



# MONTANA ASSOCIATION of CONSERVATION DISTRICTS

*We're growing Montana's future.*

**MACD BOARD MEETING March 16<sup>th</sup>, 2020**

## **Meeting Minutes**

### **BOARD MEMBERS**

Mark Suta ( 3 )	William Bernard ( 1 )	Bob Peterman ( 2 )	Don Youngbauer ( 4 )	Mike Hansen ( 6 )
Jim Simpson (PRES)	Dean Rogge ( VP)	Steve Hertel(3)	Steve Schanaman(4)	Rick VanDyken(6)
Gary Giem (TREAS)	Tony Barone ( 2 )	Gayla Wortman ( 3 )	Pete Woll ( 5 )	
Jeff Wivholm ( 1 )	Roddy Rost ( 2 )	Judi Knapp ( 4 )	Bill Naegeli ( 5 )	

**PARTNERS AND OTHERS PRESENT:** Jan Holtzer, Dave Martin, Stephanie Adams, Lauri Zeller

**Meeting was called to order by Jim Simpson at 7:31**

### **Dec. 9<sup>th</sup> Board minutes:**

Minute corrections: \*\*Correct Spellings for: Heryford and Dan Young. Move "Steve Hendstrom" to "Partners and Others Present". Meeting date correction.

- Motion to Approve as Amended: Mike Hansen
- Seconded: Gayla Wortman
- Discussion: N/A
- VOTE: Motion Carries

### **Financials:**

Budget vs. Actual, Balance Sheet, P&L were provided. Moving forward the Board would like to also have the Check and Credit Card details included in each month's financial report and provided to the Districts. In April, details for February and March should be included. There was a question regarding why travel expenses were so high, Jim mentioned that these expenses were by the previous Executive Director.

- Motion: Gary Giem
- Seconded: Dean Rogge
- Discussion: N/A
- VOTE: Motion Carries

### **Final Convention Financials**

Provided by Melissa. No comments.

### **MACD dues received**

Provided by Melissa for your information. Board would like to know if any letters have been received in conjunction with the dues.

### **Executive Director Action**

Jim would like to see a motion regarding the Personnel Committee recommendation to the Board to support action taken to the release of the Executive Director.

- Motion: Dean Rogge
- Second: Judi Knapp
- Discussion: Chuck was released “without cause” and Jim gave an overview of the decision made: He was not able to be the signature bank and there were issues with credit card usage, personal hygiene issues, and there was, at one point, several days in a row without any communication. In addition, there was a lack of computer skills he claimed to have during the interview process. 2 weeks’ worth of severance pay was provided to him at the release.
- VOTE: Motion Carries

### **MACD, next steps**

Jim talked with SWCDM staff about potential restructuring of staff duties that would potentially eliminate the need for a new hire. It was determined that a new Executive Director was necessary due to the type of skills required for the job as well as the size of the workload. Jim mentioned that the conversation of staff structure could continue after a new Executive Director is hired.

Many of the Executive Director responsibilities have been shared with SWCDM and other partners: Gallatin CD is leading the Convention planning

- Jim is looking at the possibility of adding a contracted lobbyist for the upcoming 2021 legislative session. Jeff Tiberi has already said he would be willing to do that.
- Melissa is planning the Spring Board meeting, continuing accounting, tackling MACD related phone calls/walks-in, dues tabulations, and will monitor applications for Executive Director.
- Stephanie will coordinate merger meetings, MACD Board, & Executive meetings.
- Kate will increase hours to 30hrs/wk in order to provide Assistance with Convention, act as a staff liaison standing committees, and post Job announcements.
- Jim will work with Steph to draft agendas for meetings and is putting together a contract for Jeff Tiberi. He is also reworking a Job description which is being reviewed by staff and then the personnel committee.
- Kate Arpin is also working with Administrators on ensuring communication in the event NRCS office with CD staff transitioning to Work-from-Home due to COVID-19. More information will be sent out via District Dispatch.
- Mike Hanson thanked MACD leadership and SWCDM staff for being proactive.

