

MFEC Steering Committee / Team Leader Meeting Minutes

June 16, 2004
10:00 a.m. – 12:00 p.m.
via conference call
(Action items in bold)

Present: Marsha Goetting, Karen Dunn, Garth Ferro, Tom Jacobson, Scott Morrison, Jessie Lundberg, Diana Fiedler, Al Ward, Maria Valandra and Sue Woodrow.

1. Coalition Name: Garth shared the Marketing Team's recommendation for a coalition name, and the process and thoughts behind the team's recommendation including discussions with members of the Idaho coalition, also a Jump\$tart affiliate. No objections were raised. The name of the coalition will remain "Montana Financial Education Coalition." **The Marketing Team will continue to work on ideas for an appropriate tag line to incorporate the Jump\$tart brand. As a priority item, the Marketing Team will also continue to work on "branding," including recommendations for a logo, so that future editions of the newsletter, other types of correspondence, etc, will be identifiable with that "brand."**
2. Survey: Jessie reviewed the current version of the interest survey created by the Communications Team. Discussion followed about the objective of the survey, including what the purpose is in collecting certain items of information, and ideas for formatting. Based on input received, **Jessie will work with the Communications Team to revise the survey.** The survey will go out as an insert in the summer issue of the newsletter, with a "return no later than" date. **Sue asked that everyone look into the possibility of their organizations helping to underwrite the next mailing so that a self--addressed, postage-paid envelope can be included to encourage recipients to respond to the survey.**
3. Bylaws: Sue reviewed Jump\$tart's process requirements for formalizing the affiliation. The Affiliation Agreement, Articles of Incorporation and Bylaws must be submitted in finalized form and signed. Accordingly, the bylaws must be drafted. Sue shared information about MCEE's board structure, suggesting that it be considered as a model for the MFEC's structure. Committee members discussed board structures, term limits, number of board members and other related issues. **Scott and the Structure Team will contact other state coalitions to request copies of their bylaws to review for ideas, then draft bylaws for the steering committee to review and consider during the next conference call (July 28, 10:00 a.m.) Other committee members are encouraged to submit bylaws from other organizations to Scott that they feel may serve as useful templates. Norm: we will be looking for your thoughts on this.**
4. Team Coordination: Garth shared concerns and ideas to ensure that all teams are coordinated in their efforts to avoid duplication, conflicts, etc. **Sue reminded**

team leaders to share team minutes with all other team leaders, and team leaders to distribute all minutes to their team members.

5. Strategic Plan: Sue reminded team leaders that they need to complete their strategies and outcomes so the strategic plan can be finalized. The committee recognizes that this is a dynamic plan that will continue to grow and evolve, but that the plan is necessary to ensure that all of our ideas and work stay focused and appropriately directed. **All team leaders should complete their strategies and outcomes, and send them to Sue for incorporation into the strategic plan as soon as possible.**

6. Team Updates:

- a. Structure Team: **Scott's team will work on drafting bylaws before July meeting.**
- b. Marketing Team: Marketing plan timeline and Fall Conference outline drafted (see item below). **Garth's team will work on logo, etc., as a priority task, as well as Fall Conference planning.**
- c. Communications Team: Decided that the team name should be changed to "Coordination" team to avoid confusion with Marketing Team's objectives. (Henceforth, Jessie, your team will be the Coordination Team!) **Jessie's team will finalize the survey based on comments received.**
- d. Evaluation Team: **Tom's team will draft recommended "evaluation" topics and strategies for the committee to consider.** Tom pointed out that there are a number of different types of things that can be evaluated, and felt that clarification was needed.
- e. Financial Standards Team: Team hasn't met yet.

7. Fall Conference: Garth shared a planning timeline for a possible fall conference. The committee discussed whether it should pursue hosting a conference in the fall. Everyone agreed that it would keep the momentum going and serve several purposes: to "celebrate" our affiliation with Jump\$tart (the process should be completed by then), to serve as a "partnership drive," to serve as a "media" event, and to pull in newly elected state officials (i.e., Governor-elect).

- a. November 8 and 9 were selected – a possible exhibitor event and reception on Monday evening, and the conference on Tuesday. **SAVE THESE DATES!**
- b. Helena was selected as the best venue for purposes of attracting state officials

- c. Karen received \$\$ and availability information from the Great Northern Hotel and the Colonial. Both are available on those dates, but need to be booked now. The Great Northern was agreed upon.
 - d. **Karen agreed to serve as a “conference” team leader (and will draft team members.). She will ensure that a conference room and block of hotel rooms are booked asap.**
 - e. Scott suggested we hold a full board meeting the following morning (Wednesday) as we will all be in town.
 - f. **The conference team will work on recommendations for topics, speakers, etc., and look to Jump\$tart for recommendations for national speakers, ideas. The team will have a draft of a conference plan and agenda by our next call on July 28.**
8. Montana Council of Coops: Scott suggested that we consider becoming a member of this organization when our affiliation/incorporation process is completed for “PR” purposes. He noted that annually, the MCC hosts a large dinner and dance at the Civic Center in January with many of the state legislators in attendance, which could provide the coalition a good PR opportunity. **Scott will send information to the committee and team leaders about the Coop.**
9. Talking Points: Scott discussed the idea of drafting talking points so that we have a uniform message to share, particularly with state legislators and elected officials, as a way to enhance our credibility and garner support. We agreed this wasn’t time critical, but the Marketing Team will put it “on the list.”
10. **NEXT CALL: JULY 28 , Wednesday, from 10:00 a.m. to noon. MARK YOUR CALENDARS. WE WILL BE DISCUSSING PROPOSED BYLAWS AND THE FALL EVENT.**

MFEC Steering Committee / Team Leader Meeting Minutes

August 18, 2004

1:00 p.m.

AARP Office, Great Northern Town Center, Helena

(Action items in bold/red)

Present: Karen Dunn, Garth Ferro, Tom Jacobson, Al Ward, Kelly Bruggeman, Janet Harper, Bob Pyfer and Sue Woodrow.

Guest: Nancy Brown, Western Regional Coordinator for Nation Jump\$tart

1. **Welcome to Nancy Brown.** The team welcomed Nancy and expressed their appreciation for her willingness to travel from Denver to participate in the meeting.
2. **Official Coalition Status Update.** Bob noted that the Articles of Incorporation were filed with the State and that the MFEC became a registered non-profit corporation under the laws of the State of Montana as of July 31, 2004. Karen noted that a bank account has been set up for the MFEC at First Interstate Bank, with an initial deposit of \$500 given as a donation from the Student Assistance Foundation, and that an #EIN number has also been established. *Thank you, Bob, Scott, Karen and Garth, for your efforts in making this happen.*
3. **Board of Directors.** The following individuals were confirmed, pursuant to the Bylaws, to constitute the original and current Board of Directors of the MFEC:
 - a. Kelly Bruggeman, First Interstate Foundation
 - b. Karen Dunn, Montana Credit Unions for Community Development
 - c. Garth Ferro, Studernt Assistance Foundation
 - d. Diana Fiedler, MT Office of Public Instruction
 - e. Marsha Goetting, Montana State University Extension Service
 - f. Annie Goodwin, MT Department of Banking and Financial Institutions
 - g. Janet Harper, MT State Auditor's Office
 - h. Tom Jacobson, Consumer Credit Counseling Services of Montana
 - i. Jessica Lundberg, WORD
 - j. Norm Millikin, Montana Council on Economic Education
 - k. Scott Morrison, Montana Credit Union Network
 - l. Bob Pyfer, Montana Credit Union Network
 - m. Maria Valandra, First Interstate Bancsystem
 - n. Al Ward, AARP
 - o. Sue Woodrow, Federal Reserve Bank of Minneapolis, Helena Branch

4. **Election of Officers.** The following officers were elected by written ballot upon confirmation that a quorum was present:

- a. President: Sue Woodrow
- b. Vice President: Tom Jacobson
- c. Secretary: Jessica Lundberg
- d. Treasurer: Karen Dunn

Thank you, Janet, for coordinating the election process!

5. **Approval of Bylaws.** Bob made a motion to approve the Bylaws; Kelly seconded the motion. The Bylaws were approved by unanimous vote. Sue noted that our next meeting will constitute our first “official” meeting of the Board. **Karen will take a copy of the Bylaws to Missoula next week and have Jessie sign the Bylaws, as Secretary.** *Jessie, you will taking over as scribe!*
6. **Jump\$tart Affiliation Process.** Nancy Brown reviewed the next steps for the MFEC to finalize its affiliation process with National Jump\$tart. **Sue will send a copy of the Articles of Incorporation, a copy of the signed Bylaws, an original of the signed Affiliation Agreement, and the tax exempt number to Laura Levine, Director of National Jump\$tart, with a cover letter indicating the MFEC’s desire to become a Jump\$tart affiliate.** Nancy indicated the approval process make take up to a month.
7. **Gaps in Board Representation.** Discussion was held about other potentially strategic organizations to invite to participate on the MFEC Board. There was agreement that the organizations noted below may be important partners, and **the Board members noted will meet individually with key individuals from the organizations to extend the invitations:**
- a. MT Bankers Association / Steve Turkowitz **(Bob Pyfer)**
 - b. MT Independent Bankers Association / Keith Colbo **(Sue Woodrow)**
 - c. Montana Homeownership Network / Sheila Rice **(Tom Jacobson)**
 - d. MT School Board Association / Bob Vogel **(Karen Dunn)**
 - e. MT Society of CPAs / Margaret Herriges **(Karen Dunn)**
 - f. MT securities industry contacts (i.e. D.A.Davidson) **(Janet Harper)**
 - g. MT Educators Association **(Janet Harper)**

There was also discussion about inviting representatives of other key organizations, following the November conference, to serve as advisory

members, such as Montana legislators (serving on Education Committee), MT Chamber of Commerce, etc.

Sue noted that a key organization to consider including on the board or as an advisory member would be the state association of mayors (actually called the Montana League of Cities and Towns). Sue shared information about the national *Dollarwise* initiative intended to provide incentives for mayors across the country to initiate and support financial education activities and efforts in their local communities, and her thoughts about how the MFEC can utilize the Dollarwise initiative to motivate Montana mayors, through the Montana League of Cities and Towns, to get involved with the work of the MFEC. **Sue will draft a letter to the president of the Montana League informing him about the Dollarwise initiative and asking for support in encouraging mayors across Montana to support the work of the MFEC, and to become involved in a way that would qualify for recognition by the Dollarwise effort.** See www.dollarwiseonline.org for more information about this campaign.

8. **Conference Planning Update.** Karen gave a status report on the conference plans. Save-the-Date postcards have been sent out to more than 1,700 recipients. *Great job on the graphics, Karen! And thank you, Karen and Garth, for your hard work on compiling the mailing list and creating, printing and mailing the postcards, and to Garth and Kelly for underwriting the costs of printing and postage!* Karen reviewed the draft agenda to date. She is waiting for confirmation from some of the speakers.
 - a. **Tom will provide a draft agenda to Sen. Baucus' office and continue to pursue a confirmation by the Senator to speak at the conference.**
 - b. **Al will contact AARP national headquarters for a possible speaker.**
 - c. **Jessie's Communications team will select panel participants.** Beki Brandborg has agreed to facilitate the panel discussion.

Under Karen's leadership, the conference is taking great shape!

9. **Sponsorships for the Conference.** Kelly provided a handout of sponsorship needs and opportunities for the conference. **Kelly will send the handout and form to all Board members via e-mail. All board members: please review the needs listed and respond ASAP to Kelly if your organization is willing and able to fill one of the listed sponsorship opportunities. Your response is needed by Friday, August 25. Thank you Kelly!**
10. **National Jump\$tart.** Nancy Brown talked about the resources and benefits that the MFEC will realize and have access to as a Jump\$tart affiliate, including grant opportunities (i.e. McGraw Hill and Debt Free Ministries), conference materials (free of charge), invitation to attend the national Jump\$tart meeting in Washington D.C. in April, website and listserv services,

etc. She also handed out and discussed the most recent Jump\$tart National Standards in Personal Finance materials and mentioned the database of examination questions that have been compiled.

11. **Summer issue of MFEC Newsletter.** Karen and Garth reviewed the summer newsletter plan. The issue will include:
 - a. The interest survey and a brief description of the survey (**thanks for finishing the survey, Jessie!**)
 - b. An article by Jessie about a Financial Fitness initiative in Missoula
 - c. November Conference information
 - d. MFEC Board election results
 - e. Status report about the MFEC affiliation with National Jump\$tart
 - f. “Q & A” section by Garth about college students and credit card usage

Al and Janet will each provide a brief article for inclusion in the upcoming issue. Please check with Karen regarding a due date for your submissions.

EVERYONE: Underwriters to cover the printing and mailing costs are needed ASAP. Please let Karen know if your organization can cover all or part of the estimated \$1,200 to print and mail this issue by Friday, August 25.

