



**Executive Committee**  
**GoToMeeting® 1:30 – 2:15 PM**  
**Thursday, May 24th, 2016**  
Walt Sullivan Building, Helena, MT

**MEMBERS PRESENT:** Casey Blumenthal (Vice Chair); Margaret Bowles (Designee for Denise Juneau); Galen Hollenbaugh (Designee for Commissioner Pam Bucy); Bill Hunt; Miles McCarvel; John Rogers and Commissioner Jane Weber

**MEMBERS EXCUSED:** Dave Crum (Chair); Niles Hushka; Jim Marks (Designee for Clay Christian)

**STAFF:** Greg Cano and Casey Schreiner

**GUESTS:** Scott Eychner; Suzanne Ferguson and Pam Watson

**Call To Order/Roll Call**

Vice Chair Blumenthal called the meeting to order.

**Roll call**

Casey Schreiner conducted roll call and established a quorum.

**Agenda**

Vice Chair Blumenthal asked for a motion to approve the agenda. ***Ms. Weber made the motion to approve the agenda. Ms. Bowles seconded the motion. The motion carried.***

**Minutes – Feb. 11<sup>th</sup>, 2016**

Vice Chair Blumenthal asked for a motion to approve the draft meeting minutes from the last Executive Committee Meeting. ***Mr. Hunt made the motion to approve the minutes. Ms. Bowles seconded the motion. The motion carried.***

**New Business**

**June 8th and 9th Agenda Review**

Casey Schreiner, Director of the SWIB, presented the draft agenda for the Full Board Meeting on June 8<sup>th</sup> and 9<sup>th</sup> at Great Falls College- MSU.

**SWIB Main Street Montana Project Responsibilities**

Acting Deputy Commissioner of Labor Galen Hollenbaugh discussed the SWIB's tie in to the Main Street Montana Program's Key Industry Network recommendations. He requested information from board members about what information they need to move these recommendations forward.

Members discussed the resources available to the SWIB as a program for carrying the recommendations out, the current scope of their work versus the new scope of the work, and

concerns for the lack of labor representation on the KINs. Members requested a one-sheeter from staff on the basic details of how this would change the current SWIB structure.

#### Staff Recommendations

Mr. Schreiner presented three board administration recommendations for approval from the Executive Committee. First, he made the recommendation that that board go paperless in its meetings in the future to reduce the overhead costs for meetings. SWIB has a new website that staff has designed to make document retrieval easier for members. Members would be able to access the documents with their electronic devices.

***Mr. McCarvel moved that the SWIB move to paperless meeting. Ms. Bowles seconded the motion. The motion passed unanimously.***

Mr. Schreiner presented the new Agenda Action Report. He suggested that we require the completion of these forms by all presenters on meeting agendas. The form is designed to assist the presenter in organizing their presentation, formulating a motion if needed. It is also designed to allow members to have knowledge of the presentation before the meetings to encourage more robust conversation, and better informed decision making.

***Mr. Hunt moved that we pilot the use of Agenda Action Reports in all meetings. Ms. Weber seconded the motion. The motion passed unanimously.***

Mr. Schreiner proposed that the entire board and all committee work be done by a standard schedule. Two full board meeting per year, and committee meetings scheduled out a year in advance so that members would have them on their calendar very early. He emphasized that this would help with quorums and staff management of time for projects. He did express that the new partnership with the KINs through the Main Street Montana Project could complicate this, but that he suggests that at minimum staff proceed with trying to schedule the full board and standing committee meetings.

Members agreed that this was a better way to do business and suggested that he get a doodle poll out for these meetings as soon as possible.

#### **Adjournment**

Vice Chair Blumenthal asked for a motion to adjourn. ***Mr. McCarvel made the motion to adjourn and Ms. Weber seconded the motion. The motion carried.***

The meeting was adjourned at 11:55 AM.