

SDASCOE Board Meeting

January 9, 2020 6:30 pm

The SDASCOE board Conference meeting was called to order at 6:30 pm CST pm by Mary Jane West, SDASCOE President. The board meeting was held via conference call. Present on call were: Joel Foster, Mary Jane West, Diane Beidler, Courtney Hansen, Desiree Pewe, Kathy Torres, Karen LaFurge, Kristen Miles, Janelle Adrian, Dawn Nagel, Megan Stevens, Courtney Beidler and Shana Jurgens. Not Present: Terri Roth, Traci Frank, Jennifer Chavez, April Templin, Jim Anderson, Keri Niederman.

Reports:

- **Treasurer: *Jennifer Chavez/Desiree Pewe***- report is attached
- **Awards/Scholarship: *Courtney Hansen***-report is attached

- **Benefits: *Desiree Pewe***-report is attached. If anyone has any ideas for benefits for within SD please let Desiree know so she can pass the ideas on to NASCOE.
- **Legislative/PAC/CO Advocacy: *Keri Niederman***-report is attached
- **Membership: *Megan Stevens***- Spreadsheet provided by State Office shows 221 CO employees and 203 employees are members of SDASCOE. We have 63 GS employees and 4 employees are members of SDASCOE. We also have 11 associate members.
- **Publicity/Webmaster: *Shana Jurgens***-No report
- **Ways and Means: *Terri Roth***-No report
- **Programs/Emblems: *Courtney Beidler***- No report

Janelle made a motion to approve the reports and seconded by Kathy Torres. Motion carried.

Delegates Report from the NASCOE Convention 2019:

- Courtney Hansen & Courtney Beidler-report is attached

Leadership Conference – Dallas, TX - October 24-25, 2019-update from attendees Courtney Beidler, Courtney Hansen, Desiree Pewe, Megan Stevens and Mary Jane West.

- Mary Jane asked each attendee to talk a little about their experience at the conference in Dallas. The consensus from the group was that a lot of information was crammed into 1 day. It was a little overwhelming as well. The attendees thought that maybe if it was a two day event they wouldn't have felt this way. They did learn a lot of valuable information about how NASCOE fights for our benefits, how the COC came to exist, and the journey/details of NASCOE. It was a great way to connect with the NASCOE leaders on a more personal level. They came away from the conference with new contacts within the agency as well. Overall, everyone had a good time at the Leadership Conference and hope other SDASCOE members take advantage of the opportunity in the future.

Treasurer changes:

- With Jennifer Chavez taking a new position at the State Office, we needed to appoint a new Treasurer. Desiree Pewe has graciously stepped up and accepted this appointment. Mary Jane visited with the group about banking options and making a change to a bank accessible to Desiree. Desiree is to contact a few banks close to her in Brookings and see what they can do for CD's and rates, along with being friendly with our EFT transfer of dues for membership. Jennifer will help Desiree as she transitions into the new position of Treasurer. At this time, our accounts are still located in Highmore. In the near future, we do need to transfer funds into a CD from the 2018 national convention. We cashed a CD to start up our national convention funds and stated we would replace the CD once the convention was over.
- 2018 tax return: At this time Jennifer has at the accountant and we have an extension until March. We need to finish this up as soon as possible.

Website renewal:

- Shana Jurgens indicated that we need to update the website domain. The fee is due in February. Shana said she would like to renew for 1 year for the amount of \$15.48. Motion was made by Joel Foster for Shana to pay for the renewal of the website for 1 year and Courtney Hansen seconded the motion. Motion carried.

Chairpersons – Mary Jane indicated that the NASCOE site has information for the responsibilities of Chairpersons, Officers, and directors. She indicated that it would be a good reference for any member of the board to look through.

NASCOE Membership Database:

- An email was sent out to the directors about the NASCOE membership Database. Each director was to review their area spreadsheets and compare the emails/cell numbers to the database that we already had. Directors were to update the contact information and include any new employees as well for their areas. Megan Stevens mentioned that she would like this information back by Sunday, Jan. 12th.

Membership change:

- Lynne Smith has resigned as Membership chairperson due to accepting a new position. Megan Stevens, Hand Co. has been appointed the new membership chairperson. State Office has been helpful in distributing the new employee packet which includes the payroll deduction form and other benefit information. Megan indicated that the form on the SDASCOE website has been updated. Megan was wondering if there was a way to find out when a PT moved up a grade. She felt this would help her better track the membership fees. Joel Foster visited with the group on this subject and indicated that it was really on the Honor system. He did indicate that a Lead PT may not be a permanent

position hence they may not move up a grade. The Lead PT would only move up a grade if it was a permanent position in a permanent shared management office.

- Karen LaFurge has mailed the 2019-2020 membership cards to all members as of January 8th.

Retirement packet:

- Lifetime application: If you have been a NASCOE member your whole career, there is free registration for NASCOE Conventions but you do need to apply for this and the application is on the NASCOE Website.

Chairperson/combinations:

- Mary Jane discussed with the group about having Co-Chairpersons with our 6 groups. She did recognize that it is sometimes hard to get a chairperson for the group but felt that if we could encourage members to co-chair it would help a group out when the chairperson is unable to attend a meeting or the Annual convention.

