

SDSWMA Governing Board Meeting Minutes
Board Meeting – September 27, 2017
Board Room at Ramada, Mitchell, SD
9:30 am Central time

Call to Order

President Larry McManus called the meeting to order at 9:32 am. Board members present were Dustin Hansen, Tim Taggert, Dennis McAlpine, Jay Johnson, Jeff Barber, Mike Cook, Dale Fortin, Lucas Hoover, Val Keller, and Melissa Fahy. Executive Director (ED) Carolyn Trautman was also present. Fred Snoderly, Ryan Badten, and Mike Erickson were absent. No conflicts and no additions to the agenda were voiced.

Administrative Actions and Approvals

Motion by Val Keller, second by Jay Johnson to **approve minutes** from the June 14, 2017 board meeting, motion carried. Treasurer Michael Erickson was absent; however, the financial statements were provided in the board meeting packet which was emailed by ED. As of 9/25/17 the online checking balance was \$23,877.31 and the investment savings balance was \$55,406.47. The scholarship fund had a balance of \$46,725.99 on 9/25/17 after a withdrawal of \$8,000 for the 2017 scholarship awards. Motion by Tim Taggert to approve the financial and scholarship report as presented, second by Dale Fortin, motion carried.

Old Business

ED reported that the **P&L YTD previous year comparison and budget vs. actual** were emailed to the Board prior to this meeting. ED noted that detail sheets (page 9 & 10) were provided to show the board the Reconciliation Discrepancies. ED indicated that the discrepancies had to do with bringing the financial information from the Website into QuickBooks. ED suggested an upgrade to the newest version of QuickBooks may resolve this issue in the future. ED also mentioned that she will be sending the books to the accountant in October this year since the Annual conference was held in late September, at the end of the fiscal year.

ED noted that there were some issues with the **Website** during conference registration and membership renewal. Over time, members will get used to the new system of online registration, and the issues that occurred during registration and renewals will eventually work themselves out. **MembershipWorks** has been a great tool on the website for tracking renewals and emailing information to members or emailing information to only certain groups (vendors and sponsors of the conference). During the switch over to MembershipWorks, some of the information that was available to the members disappeared (library of training videos, additional safety information). Melissa will contact Anitra at Blue Lake Websites to determine where that information went and if it can be uploaded into the new MembershipWorks program.

The final copy of the **Conflict of Interest Policy** was emailed to all current Board members for their signature. Each Board member must sign and return the last two pages by email for the Association's file. Each year, current board members must sign Part 1 of the Acknowledgement and Financial Interest Disclosure Statement. New board members must sign both Parts 1 and 2. ED also mentioned that the proposed changes to the **Mission Statement** will be presented at the general membership meeting for approval.

New Business

The SDSWMA Board hired a new Executive Director in August. Melissa Fahy was hired by the Board on August 10 with a start date of September 1, 2017. Melissa work with Carolyn during the month of September as a transition period and for the Annual conference. The new mailing address for the SDSWMA is PO Box 89802, Sioux Falls, SD 57109.

During the ND Annual conference, there was discussion between the NDSWRA and their members about becoming a SWANA Chapter. This would greatly impact the relationship the SDSWMA has built with them and with the joint conferences. As the new ED, Melissa will stay in touch with the NDSWRA ED and their board of directors on their future discussions with SWANA and pass any information onto the Board.

Committees

Volunteers were assigned duties to help with the Annual Conference. Committee Reports were emailed to each committee chair to present at the general membership meeting on September 28. The Scholarship committee will need to fill 3 positions with the departure of Melissa Fahy, Fred Snoderly and Todd Langland. Dustin Hansen volunteered to be the new chairperson for the Scholarship committee, and Lucas Hoover volunteered to fill one of the positions. Melissa will announce the remaining open positions during the general membership meeting.

Details will need to be finalized for the 2018 Spring Workshop in Sturgis. Available facilities are the Holiday Inn Express and the Sturgis Community Center. Both locations will require outside catering. Based on schedules and weather, the first part of May would be the best for having the workshop. Melissa will contact the Holiday Inn Express on available dates in early May.

General Membership meeting

The general membership meeting will be held on September 28, 2017 during lunch. The proposed budget was emailed to the board prior to the meeting, and will be included in the general membership packet for membership approval. The Proposed Governing Board Election Ballot was also emailed to the board prior to this board meeting for review. Additional nominations will be taken from the floor during the general membership meeting. The new board will meet briefly after the Annual conference adjourns to set up the first meeting of the 2017-2018 fiscal year.

Motion to adjourn at 10:40 am by Dale Fortin, second by Tim Taggert, motion carried.

Respectfully submitted,
Melissa Fahy
Executive Director SDSWMA