

**DATE:** June 5, 2006

**TIME:** 10:30 am

**SUBJECT:** MCA meeting

**LOCATION:** phone conference

**MEMBERS PRESENT:** Rae Forseth, Lisa Hunter, Teri Woog, Deb Willis, Cindy Matthews, Mike Aldrich, Landee Holloway (left 11:25), Michele Verbance, Teri Young, Armando Oropeza (connected 11:07)

Rae Forseth called the meeting to order at 10:40 am.

**REPORTS:**

**Meeting Minutes:**

Rae Forseth asked for approval of the 4/13/2006 meeting minutes. Deb Willis motioned to approve the minutes. Michele Verbance seconded the motion. Discussion. All approved. Motion carried.

**Financial update:**

Rae Forseth reported the court has give MCA an extension as the investigative auditor does not have copies of some of the deposit slips. Rae Forseth has created a spreadsheet that lists all of the checks. There are some checks that cannot be justified. Our case went to court. Mr. Kovnesky has pleaded not guilty. MCA has a new checking account with US Bank. The account has been set up so that a check is required to have two signatures. The treasurer will keep a record of all checks and deposits; however the secretary will receive all of the bank statements. The secretary will scan the statements and email them to the board members. Rae Forseth purchased a deposit stamp for MCA use. Following is the current financial report:

**MCA Checking Account**

<u>Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>	<u>Deposit Amount</u>	<u>Balance</u>
<b>(Beginning Balance)</b>					\$24,000.00
05/15/2006	Identity	97	\$280.50		\$23,719.50
05/15/2006	Universal Athletics	98	\$723.59		\$22,995.91
05/15/2006	Marquerite McCormick	99	\$2,500.00		\$20,495.91
05/15/2006	Rogie Spon	100	\$6,000.00		\$14,495.91
05/17/2006	Deposit			\$50.00	\$14,545.91
05/17/2006	Deposit			\$488.27	\$15,034.18
05/22/2006	CCCS Inc (VOIDED)	101	\$0.00		\$15,034.18
05/22/2006	Western Correctional Association	102	\$4,170.00		\$10,864.18
06/05/2006	VENDOR - Alcohol Monitoring	4776		\$300.00	\$11,164.18

**OLD BUSINESS:**

### **MCA 2006 training conference report:**

Rae Forseth reported 250 vendor brochures and 225 member brochures are being mailed out today. Rae Forseth has received one vendor registration from Alcohol Monitoring. Rae Forseth has ordered 100 additional conference brochures. The Conference brochure was posted on the web site. There was an error on the brochure – the John Paradis award information was not included. Rae Forseth will email the John Paradis award information out to all members and also post it on the web site. Michele Verbance reported that Parkside Inn would contract with a catering company to have liquor during the conference. MCA must let Parkside Inn know the dates and time frame.

Past President breakfast - Rae Forseth has found past president names that date back to 1990. Deb Willis suggested that Rae Forseth contact Sue Wilkins with Missoula Pre-Release for more names and information.

### **MCA Merchandise:**

Rae Forseth reported that MWP has embroidered some MCA merchandise and it looks good. Mike Aldrich will take pictures of the merchandise and email the pictures to Rae to have posted on the web site. Mike Aldrich suggested that MCA order product from MCE. They can get product at a reasonable price. Mike Aldrich and Rae Forseth will work on the product order.

### **2006 Nomination update:**

Lisa Hunter reported there is at least one nomination in each category except President Elect. If you know of someone that is a member in good standing that is interested in this position, please forward the nomination information to Lisa Hunter. Lisa Hunter will email a message to all members encouraging them to nominate more members for each position.

### **Western Correctional Assn information**

Rae Forseth reported that MCA paid WeCA dues for 2004 and 2005. WeCA was most appreciative to receive the money. WeCA membership cards were mailed to members last week. The WeCA conference will be October 25 – 27, 2006 in Spokane, CA. The name of the conference is "Criminal Justice in the 21<sup>st</sup> Century". WeCA has asked if MCA will co-host the 2007 WeCA conference. Deb Willis motioned that MCA will co-host the 2007 WeCA conference. Mike Aldrich seconded the motion. Discussion. All approved. Motion carried

### **Web Site:**

Rae Forseth reported that she has researched and found a web site domain name mca.us.com. The cost is \$35.00 per year. She has also researched and found a company that has a starter package for hosting the web site for \$71.00 per year. Deb Willis motioned that MCA will purchase the domain name mca.us.com and continue to research companies to host the web site. Mike Aldrich seconded. Discussion. All approved. Motion carried

### **Legislative issue:**

Rae Forseth reported for Anita Shaw. June 12, 2006 there is a legislative meeting scheduled in Billings at the Yellowstone County Detention Center. Rae Forseth, Anita Shaw and Deb Willis will attend this meeting to let others know that MCA is interested in legislative issues. Rae Forseth would like the board to think about any legislative issues that need changed or revised. Rae Forseth suggested that MCA 45-5-210 sub 3 sub b needs to be revised to read that detention / correction officers are unsworn peace officers.

### **Officer bond insurance:**

Rae Forseth is continuing to research the executive board officer liability insurance. In researching, premiums vary; deductibles are from \$500 to \$2,500. If MCA can get joint coverage with another association, the premium cost could be lower. Premiums can run about \$850 a year.

**Cash register for conference:**

Rae Forseth is going to purchase a cash register from Staples for \$99 for the conference today.

**New Business:**

**2007 MCA Conference:**

Deb Willis has been researching the Rock Creek Resort in Red Lodge for the 2007 MCA conference. Rock Creek Resort will run a shuttle. The dates for the 2007 MCA conference is September 18 – 20, 2007.

**Secretary of State:**

Rae Forseth has filed with the Secretary of States Office to register MCA as a business. We are waiting on a response. Once received notification will be forwarded to the board.

**Federal Tax ID:**

Rae Forseth is filing paperwork with the IRS to obtain a not for profit status. Currently the tax ID number that we have is not valid as paperwork was never filed or renewed.

**NEXT MEETING:**

Local Committee:

June 15, 2006

12:00 pm

Missoula – Parkside Inn

July 12, 2006

10:00 am

Phone conference

August 11, 2006

1:00 pm

Missoula – Parkside Inn

**MEETING ADJOURNED:**

Deb Willis motioned to adjourn the meeting. Michele Verbance seconded the motion. All approved. Motion carried. Meeting adjourned at 11:25am.