12. **MFEC Logo.** Tom and Karen are continuing to pursue logo ideas. They passed around some rough sketches for the group to look at.
13. **Unfinished business.** The following items were not covered in the meeting. Please provide an update as to the status of each item:
 - a. October MEA conference. Jessie – any offers for booth sharing?
 - b. **Team leaders: Team 2004 Strategies and Outcomes are needed to complete the Strategic Plan before the conference!**

Respectfully submitted,

Sue Woodrow

Montana Financial Education Coalition Board of Directors Meeting

Monday, September 20, 2004
11:00 a.m. – 12:30 p.m.

Meeting Minutes

(Action items in bold)

Board Members Present:

Kelly Bruggeman; Keith Colbo; Karen Dunn; Garth Ferro; Marsha Goetting; Janet Harper; Margaret Herriges; Jessie Lundberg; Karen Nebel; Steve Turkiewicz; Maria Valandra; Bob Vogel; and Sue Woodrow.

Board Members Absent:

Keith Carparelli; Diana Fiedler; Annie Goodwin; Tom Jacobson; Norm Millikin; Bob Pyfer; and Al Ward.

Others Present:

Tracy Nave-Heggem of Consumer Credit Counseling Service (for Tom Jacobson); Zanna Majerle of Montana Council on Economic Education (for Norm Millikin); and Gina Fuller of Montana Banker's Association.

1. Meeting called to order and new Board members welcomed.
2. Minutes of August 18, 2004 meeting were presented for approval, and upon motion by Karen Dunn, were approved. **Sue will send them to Jessie to be signed.**
3. Team leaders provided progress updates to Board:

Conference Team

Karen Dunn explained that the objective of the conference is to reinforce the Coalition's mission statement by raising awareness, building capacity, and increasing collaboration. Registration brochures are being mailed out today. All national speakers are confirmed and the panel is lined up. Karen explained the agenda, and Maria explained the roundtable session. Each roundtable will have a facilitator and a reporter to record the discussion. The facilitator will frame the topic, participants will have most of the hour to discuss, and at the end of the session the reporter will report out how the group feels the Coalition could best provide support in each area. Potential roundtable topics were discussed and commented upon, and **Maria will proceed with finalizing the topics.** Karen stated that PR for the conference will be the next big focus. **Jessie is drafting a press release, and Board members may be asked to assist with promotion/follow up within their respective communities.**

Marketing Team

Having received and reviewed two logo options prior to today's meeting, the board voted by roll call 14-2 to use option #2. Karen Dunn reported that the team will now be working on letterhead.

The summer 2004 issue of Notes was mailed out at the beginning of September. There was a discussion regarding distribution of the newsletter through websites affiliated with Board members' organizations, and Marsha, Margaret, Steve, Bob Vogel, and Keith Colbo agreed to make the newsletter available that way.

Coordination Team

Jessie reported that the coordination team's survey went out with the summer newsletter, and the completed surveys are being collected through Kelly Hart of Montana Legal Services and online through the Federal Reserve. Sue reported that Kelly will enter the information from hard copy surveys into the online version and the Federal Reserve will compile the results. Karen Dunn reported that the deadline given in the newsletter for finishing the survey was given as September 17th, so results should be available soon.

Structure Team

Sue announced that Scott Morrison, who was the structure team leader, recently resigned from the Board as he is leaving Montana Credit Union Network. Regarding the Coalition's Jump\$tart affiliation, Sue reported that Jump\$tart's attorney is currently reviewing our affiliation agreement and will let us know whether it is acceptable.

Evaluation Team and Standards Team

No Report

4. Treasurer's Report.

Karen Dunn reported that the Coalition has the amount of \$642.94 in its account. To date the Coalition has received \$2005.50 in sponsorships and in-kind donations for the annual conference (see Excel Spreadsheet, attached). Kelly Bruggeman reported that she has only received payment for one conference sponsorship, and needs payment for the others as soon as possible. She will provide an invoice upon request if needed by the sponsoring organization.

5. Unfinished Business.

October MEA conference – Jessie reported that there was no further interest from Coalition members in sharing a booth at the educators' conference. Margaret suggested the Vocational Teachers' Conference as a better alternative. **Margaret will provide the contact information for that conference to Jessie so the coordination team can look into it.**

Montana Council of Coops – Discussion postponed until next meeting. **Jessie will put on October agenda.**

"Talking Points" recommendation – The marketing team proposed that talking points should be developed and provided to Board members in order to provide a consistent

message to anyone who is interested in the Coalition. **The marketing team will work on drafting the points.**

DollarWise Campaign – Sue reported that she is drafting a letter to send out to all Montana mayors regarding the DollarWise Campaign, and offering the Coalition as a resource.

6. New Business.

Recommendation for new Board member – Sue reported that she and Maria had discussed the need for a Board member to represent the financial education needs of Native Americans. Maria recommended the Board extend an invitation to Yvonneda “Henry” Thompson, Extension Service Director at Chief Dull Knife College, and a motion by Maria was approved. **Sue will contact Henry and invite her to join the Board.**

ABA Education Foundation "Get Smart about Credit Day" – Marsha discussed “Get Smart About Credit Week” and the Board agreed that next year it will support this event.

US Treasury's Office of Financial Education Request for Comment – The Board agreed that the Coalition should provide comment. **Board members will look at the website and email comments to Sue, who will draft a letter and present it back to the Board for approval.**

Website: www.treas.gov/press/releases/js1876.htm

November 10 Meeting – Sue recommended the November Board meeting be held Monday, November 8th from 10am – 12pm, instead of the morning of Wednesday, November 10th, so that Board members traveling to the annual conference will not have to stay in Helena a third day. The Board agreed and the meeting will be held on Monday.

Other Initiative Updates - What Else is Happening? – No announcements.

7. Next Meeting / Conference Call.

October Board meeting was scheduled for Monday, October 18th from 11am to 12:30pm, and this meeting was adjourned.

Approved:

Jessie Lundberg, Secretary

Date

Montana Financial Education Coalition Board of Directors Meeting

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Meeting Minutes

(Action items in bold)

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Jessie Lundberg, Secretary

Date

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Meeting Minutes

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Board Members Absent:

Marsha Goetting; Annie Goodwin; Karen Nebel; Bob Pyfer; Henry Thompson; and Steve Turkiewicz.

Others Present:

Gina Fuller, Montana Banker's Association.

1. Meeting called to order. New Board members Laura Henston and Henry Thompson introduced and welcomed.
2. Minutes of September 20, 2004 meeting were presented for approval, and upon motion by Bob Vogel, were approved.
3. Treasurer's Report.
Karen Dunn reported a Coalition account balance of \$2072.94.
4. Annual Conference Update.
Karen Dunn reported that 29 registrations have been received and she expects to receive more this week.
Maria reported that she needs board members to facilitate and record the roundtable discussions. The topics are IDA's, predatory lending, seniors, first time homebuyers, youth K-college, family financial education, and women's initiatives. Several board members volunteered. **Maria will send out a call for board members to fill the remaining roundtables. She requests that board members let her know by the end of the week which roundtable they would like to facilitate or record.**
Sue reiterated that the roundtables are a critical part of the conference as the feedback from participants will guide the Coalition in its strategic planning for the next year. Sue asked about the status of the press release – Karen Dunn reported that she did submit it to the Montana Newspapers Association. **Margaret recommended the release also be sent to the AP and will provide Karen with contact information.**

Karen reported she probably only needs one more volunteer for set up and doesn't foresee any problems there.

Garth reported he is in touch with offices of Governor candidates Bob Brown and Brian Schweitzer, will be following up with their schedulers.

Karen reported 12 exhibitors have signed up, and Sue and Norm indicated they will each need an exhibit table as well.

Sue reported that the Fed will assemble conference materials into spiral bound packets, which will then be placed into the conference portfolios with loose materials. **Karen invited Helena folks to join her in the packet assembly line at 9:00 am on November 5th at the Montana Credit Union Network office.**

5. Treasury Response Letter.

Sue acknowledged comments and feedback received. Asked for any further comments, none put forward. Sue invited a motion to approve. Janet so moved and Al seconded. Motion was approved, no further discussion. Sue **will submit letter today.**

6. Survey.

Sue reported that she sent out survey summary to board members last week. Acknowledged the wonderful job done by Kelly Hart in preparing the summary. **Jessie will work on sprucing up the information with graphs, visuals, etc.**

7. Newsletter.

Karen reported that the fall newsletter submission deadline will be November 12th. The issue will be sponsored by Montana CPA Society, and they will provide a feature article. CCCS will also provide an article. The winter issue of the Next-newsletter will come out in February, to be prepared in January.

8. Miscellaneous.

Sue reported that the federal financial literacy commission has their My Money website up. www.mymoney.gov. **Sue recommended board members check it out as a good resource and one we can link to in the future.**

Garth reported that the Marketing Team will have talking points drafted by the end of the week. **He will send draft to Sue and she will forward out to board for comments/revisions.**

Karen extended deadline for getting conference materials to her until Friday, October 22.

9. Other Initiative Updates - What Else is Happening? – Jessie provided a short update on status of predatory lending coalition. Sue recommended that this and other groups/efforts/projects provide a one-page summary to be included in conference materials.

7. Next Meeting.

November Board meeting is scheduled for Monday, November 8th from 10am to 12:00pm. This meeting was adjourned.

Approved:

Jessie Lundberg, Secretary

Date

Montana Financial Education Coalition Board of Directors Meeting

Wednesday, February 23, 2005
1:00 p.m.

Meeting Minutes

(Action items in bold)

Board members present:

Karen Nebel, Karen Dunn, Laura Henton, Gina Fuller (for Steve Turkiewicz), Norm Millikin, Bob Vogel, Diana Fiedler, Keith Colbo, Tom Jacobson, Sue Woodrow

Present by phone:

Kelly Bruggeman, Maria Valandra, Garth Ferro

1. The meeting was called to order.
2. State Auditor's Office representation: Sue reminded the Board that Janet Harper no longer works for the State Auditor's Office, raising two questions. Does the Board want to pursue representation from the Office? Would the Board also like to retain Janet on the Board? It was moved and passed unanimously that if she is willing, the Board would like Janet to continue to participate as a director. Second, it was moved and passed that Sue would extend a written invitation to Karen Powell at the State Auditor's Office to join the Board. **Sue will draft and send a letter next week to Ms. Powell, and will contact Janet.**
3. Review of 2004 Accomplishments. The Board reviewed the draft 2004 Accomplishments. No additions, deletions or modifications were noted. **Sue will finalize the document and send to Board members, Jumpstart, and make available on the temporary Jumpstart website.**
4. 2005 Workplan. The Board discussed the draft workplan's objectives, action items and numerous new ideas. The 2005 Workplan (draft February 28, 2005) embodies all of the ideas discussed and approved. Gina offered to chair the Conference Team. **Board members should review the February 28 draft, and respond to Sue with issues, concerns, additions, etc.**
5. MFEC Brochure. The Board reviewed the draft MFEC brochure Karen developed. No suggestions were made to modify the brochure, except to include contact information, including the "to be developed" website address. Great job, Karen!
6. Newsletter Sponsorship and articles. Karen solicited sponsorships for the three remaining newsletters for 2005. First Interstate will sponsor the Spring Issue, and Montana Independent Bankers will sponsor the Summer Issue. Thank you Kelly, Maria

and Keith. **Laura will pursue sponsorship by Smith Barney for the Fall Issue.** The Spring Issue will focus on April “Financial Literacy Month” events in Montana. **Ideas for articles should be directed to Karen.**

7. Financial Statement. The Board reviewed the Financial Statement prepared by Karen. No questions were forthcoming. It was noted that there were more than likely enough funds to print the brochures.
8. Governor’s Proclamation for Aprils “Financial Literacy Month.” Sue noted that last year, Marsha, with Annie’s assistance with contacts, had sought a Governor’s Proclamation for April, but that Governor Martz issued a “citation” in lieu of a proclamation. **Sue will draft a proclamation and letter for the Board’s review, and seek Janet’s assistance in following up with the Governor’s Office.**
9. Newspaper articles. Karen noted that she has been working with the Helena Independent Record to publish, on a monthly basis, articles on financial education and related topics. She has submitted an article on Identity Theft which has not yet been published. Karen encouraged others to submit articles to her for this purpose, and to encourage Board members in other communities to contact local papers to see if they would be willing to publish monthly articles on a similar basis. **Board members in Great Falls, Billings, Missoula and Bozeman: Please follow up with your local newspapers.**
10. National Summit on Financial and Economic Education and National Jumpstart Annual Meeting. Sue reported that she will be attending these two meetings in Washington D.C., in March and April, respectively, and will report back to the group. She solicited ideas for the Jumpstart State Coalition Leaders’ meeting. One item was noted in particular, to seek information from other state leaders as how they may be pursuing grant opportunities, either for the coalitions themselves or members of their respective coalitions. **Sue will contact Nancy Brown with this agenda idea.**
11. Womens’ CPA event in Billings. Sue mentioned the request from the Women’s CPA group in Billings for a motivational speaker for a luncheon they are planning in May, to be attended by CPAs, realtors, attorneys, and other professionals that the CPA group would like to encourage to get involved with the 360 Degrees of Financial literacy program in local schools. **Kelly will contact Rhona Glassing. Margaret: ideas?**

The meeting adjourned at 3:30 p.m.

