

Arlee CDC Meeting Minutes
9/19/2009

Arlee Community Development Corporation
Board Meeting Minutes
September 19, 2009

LOCATION: The Hangin' Art Gallery & Coffee House, Hwy 93, Arlee, MT

BOARD MEMBERS PRESENT: Frank White, Paul Mollica, Philippa Crawford, Shaun Kendall, Amy Thomas, Carol-Lynne Toleno, Jack Duff, Dale Duff

BOARD MEMBERS ABSENT: Ron Snyder, Judy Fundingsland

MEMBERS PRESENT: Donna Mollica, Gary Decker, Joyce Auer

GUESTS PRESENT: Melea Burke of the Valley Journal, Marie May, Debra Wolverton

A quorum was established.

Frank made a motion to accept the May annual meeting minutes as emailed. Dale seconded the motion. All were in favor.

Officer's Reports

PRESIDENT: Paul spoke about the MNA Governance Training that he, Frank White and Carol-Lynne Toleno attended. He said it was very helpful for him in his role as board president. Frank said that from the training he got that we need to make sure our by-laws meet the correct standards of a non-profit and feels we should go through them. Donna said that the bylaws are tight as they had to be submitted in order for the CDC to receive 501c3 status, but it is a good idea to review them from time to time. From the training Carol-Lynne feels that the CDC could get better. We need to remind ourselves of our mission statement and we need a new vision statement that shows a bigger vision. Donna said she would get the vision statement to Kelley to send out with the minutes. Carol-Lynne said that there are 3 major committees a board should have. They are: executive, governance and financial/audit. She said that an executive director should oversee all committees and that a board's job is to provide leadership.

We do not have our mission statement and by-laws on our webpage. Kelley will get those on there.

The Montana Non-profit Association (MNA) is holding its annual meeting on Sept. 29th. Philippa agreed to go.

Paul read a letter submitted by Dale Duff resigning as the board secretary. At the MNA training it was made clear that officer positions on the board should not be filled by husband and wife as it can be construed as a conflict of interest. Dale will continue on as an active board member. Carol-Lynne made a motion to accept Dale's resignation. Shaun seconded it and all were in favor.

There were no nominations from the floor for a new secretary at this time. Paul will ask the three missing board members if they would be willing to accept the position.

VICE PRESIDENT: Carol-Lynne said she is committed to helping the CDC fiscally. She is willing to help form a committee committed to fundraising for the CDC. She feels that board members need to make some type of financial commitment. Donna said that we need a diversified funding stream. We also need a board member on each CDC committee. Paul mentioned that many of the websites he goes to have donate buttons. Could the CDC have that on their webpage on the arleemontana.org website? Kelley will talk with Roxane about that.

SECRETARY: No report

TREASURER: Jack provided a profit and loss statement and a balance sheet for members to look at. He has been revamping our accounting system bringing it in line with non-profit accounting. He feels we need big fund raising events such as The Chocolate Lover's Festival. All the small events we do give us exposure, and would not pay for themselves if we counted volunteer time and donations. The new system will have restricted funds broken down.

Gary Decker asked if there were any funds available to the Jocko Valley Trails Committee. He had been told at one time that there was. Funds available in the past were from unrestricted operating budget funds. Those are very low at the present time but we are writing grants and taking other fund raising measures to obtain additional operating funds. He would like to know if there might be some funds available to help defray the cost of the Michigan graduate students planning on coming to study the trails and help us as part of their thesis. This is discussed further in committee reports.

Donna talked about the grants she has submitted, both submitted in the Fall. She submitted a grant to the High Stakes Foundation and they had a site visit on Sept. 15th. Originally the grant cycle was to be the end of October or beginning of November. At the site visit she was told the grant cycle won't be complete until late November or early December. This grant is to help pay Kelley's salary. Donna said the board and organization have a responsibility for ensuring Kelley's salary and if we are to continue moving the organization forward we will need to work to move her to fulltime. She said that she didn't think the CDC could continue without her position.

Donna submitted the Edwards Foundation grant for the art program for the fall cycle. We should know if we received it the beginning of October. She feels fairly confident that it will be awarded to us as we have a proven track record with them and she was told they have the funding to continue funding previous grantees. She is going to talk to them about moving our grant cycle to July so that the money is already in place when the art program begins in the Fall.

Donna is in the process of writing other grants. One is to the Kaplan Foundation. She knows one of the family members who has some discretionary funds to award outside their usual funding geographic area. She is asking for \$10,000.00. She is also going to apply to the Wish you Well Foundation for assistance with the Imagination Library and to the Catholic Campaign for Human Development for the remaining \$1500.00 matching funds for the Big Sky grant so we will not need to use our precious operating funds for that purpose, and an additional \$1500.00 of unrestricted funds. A couple of years ago they awarded the CDC \$6000 which was combined operating funds and funds to assist with the development of Npustin. Donna suggested to Gary that the Trails committee come up with a budget which would make it easier to apply for grants that could help the Michigan students defray their costs of coming and staying here.

Not included in the 2010 proposed budget that Jack distributed are funding strategies that will be developed to implement the business plans being developed as part of the Big Sky grant to make Arlee a year round arts and cultural destination. The planning has just begun and the business plans and funding strategies will not be in place until January 2010.

