

**DATE:** July 12, 2006

**TIME:** 10:00 am

**SUBJECT:** MCA meeting

**LOCATION:** phone conference

**MEMBERS PRESENT:** Rae Forseth, Jim Oberhofer, Teri Young, Michelle Verbance, Deb Willis, Joelle Johnson, Cindy Matthews, Julie Pribnow, Sandy Heaton, Anita Shaw, Karen Duncan, Armando Oropeza

Rae Forseth called the meeting to order at 10:12 am.

**REPORTS:**

**Meeting Minutes:**

Rae Forseth asked for approval of the 6/5/2006 meeting minutes. Deb Willis motioned to approve the minutes. Cindy Matthews seconded the motion. Discussion. All approved. Motion carried.

**Financial update:**

Rae Forseth reported ending balance as of 7/6/2006 is \$9,629.04. The court date for the embezzlement issue is schedule Friday July 14, 2006. Jason Kovnesky changed his plea to guilty. Hopefully by the next meeting this issue will be finalized. Laura Hughes has conducted a complete audit of the MCA financial records from 1999 to 2005.

Cindy Matthews thanked the board members that were involved with the whole embezzling financial issue.

**MCA Checking Account**

<u>Date</u>	<u>Name</u>	<u>Check #</u>	<u>Amount</u>	<u>Deposit</u>	<u>Balance</u>	<u>NOTES</u>
( Beginning Balance )					\$24,000.00	
05/15/2006	Identity	97	\$280.50		\$23,719.50	2005 Conference Shirts
05/15/2006	Universal Athletics Marquerite	98	\$723.59		\$22,995.91	2005 Conference Awards
05/15/2006	McCormick	99	\$2,500.00		\$20,495.91	2005 Speaker
05/15/2006	Rogie Spon	100	\$6,000.00		\$14,495.91	2005 Speaker
05/17/2006	Deposit	DEPOSIT		\$50.00	\$14,545.91	Membership/Communic ation Fair items
05/17/2006	Deposit	DEPOSIT		\$488.27	\$15,034.18	Investment Account closed
05/22/2006	CCCS Inc (VOIDED)	101	\$0.00		\$15,034.18	Mike Thatcher refused check - balanced paid
05/22/2006	Western Correctional Association	102	\$4,170.00		\$10,864.18	2004/2005 dues
06/05/2006	Alcohol Monitoring	DEPOSIT		\$300.00	\$11,164.18	2006 conference Vendor Check #4776
06/05/2006	Staples	103	\$129.34		\$11,034.84	Purchase Cash Register, certificates

06/05/2006	US Postmaster	104	\$195.00	\$10,839.84	stamps for Vendor and Member flyers
06/15/2006	Charges for new checks	CHARGE	\$77.55	\$10,762.29	Charges for new checks
06/15/2006	Rae Forseth	105	\$20.00	\$10,742.29	Reimbursement for Registration of Business
06/15/2006	Rae Forseth	106	\$500.00	\$10,242.29	Western Conference Meeting in Spokane
06/28/2006	Jim Riker			\$20.00	Shirt Order
06/28/2006	Kristine Griffen			\$15.00	Membership Check #1192
06/28/2006	Alternative Behavior			\$200.00	2006 conference Vendor Check #368721
06/28/2006	Pro Tech			\$300.00	2006 conference Vendor Check #25205
06/28/2006	MCE	107	\$64.00	\$10,713.29	Embroidery on Merchandise
06/28/2006	MCE	108	\$207.50	\$10,505.79	Printing of 2006 Vender & Member Flyers
06/28/2006	4Imprint	CHARGE	\$816.40	\$9,689.39	Merchandise - Mugs and Bag
07/06/2006	lpower.com	CHARGE	\$60.35	\$9,629.04	Webhosting and Domain Name <b>MCA-US.COM</b>
				\$9,629.04	
				\$9,629.04	

## OLD BUSINESS:

### MCA 2006 training conference report:

Rae Forseth reported for Landee Holloway, Local Conference Committee Chairperson.

Email from Landee Holloway

I will not be able to join in on the call today. Here's my update from the local committee: Kiwanis's park is reserved for the Tuesday night (\$30 fee and a \$100 refundable deposit. I will be requesting two checks as soon as I receive paperwork from Missoula parks and recreation with a confirmation.

We will not have the BBQ Catered. I do have a very large BBQ reserved for \$100 that will come complete with a BBQ person. We will need to purchase food from Costco. I am still working on getting the PRC on board for some of the food preparation. The River Walk/Scavenger hunt is being planned out for Tuesday night with the ending point at the BBQ.

Glenn Welch, Missoula Youth Court, is in charge of the Golf Tournament and it is all set up for Tuesday.

Laurie Clark from the Missoula Police Department will be putting together welcome packets from the Chamber of Commerce and local businesses.

Tours are still being arranged. We will be having our next local committee meeting in early August.

Rae Forseth thanked the local committee for doing a great job. Rae Forseth reported MCA has seven (7) vendors registered. Rae Forseth waived the vendor fee for Smith & Wesson in exchange for a gun for a raffle item. Lisa Hunter reported she has already started receiving registration forms.

**MCA Merchandise:**

Rae Forseth reported the MCA clothes have been put onto the MCA web site. Rae Forseth purchased 100 insulated coffee cups and 50 duffel bags. Sandy Heaton motioned to sell the coffee cups for \$10.00 and the duffel bags for \$15.00. Deb Willis seconded motion. Discussion. All approved. Motion carried. As soon as Rae receives the items, she will get them posted onto the web site.

**2006 Nomination update:**

Lisa Hunter reported nominations are closed. All positions have at least one nomination. The election ballots will be emailed and mailed out the week of July 24, 2006.

**Western Correctional Assn information**

Rae Forseth attended the June WeCA meeting in Spokane, Washington. The WeCA conference is scheduled October 25 – 27, 2006 at the Doubletree Inn in Spokane, Washington. There are five directors scheduled to present. The conference information is posted on the MCA web site.

Rae Forseth is the chairperson for the WeCA awards. Rae encouraged people to submit award nominations. You may find the award information on the WeCA web site.

MCA is co-hosting WeCA conference in 2007.

**Web Site:**

Rae Forseth reported MCA purchased a new domain name and location for the MCA web site for \$60.00 per year. The new web address will be [www.mca-us.com](http://www.mca-us.com). Dean Smail will update the web information.

**Officer bond insurance:**

No report

**2007 MCA Conference:**

Deb Willis reported she spoke with Lori Paris with the Rock Creek Resort in Red Lodge. Deb Willis will fax information on the Rock Creek Resort to Lisa Hunter to scan and email out to board members. Deb Willis would like to hear feedback from board members.

**Secretary of State:**

MCA is currently filed with the State of Montana.

**Federal Tax ID:**

Rae Forseth has been unsuccessful in verifying that MCA has a federal tax ID. Joelle Johnson will assist Rae Forseth with this issue.

**NEW BUSINESS:**

**Credit Card System:**

Rae Forseth received information from Quick Books regarding a credit card system. Board members requested Rae Forseth to research this information further. This issue was tabled till the nest meeting.

**Modeling solutions:**

Rae Forseth received an email message from Kerry Lynn Director of Business Development of Syscon Justice Systems Ltd. Kerry Lynn is interested in presenting a workshop at the conference on an integrated Risk Management System called Modeling Solutions. Board members requested Rae to forward the email. This issue was tabled till the next meeting.

**NEXT MEETING:**

Friday, 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 11:05am.