Approved:

Sue Woodrow, President and Secretary Pro Tem

Date: February 28, 2005

MFEC Steering Committee / Team Leader Meeting Minutes

November 8, 2004
10:00 a.m. – 12:15 p.m.

(Action items in bold)

Present: Kelly Bruggeman, Karen Dunn, Tom Jacobson, Janet Harper, Maria Valandra, Karen Nebel, Bob Vogel, Marsha Goetting, Margaret Herriges, Garth Ferro, Al Ward, Keith Colbo, Laura Henton, Henry Thompson and Sue Woodrow.

Meeting guests: Jacqui Nicholas (Minneapolis Federal Reserve), Gina Fuller (Montana Bankers Association), Holly Halsey-Ami (First Interstate Foundation).

The meeting was called to order at 10:00 a.m..

Sam Gane, Federal Reserve Helena Branch Manager, welcomed the MFEC Board and commended them on the work they are doing. The welcome was followed by introductions of meeting participants.

1. **Conference Update and Review.**
 - a. Karen reviewed conference details, including set up schedules, evening reception, agenda and speakers, and registration details.
 - b. Kelly reviewed the “MFEC: A Year of Growth” presentation with the participating board members.
 - c. Maria reviewed the afternoon workshop session and instructions for facilitators and recorders.
 - d. Sue updated the group on Dan Iannicola’s scheduled visit to Hawthorne Elementary School to speak to the fifth grade classes during the afternoon of the conference. Federal Reserve Helena Branch Manager Sam Gane will accompany Mr. Iannicola to the school.
 - e. Margaret reported on media contacts for the conference, as well as the meeting that she, Karen and Sue attended with the Helena Independent Record regarding planned monthly articles on a financial education topic.
2. **Fall Newsletter.** Karen reported on the upcoming newsletter. All articles must be submitted to Karen no later than Monday, November 12. The MT Society of CPAs will sponsor this newsletter and have a feature article about the CPA program for families of deployed military. Thank you Margaret! There was also discussion about costs, sponsorships, distribution and future issues. **Keith, Margaret, Gina and Karen agreed that they will post the newsletter on their respective websites for the MIB, MTCAPs, MBA and MCUN to reduce the number of hard copies to be printed.** Karen

reminded the board that the Marketing team is examining this issue in more detail and will be making further recommendations to the board.

3. **Calendar Idea.** Margaret shared the Virginia Society of CPAs' Financial Fitness calendar with the group, and suggested that the board consider creating a Montana version to make available for purchase by banks, credit unions and other organizations that typically distribute calendars to their customers and clients. It was decided, after discussion, to put this on the agenda of the next meeting to discuss further.
4. **Financial Education Initiatives Updates**
 - a. **CCCS – Tribal College Initiative:** Tom reported on a new initiative that he, Henry, Kelly, Maria and Sue have been working on that partners Chief Dull Knife College Extension Service, CCCS and First Interstate Bank to develop credit counseling services on reservations in Montana. The effort would serve as a pilot for the Tribal College subcommittee of the Native Financial Education Coalition. **The group will be meeting this afternoon at the Federal Reserve.**
 - b. **Financial Fitness Program.** Karen explained the program, who is involved and who the target participants are. She also updated the group on the MCEE-MCUN teacher training to be held in Bozeman Nov. 12-13.
 - c. **Get Smart about Credit Week.** Marsha reported on Get Smart About Credit Week.
 - d. **Indian Country Drug Discount Cards.** Al reported on the efforts by AARP to educate seniors on Montana reservations about drug discount cards, noting that if card holders don't activate their cards by December 13, they lose the initial \$600 benefit.
 - e. **Tax Aide and 55 Alive.** Al also explained these two programs and AARP's initiatives. Next year a Consumer University will be offered.
 - f. **CCCS VITA sites.** Tom reported that CCCS is organizing to offer Voluntary Income Tax Assistance programs in Browning and Heart Butte after the first of the year.
 - g. **Home Buyer Education.** Karen Nebel noted that homebuyer ed classes will be offered in Browning and via Vision Net to reach other reservations. Maria noted that this has been a successful training tool.
 - h. **College Goal Sunday.** Garth reported that this course, focused on educating college students and their parents on completing financial assistance eligibility forms, will be offered on Feb 13, 2005 to 13 sites via Vision Net

- i. **Operation CPA.** Margaret reported on this financial education initiative to reach families of deployed military that will be presented at the National Guard Centers throughout Montana. 2,500 packets are being prepared to assist families. **Board members can submit materials for review and consideration to be included. Contact Margaret.**

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem

Montana Financial Education Coalition Board of Directors Meeting

Wednesday, February 23, 2005
1:00 p.m.

Meeting Minutes

(Action items in bold)

Board members present:

Karen Nebel, Karen Dunn, Laura Henton, Gina Fuller (for Steve Turkiewicz), Norm Millikin, Bob Vogel, Diana Fiedler, Keith Colbo, Tom Jacobson, Sue Woodrow

Present by phone:

Kelly Bruggeman, Maria Valandra, Garth Ferro

1. The meeting was called to order.
2. State Auditor's Office representation: Sue reminded the Board that Janet Harper no longer works for the State Auditor's Office, raising two questions. Does the Board want to pursue representation from the Office? Would the Board also like to retain Janet on the Board? It was moved and passed unanimously that if she is willing, the Board would like Janet to continue to participate as a director. Second, it was moved and passed that Sue would extend a written invitation to Karen Powell at the State Auditor's Office to join the Board. **Sue will draft and send a letter next week to Ms. Powell, and will contact Janet.**
3. Review of 2004 Accomplishments. The Board reviewed the draft 2004 Accomplishments. No additions, deletions or modifications were noted. **Sue will finalize the document and send to Board members, Jumpstart, and make available on the temporary Jumpstart website.**
4. 2005 Workplan. The Board discussed the draft workplan's objectives, action items and numerous new ideas. The 2005 Workplan (draft February 28, 2005) embodies all of the ideas discussed and approved. Gina offered to chair the Conference Team. **Board members should review the February 28 draft, and respond to Sue with issues, concerns, additions, etc.**
5. MFEC Brochure. The Board reviewed the draft MFEC brochure Karen developed. No suggestions were made to modify the brochure, except to include contact information, including the "to be developed" website address. Great job, Karen!
6. Newsletter Sponsorship and articles. Karen solicited sponsorships for the three remaining newsletters for 2005. First Interstate will sponsor the Spring Issue, and Montana Independent Bankers will sponsor the Summer Issue. Thank you Kelly, Maria

and Keith. **Laura will pursue sponsorship by Smith Barney for the Fall Issue.** The Spring Issue will focus on April “Financial Literacy Month” events in Montana. **Ideas for articles should be directed to Karen.**

7. Financial Statement. The Board reviewed the Financial Statement prepared by Karen. No questions were forthcoming. It was noted that there were more than likely enough funds to print the brochures.
8. Governor’s Proclamation for Aprils “Financial Literacy Month.” Sue noted that last year, Marsha, with Annie’s assistance with contacts, had sought a Governor’s Proclamation for April, but that Governor Martz issued a “citation” in lieu of a proclamation. **Sue will draft a proclamation and letter for the Board’s review, and seek Janet’s assistance in following up with the Governor’s Office.**
9. Newspaper articles. Karen noted that she has been working with the Helena Independent Record to publish, on a monthly basis, articles on financial education and related topics. She has submitted an article on Identity Theft which has not yet been published. Karen encouraged others to submit articles to her for this purpose, and to encourage Board members in other communities to contact local papers to see if they would be willing to publish monthly articles on a similar basis. **Board members in Great Falls, Billings, Missoula and Bozeman: Please follow up with your local newspapers.**
10. National Summit on Financial and Economic Education and National Jumpstart Annual Meeting. Sue reported that she will be attending these two meetings in Washington D.C., in March and April, respectively, and will report back to the group. She solicited ideas for the Jumpstart State Coalition Leaders’ meeting. One item was noted in particular, to seek information from other state leaders as how they may be pursuing grant opportunities, either for the coalitions themselves or members of their respective coalitions. **Sue will contact Nancy Brown with this agenda idea.**
11. Womens’ CPA event in Billings. Sue mentioned the request from the Women’s CPA group in Billings for a motivational speaker for a luncheon they are planning in May, to be attended by CPAs, realtors, attorneys, and other professionals that the CPA group would like to encourage to get involved with the 360 Degrees of Financial literacy program in local schools. **Kelly will contact Rhona Glassing. Margaret: ideas?**

The meeting adjourned at 3:30 p.m.

Approved:

Sue Woodrow, President and Secretary Pro Tem

Date: February 28, 2005

Montana Financial Education Coalition Board of Directors Meeting

Friday, April 1, 2005
1:00 p.m.

Meeting Minutes (Action items in bold)

Board members present:

Laura Henton, Diana Fiedler, Sue Woodrow, Marsha Goetting, Maria Valandra, Jessie Lundberg

1. The meeting was called to order.
2. Quorum: It was determined that a quorum was not present at this meeting. Therefore, no minutes or other motions were approved.
3. Representation from State Auditor's Office: Sue reported she sent a letter to Karen Powell at the State Auditor's office, inviting Karen to join the MFEC Board. Janet Harper since indicated to Sue that the Board should expect to hear back in May or June as the office is extremely busy this month.
4. MFEC Brochures: Sue printed 100 of the current MFEC brochures to take with her to the national Jump\$tart meeting in Washington, DC the following week. Additional brochures will be printed once the MFEC website is ready.
5. Governor's Financial Education Proclamation: A letter was received from the Governor's office in response to MFEC's request for a gubernatorial proclamation of April as Financial Education Month in Montana. The governor's office is not issuing proclamations at this time and therefore declined the request, although they expressed support for the work of the MFEC.
6. Updates: Laura reported that she is pursuing a SmithBarney grant for MFEC in the amount of \$5000, for newsletter expenses and the fall conference. Jessie reported homeWORD recently received a \$10,000 grant to train advocates concerning predatory lending and assisting clients who use predatory loans.
7. 2005 Work Plan: The 2005 Work Plan drafted by Sue was discussed, and it was determined that a separate team needs to be created to spearhead creation of the MFEC website. **Sue will also look into arranging for a student intern to work on the website. Sue will revise the draft work plan per today's discussion, and Jessie will send it out with meeting minutes.**

Approved:

Jessie Lundberg, Secretary

Montana Financial Education Coalition Board of Directors Meeting

Friday, May 24, 2005
1:00 p.m.

Meeting Minutes (Action items in bold)

Board members present:

Annie Goodwin, Janet Harper, Marsha Goetting, Karen Nebel, Tom Jacobson, Diana Fiedler, Bob Vogel, Sue Woodrow, Margaret Herriges. Maria Valandra, Laura Henton and Gina Fuller joined by conference call.

1. The meeting was called to order.
2. The minutes of the April meeting were approved.
3. MFEC Website: Sue indicated that Joice Fransen, a recent MSU grad, had contacted her, indicating an interest in providing assistance to the MFEC. **Sue will meet with Joice in mid-June to discuss her possible work on setting up the MFEC website.** The *Web Team* includes Sue (chair), Maria, Gina and Janet. **Sue will contact the Web Team to set a meeting date.**
4. Fall Conference: Gina has booked the Great Northern Hotel in Helena for November 7-8. A full day conference session on Monday, Nov. 7, will be followed that evening by a reception and exhibition fair. Tuesday, Nov. 8, will consist of a half day of workshop sessions – two segments of three concurrent sessions. Ideas for speakers include Senator Baucus, U.S. Representatives Hinojosa and Biggert (Financial Literacy Caucus). Ideas for workshops were discussed. It was also agreed that the conference should have a theme. The *Conference Team* includes Gina (chair), Diana, Annie, Margaret, Karen D. **Gina will contact the team to set up a meeting.** It was agreed that conference speakers should be identified and contacted soon.
5. State Auditor's Office Representation on MFEC Board: **Janet will follow up with the invitation extended to Karen Powell.**
6. National JumpStart Meeting in Washington D.C.: Sue provided a summary of the National JS State Leaders' meeting in April, including an overview of best practices shared by other coalition leaders, for the MFEC to consider.
7. JumpStart 2006 High School Survey: Sue shared that in order for Montana to receive Montana-specific data from the upcoming JS 2006 survey, we need to have a minimum of 10 high schools willing to participate. The information must be provided to JS no later than early September. Each high school needs one class, unrelated to economics or financial education, to administer the 45-

minute exam. **Diana and Bob V. will work with their contacts to encourage participation and will report back to Sue.**

8. Partner Program Template: Marsha shared a booklet created by the MT State Advisory Coalition of Food and Nutrition that contains profiles of its partner programs. Everyone agreed the template would serve as an excellent model for the MFEC as a way to compile and present MFEC partner program information. **Sue will meet with the Marketing Team to share the template, and discuss next steps for the team. Garth will set up a marketing Team meeting.**
9. State Legislation: The board discussed financial education-related legislation considered and/or passed by the state legislature.
10. Calendars: **Margaret will check further into the costs and other logistics of “marketing” the MFEC through the sale of financial ed 2007 calendars to financial institutions and other groups, and will give the Board an update at our next meeting.**
11. Partners – what does this mean?: The Board engaged in extensive discussion about MFEC partners, including what their responsibilities as well as privileges should be. Discussion included required fees, donations, tiered donors, recognition of contributions. The board agreed that the MFEC should establish an annual budget to work from which would help guide requests for donations and sponsorships. It was agreed that we should have a *Budget Committee*, headed by Treasurer Karen Dunn. Tom and Margaret agreed to serve with Karen. **Karen will contact Tom and Margaret to set up a conference call.** The budget should identify costs such as newsletters, calendars, brochures, workshops, conference, etc.

