
EXECUTIVE BOARD MEETING MINUTES

Date: September 10, 2004

Time: 3:45 p.m.

Location: Benson Golf Club, Benson, MN

Members Present: Russell Miller, President
 James Kruize, Vice-President
 Justin Phillips, Secretary
 Sheree Krogstad, Treasurer
 Mark Bertram, Past President

The MACS Executive Board met following the adjournment of the annual convention.

The following items were discussed:

- **PROPOSED RESTRUCTURE OF THE DISTRICT REPRESENTATIVE POSITIONS** – Discussed the possibility of redrawing the territory lines that District Representatives are responsible for. Currently there is a District Representative to cover Districts 1 & 2, one to cover Districts 3, 4, and 6, one to cover Districts 5 & 7, and one to cover Districts 8, 9, and the State Office. Following the restructure there will be one District Representative for District 1, one for District 2, one for District 3, one for Districts 4 & 6, one for Districts 5 & 7, and one for Districts 8, 9, and the State Office. A list of potential District representatives was developed. The Board members will be contacting these people to see if they would like to be involved.
- **CONTACTING NEW EMPLOYEES REGARDING MEMBERSHIP** – Discussed the need for a personal contact of a new employee regarding membership in MACS. The District Reps will be key in this area. When a new employee is hired, the District Rep in that district will contact the MACS President. The President will then send out a MACS brochure and a payroll deduction form with a letter indicating that a phone call will be made to follow up. The President will then do a follow up by telephone to the letter. After the President has made a personal contact with the new employee, the District rep will also contact the individual by telephone to promote membership in MACS.
- **MONITORING FMA WEBSITE** – Discussed the importance of monitoring the FMA website for action letters and their distribution to members. The Vice-President will monitor the website and distribute action letters as they are posted.

- **ATTENDANCE AT ZONE MEETING AND FMA CONVENTION** – Discussion was held regarding the importance of Minnesota’s representation at the Zone B meeting and at the FMA Convention. Anyone interested in attending either the Zone meeting or FMA convention should contact one of the Board Members.
- **ISSUES TO TAKE TO THE STATE OFFICE** –
 - Discussed the recommendations of the general membership to create a position to handle Class II Environmental Assessments. It was decided that the President would contact the State Office and discuss this recommendation.
 - Discussed the resolution regarding expired notices that was presented at the annual meeting. It was decided that the President would contact the State Office and discuss this resolution.
- **CED MEMBERSHIP IN MACS** – Discussed possible ways to clarify which employees are eligible to be “full” members with voting rights. It was decided that a proposed amendment will be made to the bylaws and presented to all members. The proposed change will be open for input until next year’s annual meeting. At that time it will be discussed and then voted on.
- **NEWSLETTERS** – Board members will still be writing articles for the newsletter for the upcoming year. The next newsletter will likely be sent out in November.
- **MACS/MNASCOE JOINT MEETING** – Efforts will be made to have the MACS meeting coincide with the MNASCOE meeting. The President of MACS will be contacting the President of MNASCOE to begin laying the groundwork for a joint meeting.

The Executive Board Meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Justin Phillips
MACS Secretary