

Keep Montana Green
2013 Annual Meeting
April 30, 2013
MT DNRC Forestry Division
2705 Spurgin Road, Missoula, MT
10:00 am – 2:00 pm

10:00-Call to order & introductions – Steve Hayes

Steve Hayes –President, Crystal Beckman-Prevention, DNRC, Jim Moerkerke-DA Davidson, Steve Robertson-Full Moon, Ted Mead-Sec/Tres, DNRC, Pat McKelvey- Firesafe MT & Tri County Fire, Neil Beach-Federal Wildlife Service, Colorado.

Ted-question for Crystal, rep from MSO Rural? Chris Newman? Crystal tried to make contact, no response. Ted to follow up w/ Bill Colwell, Chief.

D.A. Davidson & Co. Update - Jim Moerkerke

Investment history 1990, \$5-6,000 to start with. Interest rates higher in early years have fallen since. Some money has been taken out for awards, have stayed away from any investments not FDIC insured. Balance as of end of March about \$ 28,319.72, interest rates locked in, bonds the best. Don't see CD's coming back into play. How much is to be kept available for use? Can have check next day on money market. Pat McKelvey-this is to be reported on 990, non-profit? Steve Hayes-value of Gov Bonds Feb28, wide swings on totals? Swings in interest rates, based on current rates. Ted Mead-money from principal goes into Money market, move into another bond? What has been our history of turnover in this area? Need at least \$5,000 to buy into another investment. Steve Hayes-need to get Pat Cross off of account and put Crystal on. Jim- Corporate Resolution agreement signed by 2 officers of KMG. Crystal contact, can also put Ted on as an officer. If no other questions-Jim needs to leave-10:22.

By-Laws Revision & Updates-Crystal

From previous meeting, by-laws email out and comments sent in.
Crystal compiled revisions-page 9 Article 1,sec 2 changed from residential to urban.
Article 2, sec 2 contribution levels, restrictions of voting levels.
Discussion of different levels and need to have any at all. Is this a membership drive or a money drive.
How do we keep the private contributions coming in, get off the public funding side and have individuals from organizations to serve.
Have members contribute to projects-how much can you contribute?
Changing of the by-laws, have anything to do with the 501 c 3? NO
Leave it as it is or change to take out the levels? Consolidated and shortened? Still need to have it broken out.
Pat McKelvey-motion to keep section as is.
Put motion on hold till we go through rest of document.
ARTICLE III Meetings- sec 2 wording changes
ARTICLE IV-SEC 3 –how do we qualify? Board makes the determination.
SEC 4-clarification of vacancy shall be filled as provided herein. BOD can fill with anyone they choose.
ARTICEL V –SEC 3 minor wording changes
SEC 5-minor wording changes.
ARTICLE VII, SEC 1-update description of Seal, more detail.

ACTION -Pat McKelvey-move to accept proposed changes presented with reference to maintenance of membership with annual review .Ted Mead seconded Discussion, none All voiced Aye, none opposed Motion passes

Neil Federal Wildlife Service Region 6- WUI, fuels for 8 states. CMR biggest area, Lee Metcalf, Red Rocks. RX burns at Medicine Lakes.

KMG Report - Crystal

Pg 13 Mission statement and Objectives at top of page. Put it at the top to keep objectives in forefront. Posters-Numbers low this year, 460. Historically Land Offices have received up to 500.

Lots of student s are learning the digital, no budget for art supplies.

May want to put in a new division to include digital and/or others. Crystal to put together a group to talk to teachers about what would work.

Will be on the road for awards in the next two weeks, the land offices and units to help out. Teachers excited to include KMG awards as part of end of year activities.

State wide winner to be presented at the press conference for Fire Awareness Week June 2 in Helena.

He is a home schooled in Helena.

Each winner is awarded a check at the same time that they are given their poster.

Jennifer Mayberry of FireSafe Montana (FSM) joins the group-11:06

Any way to put out a media blitz of winners especially the Special Ed.

For billboards, start planning in Nov., Dec. artwork posts in May and run through the summer.

Posters on go-cups at fairs. Calendars using posters. Prevention message on napkins.

Celebrity judges, i.e., Governor, never happened. Fairs are great places to have a booth, display local art. As we think of more ideas, let Crystal know and she will compile and try and implement.

Previous & Upcoming events for KMG-review and let Crystal know if anything is missed.

Make it to Malta? Yes, recruited Jennifer and Tim Crosmer, 450-500 kids going through stations.

Advertising Segments with KPAX-Cindy and Crystal working on prevention segments. Previous years have had all stations involved. Local to Missoula at present, looking to develop a campaign to go across the state.

Awards-in the past, fire awareness week award, FireSafe Montana develop and award, KMG support. Have not sent out nominations this year, try to keep it simple and not do one this year.

There are some separate awards and 4 joint KMG/FSM.

Website-Crystal has contacted web service, is outdated. Has changed contact info, service to backup one year for free, \$100/year.

Plans on removing mitigation from website and focus on prevention, youth, teachers, professionals use as reference.

Not change much content, just update. Look at points of interest, predominate focus of site, tabs in order of importance.

Wildfire Awareness Week June3-9, 2013 outline in packet.

Be aware. Prepare. Do.

Have sent out lots of invitations to participate, not much interest from agencies, more from local, county officials. Will have packets templates to help get organizations involved; i.e., Fire Chiefs, Volunteer Firefighters Association.

Fire Briefing to the Gov June 3 by all agencies. Will have all the fire people there, encourage to be involved with the presentation of the state winner with all the agencies.

May 9th packets ready to go out, let Ted know so that he can take it to NRCG Board of Directors for inclusion.

Anyone missing from contact list? Insurance company-Don Lorenzen has been contacted and has put KMG in contact with their outreach. Monica Lindeen and Gov office of Community Service-Katie Gallagher, attended all of workshops.