Sue will schedule the next meeting in June.

The meeting adjourned at 3:45 p.m.

Respectively submitted,

Sue Woodrow
President

Montana Financial Education Coalition

Board of Directors Meeting

Tuesday, July 19, 2005
11:00 a.m. - 2:00 p.m.

Meeting Minutes (Action items in bold)

Board members present: Kelly Bruggeman, Keith Colbo, Karen Dunn, Garth Ferro, Diana Fiedler, Marsha Goetting, Annie Goodwin, Laura Henton, Jennifer Kirby, Jessie Lundberg, Norm Millikin, Maria Valandra, Bob Vogel, and Sue Woodrow. Henry Thompson joined by conference call.

Others in attendance: Joice Franzen, Montana Board of Housing

1. The meeting was called to order and it was determined that a quorum was present.
2. The minutes of the May meeting of the Board were reviewed; upon a motion from Bob, seconded by Garth, said minutes were approved.
3. Demonstration of MFEC Website: MBOH has offered the staff time of Joice Franzen to develop a website for MFEC, which Joice has begun. Joice provided a demonstration of the website for the Board. The site will be hosted by MBOH, and its URL is [mt.mfec.org](http://commerce.mt.gov/mfec/index.html). MFEC will be responsible to pay the URL fee, which is \$42.00 for 5 years. All other costs will be paid by the Department of Commerce through MBOH. The current website link is:
<http://commerce.mt.gov/mfec/index.html>
Joice noted that all the links are not yet in place; therefore those who visit the site will need to use the "Home" link to return to the home page each time they wish to view a different page, as the links between other pages may not work.

The Board discussed that contributing coalition partners could have class calendars on the site, and that there should be links from Board members' organizational affiliations to those organizations, for visitors who wish to find out more. **Board members are to provide their organizations' links to Joice Franzen at jfranzen@mt.gov as soon as possible.**

4. MFEC Contributing Partners: Several ideas were discussed regarding incentives MFEC could provide to organizations that become contributing partners by providing in-kind or direct financial support to MFEC. These included recognition levels (gold, silver, etc.), offering marketing opportunities through the website and/or an annual report on the state of financial education in Montana, and discounted conference registration fees. It was proposed and agreed that the Budget Committee, headed by Karen Dunn, shall meet prior to the next Board meeting to prepare a proposal for fundraising through sponsorship.

Sue reported that the website will be ready to roll out at the MFEC fall conference in November. The Board discussed and agreed that the membership structure could be

introduced then as well. It was proposed and agreed that contributing partners should be referred to as “supporters” or “sponsors” rather than “donors.”

Sue provided an example of a report prepared annually by the Montana State Advisory Council on Food and Nutrition, “The State of Food and Nutrition in Montana,” which is provided to the Governor’s office and others around the state. The Board agreed that MFEC would plan to provide a similar report on the state of financial education, looking at the 2006 fall conference for releasing the first such report.

5. Fall Conference: Sue provided the Board with a draft conference agenda, which was reviewed and discussed. Initial feedback was provided and Sue will revise according to suggested changes, and send out the second draft to all Board members. The Board shall review the proposed 2005 Fall Conference agenda and provide feedback to Sue as soon as possible.

Sue is also working on getting the conference approved for teacher and CPA continuing education credits. Joice suggested obtaining approval for realtor credits, and will look into that further. Diana will follow up on the teachers’ renewal units. Sue will talk to Margaret about CPA credits.

6. Proposed *Montana Saves* Campaign. Sue reported that Nancy Register with the *American Saves* campaign has volunteered to attend the next one or two board meetings to talk with the Board about a *Montana Saves* campaign. Board members expressed some concerns regarding the amount of effort that would be required to mount such a campaign successfully in the near future, and would like to hear more from Nancy before moving forward with a discussion.
7. Community Collaboration Awards. Tabled.
8. Jump\$tart Survey: Bob Vogel reported that he is working with national Jump\$tart and Montana school administrators to set up at least 10 schools where the next J\$ survey could be conducted, which would result in the availability of financial education data from Montana.
9. ASPIRE Act: A statewide group working to pass legislation creating IDA accounts for children has requested that MFEC provide a letter of support to Senator Max Baucus. The Board is to review the legislation and indicate to Sue by Tuesday, July 26th a vote of support or opposition regarding whether MFEC should provide a letter.
10. Karen reported that she is working on the next newsletter and needs newsletter items by Friday, August 5th.

NEXT BOARD MEETING: THURSDAY, SEPTEMBER 15TH, 2005.

Approved:

Jessie Lundberg, Secretary

Montana Financial Education Coalition

Board of Directors Meeting

Friday Feb. 24th, 2006
9:00 – 2:00 p.m.

Meeting Minutes (Action items in bold)

Board members present: Kelly Bruggeman, Maria Valandra, Henry Thompson, Karen Dunn, Garth Ferro, Marsha Goetting, Jennifer Kirby, Bob Vogel, Lindsay Daehlin, Janet Harper, Kris Leitheiser (for Annie Goodwin), Sue Woodrow, Ann Pearson (for Steve Turkiewicz), Al Ward, and Maureen Garrity.

1. The meeting was called to order and it was determined that a quorum was present.
2. Board Updates: Maureen Garrity was welcomed to the Board. Maureen, who has her own consulting firm, brings a wealth of knowledge to the MFEC on IDA program development. Sue informed us that Jessie Lundberg from WORD/homeWORD submitted her official letter of resignation. Her replacement is Lindsay Daehlin, also with homeWORD. Margaret Herriges is seeking a replacement from within the Montana Society of CPAs. Keith Colbo is retiring from Montana Independent Bankers in April and suggested that the Board invite his replacement to join the Board.
3. Minutes from last meeting were approved.
4. NCSL Event follow up: Sue informed the board that following the NCSL training event at the State Capitol, a state legislator has become interested in proposing a bill to more effectively promote financial education in the public high schools. Bob Vogel added that he will be meeting with the legislator on this issue. Bob Vogel will keep the Board posted on this development.
5. Jump\$tart Survey update: MT has the highest number of surveys and schools participating in country. This points to MT having some of the most statistically accurate data nationwide. Surveys are due the end of February. Bob Vogel will follow up with the few schools that have not yet submitted.
6. Strategic Planning process: The board reviewed the three overall goals of the MFEC's strategic plan, agreed the goals remain relevant, and made a few wording changes to provide clarity to them. Details to follow in the 2006 Workplan. The board discussed each of the objectives under these goals, then broke into three discussion groups to work on suggested 2006 objectives and action items.

Sue Woodrow will compile the written suggestions of the three teams into a draft Workplan which will be distributed to the board before our March 29 meeting. Please review the Workplan so that you can be prepared to provide input and to determine where you would like to be involved.

7. Miscellaneous items:

Karen Dunn will update the MFEC brochure.

Sue will update the MFEC Board contact list and distribute to Board members.

Marsha will set up a conference call to begin discussion about the 2007 conference, tentatively scheduled for April 2007.

NEXT BOARD MEETING: WEDNESDAY MAR. 29TH from 9:00 a.m. -11:00 a.m..
Those Board members in Helena will meet at the **Montana Bankers Association office located at One North Last Chance Gulch in Helena.**

For those calling in, the call-in number is 1-800-853-0223, ID # 293540.

Approved:

Lindsay Daehlin, Secretary

Montana Financial Education Coalition Board of Directors Meeting

Friday, September 23, 2005
1:00 p.m., at Montana School Boards Association

Meeting Minutes

(Individuals with tasks assigned are in **Red bold**)

Present:

Janet Harper, Karen Nebel, Tom Jacobson, Diana Fiedler, Sue Woodrow, Margaret Herriges, Laura Henton, Steve Turkiewicz, Keith Colbo, and Ann Pearson. Maria Valandra, Kelly Bruggeman, Henry Thompson and Marsha Goetting joined by video conference.

1. The meeting was called to order.
2. **Fall Conference:** Final arrangements and assignments were discussed. Registration brochures were mailed September 23. The following items, tasks, and assignments were confirmed:
 - **Sue Woodrow** will draft a letter of invitation to Governor Schweitzer for **Annie Goodwin** to present to the Governor's office.
 - **Sue Woodrow** will send out a revised conference agenda with these meeting minutes indicating confirmed conference assignments. Several suggestions were made for the resource sessions, and are incorporated in the revised agenda. All "Introduction" and "Facilitator" assignments are indicated in **fuschia**. **PLEASE CHECK AND VERIFY YOUR ASSIGNMENT/S.**
 - **Janet Harper** will contact Hal Jacobson to find out availability of his trio for entertainment for the reception, and report back to Sue.
 - **Margaret Herriges** and **Diana Fiedler** will coordinate the door prize event and door prizes for the reception from MFEC board members and presenters who would like to contribute.
 - **Ann Pearson** and **Diana Fiedler** will handle registration both mornings of the conference.
 - **Laura Henton** will send an e-mail to MFEC Board members regarding remaining sponsorship opportunities. **If your organization would like to sponsor one of the remaining two items, please contact Laura Henton at 406-522-2066.**

Sponsorships committed:

- Lunch (\$1,500) **First Interstate**
- Afternoon Break (\$500) **CCCS**
- Doo-dads (\$500) **MSU Extension**
- Reception (\$2,000) **Smith Barney Citigroup**
- Printing/Mailing of Save-the-date postcards and Registration Brochures, and printing of Conference Booklets **Fed. Res. Bank**

Remaining sponsorships to be filled:

- Monday breakfast (\$750) _____
- Tuesday breakfast (\$750) _____
- **Laura Henton** and **Karen Dunn** will amend Partner/Sponsor registration cards to add “or equivalent in-kind donations”
- **Sue Woodrow** will send each facilitator, by September 30, a list of presenters in their respective resource session, contact information for each presenter, a template presentation format, and length of time for each presentation
- **Maria Valandra** and **Henry Thompson** will develop a presenter template (to be completed by next week and sent to Sue)
- **Resource session facilitators (Annie, Diana, Margaret, Laura, Karen D., Karen N., Henry, Bob V., Janet and Maria)** are responsible for contacting their presenters, **NO LATER THAN OCTOBER 12**, (1) confirming their attendance , (2) getting a *brief* bio from them to forward to Sue, and (3) providing them with the following information:
 - date and time of their presentations
 - the speaker template and instructions about following the template format, and time allotment for their presentations
 - presenters must complete and send in the registration form, but no need to pay registration fee. If they are also having an exhibit table, they must pay the \$30 table fee, however, submitted with registration form.

- if presenters have materials to hand out, to bring 40 copies of each handout
 - opportunity to voluntarily contribute a door prize (no obligation)
 - **Karen Dunn** and **Sue Woodrow** will begin assembling the materials for the Conference booklets. The week prior to the conference, a work team will be solicited to organize conference packets. **Karen** will send out a request and notice for help closer to the date.
 - **Karen Dunn, Sue Woodrow, Margaret Herriges** and **Diana Fiedler** will make arrangements for general session speaker gifts
3. **Budget update:** Laura Henton gave a brief budget update. MFEC account balance is \$1,700.
 4. **Calendar:** Margaret shared information about the AICPA financial education calendar, and initial cost estimates for customizing for Montana financial institutions, printing, etc. for a 2007 Montana Financial Education calendar. This has the possibility to be a good fund-raiser for the MFEC. Margaret will follow up on getting more cost information. **Steve Turkiewicz** and **Keith Colbo** will share the information with their bank trade association members to get a sense of interest. **Margaret** will talk to Karen about getting similar feedback from the credit unions.

REMINDER: On Tuesday afternoon, November 8, following the MFEC conference, FDIC will be hosting a “*Money Smart*” training at the Great Northern Hotel.

Also in conjunction with the MFEC Conference, on Wednesday and Thursday, November 9-10, the Native Financial Education Coalition, Minneapolis Federal Reserve and Oweesta will be hosting a two-day *Building Native Communities* Train-the-Trainer session at the Federal Reserve Helena Branch. Registration information for these two training events will be sent out separately.

NOTE: **THERE WILL NOT BE A MFEC BOARD MEETING IN OCTOBER.** We will all be busy working on our respective Conference assignments.

