

**ASSOCIATION OF MONTANA RETIRED PUBLIC EMPLOYEES**  
**Board Minutes**  
**100 North Park – MPERA Office, 2nd Floor Conference Room**  
**January 16, 2024**

**CALL TO ORDER**

The Board meeting of the Association of Montana Retired Public Employees was called to order by Tom Livers at 9:30 a.m.

**BOARD MEMBERS PRESENT**

Tom Livers, Lois Menzies, Melanie Symons, Carol Grell Morris, and Dave Ashley were present in person. Leo Hudetz, Bruce Brensdal, Geoff Badenoch, Barbara Martens, and Tyler Coenen (staff) were present by video call.

**GUESTS**

No guests were present.

**MINUTES**

Geoff Badenoch moved to adopt the minutes as submitted and Lois Menzies seconded. The motion passed unanimously.

**MPERA PRESENTATION**

No update.

**LEGISLATIVE UPDATE**

AMRPE's lobbyist, Brian Thompson, was not available. Melanie Symons mentioned that the next State Administration and Veterans' Affairs (SAVA) meeting is on January 25<sup>th</sup>. Lois Menzies clarified that the morning session would be devoted to the study of the retirement systems.

**REPORTS**

**Treasurer's Report**

Bruce explained changes to the financial report made for formatting and organization reasons. Bruce also asked the Board to consider additional categories that may need to be tracked throughout the year. Bruce also talked about transitioning to digital retention of records instead of paper records. The Board agreed to transition to a digital system but decided to maintain paper records for the year as a backup.

Leo Hudetz moved to accept the Treasurer's report and Melanie Symons seconded. The Board discussed changes to the proposed budget. The motion to accept the Treasurer's report passed unanimously.

Geoff moved to accept the 2024 budget as discussed and Dave Ashley seconded. The motion passed unanimously.

**Membership Report**

Tyler will start working on prepping the database and renewal letter content for the annual renewal letter to be sent. The membership committee and/or Tom Livers will proof the content.

## OLD BUSINESS

### **Update on Database**

Tyler worked with Dave Cooper (creator of the database) and found that certain fields were not acting as expected (auto-populating when they shouldn't be which led to data entry errors). Dave is working on the automation to ensure the fields populate as expected going forward and Tyler is ensuring all fields fill out correctly. Dave also said he could create a function in the database that would make it easy to send monthly receipts for new and renewing members. He said he could take an existing function and modify it to meet this need, keeping costs low.

Lois moved to authorize up to \$250 for the creation of the receipt option and troubleshooting activities and Geoff seconded. The motion passed unanimously.

### **Newsletter**

Lois proposed an idea to do full newsletters during legislative years, and something like a flyer during non-legislative years that would be one page (front and back) including information such as how to find and contact your legislator, staying informed about retirement legislation, and encouraging action if something strikes as important.

Geoff also volunteered to reach out to the Montana Nonprofit Association (MNA) about potential membership for the organization and to get their external advice regarding membership communication, content, and delivery.

## NEW BUSINESS

### **MPERA Presentations**

Geoff reported that he is signed up for the January 25<sup>th</sup> presentation.

### **Items for February Agenda**

The February meeting will include follow-ups from the member education and communication discussion, committee membership assignments, and an additional Desk Manual revision in section 1.2 for the membership committee to take on. Tom Livers asked Board members to notify him of their first, second, and third committee assignment preferences.

Dave Ashley moved to adjourn the meeting and Lois seconded. The motion passed unanimously.

Tom Livers adjourned the meeting at 11:12 a.m.

The next meeting will be on February 20, 2024, at 9:30 a.m. by video conference call or in-person.