### **Dues**

Dean suggested that there should also be notations on which Districts submitted letters in lieu of or along with their dues. Discussion was also had about sending out a letter/notice reminding CDs why dues are so important and the need for solid funding in order to have the resources for hiring solid ED applicants.

### ***Payment to SWCDM for staff support***

Jim: Agreement with SWCDM already allows MACD to make payments to SWCDM for their services. Usually, this approval happens at the convention, but due to the current situation, it would be appropriate to ask for motion to approve now.

- Motion to make payment to SWCDM: Gary Giem
- Second: Steve Schanaman
- Discussion: Bob Peterman mentioned that the new ED may eventually be in charge of both organizations. Mike Hansen mentioned that the SWCDM board already approved SWCDM staff to provide support to MACD as needed/appropriate.
- VOTE: Motion Carries

Jim noted that a previous candidate, living in Florida, indicated interest in the position after their hire was made. Jim asked for permission to reach out to this candidate to discuss their potential interest in coming out to Montana for an in-person interview. Board members agreed that it is important that potential hires travel to Montana for in-person interviews.

### ***Meeting Minutes***

Jim requested a motion to post draft-forms of MACD Board and Executive Meeting minutes and then follow-up with re-posting approved minutes to reduce the lag time that Districts get to see what has been discussed. Mike Hansen agreed, contingent that minutes be reviewed by the President prior to posting.

- Motion to post draft-meeting minutes: Mike Hansen
- Second: Roddy Rost
- Discussion: N/A
- VOTE: Motion Carries

### **Joint SWCDM & MACD Lewistown Meeting**

It was determined that a late March/early April meeting would not be plausible for many people due to calving/spring planting as well as due to the COVID-19 outbreak. It was agreed that this meeting should be postponed. The intention will be to hold this meeting during Spring Board at the latest.

### **Spring Board Meeting**

Agenda items for consideration:

- Progress report on Executive Director hiring process, additional thoughts on MACD/SWCDM business.
- Merger Study results and recommendations
- Dean's strategic plan update
- Jeff Tiberi updates on By-law committee progress
- Stream Gauge Workgroup updates from DNRC
- 2hr leadership training module
  - Dave Martin suggested a summary of what happened at the Billings training and assessing what the board would like to focus on for the training.
- Standing Committee Reports.

The MACD Spring Board meeting will take place at the Capital.

### **Convention**

Convention will be 2 - 2 ½ days with no tours. Dean requested that the discussion on potentially centralizing Convention be added to the Spring Board agenda.

### **Report on Standing Committee work**

- District Opts. has been asked to review the resolution process and how things are handled following Convention.
  - Jim will ask Melissa to look into Chuck's files about what work had been completed regarding 2019 Resolutions.
  - Gayla mentioned that letters about APR and about Saint Mary's had been sent out at some point.
  - Dean mentioned that the Milk River Resolution was not supported by NACD and a trip to DC was postponed.
- The Water Committee is working on bringing leadership training to Administrators and supervisors.

### **Merger Study Committee Report**

Gayla and Steph reviewed survey results submitted by CDs: 15 in favor, 5 were not in favor. Committee intends to reach back out to Area Directors and CDs about getting more survey responses.

### **Bylaws committee report**

Jeff Tiberi held the first meeting this past Saturday. A Contract for Services will be mailed to him today for review and signature.

### **Area Meeting Dates:**

Gayla: Area 3 administrators are asking for the Area Meeting Dates to be moved to later September / October. Potentially starting on Sept. 21st. Jim will work with SWCDM staff to confirm hosting districts and appropriate dates. The Board will approve official dates in April.

### **Open Mic**

- Laurie: We are putting together a budget for the next two years. We might look to increase Technical Assistance funding and may seek input at your next meeting.
- Dean: Would like to see Partner Reports being provided in future meetings
- Jane: What is NRCS doing about office closures?
  - Jim mentioned that NRCS is preparing/working on logistics. Kate is communicating with Administrators about a conference call to talk about the potential to work from home.
- Gayla: Cascade Board meeting is scheduled for the 8th which overlaps with Spring Board.

### **Meeting adjourned at: 8:51**

Motion: Mike Hansen

Second: Bob Peterman

Discussion: N/A

VOTE: Motion Carried