Finally, many thanks to Bob Vogel and the MT School Boards Association for hosting our meeting, and to Maria Valandra for organizing, together with Bob, the video conference arrangements for our Billings participants. I believe it worked very well!

The meeting adjourned at 2:45 p.m.

Respectively submitted,

Sue Woodrow, MFEC President

President

Montana Financial Education Coalition

Board of Directors Meeting

Wednesday March 29, 2006
9:00 – 11:00 p.m.

Meeting Minutes (Action items in bold)

Board members present: Kelly Bruggeman, Maria Valandra, Bob Pyfer, Robb Larson (for Tom Jacobson), Joice Franzen, Karen Dunn, Garth Ferro, Marsha Goetting, Jennifer Kirby, Bob Vogel, Lindsay Daehlin, Janet Harper, Sue Woodrow, Ann Pearson (for Steve Turkiewicz),

Bolded items are specific tasks to be carried out.

1. Sue called to the meeting to order. Minutes from February 24th meeting were approved. Motion by Garth, 2nd by Bob Vogel.

2. Sue reviewed the workplan for the year with the Board.

A.Goal 1, Objective 1,

NOTES: Karen Dunn reported that there would be no problem in getting an issue of NOTES published in May, August and November. Sue asked members that had something going on in April for Financial Fitness Month to get the information to Karen to put in the newsletter. First Interstate Bank will be sponsoring the publication this time.

Jump Start

Results will be revealed next month and Montana had the highest return of surveys and school participation and will get national recognition at the conference/celebration in D.C. Bob Pyfer is going to look into having a representative from Montana at the celebration in D.C., possibly Senator Baucus. **Sue will call Board of Governors offices to get more information on the event and inform Bob P.**

Listserve

There was a discussion on developing a listserv to enable us to get all different kinds of data out to our members and partners. No one on the Board has the expertise to develop this, so it was decided to outsource, possibly a college student would be interested in doing this. **Garth, Karen and Janet will work on finding someone to do this as well as setting some guidelines.**

Joice Franzen has reported back since the meeting that the Montana Board of Housing has agreed to assist in creating and maintaining a listserv for the coalition at no cost to MFEC.

Thank you Joice for making this happen! The Listserv team will work with Joice on development of the listserv and guidelines for use.

Case Studies

Sue asked the Board to please use the template included in our packet to describe the programs our organizations might have specific to financial fitness and submit them to her by July 30th. These will be used to populate the website category “case studies”. There was some discussion

on this title and it was decided that we need something a little more catchy and more indicative of what is in there. **We are all to think on it and e-mail any suggestions to Sue.** She will make the decision on the title.

Website

Sue is recruiting Board members for the Web Team, Garth volunteered. Joice still needs to receive organization's info, **so please get your agency's info for service directory and calendar, also write "case studies"**.

Joice has created a Board Access only page and it is up and running. Info about upcoming meeting, teams and tasks will be posted. ID: Montana, password: Montana (not sure about caps).

B. Goal 1 Obj. 2

Bob Pyfer will provide language to Sue for a bullet item/action item regarding the provision of advisory assistance for legislative and related efforts.

C. Goal 2 Obj. 1

Conference

Marsha is chairing the committee made up of Jennifer Kirby; Karen Dunn; Laura Henton; Lindsay Daehlin; Garth Ferro; Ann Pearson; Susan Woodrow; Maureen Garrity; Kris Leitheiser; and Annie Goodwin.

Committee will have a conference call soon to hash out dates and number of breakout rooms needed for workshops. It is tentatively set for the Holiday Inn in Billings, April 10-11. Marsha has created a draft schedule. It was discussed that it would be a good idea to open up the conference to the newly formed WY and SD Jump\$tart Coalitions, as well as ND who is still working to create a coalition.

D. Goal 2 Obj. 2

Partner Engagement

Karen Dunn and Karen Nebel agreed to join Lindsay on the Partner Team that will work with the existing partner list to match up Board Members as contact persons with specific partners.

Partner Acceptance Criteria

It was decided that we need established criteria in our bylaws for acceptance or rejection of partners. **Sue will contact the Jump\$tart folks regarding their criteria and language.** Bob P. and Janet agreed to work on a specific team/taskforce to work on this. They will report back to the Board in May.

Goal 3 Obj 1

Bob V. reported to the group that legislators are interested in doing a survey around the state to really see where we are at, what we are currently doing. He felt it was good progress. The legislators are saying that the outcome may not be legislation this session but finding other ways to promote financial education in schools.

Kelly proposed an idea to have a luncheon for legislators at the capitol during session to build relationships and promote MFEC and the need for financial education. All agreed it was a great idea. **Ann, Bob V. Kelly and Garth offered to serve on a planning team for this event in April of 07. They will have a workplan by July.**

Public Service Announcements: **Karen, Sue and Rob offered to work on this starting in the fall.**

April: Financial Education Month! Please turn in information on what your April activities to Karen for the next issue of “Notes”.

Goal 3 Obj 2

Anyone who knows of National Conferences on Asset Building/Financial Education, please let the group know. Also, anyone aware of any local coalitions or collaborations on Financial Education related subjects please inform the group as well.

3. Website update from Joice Franzen: New features include a “Get Involved” tab on the left hand side. Here, partner information is located. Also the Program case studies are ready for additions, currently we only have one from FIBFoundation: MiniBank program. The plan is to use the same categories from the Service Directory to aid in searching the case studies. Our site is now registered with google and yahoo. If organization’s link to www.mtmfec.org from their websites that will mutually benefit our spot on the search engine lists. So please consider linking to our website from your organization’s website. The organizational directory only has 3 entries!!!! **Please get your organization’s info to Joice asap!** All emphasized a big thankyou to Joice for all her work. She is also maintaining the MT Jump\$tart website, you can contact her at jfranzen@mt.gov or call 841-2859.

Next Board Meeting: 5/31, 9-12am in Helena. Please mark your calendars and check to see what tasks you need to work on before then.

Approved:

Lindsay Daehlin, Secretary

Montana Financial Education Coalition

Board of Directors Meeting

Wednesday May 31, 2006
9:00 – 12:00 p.m.

Meeting Minutes (Action items in bold)

Board members present: Marsha Goetting, Robb Larson (for Tom Jacobson), Bob Vogel, Diana Fiedler, Joice Franzen, Bruce Brensdal, Henry Thompson, Kris Leitheiser (for Annie Goodwin) Norm Millikin, Jennifer Kirby, Ann Pearson (for Steve Turkiewicz), Al Ward, Karen Nebel, Sue Woodrow and Garth Ferro . Members who called in: Lindsay Daehlin, Kelly Bruggeman, Laura Henton, Bob Pyfer.

Bolded items are specific tasks to be carried out.

1. **New Board member.** Introduced newest board member Bruce Brensdal from the Montana Board of Housing.
2. **Minutes.** Bob Vogel motioned to approve the minutes and seconded by Al Ward. Minutes were approved.
3. **Financial statement.** Financial statement was reviewed. We have \$10,500 in MFEC account.
4. **Bylaws.** Bylaws were reviewed. In July the 2year terms of Board Officers are ending. The secretary and treasurer positions can continue. VP Tom Jacobsen is unable to step into Pres. Position. Bob Pyfer discussed the bylaws. Article 2, paragraph 3 on page 3: The VP succeeds the Pres. automatically. This causes problems when the VP is unable to step in. Bob has a suggested a revision to this section changing the President position to be elected in the same way as other offices. President would be elected by the board for a 2 yr term. We do not need to get approval from Jump\$tart to amend this section of the bylaws. Bob will put together the proposed amendment and send it out to the board 7 days before a meeting in July for a vote. There were no objections to that proposal
5. **Montana Independent Bankers.** Keith Colbo's replacement Steve Yeakel, the Executive Director of MT Independent Bankers Association has been recommended to be invited to join the Board by Keith and Sue. There was a motion and a second to invite Steve to join the Board. Board voted in favor of inviting Steve Yeakel. **Sue will send Steve a letter of invitation.**
6. **CCCS's Asset Development Project.** Kellogg is funding CCCS and requesting they evaluate rural development in frontier America. The Great Plains region is now the poorest in the country. CCCS will be hosting 6 mtgs (2 in MT) and a leaders conference in Nov. under the project name: World Café or Plains Talk. World Café is a specific method of facilitated conversation. Communities will be assisted in establishing a vision of where they want to go and be. The goal being to identify vision, commitments and strategies to be put into a strategic plan to present back to funders to solicit funding for

rural development initiatives. Many partners are engaged in this process at different levels. There will be significant funding connected with the initiatives. At this point, CCCS is looking for added partners to participate in the Plains Talks. The first one is June 14-15 in Great Falls, the CM Russell Museum. The second one will be in Billings in November.

Policy Link is one of the consultants involved. Sarah Hicks from the Nat'l Conference on American Indians is the other consultant. Sen. Baucus is involved and working to bring a Council of Foundations meeting to Montana in August or October. Funders are interested in what policy initiatives will come of this work as well. Sue sent out the invitation/save the date to the board earlier (front page). Shannon will send registration packet to the board. If you would like to be included email Karen or Shannon to get the newsletter. If you would like to participate in the events, let Karen or Shannon know. There is no registration fee.

7. **Work Plan updates:**

- a. **NOTES:** copies will be mailed out this week. Jump\$start survey was highlighted on the cover. Bob Vogel's contributions were recognized. April's FE Month activities were included. Thanks to all who contributed.
- b. **ListServe.** Two options – 1. Jump\$start would organize it for us. We would screen those who got the address, but it could be difficult to contain. It is a free service Jump\$start offers. 2. Through the State. With this option, there would be more flexibility. We could have more control. We would have limitless options and would have to monitor it. There wouldn't be too much maintenance though and it would be .gov. There was discussion of not wanting .gov in our address since we are not a gov't entity. There was general agreement in support of the Jump\$start option. Norm made a motion to move forward with Jump\$start listserve, it was seconded and carried by a unanimous vote. Joice and Garth will move forward with setting up a listserve through Jump\$start. Joice will be out for 8 weeks starting the beginning of June.
- c. **Case Studies/Model Program:** template was distributed at the last meeting. None have been received. We need case studies on our website. **Lindsay, Norm and Tom agreed to submit their studies to Sue and Henry by July 15th using the template.** A new name was decided: Model Programs.
- d. **Jump\$start Survey.** We now have the survey results and need to decide how we would like to use it. Bob V. will get space on the agenda of the Board of Public Education for MFEC members to present. It was suggested Marsha present on the survey, Sue present on the coalition, and Bob present on curriculum issues on FE.
- e. **Website:** Joice pulled up reports of website activity. Joice will email the report to all board members. 510 visits, mostly during the day. One negative thing is that the average length of visit is 1.5 minutes. Get information for Service directory before Friday June 2nd, which is key to the success of the website. All board members are encouraged to go to the board access page. Username: Montana, password: Montana. Bruce was thanked for the offering of Joice's time and services of the office in support of our website.

- f. **Incorporating FE into school curriculum.** There was general discussion on FE in public education curriculum, and the PEPPS standards. Bob and Bob will keep us updated.
 - g. **Legislative Lunch.** Ann has contacted the offices, and the last week in March and some of April '07 are open. We need to decide when we would like to do it. There was discussion about the difficulty of getting legislators to stay and engage at a legislative luncheon. It was decided to pursue the possibility of participating in the Montana Chamber of Commerce's Business Days in January '07 instead of pursuing a legislative luncheon, as Norm indicated that many legislators attend this event, with about 500 persons attending the dinner and reception. Norm is going to speak with Webb Brown at the MT Chamber about the possibility of MFEC joining with Montana Council on Economic Education (MCEE) at the Chamber's Business Days event with the legislators in January in lieu of a legislative luncheon.
 - h. **July Conference Call.** Please email Sue ASAP what days in July you are not available for a conference call. We need to discuss bylaw amendments and officer elections, 30min mtg most likely.
 - i. **MT Indian Education Association Annual Conference:** Henry did a workshop called "Who wants to be a millionaire". There were 50 attendees in the workshop and 600 at the conference. The youth were hungry for the info. For the second session (Kelly speaking on MiniBanks) there wasn't much of an audience due to time difficulties. It is an annual conference where there is a commitment continuing to include FE.
 - j. **Partner criteria and disclaimer** discussion was pushed to July meeting.
 - k. **Conference update.** Marsha reported that we have two speakers confirmed plus our keynote Susan Beecham has confirmed. Susan will do a tv session with youth, 2 presentations, and 2 workshops. Governor Schweitzer is confirmed to speak! Diane Feeder will do paperwork for OPI credits for teachers. We are inviting ID, WY, MN, ND & SD Jump\$tart coalitions to attend the conference. We are exploring getting video talks from our MT congressional delegation. Next steps are focusing on break out session topics and presenters, and sponsorships for specific expenses. The title is "Saving and Investing: Our Future Depends On It."
8. **DPHHS Economic Security Initiative.** Hank Hudson, Administrator of Human and Community Services Division of State Dept of Public Health and Human Services presented on the Family Economic Security Initiative that is currently accepting proposals with \$1.5 million in funding. The initiative is funded by TANF high performance award money that MT received. MT was highest in nation for moving people from TANF to employment. Two problems led to the development of the initiative: former TANF recipients receiving low wages and living in high financial insecurity, as well as need for knowledge and skills in money management. Financial education and asset building programs are the core of the initiative. Another component of the project is connecting participants to higher wage jobs (training). The Governor was most excited about the financial education piece. 4-6 projects will be funded, local

and statewide. More open and flexible than other initiatives. Target population is people who have received TANF within the last 12months and are within 200% Federal Poverty Level. RFP's are due June 29th. August 1 will kick off the program, lasting 18months. Hank is hoping funding will continue after 18mos. yet funding is not currently included in the Governor's budget past 18mos. There will be a 6, 12 and 18mo report made to the legislature focusing on policy implications (tax, public benefits, education, etc.) of findings from the program and its evaluation.