Due to the fact that most of our programs and fund raisers are delivered with volunteer labor we have huge in-kind contributions and need to make sure that committees are keeping track of their time spent planning. Kelley will send committee heads the in-kind form she has. These in-kind services and materials need to be combined with our cash transactions to more fully represent the programs and activities of the organization.

After discussion of the proposed 2010 budget Frank made a motion to accept it. Philippa seconded it. All were in favor.

Committee Reports:

FOOD BUYING CLUB: Amy said the next order due date was today. The next three due dates are October 16th, November 13th and December 11th. These are all Fridays and the orders come in the following Friday. Anyone interested in being on the mailing list to be notified of dates and sharing bulk items can email Amy at amy_lisk@yahoo.com. There is a \$500.00 minimum for the group and The Gallery ordering helps to meet that. The Club has done very well on meeting that minimum on their own. Thanks to Donna the Club is able to order through The Gallery account which means that our minimum is \$500.00 instead of \$1000.00 that it normally is for food buying clubs and we also get a better discount.

JOCKO VALLEY TRAILS: The Trails met all summer. Gary said that Elon Gilbert and the Duffs have been great about contacting folks for support. A winter community meeting on the Trails is in the works. Gary is 99% certain that the consulting grant from the National Park Service will be awarded to The Trails. The 5 Valley Land Trust is offering expertise on easement and made contact with the University of Michigan. Five students from five disciplines plan on coming here to work on their master thesis and using the Trails for their project. They are waiting for their advisors approval. It was

asked earlier if some funds could be made available to help defray the cost of coming here. Jack Duff said he has a trailer that a student or two could stay in. Frank White and Carol-Lynne Toleno maybe able to put up a student. Donna thinks we can raise some funds to help the students.

The Lake County Commissioners are holding a meeting on September 29th to discuss trails from Ronan to St. Ignatius. They are committed to helping. The Trails committee is going to attend to ask for the Commissioners assistance in helping to extend that trail into Arlee. The Commissioners got it in their heads that The Jocko Valley Trails Committee is funding it all.

KILLDEER ARTISAN GUILD: Judy was not able to attend. Donna said that the incorporation process is 95% complete. They will meet in October to finalize their by-laws. Donna pointed out that we were sitting amidst the Guild's first project, their invitational art exhibit at the Hangin Art Gallery.

AFTER SCHOOL ART PROGRAM: Joyce Auer will be helping again this year. The junior high students will join later after sports. 90% of the students are new. Marie Corcoran is volunteering her time this year to help Philippa. Maureen Talbert will also volunteer some time as well. Jerry Baldwin will help with firing clay projects and Joyce will provide her school room for sewing projects. Donations have been received from KaDe Decker and Vicki Thornton. Some of the Food Buying Club members will donate trail mix for snacks. Philippa would love if more snacks could be donated, but no sugary snacks please. She could also use more art supplies or gift certificates to Michael's. To talk with Philippa about what to donate you can call her at 726-3564. Frank and Carol-Lynne donated apples from their trees. Things are still up in the air with Friday school. The School does not have that all in place yet.

BIG SKY TRUST PLANNING GRANT: Anyone wanting to be kept informed or be part of the planning can let Kelley know at 726-5550.

The planning committee met with the Tribal Council in July after the award notice was received and has put in place a process to keep the Tribal Council informed. Patty Stevens, Julie Cajune and Jennifer Greene are CSKT tribal members playing a central role in the planning process, particularly with respect to the plans for a summer theater at the Pow Wow grounds. A vision statement for the theater has been developed and preliminary lists of organizations and people to be involved in planning is available if anyone is interested. Donna stressed that the guiding principle for this planning grant is to create culturally appropriate and sustainable economic development for our community with a goal of keeping as many dollars circulating within our community for as long as possible. Wherever possible we will be looking to have the economic development strategies also bring cultural and social benefits to the Jocko Valley.

BEAUTIFICATION: Carol-Lynne said she has done Christmas trees for 9 years and would like to get away from that and use other decorations such as banners. Some of Joyce's students made banners for businesses a few years ago. There is discussion of

doing more banners to put on the new lamp posts and doing banners for more than just Christmas. Dana Boussard, artist, will collaborate and volunteer to help with banners and hangers. Jim Malatare would like to help design and get hardware on the lamp posts once we have approval from Mission Valley Power. The details will get figured out in committee meeting in October. Mission Valley Power will donate \$500.00 a year towards doing this. Joyce still has a lot of nylon fabric that can be used for the banners. It is mostly white. She would like to do up a prototype. Want to include everyone to help; Nkwsms, older students to sew, the art program students, elementary students.

NEW BUSINESS

Tia Goodwin asked if Kelley would speak on her behalf regarding donating again to the Halloween Party at Heart View. Kelley did. The CDC donated \$100.00 last year. Shaun made a motion to donate the same amount and Frank seconded the motion. All were in favor.

The Montana Nonprofit Association is holding its annual conference this month. Philippa has agreed to attend the annual meeting but is not able to attend the conference which is three days. At this time no other board members are able to commit to attending.

Shaun made a motion to adjourn the meeting. Jack seconded it. All were in favor. Meeting adjourned at 12:00 noon.

Respectfully Submitted by,

Kelley C. Brown
Administrative Assistant