

SMART
Board of Directors Meeting
SMART Office
Tuesday, February 2, 2010
7 to 8:45 pm

Members Present: Selena Nelson, Traci Bruha, Karol Zachmann, Steve Zachmann

Members Absent: Norton Walker, Candy Loehding, Christy Follmer

Acting Secretary: Karol Zachmann

Guests: None

February 2, 2010 Meeting Minutes:

Selena Nelson made a motion to accept the minutes from the last meeting with a second from Karol. Motion carried.

Financial Report:

See attachment # 2

The board went over the January 2010 Profit and Loss statement. There were questions on the donations to the Veteran's Memorial. We had questions on rent. Mona always takes care of this payment. What is the monthly rent? The conference table that was purchased is an expense. Do we need to show it as an asset? What do we categorize the Chamber Calcutta and Health Fair? It is under miscellaneous now but should set up an account named Civic Support.

The quarterly report for \$48.32 was overlooked so Mona sent in a check to the US Treasury for that amount. The board would like the travel and meetings broke down so it will show what projects Mona is working on at the meetings if they pertain to the meetings.

Director's Report:

See Attachment # 1.

Mona gave her report on paper since she needed to be out of town for this meeting. Steve reviewed with the board. Steve also commented that Mona would be contacting Jason Rittal in regards to the Bear Project since she has received training on this project.

When Steve and Mona met before the Feb.2nd meeting, they discussed changing the following accounting line item names for clarity purposes:

- 1) Facilities and Equipment – Rent is the only “facilities” expense we have. Utilities are included in the rental agreement. Change to “Rent”.
- 2) Create an “Office Equipment” expense account for purchases such as conference table, computer, printer supplies, etc.
- 3) Create a “Net Wages” account under Payroll Expenses.
- 4) Accept and/or amend proposed 2010 Budget:

Canadian Pipeline – Steve discussed the current news in regards to the pipeline. According to sources and the news that was aired today the pipeline will have to be a common carrier. Other oil companies will be allowed to ship their oil through this pipeline if they want to continue with this pipeline project and go across the state of Montana. The Montana governor is also on board with this.

Old Business:

Evaluation Process:

Steve met with Mona earlier before she left town. Discussion was held. Mona provided a self evaluation. Evaluation process is complete.

Mona's Wages:

Discussion was held in regards to Mona's wages. We discussed setting up a HSA for the health fund. We could set it up at the Bank for Baker. Motion was made by Selena to give Mona a 3% raise. She also motioned to set up a HSA with \$200.00. This is in line with what the county received. Karol seconded the motion. Motion carried. Steve will check on the HSA at the Bank of Baker. We will need to write up a contract with Mona. Discussion was also held in regards to vacations. Need to have a paper trail. The president should sign off on vacation time. Need to check with Mona when she returns if she keeps her time on the computer. Mona's base salary will be \$34,402 with \$200 for the HSA each month. Commissions will be accordingly to the grants written. 40 hours each year for vacation time.

Budget:

Steve will talk to Mona about pending state withholdings.

New Business:

Minutes:

Mona will try to get the meeting minutes to the board within a couple of days after the meeting so if there is something the board members were responsible to get completed it will be in the minutes.

Annual SMART Meeting:

The date is set for the annual meeting since the January meeting was canceled due to a storm. The meeting will be in the FMC new dining room at 7 pm. on Tuesday, February 16, 2010. Karol will check on availability. **Note:** Selena reserved the dining room.

Election of 2010 Officers:

We will have Mona report on the positions and terms at the annual meeting. We still need two new members to fill all positions on the board. Selena will notify Laurie McKay since she showed an interest in the position. Mona will talk to Todd Enders.

Goals for 2010:

1. Finish up Trading Card Program
2. Completed in May – Veteran's Memorial
3. Empty Store fronts – fill with something so they don't look empty
4. Canadian Pipeline
5. Bear Program
6. Continue to work with starting new businesses
7. Revolving Loan Fund
8. Work on Web site
9. Get Kiosk up
10. Discuss Welcome Wagon

Meeting Adjournment: Motion to dismiss the meeting by Selena second by Traci. Motion carried unanimously.

Respectively submitted by Karol Zachmann, Acting Secretary