

Forestry Scholarship Association

Missoula, MT – The Press Box

June 3, 2012, 0900 – 1330

Present:

Cory Noordermeer – President
Alex Williams – Board Chair
Eric Hoberg – President Elect
Alyssa Stewart – Secretary
Mac Bones
Jacob Caudle

Ben Super – Board Member
Katie Simpson
Neil Simpson
Beth Dodson – Treasurer
Rachel Kinkie – Ace Legal Team
Matt Young

No voting quorum present. Items discussed in the meeting that need to be voted on will be voted on electronically.

Foresters' Ball Update – Beth Dodson

1. Hours 7-11, doors closed at 9
2. Does not include breathalyzers
3. Mike Patterson, Engstrom signed off on the plan as written.
4. In the future, Ball approval from the college will come from Mike (the Associate Dean of the CFC) instead of Jim Burchfield.
5. 96th Foresters' Ball scheduled for March 29th & 30th, Auxiliary Gym
6. Conclave last week of April

Board and Officers Membership – Alex Williams

1. Currently 12 members have paid/joined
2. Do B & O need to be dues paying members?
 - a. The general consensus was yes.
 - b. Voting Item for the Board**

Insurance – Alex Williams

1. Cory & Alex met with Western States Insurance about officers & board members liability insurance. Organization as a whole and individuals would be covered. Special events would need their own policy, those range about \$250-\$350 each.
2. \$1 million policy and \$2 million policy (\$1000 or \$1500/year)
3. \$1 million policy would probably be sufficient
4. \$8/month per director/officer
5. Will look to have in place the week before September 1
6. Voting Item for the Board

Bylaws – Alex Williams

1. Ken Plourde, Alex Williams and Ben Super voted to approve the bylaws, ratified June 3, 2012. Thanks to those members that voted online in support.

IRS application for non-profit ID – Rachel Kinkie

1. Questions about working relationships between the board/officers
2. Planned activities:
 - a. Scholarships for students

- b. Family Forestry Day
- c. Careers in Natural Resource Management Day
- d. Foresters' Ball
- e. Natural Resources Measurements Camp
- f. Homecoming
- g. Conclave/Forestry Days
- h. Assisting student organizations in hosting events
 - i. Annual meeting with students to line up events
- 3. Accounting period
 - a. Will be Calendar year, end of fiscal year December 31
- 4. Board members
 - a. Will have five.
- 5. Hiring of Independent Contractors
 - a. Will hire independent contractors (catering for events, etc.) in the future, but unknown when and for how much, per Rachel that's OK for the application
- 6. Board and officer qualifications
 - a. Each board member /officer went over their qualifications for their position
- 7. Donations
 - a. We do not want to limit what we can accept, not just monetary, diesel fuel, equipment, etc.
 - i. Donations of time and other non-monetary items: how do we account for it? It does not necessarily effect our bottom line because we are tax-exempt, but it can be helpful to have those numbers when applying for grants and for "clout". **Reminder to members to keep track of their donated time, and get receipts for any non-monetary and monetary items sent in to Beth by June 15.**
 - b. The FSA is hoping to give CFC student organizations the option of using our tax ID number to solicit donations and also the option of using the FSA as the clearinghouse for their accounts. The students will still be responsible for the accounts, but the money would route through the FSA (instead of the university).
 - i. ***Voting Item for Board***
- 8. Financials
 - a. Discussion of estimated financial data for next three years
 - i. Mileage – IRS regulates 14 cents/mile for support of charitable orgs.
 - 1. **Need to have liability waiver in place for volunteers – Beth will get this form in place.**
 - ii. **Beth will send out financial data page of the IRS form 1023 to the board. Numbers are estimated.**
- 9. **Rachel is planning on having the application in by June 15.**
- 10. Discussion on potential scope of organization, if it spread to other forestry schools, is the FSA set up to grow? If that happened, we would need to resubmit applications, etc.

Conflict of interest policy – Rachel Kinkie

- 1. General Discussion
- 2. ***Voting Item for the Board***

Scholarship application/criteria – Rachel Kinkie

- 1. Development of scholarship application and criteria delegated to the Governance and Nominating Committee, draft due to Beth by June 10 (**we will use the CFC application**).
 - a. Name
 - b. Major

- c. GPA
 - d. Year in School and start date
 - e. Completion Date
 - f. Student Service and Activities
 - g. Leadership qualities, career plans
 - h. Optional demographics for grant writing
 - i. Essay 2 pg. max
2. Criteria:
 - a. Determined by the board, per Rachel does not need to be in application
 3. Scholarship Committee: the board chair and two non-student board members, president or president-elect and treasurer. The scholarship applications will come into the secretary, the names will be blocked out before being given to the committee.
 - a. ***Voting Item for the Board***

