

DATE: February 25, 2009

TIME: 10:00 am

SUBJECT: MCA meeting

LOCATION: GoToMeeting

MEMBERS PRESENT: Steve Ette, Mike Aldrich, Ted Ward, Mickey Roberts, Rae Forseth, Cindy McKenzie, Michelle Verbance, Lisa Hunter, Joelle Johnson, Dave Garcia, Kevin Mickelson, Johnal Holst

Steve Ette called the meeting to order at 10:05 am.

REPORTS:

Meeting Minutes:

Mike Aldrich motioned for approval of the 1/21/09 meeting minutes. Rae Forseth seconded the motion. Members at the meeting approved the motion.

**Lisa Hunter will email for vote.

Financial update:

Rae Forseth reported the current balance is \$12,573.08.

Lisa Hunter has not received the January bank statement as of this date.

US Bank Business Statement January 1 – 31, 2009

Starting balance:

Total deposits:

Card withdrawals:

Checks paid:

Ending balance:

OLD BUSINESS:

Motion Update

Lisa Hunter reported the January motion vote information.

Motion – 11/12/08 and 12/17/08 meeting minutes

- 16 Board members voted yes
- 5 Board member no response
- Motion approved

Motion – Teddy Ward as the Correctional Training Representative

- 16 Board members voted yes
- 5 Board member no response
- Motion approved

Motion – Pay MCE bill in the amount of \$116.40

- 16 Board members voted yes
- 5 Board member no response
- Motion approved

Law Enforcement Representative position:

Rae Forseth spoke with Dave Punt, Billings Police Dept, regarding the Law Enforcement Representation position. He is very interested. Dave Punt needs a letter of request to accept the position. Steve Ette will mail a letter of request to Dave Punt, if the motion carries.

Rae Forseth motioned to accept Dave Punt, Billings Police Dept, to fill the Law Enforcement Representative position. Mike Aldrich seconded the motion. Members at the meeting approved the motion.

**Lisa Hunter will email for vote.

Historian Request:

Tabled.

NEW BUISNESS:

Hostage Negotiation training opportunity:

Dave Garcia proposed MCA sponsor a Hostage Negotiation training opportunity. See attached proposal. The training will be May 19 – 21, 2009 at the War Bonnet in Butte, MT. 20 rooms have tentatively been reserved for this training. There will be no charge for the conference room. Dave Garcia will commit to being the lead person for this training event. Rae Forseth would like to take lead on this event for MCA if MCA chooses to accept this opportunity. Dave Garcia needs an answer by March 11. If the Board has questions please contact Dave at dgarcia@mt.gov or 846-1320 x 2442.

Rae Forseth motioned to accept this training opportunity. Michelle Verbance seconded. Members at the meeting opposed the motion. Motion failed. Discussion was held. MCA needs more information regarding the contract, instructor fee, per diem fee, etc. Rae will communicate with the organization and Dave Garcia to gather more information.

**Lisa Hunter will email for vote.

Ted Ward motioned to revisit the proposal upon recommendation from Rae Forseth. Rae Forseth seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

MCE Marketing Option

Kevin Mickelson with MCE proposed a marketing option for MCA. MCE would like to market MCA and DOC clothing. MCE would set up a web site with SanMar that has a variety of clothing, bags, etc. and logo options to choose from. The clothing would be purchased via the web site. Shipping cost would be included in the purchase cost. All orders would be prepaid by PayPal. The order would be sent to MCE. MCE would produce the items and direct ship them to the customer. MCE would produce a monthly report for MCA as a check and balance tool. MCA will have to create a PayPal account. This is an opportunity for MCA to earn additional income.

MCA's time commitment would be: pay pal money to bank account, treasurer reading the MCE monthly report and pay MCE bill.

MCA will need to choose a contact person to update the web site.

MCE will create a monthly email announcement for marketing purposes.

Rae Forseth motioned to move forward with the MCE Marketing Option for merchandise. Ted Ward seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

Committee Reports

Advisory committee:

No report

Constitution and By Laws Committee:

Rae Forseth will schedule a meeting to review the current By Laws. Cindy McKenzie recommended reviewing what happens if an MCA representative makes a career change and their position is no longer in the field of the position they represent?

Awards committee:

No report

Scholarship committee:

No report

Legislative Affairs committee:

Steve Ette reported MCA must file an application with the clerk & recorder to lobby at legislature.

Membership committee:

No report

Nomination committee:

No report

Conference committee:

Steve Ette reported on the local committee activities.

Theme name: Lisa Hunter will email Fern Osler for the list of theme names she created. Lisa Hunter will email the theme names to the Board members. Board members are requested to choose three theme names and email them back to Lisa Hunter.

Opening ceremony: Discussion was held to keep the opening ceremony on Wednesday morning or changing it to Tuesday evening. By changing the opening ceremony to Tuesday evening, we will be able to offer more training sessions. This will also resolve the issue of setting up training classrooms with equipment, handouts, etc.

Rae Forseth motioned to move opening ceremonies to Tuesday evening. Lisa Hunter seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

Vendor Update:

Rae Forseth has a vendor list with over 500 company names. She would like to purchase postcards that have the vendor information and the MCA web site address. The vendors could get the vendor forms off the web site and mail forms with the fee to the vendor committee. Discussion was held to lower the vendor fee due to our economy issue.

Lisa Hunter motioned to reduce the vendor table fee to \$200. Ted Ward seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

Lisa Hunter motioned to order the vendor post cards to mail out to vendors. Joelle Johnson seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

CPOF request:

Rae Forseth motioned for MCA to make a donation to CPOF not to exceed \$500. This donation will be used for the Kids Project at the National Project conference to be held in June 2009 in Colorado. Lisa Hunter seconded the motion. Members at the meeting approved the motion.

** Lisa Hunter will email for vote.

Board Member Resignation:

Pete Mangum submitted his resignation as the MCA Contract Correctional Programs Representative to Lisa Hunter effective February 6, 2009. He stated he has enjoyed working with all of us, as we are a great group. The Board would like to extend their thanks to Pete for his time of service and commitment to our organization.

NEXT MEETING:

March 18, 2009
10:00 am
GoToMeeting

April 22, 2009
May 20, 2009
June 17, 2009
July 22, 2009

MEETING ADJOURNED:

Lisa Hunter motioned to adjourn the meeting. Ted Ward seconded the motion. All approved. Motion carried.

Meeting adjourned at 12:30 pm.

Minutes submitted by Lisa M. Hunter