The Governor is interested in creating an advisory council on self sufficiency that will help to oversee the effort. He views FE as a critical component of addressing the poverty issues. There are potential opportunities for the MFEC board to be involved in this advisory group, as well as to provide input into the development of the program evaluation materials and process.

Next Board Meeting: Please email Sue your non-availability in July for the next meeting. Please check to see what tasks you need to work on before then.

Approved:

Lindsay Daehlin, Secretary

**Montana Financial Education Coalition
Board of Directors' Meeting**

Thursday, September 28, 2006
Federal Reserve, Helena Branch
9:00 a.m. – 12:00 p.m.

Meeting Minutes
(Action items in Bold)

Board members present: Kelly Bruggeman, Diana Fiedler, Maria Valandra, Annie Goodwin, Bruce Brensdal, Ann Pearson (for Steve Turkiewicz), Janet Harper, Karen Smith, Bob Vogel, Sue Woodrow. Attending by conference phone: Al Ward, Tom Jacobson, Laura Henton, Jennifer Kirby. A quorum was present.

1. Minutes: Annie Goodwin motioned to approve the minutes of the May 31 meeting. Bruce Brensdal seconded the motion. The minutes were approved.
2. Financial Statement: Karen (Dunn) Smith noted the MFEC account balance is \$9,704.79.
3. Bylaw Amendments: Sue reviewed the bylaw amendments proposed by Bob Pyfer regarding the office of president. Bob Vogel made a motion to approve the amendments as drafted; Karen Smith seconded the motion. The amendments were approved. The amendment eliminates the provision establishing the office of vice president as the president-elect, and provides for candidates for president to be nominated from the board at large.
4. New Officer Election: The slate of officer candidates was discussed and nominations were closed. The slate was approved by acclamation. New officers are:

- President: Karen Smith
- Vice President: Kelly Bruggeman
- Secretary: Lindsay Daehlin
- Treasurer: Steve Turkiewicz

CONGRATULATIONS TO OUR NEW OFFICERS!

5. April 2007 Conference: Sue Woodrow gave an overview of the MFEC conference plans provided by Marsha Goetting. The agenda and related activities were reviewed, and board members committed to various assignments. Sponsorship opportunities were discussed, and Sue encouraged Board members to commit to their respective sponsorships as soon as possible. Marsha's proposal regarding a pro-rated reimbursement to three sponsoring organizations was discussed at length, with noted concern for setting a precedent for future conferences. Al moved to accept the proposal;

Bob Vogel seconded the motion. The motion was carried, with one dissent. There were several questions regarding the agenda. **It was agreed that a conference call should be set up for questions, answers and discussion with Marsha. Karen will organize the conference call.**

6. Work Plan Review: The board reviewed all work plan items. **Sue will send out the updated work plan with the minutes, with updates highlighted.**
7. Meeting Schedule for the remainder of 2006: **Karen will schedule meetings for the remainder of the year using an automated system.**
8. ABC's of Credit Card Finance Publications: Sue shared that Carol Carolyn of the Center for Student Credit card Education notified her that the publications will be available again this year, free of charge, and can be branded with the MFEC logo. The board discussed how many publications we should order to have available at the April conference. **Sue will work with Diana to see if we can get a count from high school teachers who may be interested.**

The meeting adjourned at 12:00 p.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem

Montana Financial Education Coalition

Board of Directors Meeting

Thursday, January 11, 2007

Meeting Minutes

(Action items in blue bold)

Board members present: Al Ward, Karen Smith, Bruce Brensdal, Janet Harper, Sue Woodrow, Ann Pearson (for Steve Turkiewicz), and Leah Weaver (for Steve Turkiewicz). Members who called in: Linda Henry (for Lindsay Daehlin), Kelly Bruggeman, Bob Pyfer, Maria Valandra, Norm Millikin, Marsha Goetting, Garth Ferro, Jennifer Kirby, Tom Jacobson. **Presiding:** MFEC President Karen Smith.

1. **Minutes.** Janet Harper motioned to approve the minutes of the September 2006 meeting, seconded by Bob Pyfer. The minutes were approved.
2. **Treasurer's Report.** Ann Pearson reviewed the financial statement. The current balance is \$15, 473.26, including \$5,500 in conference sponsorships.
3. **Conference Update:** Marsha Goetting provided an update on the April conference plans.
 - Kelly Bruggeman is working on breakout sessions specifically for youth, and will be coordinating the statewide bank making contest (proceeds to go to Ronald McDonald House).
 - Norm Millikin indicated that the MCEE will be providing sponsorships in the form of funding to cover substitute teachers for two days for all teachers who attend the conference.
 - Annie Goodwin is organizing a regional official from the FDIC to speak at the Day Two breakfast in lieu of Governor Schweitzer who will unlikely be able to attend due to the legislative session.
 - Karen Smith noted that registration information will be sent out mid-February and will coincide with on-line registration being available. The Montana Bankers will be providing the online registration capability and administration, with a link to the MBA site directly from the MFEC website.
 - **Marsha will organize an all-day final conference planning meeting of the subcommittee the end of January to finalize all last minute details.**
 - Marsha reviewed the conference budget. **All board members who have not already done so should consider sponsorships and let MFEC partners know about sponsorship opportunities.**
 - **Diana Fiedler will review the conference agenda to determine the number of renewal credits that will be available for attending teachers.** Karen noted that the CPA Society will also be offering continuing education credits for CPAs. **Karen will work with Margaret Herriges from MSCPA on this.**

4. **Work Plan updates:**

- **NOTES:** 3 issues were sent out in 2006. The February 2007 issue will have information for readers to register online to receive all future NOTES issues as e-newsletters. **Board members should register on the MFEC website for the online issues asap. Karen will send out a request for articles for the February issue.**
- **Case Studies/Model Program:** Sue indicated that no case studies have been submitted since the original two, and that case studies are needed to populate this component of website. **Board members should submit case studies to Sue for final editing before they go on the website.**
- **Office of Public Instruction Financial Education Survey of MT Schools:** Karen reviewed at a high level the results of the MT school survey. **Karen will mail copies of the survey to all board members, and will request that OPI draft a survey summary for distribution at the conference and to put on the website.**
- **Website:** There was discussion about whether to post a MFEC endorsement disclaimer on the website regarding partner FE programs and other information included on the website. The general consensus following discussion was that there is very little risk regarding the posting of program information from other organizations, while the inclusion of a disclaimer to address the minimal risk may send a negative message. Accordingly, there was agreement that we should not post a disclaimer. **Board members are encouraged to submit all financial education and related trainings and events to Joice to include on the website calendar of events.**
- **OPI and BPE school curriculum standards for financial education.** Bob Pyfer provided an explanation about the standards application process.
- **Montana Indian Education Association Conference.** Sue provided information about the upcoming MIEA conference in April. **Karen will contact Henry Thompson to determine if she is interested in offering a high school workshop on FE at the conference this year (which was well received last year). Anyone else interested in doing a workshop should contact Stan Juneau, the MIEA conference coordinator.**
- **MFEC Partners.** **Sue will draft an article and invitation to MFEC partners to submit case studies for inclusion on the MFEC website, to be included in the February NOTES issue.** There was discussion about the need to provide opportunities for MFEC partners to become more involved. Sue and Maria shared how the Montana Indian Business Alliance holds quarterly all-day meetings for its partners, and how successful this has been in a relatively short period of time in growing the Alliance. **Karen and Sue will meet to further discuss how this partner meeting model could be adapted for the MFEC.**
- **Business Days Event.** Karen, Janet, Norm and Steve Turkiewicz attended the Business Days event the first week of January, which was attended by 500 people, including approximately 100 legislators. Karen and Janet provided a MFEC exhibit. While there was not much activity at the exhibit, Karen suggested that next year the MFEC should consider sponsoring a legislators' table. Norm agreed that this event is a good opportunity for the MFEC to get exposure.

- **MFEC Brochure.** Karen updated the brochure and had approximately 500 printed. **Board members should contact Karen if they would like MFEC brochures for distribution.**
 - **April Financial Education Month.** **Board members should send information about all planned April FE events to Karen for inclusion in NOTES and on the website.**
 - **National Conferences.** Karen and Marsha attended the AFCPE conference. **Board members are encouraged to consider attending the National Jump\$tart conference in D.C. in April. Contact Karen for more information.**
5. **Legislation Update:** Board members provided information on the following legislation being presented to the MT legislature this session:
- Payday and title lending bill to cap interest rates (Tom)
 - State EITC bill (Tom)
 - Security freeze (i.e., freezing credit bureau information) (Al)
 - ID theft bill (Al)
 - Governor’s taskforce for economic security (Tom)
6. **Program Updates from Board members:**
- Al: “Wise and Safe Investing” and “Fraud” seminars are being held by AARP with the State Auditor’s Office around the state
 - Karen: NEFE has revised it High School Planning Program. Karen (on behalf of the MT credit unions) and Marsha (on behalf of Extension Service) are developing the “Launch” plan for Montana to roll out the new NEFE program
 - Marsha: She has developed the new “Credit Savvy” training program for high schools which will be rolled out soon for classroom use.
 - Tom: The number of EITC / VITA sites will expand this year from the 20 sites last year, and will be held in additional new locations. **Anyone interested in participating as a site volunteer should contact Tom.**

Next Board Meeting: **Karen will schedule the next board meeting for the end of February or early March.**

The meeting adjourned at 5:00 p.m.

Approved:

Sue Woodrow, Secretary pro tem

**Montana Financial Education Coalition
Board of Directors' Meeting**

Friday, October 24, 2008
Montana Credit Union Network
10:00 a.m. – 12:30 p.m.

Meeting Minutes

(Action items in Bold)

Present: Karen Smith, Kelly Bruggeman, Marsha Goetting, Bruce Brensdal, Bob Vogel, Kelly Chapman, Laura Henton, Jolene Bach, Heather Keller, and Sue Woodrow.

Attending by conference call: Karen Nebel, Kaylee Porter, and Variny Paladino (National Jump\$tart Western States Regional coordinator).

A quorum was present.

MFEC President Karen Smith presiding.

- 1) **MFEC Board Resignations.** Karen reviewed the director resignations received during the last year due to job changes, retirements, and job responsibility changes. Resignations were received from Maria Valandra (First Interstate Bank), Norm Millikin (MCEE), Janet Harper (MCUN), Bob Pyfer (MCUN), Diana Fiedler (OPI), and Linda Henry (replacing Lindsay Daehlin from homeWORD).
- 2) **MFEC Director Replacements.** The board discussed a number of organizations that may offer good representation on the MFEC board, including OPI (**Bob Vogel will contact Linda Peterson**), Montana Legal Services (**Karen Smith will contact Michelle Hauer**), the Montana Indian Education Association (**Sue will contact Carol Juneau**), the FEFE Program (**Marsha will contact Nicole Chinadle**). The board also discussed the value of appointing an educator to the board. Directors are encouraged to bring forward ideas for this director position.

In addition, Jolene Bach has replaced Tom Jacobson as the director representing Rural Dynamics, Inc./CCCS MT.

- 3) **Review of Bylaws.** Karen raised a number of bylaw provisions for discussion and possible amendment. Following discussion, the board unanimously approved a motion for the following summarized provisions to be added or amended (**Karen will ask Bob Pyfer if he will draft the amendments**):
 - Director attendance – the Board will meet a minimum of four times per year. Directors are required to attend a majority of the meetings. Participation by conference call will constitute attendance. Directors may appoint representatives from their respective organizations to attend on their behalf, although consistency in representation is strongly encouraged.
 - Voting by proxy is permitted.

- Maximum number of directors will be reduced from 25 to 20.

