



AGENDA
SEMI-ANNUAL MEETING
MMCT & FOA

Wednesday October 11, 2023, at 8:00-9:00 am
Helena, MT

Call to Order at 8:04am

1. Approval of Minutes from Semi-Annual Spring Meeting – May 3, 2023
 - a. A motion to approve the minutes was made by Tracy Rebo, with a second from Chelsea Peterson. All approved with no comments.

2. Treasurer's Report
 - a. Claims
 - a. We have claims from 5/04/23 to 9/01/23 totaling \$6,744.84
 - b. Financial Report
 - a. Revenue for the scholarship fund from League 2022 was \$1,760 from raffle baskets, \$436 from 50/50 tickets, and \$546.53 from silent auction reimbursement for a total of \$2,742.53
 - b. \$9,300 from sponsorships for Institute.
 - c. \$9,425 from membership dues
 - d. \$18,151.67 in expenses
 - e. \$3,315.86 net ordinary income
 - f. A motion to approve claims and financial report was made by Cindy Farwick, with a second from Erika Franck. All approved with no comments.
 - c. Approval of Fiscal Year 2023-2024 Budget
 - a. \$20,000 for 2024 Institute, with \$1,000 for social night. There are funds for scholarships for those who need help to attend the Institute, which will come out in March 2024 to apply for.
 - b. Reduced postage and delivery costs due to emailing out certificates rather than mail.
 - c. We are looking into offering scholarships to attend the League conference (Travel and Hotel only), which will just be part of the original scholarship committee.
 - d. A motion to approve the budget was made by Nikki with a second from Robin. All in favor with no additional discussion

3. Committee Reports and Vacancy Volunteer Appointments:

(Note: all committee reports will be approved in one motion after the last report has been presented)

- a. Education – Brenda Schneider
 - a. None at this time. Jodie spoke: We are working on next year at Fairmont.
- b. Finance & Audit – Sonya Southland/Jodi Rogers
 - a. Tammy has been doing a great job as Treasurer; the books are in great order. Jodi Rogers approved the finance report audit.
- c. Fundraising/Sponsorships – Tammy Comer
 - a. Tammy reaches out to sponsors via email in March to look for donations to go towards the Institute budget. Please thank the sponsors when you see them.
- d. Silent Auction – Tracy Rebo, Dannai Clayborn, Alyx Montiel
 - a. Tracy will be leading the gift baskets raffle, which funds the scholarship fund. Will start selling tickets tomorrow at the Civic center.
- e. League Secretary – Jodie Campbell
 - a. The next meeting is in West Yellowstone, starting Tuesday October 1st, 2024. Holiday Inn is the host hotel.
- f. Courtesy/Welcoming – Stacey Amundson
 - a. None. Let Pam at MMIA know when you have a new clerk to get into our communication chain, and we can get you a welcome packet. Also get your name on the Listserve email group.
- g. Institute– Fairmont Hot Springs –
 - a. May 5th thru 9th, 2024. There will be an Athenian Dialogue offered on Sunday before Institute starts.
- h. Website – Tom Frownfelder
 - a. Please let him know if you see anything incorrect or missing from the website.
- i. MMCT & FOA – Achievement Award – Lani Gospaderek (resigning), Michelle Richards, Liz Roos
 - a. We will have an opening on this committee when Lani resigns. This is the annual award we give out for lifetime achievement at the Institute luncheon.
- j. International Institute of Municipal Clerks (IIMC) – Stacey Amundson
 - a. There are scholarships for this regional conference.
- k. Association of Public Treasurers for US & Canada (APT US & C) – Chelsea Peterson
 - a. None

- l. Government Finance Officers Association (GFOA) – Bethany Langve
 - a. Bethany resigned. Katie Thomson and Sheila Danielson will be on this committee.

- m. Scholarships IIMC & APT US&C – Brenda Schneider
 - a. None. Brenda is great with these scholarships, contact her if you want to attend these conferences.

- n. Legislative – Jodie Campbell
 - a. The League employees are still recovering from our recent Legislative Session. Some of the legislation can really affect your town. Many of the new statutes went into effect on October 1st, 2023. Bozeman has staff on hand that have volunteered to help other towns with these changes, contact Mike Maas. Dannai Clayborn and Robin Wight will join the legislative committee with Jodie.

- o. Nominating – Nikki Brummond, Tammy Comer
 - a. This committee is for the executive board for the association. You can serve two 2-year terms on the board. We do the elections in May at Institute.

- p. Records Retention – Marty Rehbein
 - a. She was working at the state level to update record retention laws. There was a bill passed recently that will make record retention easier. One change was the 10-year historical law updated to 50 years, and a shorter waiting time for review. Title 7 Statute was updated, adopt the new record retention schedules at your next council meeting, and you will not have to get destruction forms approved by Council. Update schedule 8 for your records due to changes coming out this week.
 - b. Mike Maas will replace Marty Rehbein as committee member.

- q. Historian – Vacant
 - a. Lorie Bond volunteered as Historian.

4. District Meeting Reports –
 - a. None

5. Unfinished Business - ?
 - a. None

6. New Business –
 - a) Scholarship to MLCT Conference
 - b) Code of Ethics and By-laws

- a. We would like to review this to remind everyone that we are representing our communities when we attend these conferences. Please be respectful at the hotels and conference areas when attending. We had everyone attending sign a Code of Ethics. A motion to adopt the IIMC Region VIII East Bylaws was made by Tracy Rebo, with a second by Dannai Clayborn. All approved.

- c) Election of new officers: Swearing in
 - a. None

- d) Adjourn
 - a. adjourn at 9:03am

Attendees:

Laurie Barrett (Malta), Lorie Bond (Malta), Nikki Brummond (Lewistown), Jodie Campbell (Cascade), Dannai Clarborn (Helena), Tammy Comer (Fairfield), Sheila Danielson (Helena), Kellie Davis (Denton), Sandy Donley (Forsyth), Cindy Farwick (Fort Benton), Terrena Fogle (Moore), Erica Franck (Thompson Falls), Tom Frownfelder (Choteau), Carol Kline (Fort Benton), Mike Maas (Bozeman), Ernie Marinko (Saco), Stacy McIntosh (Havre), Leann Monigold (Libby), Alyx Montiel (Helena), Chelsea Peterson (Thompson Falls), Jhona Peterson (Wolf Point), Tracy Rebo (Troy), Marty Rehbein (Missoula), Jodi Rogers (League of City and Towns), Kate Thompson (West Yellowstone), Robin Wight (Drummond), Kaycee Ranson (Helena), Kammi McClain (Helena), Roxanne Keeter (Forsyth)