Scholarships:

- A discussion was held on the duties for Awards, the Scholarship fundraising, and how to keep raising money. Mary Jane suggested that we divide the funding duties and put them with the Ways & Means and leave the duties for the Awards with Courtney Hansen. Mary Jane had been in contact with Terri Roth-Chairperson for Ways & Means to visit with her about helping with fundraising for the Scholarship. We haven't used the Ways & Means Committee in the last few years due to the overwhelming help on the 2018 NASCOE Convention fundraising. Terri graciously said that she would help with raising funds but would like to have a co-chairperson to help her. Courtney Hansen indicated that the wine pull event was a great way to raise money and we may be able to do this in Deadwood if we so wished too.

Directors:

- New employee, April Templin from Grant County has been appointed as alternate director for Area 2.
- We will have the even numbered area Director Elections this year. Mary Jane indicated the Vice-President is in charge of the Elections. She will email the information over to Diane Beidler. Diane will need to put the Election information out to the members in March or April. The election must be done by June 1st.

Insurance for events:

- Mary Jane stated that she is working with an insurance agent in Pierre on getting insurance for our annual event. We have been told that we should actually carry insurance for the whole year instead of one event. Mary Jane did indicate that the agent needs a copy of your tax return first before they can move forward. Joel Foster stated that we are only doing a tax return due to the fact of us hosting the 2018 NASCOE

convention and that it isn't an annual thing we would do each year. Mary Jane will do some more research on this and get back with us at our next meeting/conference call.

Tickets to sell for Georgia:

- The group had a discussion about the 30 tickets that we need to sell for Georgia. It was the consensus that we will purchase the tickets with our funds. The tickets are \$20.00 a piece or 6 tickets for \$100.00. Megan made a motion for us to purchase the 30 tickets at a cost of \$500 and Janelle seconded the motion. Motion carried. It will be determined at the next board meeting on how to divide the winnings if one of our tickets is drawn.

Delegates for Rally and National Convention:

- Mary Jane indicated that we will need delegates for the Rally in Deadwood and also for the National Convention in Georgia. She asked the group if anyone was interested in being a delegate. Megan Stevens and Desiree Pewe stated that they would be delegates for the Rally and Courtney Hansen was interested in being a delegate for the National Convention again if no one else wanted to do it. Kathy Torres made a motion for Megan and Desiree to be the delegates for the Rally (and Courtney a delegate for the National Convention). Janelle Adrian seconded the motion. Motion carried. Delegates for National Convention will be determined at the Spring Board Meeting.

Far West Rally:

- Joel Foster will be meeting with The Lodge in Deadwood on Monday January 13th to go over details for the rally. Mary Jane was wondering if the group would consider reimbursing Joel for his lodging on Sunday night since he would also be working with The Lodge on our SDASCOE meeting on Thursday of the rally. Courtney Hansen made a motion for us to pay for Joel's lodging on Sunday night and Megan Stevens seconded the motion. Motion carried.
- **Registration** – Lyman County will help with the registration. James Neill indicated he could get some people to help with registration during SDASCOE meeting and the Rally. There will be two registration forms, one for the SDASCOE Convention on Thursday and another one for the Far West Rally. A discussion was held about not charging for the SDASCOE convention but that will depend on the cost for Thursday. We will know more on this once Joel meets with The Lodge.
- **Thursday** – Mary Jane will determine the SDASCOE Agenda such as determine speakers, start time, etc.... Considering we will have the NASCOE and WDC Dignitaries speaking on Friday, any speakers on Thursday would be affiliated with our STO. Maybe we could have a Q&A with the Jamie and the Program Managers on Thursday? Mary Jane will need to check with Carleen Mack in Codington to see if they are going to partake in Thursday. RASCOE will be having their luncheon on Thursday.

- **Scholarship Auction** - We will need someone to coordinate the Scholarship Silent Auction. We think part of the Scholarship Auction goes to the host state and now we have a Far West Rally so we will need to coordinate with Marla Hammer from the SWA on some of these details. Mary Jane will do some checking on exactly how all this works, but we will need someone helping with all of this. SD will need to decide if we want to have a separate silent auction on Thursday, but Mary Jane doesn't see why we would want to do that provided we get share of the Rally auction.
- **Door Prizes** - A short discussion was held if we wanted to do door prizes or ask county offices to donate an auction item instead. No action was done on the door prizes at this time. We will discuss at our next meeting which way we would like to go on the prizes. If we decide to do door prizes, we will need to coordinate offices to bring them.
- **Tours** – We will need help coordinating the tours on Thursday for the non-SD folks. Joel thinks the motel does help line up tours or we can do it on our own. We will need some guides to ride along on the tour bus if we decide to go this way.
- **Airport Shuttle** – If this would have been just the NWA, this would have been simpler as most people would have driven. However, now that it includes the SWA, there will be more people flying. The motel does offer a shuttle for a fee. Jamie and Jerry King might offer to use their bus.

Spring Board Meeting

- Mary Jane asked the group if we would like a face to face meeting or a conference call for our Spring Board meeting. It was the consensus of the group to meet face to face. Mary Jane will talk with Jamie White/STO and see when the State Committee meets next. Mary Jane will communicate back to the group when she has more information on the dates of the next meeting.

With no further business, Kathy Torres made a motion to adjourn the meeting and Janelle Adrian seconded the motion. Motion carried.

Respectfully submitted by:

Karen LaFurge, Secretary