

SDSWMA Governing Board Meeting Minutes
Board Meeting – Blarney's, Mitchell, SD
Wednesday, November 1, 2017, 11:00 am central time

Call to Order

President Valerie Keller called the meeting to order at 11:01 am. Board members present were Jay Johnson, Dennis McAlpine, Larry McManus, Todd Langland, Dale Fortin, Dustin Hansen, and Garrett Williams. Lucas Hoover was also present via conference call. Jeff Barber, Tim Taggart, Andy Bruels, and Michael Erickson were absent. There were no additions to the agenda and no conflicts of interest were noted.

Administrative Actions and Approvals

Motion by Dale Fortin, second by Jay Johnson to **approve minutes** from the September 27, 2017 Board meeting, motion carried. Copies of the bank statements and scholarship statements were emailed to the Board prior to the meeting. Secretary/Treasurer Michael Erickson was absent; therefore no financial report was given. ED Melissa Fahy received a message from Sec/Tres Erickson prior to the meeting with current balances. ED Fahy reported that as of 11/1/17 the online checking balance was \$29,842.97 and the investment savings balance was \$55,487.74. As noted on the statement, the scholarship fund had a balance of \$55,540 on 10/18/17. SDSWMA netted \$2,636 on the Annual Conference scholarship fundraisers.

Discussion was made that in the absence of Sec/Tres Erickson, ED Fahy should have a credit card or a bank card for board purchases (like board lunch meetings). A motion was made by Dale Fortin to add ED Fahy to the association credit card or bank card, second by Jay Johnson.

Old Business

ED Fahy reported on the transition process from previous ED Carolyn Trautman. ED Fahy noted that there will be a learning curve with the QuickBooks program, but that overall the transition was going smooth. ED Fahy also noted that during a training session with outgoing ED Trautman, there are several items that belong to the association that are stored in trailers in Aberdeen. Those items include boxes of files, file cabinets, folding chairs, and other office items. Discussion was made that sometime in the Spring 2018, interested board members, ED Fahy, and previous ED Trautman will meet in Aberdeen to go through the trailers to see what we need to keep, and what we can get rid of.

ED Fahy emailed the **P&L YTD previous year comparison and budget vs. actual** to the Board prior to this meeting. ED Fahy noted that there wasn't much to report because it has only been 1 month into the fiscal year. A copy of the **approved budget for the 2017-2018 Fiscal Year** was also emailed to the board. The books have been sent to the accountant to prepare the 2017 tax return.

ED Fahy reported that most of the membership renewals were done prior to the Annual Conference; however, she will mail out invoices to those that have not renewed for 2017-2018. ED Fahy also noted that she had a training session with Anitra at Blue Lakes Websites on how to update the SDSWMA website. The board asked to have the board meeting minutes from the last year added to the website, along with locations and dates for future conferences. ED Fahy will also work on a Material Matters News Flash and include a wrap-up of the Annual Conference.

The **Conflict of Interest Policy** was emailed to the board prior to the board meeting. All returning board members must sign the Acknowledgement & Financial Interest Disclosure Statement, and all new board members must sign the Acknowledgement Statement and the Disclosure of Financial Interests page.

New Business

Contracts have been signed with the Holiday Inn Express in Sturgis and the Ramkota in Pierre for the 2019 conferences. The Spring Workshop will be held in Sturgis on May 8 & 9, 2018 and the Annual conference will be held in Pierre on September 12-14, 2018. The dates for the Annual conference were changed from September 18-20 due to conflict with North Dakota's Annual conference.

Future conference dates and locations include: Spring 2019 – Aberdeen (or MOLO course); Fall 2019 – Joint Conference in Bismarck, ND; Fall 2020 – Brookings.

Committees for 2017-2018 – Volunteer Assignments:

Awards Committee – Larry McManus, Michael Erickson (Includes Hall of Fame)

Newsletter/Website Committee – Ryan Badten

Policy, Resolutions, & Bylaws Committee – Pres Val Keller, Dale Fortin, Andy Bruels

Nominations Committee – Past Pres. Larry Mc Manus, Tim Taggert

Finance and Audit Committee – Sec/Tres Michael Erickson, Todd Langland

Planning, Program, & Education Committee – Pres. Elect Ryan Badten, Garrett Williams

Membership Committee – Vice Pres. Dennis McAlpine, Lucas Hoover

Scholarship Committee - Chair: Dustin Hansen (2014); Karen Weeldreyer (2011); Lucas Hoover (2017); Karl Merbach (2017); Bruce Williams (2017)

2017-2018 Quarterly Board Meetings: January 10 (conference call meeting), May 7 (spring workshop), July (lunch meeting), September 12 (Annual conference)

Motion to adjourn by Dustin Hansen, second by Jay Johnson, motion carried.

Respectfully submitted Melissa Fahy, Executive Director SDSWMA