

NFLA BOD meeting minutes -- September 12, 2011

1. Meeting was called to order by Debo Powers at 6:22 pm. Board members in attendance included Debo Powers, Karen McDonough, Tom Edwards, Flannery Coates, Bonny Ogle and Betsy Holycross. Absent were Lee Secrest and Alan McNeil.

2. Agenda was reviewed and agreed to

3. Secretary/Treasurer position

Because no one is going to take on all the duties associated with both of these positions, duties are being split up: Bonny has agreed to be the Treasurer with help from Patti Hart; Betsy will take minutes at meetings. Depending on whether or not someone agrees to do it all or not, we may need to look at a bylaw revision in July to codify new approach.

4. Board Oversight

Debo proposed that board members take responsibility for various tasks as shown below. Each board member volunteered for a responsibility.

--Hall Supplies & Spring Clean-up Day (Keep the Hall supplied with paper goods, coffee, lemonade, turn in receipts for reimbursement and schedule a Hall clean-up day in the spring)--
Karen

*--Hall Scheduling for events on social calendar & Liaison to the Social Committee (Be the contact person for scheduling the Hall and stay in touch with the social committee to ensure that events using the Hall do not overlap)--***Alan**

*--Hall Rentals (the link between renters and the NFLA. Collect paperwork and checks from groups wanting to rent the Hall; Get the rental check to Bonny and hold the deposit check until after the event; Make sure that renters have a key; Check Hall after rental to see if the group completed all clean-up tasks; If so, send them their deposit check; If not, give the deposit check to Bonny)--***Tom**

*--Hall Maintenance (Organize work parties for Hall maintenance based on need)—***Lee**

*--Spring Newsletter (Solicit articles for the spring newsletter and lay it out) Additionally, Gerry will continue to keep landowner addresses up to date. The BOD agreed that next spring's newsletter would include a change in the membership application form to include a line item for donations to the poaching fund; and that newsletter recipients will be urged to join the NFLA. Newsletter should be out by end of March, 2012.—***Flannery**

--**Take minutes for board and business meetings** (*Take minutes, print and distribute them, and read at meetings*)—**Betsy**

--**Host NFLA Business meetings.** Host duties for next year's NFLA business meetings were distributed: June, Karen; July, Bonny; August, Alan; September, Lee; and October, Tom.

5. **Social calendar**

The social calendar is developed by the social committee with input from the board member who will serve as the liaison to this committee. The social committee consists of Carol Groebe, Chair; Gerry Stern, co-chair; and members Linda Pitman and Linda Nelson. Alan McNeil is the BOD liaison. A preliminary draft will be prepared by March 1 so that the BOD can review and approve and it will be ready for inclusion in the spring newsletter.

Bands & Dances

Our experience this year with charging an entrance fee for dances with live bands was discussed. For the July dance, \$275 was brought in by entrance fees compared with a cost of \$375. The August dance brought in \$151 and cost \$375. The BOD had previously agreed that the shortfalls would be made up by contributions from BOD members. Donations were made to cover the shortfalls and there was no cost to the NFLA. In discussing what to do about live-band dances for 2012, the following decisions were made.

- a. There will be only one live band dance. We will try to schedule it for the same night as the ice-cream social
- b. We need to make sure that there is a host for the ice cream social part of it; not just the dance part. This person needs to make sure that there will be ice cream churns there.
- c. The fees will be the same as last year
- d. Kathy Neff (the caller at this year's second dance) and her band will play and call for whatever amount is brought in at "the gate" so there will be no cost to the NFLA for the band.

6. **Review of new Hall policies and procedures**

Margaret and Debo worked on a new policy last year that was approved by the board. The following documents spell out the new procedures. Debo had previously distributed the:

- a. Hall Usage Policy
- b. Hall Rental Procedures
- c. Hall Rental Agreement
- d. Duties of the Host

It was agreed that the host duty check list will be posted at the hall. It was also agreed that Tom would collect two payments for each hall rental, one for the rental and one for a cleaning deposit. Either cash or check will be accepted. The rental portion will be passed along to Bonny but Tom will hold onto the cleaning deposit portion until he has done a post-event assessment of the Hall. If cleaned up appropriately, the deposit will be returned to the renter; if not, the deposit will be given to Bonny. Discussion followed concerning who should provide what supplies for various events at the Hall, e.g. NFLA vs. non-NFLA; business meetings versus other NFLA events. Everyone agreed that the NFLA will

not provide supplies for non-NFLA functions. So the wording of #9 “Day of the Event” will have to be changed to read: “rental and other non-NFLA events must provide all their own supplies for the event.” (Suggestion: we need to work with that a bit: e.g. “Hosts or others must provide all their own supplies for any rental use or other non-NFLA event at the hall.”

