN |
| | Firm's name | Firm's EIN | | | |
| | Firm's address | Phone no. | | | |

May the IRS discuss this return with the preparer shown above? See instructions **Yes** **No**

Montana Trails, Recreation and Parks Association Fee Schedule
(Effective December 1, 2025)

| Professional Membership Fee Structure | | |
|--|---|-------|
| Professional | Individual membership | \$75 |
| Small Organization (up to 20 members) | Communities with a Population 4,999 and below | \$150 |
| Mid-Sized Organization (up to 40 members) | Communities with a Population between 5,000-19,999 | \$300 |
| Large Organization (up to 60 members) | Communities with a Population 20,000 and greater. Includes State Parks and other State/Federal Agencies | \$450 |

| Affiliate, Partner, Educational Institution | | |
|---|--|-------|
| Student | Individual Membership | \$20 |
| Individual Affiliate/Advocate/ Retiree | Individual affiliate/advocate/ retiree membership | \$25 |
| Nonprofit/Affiliate Partner Organization (up to 20 members) | Staff and Board/Committee Members | \$75 |
| Educational Institution | All students majoring and parks, recreation, tourism, forestry, resource management or related fields and Professors | \$150 |

| Commercial Membership | | |
|------------------------------|--|-------|
| Commercial | Individual commercial membership | \$100 |
| Commercial Organization | Preferred table location at conference and discounted registration. Membership for all employees. | \$300 |
| Commercial Premiere | Website ad* for one year, preferred table location at conference and discounted conference registration. Membership for all employees. | \$450 |

*For information regarding sponsorship of conference and education programs and events or to place an ad at the MTRPA website go to [\(link\)](#) or contact [\(name and email\)](#).