

DATE: January 20, 2010

TIME: 2:00 pm

SUBJECT: MCA meeting

LOCATION: via GoToMeeting

MEMBERS PRESENT: Steve Ette, Rae Forseth, Ted Ward, Cindy McKenzie, Michelle Verbance (left 3:00), Cal Robinson, Lisa Hunter, Bob Paul, Joelle Johnson, Mandy Peterson (arrive 2:30)

Steve Ette called the meeting to order at 2:05 pm.

Steve Ette welcomed Cal Robinson, our newest board member! The board is very happy to have Cal join our organization!

REPORTS:

Meeting Minutes:

Ted Ward motioned for approval of the 11/18/09 meeting minutes. Cindy McKenzie seconded the motion. Members at the meeting approved the motion.

****Lisa Hunter will email motion to other board members.**

Financial update:

Mike Aldrich was not available to present information but a treasurer's report will be emailed to Board members.

Rae Forseth reported the volunteers still need to schedule the internal audit of the financial records.

OLD BUSINESS:

Motion Update:

- Motion – 9/16/09 Meeting Minutes
 - 19 Board members voted yes
 - 3 Board member no response
 - Motion approved
- Motion – PO Box in Deer Lodge for MCA business
 - 21 Board members voted yes
 - 2 Board members no response
 - Motion approved
- Motion – Approve 10/26/09 meeting minutes
 - 18 Board members voted yes
 - 5 Board member no response
 - Motion approved
- Motion – Schedule a Hostage Negotiation training opportunity
 - 18 Board members voted yes
 - 5 Board members no response
 - Motion approved
- Motion – Schedule a one day Gang Training opportunity
 - 17 Board members voted yes

- 6 Board member no response
- Motion approved
- Motion – Approve and accept Cal Robinson as the Juvenile Detention Representative
 - 19 Board members voted yes
 - 4 Board members no response
 - Motion approved
- Motion – Accept the frequently asked question revised pamphlet
 - 18 Board members voted yes
 - 5 Board member no response
 - Motion approved

Hostage Negotiation training opportunity:

Rae Forseth will get a time frame for the Hostage Negotiation training opportunity and email the information to the board. The location will be Ft. Harrison in Helena. Need 50 attendees. Chris Conell reported to Lisa Hunter that MSP has approximately 10 people the need this training.

Gang Training 1 day class

Rae Forseth reported tentative dates for the Gang Training opportunity.

April 7, 2010 (1 day training course)
 Fort Harrison, Helena
 \$65 / person
 Need 45 attendees

April 9, 2010 (1 day training course)
 Billings
 \$65 / person
 Need 45 attendees

NEW BUISNESS:

Resignation:

Steve Ette reported Armando Oropeza has resigned from the position as President Elect. This means we are in need for a President 2011 and 2012. Pursuant to our By Laws, the Board may appoint a replacement. It is also our understanding that the appointed person must be a member of the Board. Steve Ette will email the Board asking for a volunteer from the Board to fulfill this position.

Committee Reports:

Advisory committee:

No report

Constitution and By Laws Committee:

No report

Awards committee:

Steve Ette will contact the Awards committee.

Scholarship committee:

Steve Ette will contact the Awards committee.

Legislative Affairs committee:

No report

Membership committee:

Joelle Johnson asked the Board if members could pay for membership using PayPal on the MCA website. Rae Forseth said PayPal charges a percentage for the amount of each transaction. Discussion was held.

Lisa Hunter motioned that MCA continue using the PayPal account for membership dues, conference and registration fees, etc. Rae Forseth seconded the motion. Members at the meeting approved the motion.

****Lisa Hunter will email motion to other board members.**

Nomination committee:

No report

Conference committee:

No report

2010 Conference

The annual conference is scheduled August 16 – 18, 2010 at Fairmont Hot Springs by Butte.

Conference planning guide: Steve Ette is utilizing the conference planning guide that was created. He will email the planning guide to Board members asking for volunteers to assist with planning the conference. Please add your name to the document and email to Lisa. Lisa will collect the information and forward to Steve to present at our February 17 meeting.

Theme name: Steve Ette presented several theme names to the Board. Rae Forseth motioned for the 2010 conference theme name to be “Be the Change”. Bob Paul seconded the motion. Members at the meeting approved the motion.

****Lisa Hunter will email motion to other board members.**

Steve Ette will communicate with Kevin Mickelson at MWP/MCE regarding graphics for the theme name.

Conference training session coordinator: Rae Forseth will be the training session coordinator for the conference. Please email your training ideas to her.

2011 – 2012 Conference:

Michelle Verbance will put out a lodging bid with hotels around Montana utilizing Priceline.com to see what is available for 2011 conference. This is for information purposes only.

MCA hosted outside training opportunities:

Lisa Hunter reported DOC will no longer co-host training courses with MCA. MCA needs to purchase equipment to continue hosting these training opportunities such as projector, speakers, VHS/DVD player, portable screen, easel stands, easel pads and supplies. The total cost is approximately \$1,500. Also MCA members will need to facilitate the training courses on their own time.

CISM training opportunities:

Lisa Hunter has tentatively scheduled three CISM training courses.

March 11 – 12, 2010

Kalispell

Possibly co-host with Flathead County EMS – Amanda Lindgren

April 22 – 23, 2010

Deer Lodge

Lisa Hunter will facilitate

May 13 – 14, 2010

Bozeman

Possibly co-host with Gallatin County CISM Team – Carol Burroughs

Steve Ette will facilitate

PO Box update:

Lisa Hunter reminded Board members that MCA now has a mail box. It is:

Montana Correctional Assn

PO Box 699

Deer Lodge, MT 59722

Please start using this address when mailing MCA information to the Board. There was a discussion about ordering letterhead and envelopes with the new mailing address. This will be added to the February agenda.

NEXT MEETING:

February 17, 2010

2:00 pm – 3:30 pm

Via GoToMeeting

MEETING ADJOURNED:

Rae Forseth motioned to adjourn the meeting. Bob Paul seconded the motion. All approved. Motion carried.

Meeting adjourned at 3:40 pm.

Minutes submitted by Lisa M. Hunter and Rae Forseth