Further discussion concerned who should provide supplies for NFLA non-meeting events such as game night and book club. Betsy moved that all NFLA-sponsored events be able to use NFLA supplies.” Bonny seconded the motion. The motion passed 5 – 0. There was one abstention.

7. Logistics

- a. Keys: Tom has made or is having made a set of keys for each board member. He will get them all distributed such that all BOD members have them. In addition, we’re going to try and identify who all else has keys. We think its Larry Wilson, John Fredericks and Pat Cole.
- b. Banks: Bonny and Flannery are going to be the signatories on the Glacier checking account, Whitefish Credit Union savings account and the safe deposit box and the Glacier Bank branch at Columbia Falls. Debo will need to go in and bring a copy of the minutes from August showing she was elected President and notify each who the signatories will be. She will instruct them to remove old signatories other than Bonny). Bonny and Flannery will then follow up with whatever is required to complete the change in signatories.

8. Fire Safe Montana

This year, Fire Safe Montana gave us free membership. They have offered to do a workshop for us in early summer 2012. We can also get information and services up to \$250. The membership cost is \$50 for the year. There was a discussion of whether or not to join the organization. Two issues arose: (1) would the by-law wording effectively prohibit the NFLA from joining another organization; and (2) any vote on this would require a vote by the membership, not the BOD, since it was originally raised with the membership and because the membership voted on the bylaw. It was decided that we wait to see how the membership feels about this organization after the workshop is held next summer. We discussed the difference between an educational organization and an advocacy organization. Debo was going to ask Molly to look into which type of organization Fire Safe Montana is.

9. New Budget

The new budget was reviewed and compared with the previous year’s. Revenue projections were based on this year’s “actuals.” Minor adjustments were made to some budget items based on new information. Discussion included:

- a. Line item for poaching fund was deleted since that is a separate fund.
- b. Propane budget needs to be increased to \$600 since tank was not filled during the last year and is now so low that it will cost more to fill. Bonny will call Cenex to schedule propane refueling. Tom and Karen will keep an eye on level going forward.

- c. Social committee was meeting on same night as BOD meeting so we didn't have their budget. Its budget will be "TBD" until their budget proposal is received, reviewed and approved by BOD.
- d. Weed committee budget will also be entered as "TBD" until their budget is received, reviewed and approved by BOD
- e. History committee budget was increased to \$1700 and may request more if this does not cover actual costs. We were reminded that this is well within the funds raised for the history committee by the auction (which was \$3600).
- f. It was agreed that the Treasurer only reimburse NFLA committees up to the BOD-approved amount. Committees will have to submit additional funding requests to BOD for approval in order to be reimbursed for expenses above the budgeted amount.
- g. Tom moved to approve the budget as corrected. Betsy seconded. Motion passed unanimously.

10. Additional items

- a. NFLA membership: Need to reach out to increase NFLA membership. We discussed various ways we could encourage others to join NFLA. This included adding something to the newsletter reminding recipients that just receiving the newsletter did not mean they were members. Folks will be reminded that they need to join. Also, there will be extra enrollment forms and/or newsletters kept at the hall. Whoever is hosting an NFLA event will remind folks that they need to sign up. Encourage new membership at every gathering. Karen will keep an eye on the supply of application forms.
- b. Winter Interlocal: Tom will present the NFLA report for the winter Interlocal in February 2012.
- c. Signage: Karen drew the BOD's attention to the NF Neighborhood Plan, policy 6.4 which restricts sign size to 4 square feet. We need to revisit the issue of "sheltered" signs and road signs for NFLA events to make sure we aren't violating the policy.
- d. Karen talked about the possibility of replacing the mileage markers from Lee Downe's place north. We agreed she would bring it up during the June meeting.
- e. Audit: Bonny brought up the need to do an audit. She will ask Pat Cole if she will do it.

11. Meeting was adjourned at 9:02 p.m.