

**Western Organization of Resource Councils Education Project
Board of Directors Meeting**

**8:00-9:00 AM
Friday, June 7 2024
DoubleTree Hotel
Aspen Room
Grand Junction, CO**

[Zoom Link](#)

Meeting ID: 926 634 9053; Password: 849339

Note: The WORC Board meeting is on Saturday, June 8 - see agenda on pages 1-2 of WORC Board Packet

Proposed Agenda

- I. Welcome, roll call, additions to or revisions of the agenda
 - Board list (pg. 7)
- II. Approval of the minutes of the December Board of Directors meeting (pgs. 2-4)
- III. Review financial statements:
 - Approve 1st Quarter 2024 financial statements (pgs. 11-22 of main board packet)
- IV. Proposed budget amendment for WORCEP audit (pg. 5)
 - Update on audit timeline
- V. Board resolution to add Deb as bank account owner/check signer (pg. 6)
- VI. Next meeting:
 - December 7, 2024 in Billings, Montana
- VII. Adjourn

WORCEP MEETING MINUTES (DRAFT)

BOARD MEETING

Date: Dec 2nd, 2023

Location: **Northern Hotel, Billings, MT**

Quorum present – meeting called to order: Nancy Hartenhoff-Crooks

IN ATTENDANCE

Board Member	Organization
Norm Cimon	Oregon Rural Action
Nancy Hartenhoff-Crooks (Chair)	Dakota Rural Action
Dena Hoff	Northern Plains Resource Council
Lynne Huskinson	Powder River Basin Resource Council
Sara Kendall	WORC Interim Director
Marielena Vega	Idaho Organization of Resource Councils
Linda Weiss	Dakota Resource Council
Kerri Wolenez	WORC Finance Director
Emily Hornback	Western Colorado Alliance Director
Robin Bagley	Powder River Basin Resource Council Director
Eric Halstvedt	WORC Technology Coordinator

BOARD MEETING CALLED TO ORDER

8:32 Nancy Hartenhoff-Crooks

APPROVAL OF MINUTES

8:35 Moved Dena Moved to approve minutes, seconded, and approved by voice vote – motion carried.
Seconded Linda

FINANCIAL STATEMENTS

8:37 Sara Kendall led a discussion of the financial statements, developed by finance director Kerri Nelson Wolenez.

Moved Norm Moved to approve financial statements, seconded, and approved by voice vote – motion carried.
Seconded Marielena

WORC EDUCATION PROJECT AUDITING

8:04 Sara gives a brief overview of the 2022 audit of WORCEP. Board members received a copy of the audit.

8:10 Sara led the discussion about the choices for the 2023 audit and recommended an RFP to find a new audit firm, either virtual or in person.

Moved Norm Moved to find an auditor, whether virtual or in person, seconded, and approved by voice vote – motion.
Seconded Dena

REVIEW AND ADOPTION OF THE 2024 WORCEP BUDGET & FUNDRAISING PLAN

8:24 Sara led a discussion of the plan with a discussion about the JPB grant, and office expenses. She also discussed the budgeting process as we transition to a new director(s).

Moved Dena Moved and seconded approval of budget and fundraising plan – motion carried by voice vote.
Seconded Linda

FACILITATED DISCUSSION

8:32 Sara Kendall led a discussion of the pass through grant allocation.

REVIEW AND ADOPTION OF THE 2024 WORC/WORCEP GRANT AGREEMENT

8:38 Kerri discussed the grant agreement

Moved Lynne Moved and seconded approval of grant agreement – motion carried by voice vote.
Seconded Marielena

REVIEW AND ADOPTION OF BOARD RESOLUTION ON FISCAL SPONSORSHIPS

8:42 Sara reviewed the resolution for the sponsorships.

Moved Linda

Moved and seconded approval of fiscal sponsorship resolution – motion carried by voice vote.

Seconded Dena

REVIEW AND ADOPTION OF BANK ACCOUNT AND CHECK SIGNING

8:43 Sara led a discussion of adding names to the check signing list.

Moved Marielena

Moved and seconded addition of signatures – motion carried by voice vote.

Seconded Dena

ELECTION OF 2024 OFFICERS

8:47 Nancy leads discussion on 2024 officers.

Moved Dena

Moved and seconded to retain current list of officers for 2024: Nancy Hartenhoff-Crooks, Chair. Lynne Huskinson, Vice Chair, Norm Cimon Secretary/Treasurer. Motion carried by voice vote.

