



MINUTES  
EXECUTIVE BOARD MEETING  
MMCT & FOA

September 28, 2022 10:00 a.m.  
ZOOM

Attendees: Tammy Comer, Tom Frownfelder, Jodi Rogers, Tracy Rebo, Nikki Brummond, Nikki Rogers

Call to Order

1. Treasurer's Report

- a. Checking account has been updated with signatures.
- b. Should we cash in the CD, or roll for another year? This is at the Glasgow bank currently. Tammy made a motion to renew CD for another year, Nikki Rogers seconded. All approved.
- c. \$69,025.63 balance, and \$25,000 invested

2. Financial Report

- a. Review 2021-2022
  - a. The payment to the Local Government Center from this year was paid in July due to change in banks.
- b. Discuss 2022-2023 (see attached draft budget to be discussed)
  - a. The payment to the Local Government Center from last year was paid in July. So we need to increase the line item by this amount, plus an additional amount due to inflation. We will make this line item \$20,000.
  - b. Do we leave the travel line items the same, will we be meeting via Zoom, rather than traveling? We will leave it in the budget as we may now start meeting in person.
  - c. Do we keep the scholarship line items the same? Can we advertise the scholarships more since they are underutilized? We will plan to put out information at the league conference. It was decided to make all the scholarships the same at \$2,500.
  - d. Website, we will have \$252 website renewal fee in October. We will leave this line item at \$500. There were also some fees from when we transferred web hosts.
  - e. Postage? Can we move to emailing out certificates rather than mailing? Do people need the physical copy? We will keep this line item until we can figure out an easier way to handle.
  - f. Miscellaneous? The larger expense was the gift bags and items. People seemed to enjoy these, so we should continue this. We will keep this at \$2,000.
  - g. At the education meeting yesterday, it was discussed how hotels are not giving as many State Rate rooms as before and are charging higher rates. Should we have funds available for those who attend at regular room rates? We may also have higher registration fees due to increased food and convention costs. We will have to look at a way to help the smaller communities with costs.

- c. Fundraising – Selling Tickets to put in Buckets for baskets
    - a. Jodie Campbell has been sending out emails to remind people to bring auction items.
    - b. We have new tickets with names to put in the auction buckets to help make the process easier.
  - d. Scholarships
    - a. We didn't have many applications last year. There are now 14 new clerks since last year. We should send scholarship applications directly to clerks. Do we still send welcome packets to new clerks? If so, we should include the application in the welcome packets. But, it would be helpful to send an email closer to the event.
3. Unfinished Business
- a. None.
4. Adjourn
- a. Adjourned at 10:39am

**MONTANA MUNICIPAL CLERKS, TREASURERS, &  
FINANCE OFFICERS ASSOCIATION  
DRAFT BUDGET  
July 1, 2022 through June 30, 2023**

June-23

EXPENSES		FY 2022- 2023 BUDGET	FY 2022- 2023 ACTUALS	Balance BUDGET
Institute - Local Government Center		\$ 6,500.00		\$ 6,500.00
Annual Meeting Seminar & Social Night		\$ 1,000.00		\$ 1,000.00
Travel - Executive Committee		\$ 1,500.00		\$ 1,500.00
Travel - Education Committee		\$ 2,500.00		\$ 2,500.00
Scholarships (APT, GFOA, IIMC)		\$ 2,500.00		\$ 2,500.00
MT Scholarship		\$ 2,000.00		\$ 2,000.00
Memorial Scholarship		\$ 2,000.00		\$ 2,000.00
Website		\$ 500.00		\$ 500.00
Printing, Plaques, Cert., Tags, Etc.		\$ 500.00		\$ 500.00
Postage and Delivery		\$ 300.00		\$ 300.00
APT Dues/State Annual Fee		\$ 135.00		\$ 135.00
Miscellaneous Expense		\$ 2,000.00		\$ 2,000.00
<b>TOTAL EXPENSE</b>		<b>\$ 21,435.00</b>	<b>\$ -</b>	<b>\$ 21,435.00</b>

\*Budget approved at Executive Board Meeting

**Break Sponsor \$'s**

**Institute Costs to MMCT&FOA**

\$500 in USB's Donated by Great West Engineering						
2022	<u>\$ 7,600.00</u>	2022	\$	7,789.51	to pay in July - had to close old account first	
\$500 in USB's Donated by Great West Engineering						
2021	\$ 3,250.00	2021	\$	-		
2020	\$ -	2020	\$	-		
\$1,000 Donated by Great West for USB key 2019	\$ 3,250.00	2019	\$	4,225.43		
\$1,000 Donated by Great West for USB key 2018	\$ 1,250.00	2018	\$	(2,532.10)		
\$1,000 Donated by Great West for USB key 2017	\$ 3,800.00	2017	\$	(3,242.24)		
\$1,000 Donated by Great West for USB key 2016	\$ 4,050.00	2016	\$	(239.71)		
\$1,000 Donated by Great West for USB key 2015	\$ 3,800.00	2015	\$	1,515.38		
\$1,000 Donated by Great West for USB key 2014	\$ 3,150.00	2014	\$	23.24		
\$1,000 Donated by Great West for USB key 2013	\$ 3,150.00	2013	\$	3,811.06		
\$960 Donated by Great West for USB keys 2012	\$ 2,700.00	2012	\$	(655.07)		
2011	\$ 3,675.00	2011	\$	(191.29)		
2010	\$ 1,650.00	2010	\$	6,541.26		
2009	\$ 2,125.00	2009	\$	1,165.37		
2008	\$ 2,125.00	2008	\$	3,888.91		
2007	\$ 1,750.00	2007	\$	4,476.94		
2006	\$ 2,825.00	2006	\$	4,764.31		
2005	\$ 3,550.00	2005	\$	1,392.41		
2004	\$ 2,725.00	2004	\$	406.50		
2003	\$ 2,750.00	2003	\$	1,793.14		