

Minutes. PSIA-NRM Board Meeting, Shoshone Conference Room, Big Sky, Dec 8, 2016.

1. Called to order at 1700.
2. Present: All board members plus President Mike Ewing and V-P Craig Beam
3. Other guests: Meghan Larson, Nick Herrin, Eliza Kuntz, Troy Nedved and Lesa McDermott.
4. Mike Ewing reviewed normal ratios of Admin costs to budget of Non-Profits. Normal is below 30%; 35% or above raises audit flags. We are operating at about 26.4%. (2015/2016 actual budget was \$179,000. This includes dues and 34% administrative charge to events) RM is at 33 to 34%. In another way of cutting this figure, admin costs are now 66 cents of each dues dollar. Four years ago, it was 88 cents.
5. Tony Brown reviewed tasks not covered by contract just signed with Meghan for Administrative functions through June 2017. Noted that budget includes 40 hours of training and can be terminated by either party with 30 days notice.
  - Human Resources, to cover employee management, workmen's comp, regulations, unemployment, federal/state compliance, payroll, quickbooks. Tony will get 3 quotes from temporary services for these functions. Deadline December 24.
  - R&R's and ByLaws: Will fall out of work of long-term structure task force. Present at Spring Meeting.
  - MSAA - relationship with. Craig Beam will maintain pending new structure and employee.
  - Budget — Treasurer (Tony Brown and Matt Ruuhela)
  - Minutes, Meetings (phone and spring), board Elections — Secretary (Dick Fast)
  - Website, Newsletter, E-news: Chris Kronebusch will organize. Content will need to be provided to contractor. Funds in budget for this item
  - Event Management: Education Director
  - Employee Handbook: OK for now. Revised this summer/spring
  - Hosted Text Management: Meghan will take on as part of contract as it is linked closely to CRM.
  - Scholarships/Grants: Heidi Meier
6. Mike Ewing noted request from National and Presidents Council that we develop a "Vision Statement" that conforms with National Vision Statement.
7. Computer purchase. Meghan will continue to use computer purchased for PSIA-NRM functions through contract period and then decision as to buy or not will be made.
8. Stu Hoyt: Discussed agenda for Long Term Structure Task Force meeting tomorrow morning.
9. Adjourn: 1850.