

# Meeting of the Forestry Scholarship Association Interim Board

Lolo, MT

March 4, 2012, 1000 - 1700

## Present:

Cory Noordermeer	Alex Williams
Alyssa Stewart – notetaker	Neil Simpson
Alissa Anderson	Beth Dodson
Rachel Kinkie	Scott Kuehn
Dylan Brooks	John Fidler
Jonah Vaughan	Matt Young
Eric Hoberg	Ben Super

## Introductions

### Mission Statement:

The Forestry Scholarship Association will serve and support the students and student organizations of the College of Forestry and Conservation at the University of Montana through financial and non-financial contributions, student scholarships, mentorship, and advocacy.

### Discussion:

1. Scholarship doesn't have to mean money – we can donate through time, educational events, gas, supplies, etc.

### Goals and Objectives – Immediate:

1. Achieve non-profit status
2. Establish operating plan for FSA – primary goal for the meeting
3. Introduce the FSA (students, faculty, administration, alumni, local organizations)
  - a. If the FSA wants to help all student organizations, be cognizant that the “Forestry” in FSA implies this is for forestry students, but we want to focus on all student groups & be inclusive. Definitely part of outreach to student orgs & alumni. The F reflects our history as the School of Forestry.
  - b. We'll focus on outreach to student clubs as soon as possible. Elections for new student org. officers should be around the end of the semester. We're envisioning a committee that goes to club meetings starting in the Fall.
4. Outreach to potential members (email, website, etc.)
5. Coordinate resources available to students and student organizations (database of vendors & supplies/services they provide)
  - a. Alumni/supporters have a lot of contacts, this is organizing them so students can find what they need.
6. Assist student organizations with planning, execution, and follow-up of events ***as requested by the students***
7. Fundraising

### Goals and Objectives – 1 to 3 Years:

1. Provide scholarships to students
  - a. Endowed scholarships
    - i. At what point does a scholarship become self-sustaining? Current number unknown, but it's a chunk of money – one estimate about \$50,000. With that chunk in an investment account, you can give the interest each year. To keep up with inflation, you need a continuous input of cash into the account.
  - b. Contributions to FB scholarships

- c. Others
- 2. Financial, material & supply support for student organizations
  - a. Travel expenses
  - b. Equipment
- 3. Provide a network of students, alumni, community members, and natural resource professionals
  - a. Mentorship, networking. Have seen increased jobs being posted by alumni for students on Facebook, etc.
  - b. It is hard to get students involved – they are busy!
- 4. Grow the scope, membership, and influence of the FSA
- 5. Ensure students gain valuable experiential lessons outside the classroom while succeeding in the classroom
  - a. Sponsor return of camp?
  - b. Work days – Bandy Day has gone by the wayside. The FC does accomplish about 2 work days a year now.
  - c. Remember that we need to go to the students & ask them what they want to do, what do they want help with? But the FSA can help bring opportunities to the students – thinning projects, etc.
- 6. The students and their future will be a focus of the organization
- 7. Work with the faculty of the CFC to ensure that needs of students are met

### **Goals and Objectives – 3 to 5 Years**

- 1. Increase (# of and \$ amount) scholarships given
- 2. Bank account greater than \$250,000
  - a. Can open bank account when we get our EIN once our paperwork is complete

### **Tax Status**

501(c)3 is an appropriate status. Should we change the name? Rachel suggestion – Forestry Boosters Association? Back to Friends of the [students] College of Forestry and Conservation? Guild? League? Forestry Scholastic Association? Friends of Bertha? Forest Scholarship Association?

- Define “scholarship” as more than just giving money in our mission statement
- We have been recognized by the President and the media as the FSA – will changing now make things more confusing or question our credibility, or if we’re going to change, is it better to change now?
- **Decision – keep the name Forestry Scholarship Association.**

### **Formation of a Non-Profit Organization**

- 1. Currently incorporated/registered with the MT Secretary of State
- 2. Have bylaws draft
  - a. Have 2 student reps currently – push & president of FC. Need to ask the students how they want to be represented. May be better to have rotation of club presidents, or nomination each year, Druids president, etc?

### **Recognition of ability for board & committees to meet remotely via technology**

### **Organizational Details**

- 1. Terms of service
  - a. 2 year terms for non-students
  - b. 1 year terms for students
  - c. With newness of organization, terms may be longer or shorter to keep organization continuity

- i. Get all infrastructure put in place with interim board, then open up nominations at large. Hope for board membership is both geographically and generationally variable, but we recognize that being based in Missoula board might be Missoulian-heavy.
    - d. No term-limits – if they keep getting voted in, that’s OK
    - e. Annual election cycle, with offset (half/half)
  - 2. How are nominations and elections held for board & chair?
    - i. Electronic, mail-in, be present, proxy system, etc. can be used.
    - ii. Inclusive as possible!
    - iii. Accept nominations via email w/close date. Nominations then up on website after close date.
    - iv. Several voting programs we can use if that’s what we want. – voting can be open for a week or so.
    - v. Time of year? May meeting.
  - 3. Reaching membership for proxy votes
    - a. Website – members-only section for voting, election information, etc...
    - b. online voting