4) **MFEC Board Officers Election.** The following new officers were elected by motion, with new terms to begin November 1, 2008:

- Jolene Bach – President
- Sue Woodrow – Vice President
- Karen Smith – Treasurer
- Kelly Bruggeman - Secretary

5) **2008 Workplan Review.** The following summarize the key highlights from the board's workplan review:

- **Goal One, Objective Two** - deleted from the workplan Discussion Item: "Develop A Shared Teacher Program Pool"
- **Goal One, Objective Two** – Jolene will explore the possibility of currently committing one of RDI's Americorp VISTA volunteers to work part-time as the MFEC coordinator, with the possibility of committing a full-time VISTA volunteer to this role beginning in July 2009. This would allow Jolene, as the new MFEC president, to have a VISTA volunteer working directly under her supervision serving as the MFEC coordinator. **Jolene will report back to the board as to whether this proposal can be implemented.**
- **Goal Two, Objective Four** – the board revisited the issues surrounding the term "partner." Variny provided information about other Jump\$tart coalitions and how they label "partners, "members," etc. Bob Vogel suggested the term "Friend of MFEC." The board also discussed how to better communicate benefits of being a partner, friend, etc. **Jolene will contact Karen Anderson from the California JS to find out how they encourage partnerships.** As part of this discussion, social networking opportunities such as utilizing NING, FaceBook and My Space were also discussed. **Kelly Chapman will send information to the board about setting up a site in NING.**
- **Goal Two, Objective Five – Local Chapters:** Karen provided information about the Missoula Financial Educators' Alliance and a new local group in Billings focusing on financial education. Sue noted that we need to be more proactive about ensuring that information and links for these types of local initiatives are put on the MFEC website.

Local Workshops: In addition, the board reviewed the format and interest shown in the four MFEC foreclosure workshops conducted in December and January. It was agreed that this format seems to work well, and that there would likely be interest for more foreclosure as well as investor workshops. A working group was created to begin planning local workshops on these topics: Bruce Brensdal – chair, Karen Nebel, Laura Henton, Jolene Bach, Karen Smith, and Sue Woodrow. **Bruce will organize a planning call.**

- **Goal Three, Objective Three** – Karen shared information about the "211" service, and the board concluded that it is not a good fit for the MFEC. Accordingly, this item was deleted from the workplan.

- 6) **National Jump\$tart Update.** Variny provided a brief overview of initiatives, leadership changes, and events for the National JS. She encouraged attendance at the April 2009 JS Coalition Leaders' Conference in Washington D.C., and noted that there are discussions about hosting a Western States JS Leaders meeting in San Francisco in early 2009.
- 7) **National JS High School Survey.** Bob V. raised an issue about the challenges in recruiting high schools for the JS Survey. Of particular note, some school districts require permission at the district level for participation in surveys, which is a problem in recruiting school participation given the fairly short turnaround time to solicit participation. Variny noted that JS has heard that this is an issue in several states, and will raise this concern at the national level.
- 8) **Strategic Planning Session.** Karen discussed the need to hold a strategic planning session in the near future, and suggested that the board should utilize an outside facilitator to work with the board in this process. **Janet and Maria will provide contact and cost information for potential facilitators to Karen. Karen will send out a Meet-o-Matic notice to set a date for this session in late August or early October.**
- 9) **Helena Education Foundation.** Karen noted that she will be facilitating a "financial education" discussion table at the *Great Conversations* event in Helena in November.
- 10) **America Saves.** Kelly B. shared information about Yellowstone County's participation in the "America Saves" campaign. The board agreed to follow the progress of the county's initiative and add the initiative to the MFEC website.
- 11) **Financial Education Programs.** Kelly and Marsha shared, respectively, information about Susan Beacham's new program components, and the "Sammy Saves" program.

Before adjourning, the board thanked Karen for her leadership over the last two years. We are privileged to have Karen working for us and with us, and are grateful she will be continuing to serve with us on the MFEC Board.

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem

**Montana Financial Education Coalition
Board of Directors' Meeting**

Friday, June 22, 2007
Montana Credit Union Network
10:00 a.m. – 12:00 p.m.

Meeting Minutes
(Action items in Bold)

Board members present: Karen Smith, Marsha Goetting, Diana Fiedler, Bruce Brensdal, Janet Harper, Karen Nebel, Sue Woodrow. **Attending by conference phone:** Jennifer Kirby, Maria Valandra, Lisa Beavers (for Tom Jacobson), Henry Thompson, Kris Leitheiser (for Annie Goodwin), Norm Millikin, Kelly Bruggeman. **Guests:** Nancy Brown (National Jump\$tart Western States regional coordinator), Chennille Olson (Colstrip High School). *A quorum was present.*

MFEC President Karen Smith presiding.

- 1) **Jump\$tart State Leaders Meeting Overview.** Nancy Brown gave an overview of the Jump\$tart State Leaders meeting in Washington D.C. in April. Highlights of topics included state coalitions' challenges with recruiting, retaining and motivating volunteers; preparations for the 2008 JS National High School survey; areas the National Jump\$tart will be focusing on to promote growth; and technical and operational issues that state coalitions may encounter. The next state leaders meeting is tentatively planned for April 9, 2008. Nancy encouraged the board to begin thinking about who from the MFEC could attend. Nancy also mentioned that, beginning in September, she is going to be coordinating Western States coalition leaders' joint conference calls.
- 2) **MFEC Conference Review.** Karen reviewed the MFEC Conference final financial statement. The conference netted \$5,045.76. Norm made a motion to accept the statement; Sue seconded the motion. The motion was unanimously passed. Marsha was commended and thanked for the tremendous leadership she provided for the conference.
- 3) **Partner Events.** Sue discussed the need for the MFEC board to begin thinking about events or activities that will allow MFEC partners to participate and become active in the work of the coalition. Sue and Maria shared how the Montana Indian Business Alliance holds its quarterly partner events, and suggested a similar model may be appropriate for the MFEC. The board discussed possibilities for the types of topics and activities that may be appropriate for these Partner events. Nancy shared ideas that other coalitions are doing to engage their partners, and offered to send Karen information about Oklahoma's JS Coalition events. Karen suggested the Americorps "Montana Making Sense" program as one potential topic. October 2007 was suggested as a good time to host the first Partner event. **Sue, Janet and Karen Nebel agreed to take the lead in providing a proposal for an October event. Sue will set up a conference call with Karen Nebel and Janet next week.** Marsha suggested that the week of Feb. 24 may be a good time to host a second Partner event in conjunction with national "America Saves" week.

- 4) **MFEC Youth Advisory Council Proposal.** Chennille Olson, a junior (2007-2008) from Colstrip, joined the meeting by conference call to present a proposal to the board to establish a youth advisory council to the MFEC board. Chennille participates in one of First Interstate Bancsystem's minibank programs, and attended the MFEC conference where she first formulated her idea. Board members responded favorably to Chennille's proposal, and requested that she provide her proposal in writing. **Sue and Kelly will work with Chennille to draft a written proposal.** Norm suggested that Chennille also ask Les Mahon, First Interstate branch president in Colstrip, to help her draft the proposal. Chennille was thanked for coming to the board with her idea, and agreed that engaging the youth in Montana more actively was a great suggestion. Nancy indicated that no other state J\$ Coalition has a youth board such as the one Chennille is proposing, and commended the board for its enthusiasm for agreeing to explore this idea further.
- 5) **NOTES.** Karen requested volunteers to take over the coordination of the NOTES newsletter. She reminded the board that NOTES will be an online publication moving forward, and that she has the template ready, in "Publisher," for whoever agrees to take this on. **Jennifer and Sue will coordinate this together. Jen will input the articles into Publisher, and Sue will take the lead on seeking and editing articles.**
- 6) **MFEC Website.** Karen noted that Joice Franzen is no longer with the MT Board of Housing (MBOH), and that Penny (?) from MBOH is now the lead on updating and maintaining the website. Karen noted that we need to keep the website updated with information to make it useful. In particular, the service directory needs to be populated. The board discussed the possibility of seeking an Americorp VISTA volunteer to do this. **Karen and Karen Nebel will explore this option, as Karen N. has two VISTA volunteers she will be supervising during this next year.**
- 7) **Strategic Planning Session.** Karen discussed the need to hold a strategic planning session in the near future, and suggested that the board should utilize an outside facilitator to work with the board in this process. **Janet and Maria will provide contact and cost information for potential facilitators to Karen. Karen will send out a Meet-o-Matic notice to set a date for this session in late August or early October.**

The meeting adjourned at 11:40 a.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem

**Montana Financial Education Coalition
Agenda Board of Directors' Meeting Minutes**

**Monday, March 16, 2009
Federal Reserve Bank, Helena
10:00 a.m. – 12:30 p.m.**

The Montana Financial Education Coalition strives to improve the personal financial knowledge and decision-making ability of Montana citizens by promoting public awareness of the need for personal financial education, and by uniting and building capacity of financial education programs.

MFEC President Jolene Bach Called to Order 10:10 a.m.

- 1) MFEC Board Designations and Appointments**
 - Keep up proxies and please invite them to attend every meeting, even if the director is able to be there. This will give them history and increase the value of their participation.
 - Identifying additional members – executive committee will work on a board matrix.
- 2) Review of Bylaws Draft and Vote**
 - Tabled until next meeting.
- 3) Old Business**
 - **VISTA**
 - i. Currently Benjamin Marks from RDI. bmarks@cccsmt.org, 406.4545703**
 1. Mr. Marks will be working on identifying community outreach and additional relationship building.
 2. Will be reviewing the newsletter and website.
 - ii. Working on obtaining an MFEC VISTA for August start date**
 1. In progress
 2. Will be identifying work plan for this position
 - **Workshop update**

- i. Well received
- ii. Al will be heading up some additional workshop planning

- **Defining ‘partners’ discussion**

- i. On-going
- ii. Jolene will gather more information at the national meeting.

4) MFEC Board Working Committee Designations

Note: these are for standing committees. The MFEC will develop ad-hoc committees for conference development, fundraising, and other initiatives.

- **Communications Committee – marketing and public awareness**
- **Capacity Committee – partners and programs**
- ***Additional Committee Request – conference committee***

5) Work Plan Review. The following summarize the key highlights from the board’s work plan review:

- **Goal One: Build public and private capacity for more efficient and effective delivery of financial education programs.**
- **Goal Two: Promote cooperation and collaboration within the financial education community.**
- **Goal Three: Raise public awareness of the need for personal financial education.**

6) Committee Reports

Communications Committee

- **Members**
 - Sue, Jolene, Errolyn, Penny, Diana, and Ben
 - Bi-weekly meetings in March – May then re-evaluate schedule
- **Review Objectives**
- **Action plan**

- **Brand Discussion**
 - Website re-design
 - E-news and other materials
- **Media Blitz in conjunction with financial literacy awareness month**
 - announce coalition brand, tag, and web tools at the beginning of April
 - Release member spotlights to media weekly throughout April – please submit nominations to Jolene

Planned:

- MCUN
- Federal Reserve
- CCCS
- MSU Extension

Capacity Committee

- **Members**
 - Sue, Jolene,
 - Set meeting schedule
- **Review Objectives**
 - **Engage Stakeholders**
 - Increase e-news recipients
 - Increase programs and partners featured on website
 - Engage financial service industry
 - **Develop/Support Public Policy Initiatives**

7) National Jump\$tart Update

- Jolene will be attending the national conference
- North Dakota has requested our assistance in being a jumpstart affiliate much like we are – with a wider scope of service

8) National JS High School Survey

- Need to know the list of schools sooner – for national conference discussion
- Need to connect with OPI

9) America Saves

- United Way agencies are working on this, namely the Yellowstone chapter
- Kelly will keep us all in the loop as to their progress

10) Financial Education Programs

- We will continue to promote financial literacy programs through our website and partner communications

11) Meeting Schedule

- **Next Meeting – JUNE 23 in GREAT FALLS – 10 a.m. to 2 p.m. at Rural Dynamics, 2022 Central Avenue, Call in number 1.866.740.1260, pin 7618721**

12) Meeting Adjourned at 11:50 a.m.

Respectfully Submitted
Jolene Bach

**Montana Financial Education Coalition
Board of Directors' Meeting**

Tuesday, September 15, 2009
Federal Reserve Bank, Helena Branch
11:00 a.m. – 2:15 p.m.

Meeting Minutes

(Action items in Bold)

Present: Directors Karen Smith, Lorraine Schneider (for Annie Goodwin), Penny Cope (for Bruce Brensdal), Bob Vogel, Jolene Bach, Karen Nebel, and Sue Woodrow. Also present were Ben Marks from Rural Dynamics, and Diana Holshue from the Federal Reserve Bank, Helena.

A quorum was not present.

MFEC President Jolene Bach presiding.

The meeting was called to order at 11:00 a.m.