Read through the Purpose, Goal, Objectives, Priorities. Anywhere Crystal needs to adjust?

Any plans for marketing? Used to have a regular meeting to discuss-what came out of it was: billboards, radio spots. What is effective for the public interest and get the name out. Have to get the public attention and what grabs their interest. Should be unique. Steve R still interested in being involved.

There are still some trinkets (give aways) in stock and may find more in the warehouse.

Belt buckles-have been a big deal. Provided as recognition. Given as awards and purchase outright. By design and year. Made in Montana.

Break for lunch 11:55

12:30 Call back to session

Financial report – Ted

Crystal went back several years in statements, some missing, received some from bank yesterday. Some discrepancy \$4,000 in our favor.

Ted and Steve did an audit of the checkbook and statements, some checks hadn't been cashed (KMG Poster winners probably). All feel that it is what it is, willing to move forward with what we have.

Had talked about other ways of awarding money, ie bank cards, gift cards.

Crystal to follow up with teachers for their advice.

Ted sees the need for a quarterly oversight to review the balance sheet.

Crystal would like to see a packet put together for officers.

Crystal would like to see a checks and balances for the checking account, second signer. Counter sign, limits on use of the bank debit card?

Ted has contacted Paula (bookkeeper recommended by Steve R) invited to meeting, unable to attend.

Discussion of pg 18 balance sheet.

Proposed budget on pg 24.

Steve H-discussion at fiscal meeting as to whether Quicken books would help. Crystal using excel, seems to be working well. If it gets more complicated, would look at going to Quicken or other program.

Working through pg 24, proposed budget.

Source of funding from federal a new item.

Approval to pay bill for \$500.00 for Bobblehead night with the Osprey, July 12, 2013. Had been thoughts of doing it in other cities, Billings, Great Falls and Helena. Not much interest or partnership

available in those areas. Have a booth at other events, i.e., rodeo, not really workable, usually no interest or gone on fire.

Crystal not really sure of where funding sources are, so didn't put a lot of income into the budget. Website-free updates, \$100 is just for maintenance, if other work needs to be done, would cost more. Might think of where or how we would pay for any new awards.

Crystal to look at where we have signs out Keep Montana Green and how many may need to be replaced. Might also need at some point, a budget item for Crystal's travel, DNRC covering for now. Fiscal year-is it written anywhere? Didn't see it in By-Law's, annual year, April to April.

ACTION - Ted-motion to approve 2013 budget as proposed, Steve R-second, All voiced Aye, none opposed, Motion passed

Steve Robertson, Steve Hayes, Ted Mead are currently on the signers on bank account. Need to put Crystal put on, Pat has been taken off.

ACTION - Pat McKelvey motion to add Crystal Beckman to First Security Bank account as authorized signer. Ted M-second, Discussion, none, All voiced Aye, none opposed, Motion passed

To change to a second signature on checks, would have to order different checks. Trying to keep costs down for awhile.

Debit card to be reinstated in Crystal's name.

Crystal Beckman to have the First Security Bank Debit Card in her name and be the holder.

ACTION - Pat M made a motion to Crystal Beckman to have the First Security Bank Debit Card in her name and be the holder. Ted M second, Discussion, none, All voiced Aye, none opposed, Motion passed.

ACTION - Pat McKelvey made a motion to put Crystal & Ted on D. A. Davidson account. Steve R-second Discussion, none, All voiced Aye, none opposed, Motion passed.

ACTION - Per by laws, Ted made a motion to appoint Crystal Beckman as Executive Director of Keep Montana Green. Pat M second, Discussion, none, All voiced Aye, none opposed, Motion passes.

501 c 3- Crystal

some background of reinstatement of non-profit status. Non-profit lapsed in 2011.

Need to look into what may be Taxes overdue and filings missed.

990 (or 990ez) should be filled out every year to maintain status.

Steve R recalls that there was a specific reason that the 501c3 was let lapse, because we weren't generating enough revenue to qualify? Accepting gifts is a big part of keeping a non-profit on the up and up with the IRS.

Need to get with someone to work with and get it going. Any suggestions?

Carol Daily in Flathead, Flathead Economic Development.

Ted thinking about if we do need to hire legal help, come out of budget? All agree.

Other business?

Crystal-Late for annual report filing to Secretary of State-\$30 instead of \$15 (late filing fee)
Crystal-would the board be willing to state that Executive Director is responsible for all duties from now forward. That's why she was appointed.

Crystal-sees that there may be a need to meet more often than once a year. Conference calls, committee meetings, as examples as how we can keep in touch and conduct business.
Meetings to be set up by Executive Director as needed, strategic planning, i.e., June plan for fairs.

Officer Elections – Steve Hayes

Per By-Laws, should have President, Vice President, Secretary/Treasurer, plus 7 members.

Per By-laws: Officers elected for 2 years with a term limit of 2 terms.

Pat M was ask if he would like to still be a part of KMG? Might be possible to stick around for awhile.

Representative from FireSafe Montana.

Steve H agrees to stay on as President

Steve R agree to act as Vice President

Ted M by By-law, to serve as Secretary/Treasurer.

Someone at a later date to contact DC or Don to see their status to see if they would be willing to serve till next years elections.

ACTION - Ted M made a motion to have slate of officers, as stated above, accepted for another year.

Pat M Second, Discussion, None, All voiced aye, Motion passed.

Any other items that needs to be discussed?

Pat M-thank KMG for support with FireSafe Montana workshops, having smaller groups to work with seen as a plus and a model to work on.

Neil-thank you for taking the bull by the horns and leading the effort.

All thank Crystal for help and getting things together.

Adjourn at 1:42 by Steve Hayes.

President

Date