## **1200 – 1230 Break for lunch**

### **Operating Plan**

- 1. Meeting cycle
  - a. Annual meeting
    - i. Ball time is a good time to have it, but lots of things going on
    - ii. Mixer is best as a mixer, not a meeting...quick meeting OK. An in depth meeting should be elsewhere.
    - iii. Annual meeting can coincide with a quarterly, with general membership – where we do our elections OR introduce new officers from prior election.
  - b. Quarterly meeting
    - i. Skip Jan/Dec, June/July/August
    - ii. Feb, May, Sept, Dec
      - 1. Late September to accommodate fire season
      - 2. Early December for hunting season
      - 3. Remember students have finals/travel in May
  - c. Special Meeting
    - i. Could be in person, conference call, Skype, etc.
    - ii. As needed.
  - d. Meetings of Committees
- 2. Minutes for quarterly/annual meetings posted for all. Committee meetings don’t need regular minutes, but report from committees, statements, etc. can be posted as .pdf to website.

### **Organizational Structure**

- 1. Board of Directors (7 positions) – all voted on by general membership
  - a. Four Community Representatives
  - b. Two currently enrolled student representatives of CFC student orgs, enrolled at least half-time for the next two semesters
    - i. Does not have to be Chief Push
    - ii. The students would put forth two people for these slots
  - c. One CFC Faculty Representative
    - i. The faculty would put forth one person for the slot
  - d. One board member will be the chair – elected by membership or elected by the board?

2. FSA Officers
  - a. Mandated, and board members are separate from officers:
    - i. President
    - ii. President-elect
    - iii. Secretary
    - iv. Treasurer
  - b. Board of Directors are visionary (what to do), officers are the “grunts” (doing it)
  - c. Board comes first, then the officers are appointed by the board.
3. Project committees
  - a. Can be led by board members w/general membership in it OR just board OR just general membership.
  - b. Coordinate work toward specific goals & projects
  - c. Committees designated by board, appointed by President and will report to the board
  - d. Committee reports will be part of the quarterly meetings
4. General Membership
  - a. Business membership, individual membership
  - b. Membership fees – all same for individual level, but can donate more and get a “gold”, “platinum”, etc., DOES NOT change the voting level, etc.
5. Other Positions
  - a. Marketing/publicity
    - i. Duty of the President, designated to committee
  - b. Spokesperson
    - i. Duty of the chair, unless otherwise designated
  - c. Webmaster
    - i. Duty of the secretary
  - d. Membership
    - i. Committee

### **Liability Issues**

If the FSA is organizing a function and there’s a lawsuit due to that function, then the liability falls to the Board. Look into liability insurance for the Board, as well as options function by function. Helping other functions our liability probably decreases, but we need to look into what our liability would be in certain situations – trucks, machinery. **Neil will ask a friend in insurance these questions and get back to us.**

### **Roles & Responsibilities of Board Positions:**

1. Scoping strategic vision\*
2. Assure plan is being implemented by officers
3. Come up with new strategies, evaluate current strategies
4. Approves budget requested by treasurer

**\*Beth has a contact for strategic planning.**

### **Roles & Responsibilities of President:**

1. Implementation of year’s plan based on strategic vision
2. Plans & facilitates meetings
3. Appoints committee heads
4. Spokesperson for the FSA (or delegated)
5. Monitoring progress of the committees
6. Reports to the board quarterly
7. Marketing & publicity (or delegated)

### **Roles & Responsibilities of President-elect:**

1. Acts for President as designated.
2. Other duties as assigned.
3. Assumes President role in 2<sup>nd</sup> year of term.

### **Roles & Responsibilities of Secretary:**

1. Keep membership list
2. Meeting minutes
3. Distribute information, post to web
4. Webmaster (or designated)

### **Roles & Responsibilities of Treasurer:**

1. Collect membership dues, supply list of current members to secretary
2. Collect donations, distribute as directed
3. Draft yearly budget for approval by the Board
4. Maintain accounting system
5. Monitor budget, accounts and investments
6. Complete IRS reporting requirements
7. Works with finance & audit committee
8. Works with accountant as needed

### **Roles and Responsibilities of General Membership:**

1. Dues
2. Voting
3. Serving on committees

**Is the board big enough? Yes. But there is flexibility if it needs to expand. The general membership would have to vote on a change in bylaws.**

### **Membership Dues – estimations, will be delegated to membership committee**

1. Individual \$25
  - a. Additional donation:
    - i. Silver
    - ii. Gold
    - iii. Platinum
2. Business \$100 – but we won't hit up businesses for awhile until established
  - a. Additional donation levels:
    - i. Silver
    - ii. Gold
    - iii. Platinum
3. Annual/Lifetime

### **Designation of Board & Officers – done by volunteering & nomination**

#### **Board**

Community Representatives:

John Fidler

Ben Super

Alex Williams

Shawn Thomas, nominated – **Ben Super will make contact**

Faculty Boardmember:  
Laurie Yung

## **Student Board members will meet to decide student reps**

### **Officers**

President: Cory Nordemeer  
President-elect: Eric Hoberg  
Secretary: Alyssa Stewart  
Treasurer: Beth Dodson