- 1) **June 23, 2009 Board Meeting Minutes.** This item was tabled to the December meeting; there was no quorum for a motion to approve the minutes.
- 2) **Capacity Committee Review.** Sue reviewed the status of the MFEC retirement workshops, planned for November 3, 4 and 5 in Great Falls, Helena and Bozeman, respectively. The workshops, entitled *"Can You Afford to Retire?"* will be held in: Great Falls - November 3, at Central Christian Church; Helena - November 4, location TBD; and Bozeman - November 5, at the Best Western GranTree Inn. The workshops will be offered in each location from 1:00 p.m. - 5:00 p.m., and from 6:00 p.m. - 9:00 p.m. on the dates noted above. The workshops will be offered free of charge to the public. Topics to be covered will include Social Security and Medicare; Medicaid eligibility and recovery; investments, annuities and other products; investment and annuities fraud; estate planning and trusts; long-term care considerations and options; and reverse mortgages. Resource information will be available, as well as representatives of numerous agencies and organizations to answer and provide educational materials. MFEC sponsoring partners and presenters include AARP, D.A. Davidson & Co., Federal Reserve Bank of Minneapolis/Helena Branch, Montana Board of Housing, Montana Division of Banking & Financial Institutions, Montana Department of Public Health & Human Services, Montana State Auditor's Office, Morgan Stanley Smith Barney, Neighborworks Great Falls, Rural Dynamics, Inc., and Social Security Administration. Promotion will be covered by *Aging Horizons*, the area agencies, through local retirement and assisted care centers, and via board members' websites and/or listservs.
 - **Marsha: we would like MSU Extension to have resources available at the workshops – MontGuides.**
 - **Jolene will call *Senior News* about a possible PSA.**

- Sue will work with Jolene on an “e-vite” for resource exhibits.
 - Karen Nebel and Laura will check on how many exhibit tables are available or can be used at the Great Falls and Bozeman locations.
 - There was considerable discussion during which several board members raised concerns regarding parking availability and challenges for seniors for the DPHHS Auditorium – originally planned for the Helena venue. **Penny will contact Rocky Mountain Development Corporation and MACO as possible alternatives. Karen S. will contact the new Gateway Center. Both will get back to Sue with the information asap.**
- 3) **Communications Committee.** Jolene provided an update on the new MFEC branding. She showed the test site for the new MFEC website and new MFEC e-newsletter template. The MT Society of CPAs is helping MFEC develop a robust resource database of financial education providers and services for the website, and are putting considerable resources in this development. There will be a soft launch of the new branding via a MFEC newsletter release on October 1. Updates to the newsletter and website are still underway. The “Contact Us” will be changed to go to a generic e-mail (info@mtmfec.org). Jolene also reviewed a press release schedule over the next four months as we roll out the new branding (see page 6 of the updated workplan distributed via e-mail with the board meeting materials). The board acknowledged and thanked Ben Marks and Jolene for their hard work and great work on the website and newsletter. The new branding is awesome!
- Board members are requested to forward photos from prior MFEC conferences or workshops, or similar “Montana” photos for the rotating photo screen on the home page of the new website.
 - Jolene will work on getting a new MFEC brochure and partner card completed and printed in time for the retirement workshops in November.
- 4) **Conference Committee.** Diana Holshue, MFEC conference chair, provided an update on the conference. The Conference is entitled *“Building a Money Savvy Montana – Practical Financial Education Resources for Your Community.”* The conference will be a one-day resource event, to be held at the Great Northern Hotel in Helena on February 23, 2010. Pam Krueger and Jack Gallagher from the PBS TV show *Money Tracks* will be keynote presenters at the conference (morning session) and at the fundraising dinner to be held the evening prior to the conference at the Federal Reserve. Michelle Green, Deputy Assistant Secretary of the Treasury for Financial Education, has been invited as the conference luncheon keynote. Sue has drafted a simple RFP for workshop presenters to submit proposals. Funds raised via sponsorships and the fundraising dinner will be re-granted in mini-grants (via an application process) to conference attendees to purchase and/or implement FE programs or curricula in their communities during April – Financial Literacy Month. The preliminary budget Diana presented anticipates a minimum of 10 x \$500 grants. The budget is conservative; we may be able to offer more than 10 grants. The committees listed below were established. Diana has done a great job chairing the conference planning team. Thank

you Diana! **All board members are encouraged to participate on at least one committee, so please review the following and let Diana Holshue know which committee you would like to participate on (Diana.holshue@mpls.frb.org):**

Speaker RFP Review and Selection Committee – Draft and review Speaker RFP and mail it to potential speakers by September 25th. Review RFP responses, select conference speakers, complete speaker contracts and finalize conference agenda by October 30th.

Chair– Sue

Co Chair – Karen Smith

Members: Karen Nebel

Marketing and Communications Committee – Send save the date materials by September 25th. Develop conference promotional plan by November 16th. Execute promotional plan throughout pre-conference period. Work with *Money Track* on radio advertisements. Send out pre-conference reminder postcards. Plan post-conference marketing and communications with organizations awarded grants.

Chair – Jolene

Co Chair –

Members: Ben

Conference Packets and Registration– Outsource conference registration (technically), develop conference brochures, prepare conference materials for distribution at the conference and CD's of presentations, prepare MFEC resources and staff conference registration and resource tables during the conference.

Chair – Diana

Co Chair –

Members: Jolene, Penny

Resource Providers, Vendors and Sponsorships – Determine sponsorship levels, recruit resource providers and vendors, organize vendor show, and solicit sponsorships for the conference and the mini grants.

Chair –

Co Chair –

Members: Bruce

Hospitality, Fundraiser Dinner and Reception and Luncheon Planning–Select meals, arrange catering, decorate, and coordinate with Keynote Speakers and facility managers.

Chair – Diana

Co Chair – Sue

Members: Ben

Mini Grant Program– Determine the size and number of mini grants offered, determine application criteria, determine selection criteria, design mini grant application, staff grant application review committee, award grants and follow-up with grant recipients to ensure proper use of funds, provide implementation support and publicity.

Chair – Karen Smith
Co Chair – Karen Nebel
Members: Lorraine, Bob V.

- 5) **Workplan Review.** Jolene quickly reviewed highlights and updates in the revised MFEC workplan. Board members may review these updates in the work plan distributed by Jolene via e-mail in the board meeting materials.
- 6) **Treasurer's Report.** Karen Smith noted that we have approximately \$6,000 in the MFEC account.
- 7) **Bylaws Review and Director attendance at Board meetings.** The board discussed issues with low board member attendance at board meetings. As with this meeting, low attendance where a quorum is not present prevents the board from conducting some portions of business. Pertinent bylaw provisions were reviewed:
 - Director attendance – the Board will meet a minimum of four times per year. Directors are required to attend a majority of the meetings. Participation by conference call will constitute attendance. Directors may appoint representatives from their respective organizations to attend on their behalf, although consistency in representation is strongly encouraged.
 - Voting by proxy is permitted in limited circumstances only.
- 8) **MFEC Board Officers Election.** The following new officers were elected by motion, with new terms to begin November 1, 2008:
 - Jolene Bach – President
 - Sue Woodrow – Vice President
 - Karen Smith – Treasurer
 - Kelly Bruggeman - Secretary
- 9) **2008 Workplan Review.** The following summarize the key highlights from the board's workplan review:
 - **Goal One, Objective Two** - deleted from the workplan Discussion Item: "Develop A Shared Teacher Program Pool"
 - **Goal One, Objective Two** – Jolene will explore the possibility of currently committing one of RDI's Americorp VISTA volunteers to work part-time as the MFEC coordinator, with the possibility of committing a full-time VISTA volunteer to this role beginning in July 2009. This would allow Jolene, as the new MFEC president, to have a VISTA volunteer working directly under her supervision serving as the MFEC coordinator. **Jolene will report back to the board as to whether this proposal can be implemented.**
 - **Goal Two, Objective Four** – the board revisited the issues surrounding the term "partner." Variny provided information about other Jump\$tart coalitions and

how they label “partners, “members,” etc. Bob Vogel suggested the term “Friend of MFEC.” The board also discussed how to better communicate benefits of being a partner, friend, etc. **Jolene will contact Karen Anderson from the California JS to find out how they encourage partnerships.** As part of this discussion, social networking opportunities such as utilizing NING, FaceBook and My Space were also discussed. **Kelly Chapman will send information to the board about setting up a site in NING.**

- **Goal Two, Objective Five – Local Chapters:** Karen provided information about the Missoula Financial Educators’ Alliance and a new local group in Billings focusing on financial education. Sue noted that we need to be more proactive about ensuring that information and links for these types of local initiatives are put on the MFEC website.

Local Workshops: In addition, the board reviewed the format and interest shown in the four MFEC foreclosure workshops conducted in December and January. It was agreed that this format seems to work well, and that there would likely be interest for more foreclosure as well as investor workshops. A working group was created to begin planning local workshops on these topics: Bruce Brensdal – chair, Karen Nebel, Laura Henton, Jolene Bach, Karen Smith, and Sue Woodrow. **Bruce will organize a planning call.**

- **Goal Three, Objective Three** – Karen shared information about the “211” service, and the board concluded that it is not a good fit for the MFEC. Accordingly, this item was deleted from the workplan.

10) **National Jump\$Start Update.** Variny provided a brief overview of initiatives, leadership changes, and events for the National JS. She encouraged attendance at the April 2009 JS Coalition Leaders’ Conference in Washington D.C., and noted that there are discussions about hosting a Western States JS Leaders meeting in San Francisco in early 2009.

11) **National JS High School Survey.** Bob V. raised an issue about the challenges in recruiting high schools for the JS Survey. Of particular note, some school districts require permission at the district level for participation in surveys, which is a problem in recruiting school participation given the fairly short turnaround time to solicit participation. Variny noted that JS has heard that this is an issue in several states, and will raise this concern at the national level.

12) **Strategic Planning Session.** Karen discussed the need to hold a strategic planning session in the near future, and suggested that the board should utilize an outside facilitator to work with the board in this process. **Janet and Maria will provide contact and cost information for potential facilitators to Karen. Karen will send out a Meet-o-Matic notice to set a date for this session in late August or early October.**

- 13) **Helena Education Foundation.** Karen noted that she will be facilitating a “financial education” discussion table at the *Great Conversations* event in Helena in November.
- 14) **America Saves.** Kelly B. shared information about Yellowstone County’s participation in the “America Saves” campaign. The board agreed to follow the progress of the county’s initiative and add the initiative to the MFEC website.
- 15) **Financial Education Programs.** Kelly and Marsha shared, respectively, information about Susan Beacham’s new program components, and the “Sammy Saves” program.

Before adjourning, the board thanked Karen for her leadership over the last two years. We are privileged to have Karen working for us and with us, and are grateful she will be continuing to serve with us on the MFEC Board.

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem

**Montana Financial Education Coalition
Board of Directors' Meeting**

Tuesday, December 8, 2009
Montana School Boards Association, Helena, mT.

Meeting Minutes

(Action items in Bold)

Present: Directors Karen Smith, Marsha Goetting, Bruce Brensdal, Bob Vogel, Jolene Bach, Annie Goodwin, and Sue Woodrow. Ben Marks (RDI Vista) was also present.

Attending by conference call: Karen Nebel, Kaylee Porter, and Steve Turkiewicz.

A quorum was present

MFEC President Jolene Bach presiding.

- 1) **Approval of Meeting Minutes.** The June and September 2009 minutes were approved by motion with one minor correction on the June minutes.
- 2) **MFEC Bylaws Review.** Jolene and Sue reviewed MFEC bylaws provisions pertaining to attendance and proxy voting. Specifically, the bylaws state: (1) directors must attend at least two board meetings annually or shall be considered for removal; (2) proxy voting is permitted in the limited circumstance where one director is designated a proxy by another director in writing on a specific item or items; (3) directors are encouraged to invite representatives from their respective organizations to attend board meetings and serve on MFEC committees, but attendance by a representative does not constitute a director's attendance nor does it count toward a quorum.
- 3) **New Director Discussion.** The Board discussed possible director candidates. Jolene indicated that Connie Granger, the new executive director for the Montana Council on Economic Education (MCEE) has asked to be invited to serve (replacing Norm Millikin, the recently retired ED for the MCEE). The Board agreed to unanimously that the invitation should be extended. **Jolene will follow up with Connie.** Bob Vogel has had initial discussions with Dennis Parman, deputy superintendent of the Office of Public Instruction (OPI). Bob said Dennis indicated that he or Denise Juneau (superintendent) are interested. **Bob will follow up with Dennis. Jolene will also follow up with the Montana Society of CPAs to determine if there is interest in having a representative on the MFEC board.**
- 4) **2009 Workplan Review.** The following summarize the key highlights from the board's work plan review:
 - MFEC VISTA: Jolene noted that the MFEC will have a full-time dedicated VISTA volunteer beginning mid-January. The VISTA – Thomas Schumann – will be hosted by and officed at Rural Dynamics, but the \$4,500 fee is being paid by MFEC. The

VISTA will work on items such as MFEC website development and maintenance, the e-newsletter, development of policy positions for the 2011 state legislative session, partner development, and other MFEC administrative duties. There was discussion about the sustainability of this work when Jolene's two-year term as president is up, and if the MFEC is not in the position to fund a VISTA in future years. Jolene noted that the VISTA will be creating a guide for the website to enable maintenance and updates by others.

- **Goal One, Objective Two** – Jolene will explore the possibility of currently committing one of RDI's Americorp VISTA volunteers to work part-time as the MFEC coordinator, with the possibility of committing a full-time VISTA volunteer to this role beginning in July 2009. This would allow Jolene, as the new MFEC president, to have a VISTA volunteer working directly under her supervision serving as the MFEC coordinator. **Jolene will report back to the board as to whether this proposal can be implemented.**
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The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Sue Woodrow
Secretary pro tem