

Montana Prevention Certification Board

Board of Directors Meeting Agenda

October, 2024
12pm on Zoom

In attendance: Nicole Hackley, Karen Sylvester, Cassie Devries, Kim Martinell, Kerry Pride, Peg Shea, Emily Weiler. Absent: Misha Pete (unexcused)

- I. Call to order** at 12:06pm
- II. Review of Minutes** from 9-26-24. Nicole made the change requested by Emily. Cassie motioned to approve. Kim seconded. All in favor, minutes were approved. Nicole mentioned August meeting minutes need to be approved as well because there was no quorum at that point in the meeting last month. Cassie moved to approve those minutes, Nicole seconded. All voted in favor, minutes approved.
- III. Treasurer's Report** (see page 2 of agenda) Need to approve August Treasurer's Report, as there was not a quorum at the time of review during the last meeting. Kim moved to approve August financials. Cassie seconded. All voted in favor. Treasurer's report for August approved. Peg was out of town and unable to receive the September bank statement, so there is no Treasurer's Report for September.

IV. Old Business

a) Board elections

Postcard sent out by Karen and Nicole. There were no individuals attending the meeting wanting to serve on the board, so there are seats for all current board members. Survey does not need to be sent to current board members who'd like to run since there are enough open seats. Kim said she needed to step away from the board because she started a new job and cannot put time and attention towards the board. She had two recommendations for the board-Brooke Hill and Erin Montgomery in Beaverhead County. She will speak to them and let the board know about it. Each board member was voted upon by the other board members and all membership was retained.

b) Budget Discussion

Plan for MHCF meeting. We will share that we have commitments from MTUPP to help with Certemy, one of the largest expenses. We are going to share the budget we've created moving forward to show expenses that are needed. Scott was going to discuss paying a lump sum ahead of time to Emily and marketing with his team to see how they felt about that. If that is not allowed, they will grant an extension. They like around 6 months. Nicole reminded the group about the sustainability plan to get funds from the PHTC. Emily shared the emails of two staff members at PHTC who Karen can reach out to to inquire about the trainings. Those attending the meeting with Scott can share all of this info for a sustainability plan.

- c) Applications: number approved, number of Standard, Associate. (Emily). Recertification hours are different than the original application. There are different limits in each domain and section.
- d) Beth Morrison Application for Award. Unfortunately, Emily reached out to ICRC and they said they had no record of Beth's application. Nicole, Karen and Emily are looking into it. Emily is going to ask Debbie @ ICRC if there should have been an email confirmation telling us the submission was received.
- e) Branding/Welcome Kit. Emily emailed this morning. It's a 1-sheet PDF on how to update socials. Both Nicole and Karen liked it. The LinkedIn page is now updated so board members need to go follow the page and update their credentials using the new PDF sheet.
- f) Emily shared that she still needs to be paid for her work. Karen is on the account so she can set up payment for Emily since Peg has been gone.

V. New Business

- a) Presentation at quarterly SUD Task Force meeting in Helena 1/15/25 (Nicole). Nicole
- b) MPHTC trainings update-not posted on MPHTC website (NH). Previously discussed.
- c) Board position elections. Executive positions will be up for a vote next month. If interested in one of the positions that interest will be expressed and voted upon.
- d) Committee Updates
 - i) Committee descriptions rough draft is done. Nicole will resend out with the minutes. Board members will come to the meeting next month ready to vote on the descriptions. Any edits/changes should be sent to Nicole before then.

Sustainability/Marketing (Kim):

Education/Eligibility/Exam (Karen):

Grievance/Ethics (Peg):

VI. Parking Lot

- a) Emily reminded that the MHCF report is due next month on the 14th. Emily will fill in what she can and will send to the board to fill in the rest.

VII. Open Discussion

- a) Next meeting will host executive committee elections.

VIII. Next Meeting Date: November 21, 2024

IX. Adjournment at 12:53pm

Montana Prevention Certification Board Financials

August 2024

Previous Ending Balance \$24,327.40

Deposits \$168.92

Withdrawals \$

- | | |
|---------------------------|----------|
| ● ICRC | \$125.00 |
| ● ICRC | \$647.50 |
| ● HUB Mtn State Insurance | \$594.00 |

Ending Balance \$23,192.82