### **Logo**

99designs.com – online designs

Alyssa can take a shot at it

We'll put it out to Facebook to take a shot at it too

### **Specific Projects – Immediate (1 year)**

1. Student plan for 96<sup>th</sup> Ball (final due to President Engstrom by April 15)
  - a. Students getting 1<sup>st</sup> draft this week
  - b. FSA will get draft plan,
  - c. 96<sup>th</sup> Ball in Auxiliary Gyms – capacity 1050, will be challenge
    - i. More open dates in the auxiliary gym compared to the Adams Center
    - ii. Adams Center would be 18k to rent. Students can try to negotiate cost in their plan.
  - d. Time – may be 7 to 11, might try to push to 8 – midnight
    - i. Saturday: Community 10-2, Alumni 3-7, Event 8-12
2. As part of plan, students tasked FSA with:
  - a. Careers in Natural Resource Management Job Fair (Alex & Hoberg)**
    - i. Students aiming to start construction Monday, have Friday open to HS students @ gym on Friday – working with employers, Graduation Matters, Career Services, CFC, SAF
      1. Have a broad range of employers
    - ii. Hard hats off construction starting Friday @ noon – still working on signs, benches, etc.
  - b. Community Forestry Day at the Ball (Alyssa & Neil)**
    - i. Chamber of Commerce
    - ii. Raptors of the Rockies
    - iii. Smoke Elser
  - c. Alumni mixer at Ball Saturday afternoon (4-8 Saturday) – (Fid & Cory)**
    - i. It priced itself out over the years per Fid
    - ii. Could be possible with the right # of participants & marketing
    - iii. Fundraising dinner
3. Alumni will write letter of support of the student's plan
4. Fundraising dinner – maybe in the Fall, or it might push to the Ball Alumni Mixer
  - a. Forestry Days is too close – won't have org. set up satisfactorily yet
5. Outreach to students and student organizations
  - a. make presentation to all orgs introducing FSA
    - i. Who, what, when, why, how we can help
  - b. Meet with all student org presidents to find out how they want to be represented
  - c. Maintain fact that FSA is designed to serve all student groups on campus
6. Outreach beyond students
  - a. CFC Faculty

- b. Society of American Foresters
  - c. Alumni
  - d. Non-alumni interested parties
  - e. Industry & Resource Professionals
  - f. Community
  - g. Other
7. Public Relations
- a. Position FSA as leading student advocate in the natural resource management field, and place on par with GSA benefitting the CFC
    - i. Website
      - 1. [www.forestryscholarshipassociation.org](http://www.forestryscholarshipassociation.org)
      - 2. Future email addresses – will be @forestryscholarshipassociation.org
      - 3. Will accept donations online & via physical address
    - ii. Contact professional to plan on repackaging of FB
    - iii. Merchandise
    - iv. Logo
8. Banking & Finances
- a. MFCU account
    - i. Need tax exempt status, non-profit set up first
    - ii. Beth will work on accountant, system, etc. as treasurer

### **Specific Projects – 2 to 5 years**

1. Forestry/Natural Resource conference in conjunction with UM CFC
  - a. Ball as social function of this event
  - b. Maybe as part of 97<sup>th</sup>/98<sup>th</sup>
  - c. Work on post-96<sup>th</sup> after we have lessons learned from those changes
2. Replacement of flooring and ball infrastructure
  - a. Long-term committee
3. 100<sup>th</sup> Ball
  - a. CFC restrictive fund account setup for 100<sup>th</sup> Ball donations
  - b. Documentary
  - c. Book
  - d. Monte Dolack artwork
  - e. Alumni night
4. Explore the possibility of sponsoring Natural Resource Measurements Camp @ Lubrecht Experimental Forest
  - a. 70's & 80's spring quarter was at Lubrecht
  - b. Early 90's camp went away, came back as 2-week camp
  - c. One of the issues is paying faculty for their time out of their 9-month contract.
  - d. Now a 1-week model, self-sustaining not from tuition
  - e. Found out Board of Regents have a policy that any class required for graduation must go through traditional tuition models, so camp is required but unfunded, now cancelled
5. Explore investment opportunities to maximize revenue

### **Contact Information**

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**Meeting End – 1700**

**Next Meeting – ?**

**Action Items:**

1. Trademarks – **Unassigned**
2. Liability Insurance – Neil Simpson
3. Shawn Thomas willing to accept Board position – Ben Super
4. Faculty board position – Beth Dodson
5. Student board members – Dylan, Jonah & Alissa A. will meet with student org. heads to determine how to designate & who they'll be
6. Logo – several people had ideas, Alyssa S. will try it, and suggestion to open it up to Facebook group
7. Student Plan for 96<sup>th</sup> Foresters Ball – students will get draft to FSA in next week or so that includes parameters for the following sections that will be written by FSA groups:
  - a. Careers in Natural Resource Management Job Fair – Alex & Hoberg
  - b. Community Forestry Day – Alyssa & Neil
  - c. Alumni Mixer – Fid & Cory
8. Letter of support for student plan – **Unassigned**