Seconded Lynne

OTHER BUSINESS

8:50 None

EVALUATION

8:52 Morning meeting time is good.

ADJOURNMENT

8:55 Moved Linda

Meeting adjourned.

Seconded Marielena

To: WORC and WORC Education Project Boards of Directors
Fr: Deb Love, Executive Director
Dt: May 24, 2024
Re: 2024 Budget Amendment Request

As staff informed the Boards in December 2023, we need to make an amendment to our budgets to cover increased audit expenses.

In December, the WORC board decided to have staff look into the cost of a virtual audit for an email Board decision in March on a preferred option for the 2023 audit. The board-approved budget includes \$10,000 for the audit and \$2,500 for the 990s, for a total of \$12,500. The board passed this budget with the understanding we would need to increase the amount after we received proposals and selected an auditor.

The WORC Education Project Board moved that staff find an auditor. The board-approved budget includes \$8,000 for the audit and \$2,500 for the 990, for a total of \$10,500. The board passed this budget with the understanding we would need to increase the amount after we received proposals and selected an auditor. The total budget for audits and 990s for both organizations for FY 2023 is \$23,000.

We received four quotes to conduct audits of WORC, WORC Education Project and to complete IRS Form 990s for both organizations. They're all significantly higher than what we've paid in previous years, and this is really due to Strom and Associates charging us well below market rate in the past.

We presented these options to the Finance Committee in March. The Committee recommended that we bring a request to the Boards to increase the 2024 budgets to enter into a three-year engagement with Junkermier, Clark, Campanella, Stevens (JCCS) out of Helena, MT. JCCS was the only firm to offer a three-year contract option for reduced rates for 3 years, which allows us to lock in a three-year contract and not have to worry about this for a few years. The 2023 audit process is already underway, with the bulk of the work being completed in June. We anticipate we will have final audits around or before Labor Day.

Audit & 990 Contract Costs:

WORC Audit: \$24,000	WORCEP Audit: \$19,200
WORC Form 990: \$2,800	WORCEP Form 990: \$2,800

Combined Cost for the 3-year contract: 1st Yr: \$43,200, 2nd Yr: \$46,700, 3rd Yr: \$49,500

Board Action:

We recommend that the Boards approve the following:

- **WORC: A budget increase of \$14,300**, which includes \$14,000 for the audit and \$300 for the 990
- **WORCEP: A budget increase of \$11,500**, which includes \$11,200 for the audit and \$300 for the 990

Western Organization of Resource Councils Education Project

Resolution of the WORC Education Project Board of Directors

June 7, 2024

Signature Powers for Bank Accounts

Deb Love, Executive Director, Sara Kendall, Program Director, Kerri Nelson Wolenez, Finance Director, and Leah Berry, Political Director are authorized by the Board of Directors of Western Organization of Resource Councils Education Project, acting on behalf of the Board and in accordance with its resolutions, as authorized signers for any and all bank or checking accounts for the corporation.

Adopted by the WORC Education Project Board on this, the 7th day of June, 2024.

Nancy Hartenhoff-Crooks

WORCEP Board Chair

WORC EDUCATION PROJECT BOARD 2024

As of May 2024

Nancy Hartenhoff Crooks, South Dakota,
Chair
PO Box 442
Toronto, SD 57268-0442
(605)794-4571 (h)
nan-hart@hotmail.com
Term expires: December 2024

Norm Cimon, Oregon, Secretary/Treasurer
1208 First Street
La Grande, OR 97850
(541) 963-0853 (h)
ncimon@oregontrail.net
Term expires: December 2025

Dena Hoff, Montana
426 Road 261
Glendive, MT 59330
(406)687-3645 (h)
dena.hoff47@gmail.com
Term expires: December 2025

Linda Weiss, North Dakota
PO Box 906
Belfield, ND 58622
(701)575-4234 (h)
weisslk85622@centurylink.net
Term expires: December 2024

Lynne Huskinson, Wyoming, Vice-Chair
911 N. Elm Ave.
Gillette, WY 82716
(307)689-9362 (h)
elsielynnehuskinson@gmail.com
Term expires: December 2025

Montana At Large
Charlene Alden
charlene.alden@cheyennation.com
Term expires: December 2023

VACANT

Colorado – Term expires December 2025
Idaho – Term expires December 2024
North Dakota At Large – Term expires
December 2024