Community involvement/outreach – Alex Williams

1. Faculty outreach – Fall
 - a. Presentation to department meetings
 - i. Suggestion to have board/officer with association from program make the presentation, ie Alyssa to Society & Conservation, etc.
 - b. Presentation at program meeting
 - c. Presentation at all-college meeting
2. Chamber of Commerce
 - a. Becoming a member good idea down the road (1-2 years).
3. Student project coordination
 - a. Connecting people that have projects to get done with the student organizations, move to strategic plan for 2013-2014 school year.
 - i. Meet with the student orgs in the fall around homecoming and find out what projects they need help with or what they would like to do, scheduling. Discussion topic at fall meeting, possibility of having the students present at that meeting.
4. Other networking possibilities
 - a. **Alyssa will send out an email to the membership asking for a list of ideas of who we should outreach to, orgs., individuals, for donations, support, affiliation, etc. Once we have a list, we will determine how to tackle it.**
 - i. Rotary Clubs
 - ii. Kiwanis
 - iii. Montana Wood Products Association
 - iv. Montana Logging Association
 - v. Northwest Management Newsletter
 - vi. Small Wood News
 - vii. SAF
 1. SAF National Meeting October 23-27
 - a. Involvement in alumni mixer?

Training opportunities for student leadership – Alex Williams

1. M-410, L-280, Public Information Officer, Others?
 - a. Possibility of putting these classes on ourselves (and they would count in their career as well) or also sponsoring them to go through them on their own districts/etc.
2. Possibility of FSA-led or sponsored field trips to develop student education and leadership. Another thing to discuss at our fall student org meetings.

Committees

1. Governance and Nominating Committee
 - a. Open board member positions
 - i. One previously offered to Jeanne, but she has declined.
 - ii. Other is Community/Faculty position, still open.
 - b. Outreach to several people by Ben, Alex, Cory for both general membership and possible board positions by June 15.
 - c. As the FSA is still an interim board, positions can be appointed, 1st election cycle that will change.
2. Membership and Marketing committee
 - a. Corporate Sponsorship **not** corporate membership (voting)
 - i. Non-voting
 - ii. Discounts & free stuff
 1. Free bidders ticket to Alumni Mixer, Free beer at Forestry Days beer garden
 - iii. Certificate of appreciation
 1. Framed photo, figurine, etc.
 - iv. Logo placement on website, at events, on newsletter
 1. Different levels for exclusive sponsors, supporting sponsors, etc.
 - v. Event sponsorship opportunities
 - vi. The FSA will look at larger sponsors and things outside of what FB, SAF, Woodsmen's Team, etc. look at for sponsors.
 - b. Ensure clarity of message as to who the FSA is and how donating to the FSA is different from donating to the Foresters' Ball, SRA, Wildlife Club, etc. Also important for businesses to realize that the check will be made out to the FSA, but they've earmarked it for the Foresters' Ball, the FSA is the "clearinghouse".
 - i. The FSA will need to sit down with the donation people from each student org to ensure they understand the process.
 - ii. The FSA MFCU account can have multiple accounts underneath it for each student org to manage on their own.
 - iii. The FSA will need receipts, etc. from the students and that will be the "deal" with the students for us to facilitate this.
 - c. Levels of membership
 - i. Family membership – reexamine in 2013
 - d. Email list-Do we switch to paid members? If so, when?
 - i. Not yet, let's wait for a year or so.
 - e. Newsletter
 - i. One page ball/org update w/future plans
 - ii. Be sure to become a member
 - iii. Student events
 - iv. Ask to pass this on and share contact info
 1. Katie will help with email/subscribe
 2. Friend on Facebook
 - v. Alyssa will get rough draft of newsletter by mid-June, put it out by July 1
 - f. Logo/letterhead/business cards
 - i. Everything Alex has looks good, approved.
 - g. Member correspondence
 - i. Membership card
 1. Not a priority yet, agenda item for the next meeting, have them available by the Ball.

- ii. Thank you for joining email
 - 1. Cory will do these.
 - iii. On newsletter, "thank you to new members:"
- 3. Homecoming committee (Ben, Katie)
 - a. Friday, September 21, 6-9pm
 - b. What do we want to happen
 - i. Rent a space, prepaid reservations
 - 1. Outdoor space
 - ii. Food and beverage
 - iii. Brief announcements
 - iv. Door prize, raffle
 - v. Students selling merchandise
 - vi. Live music
 - vii. Keep it simple
 - c. Football tickets
 - i. Determine how to get them – raffle off as auction item
 - ii. Ben will look into tickets
 - d. FSA Tailgate
 - i. On or off campus?
 - e. FSA Float in the parade? – future goal
 - i. Ask students if we can add an FSA banner to their float

Due date for board yays/nays June 15. – Surveymonkey.