LEAGUE ORIENTATION/OVERVIEW
Taylor briefed the Board on the staffing, scheduling, and funding of the SD Municipal League. Documents were presented, and are attached to these minutes, regarding the various League functions.

The overview began with Article I of the SDML Constitution, stating the purposes of the League. The arrangement of the ten Districts was reviewed, along with the Board structure arising from those districts.

Staffing, and the funding for each position was described as follows: Full League funding for the Executive Director, Finance Director/Office Manager; and Director of Research and Training. Full funding by their programs for the Director of Risk Sharing Services and the Director of Municipal Electric Services; the SDPAA personnel, and funding split at 75% FIT/25% SDML for the Director of Marketing and Communications.

The relationship between the various affiliate groups and the SDML was described as an umbrella, with the League providing administrative services, but the direction of each affiliate, including the expenditure and intake of funds, controlled by a board elected by each affiliate’s members. There is an affiliate agreement in effect with each that spells out the duties of the SDML. The one affiliate with an employee, the SDMEA, directs that employee, with input from the SDML Executive Director.

Similarly, the Director of Marketing and Communications answers to the board of the SD Public Funds Investment Trust, with the exception of the portion of her job that is assigned to the SDML; the Director of Risk Sharing Services answers to the three boards of the risk sharing pools; and the SDPAA personnel answer to the SDPAA Board of Directors. Taylor is a member of all three Pool boards.

Discussion ensued regarding SDPAA bringing functions in-house, the HPSD already being in-house, and the potential for cooperative arrangements. Taylor responded that as the pools were all started by the SD Municipal League, and as the goals of each pool are the same as those of the SDML (excellent service at the lowest possible cost to the members) that Taylor would hope any further duties assumed by the Pools would remain housed within the SDML, although she
stressed the importance of the member-elected pool boards remaining in control of their respective programs.

SDML Board members were assured that all three pools are strong, financially healthy, and that decisions made by the pool boards are made solely to further service and costs savings to the members.

**BOARD MEETING**

President Becky Brunsing called the meeting to order at 12:45 p.m. Members present were:

Becky Brunsing, Finance Officer, Wagner; Sam Kooiker, Mayor, Rapid City; Gary Lipp Mayor, Custer; Harry Weller, Mayor, Kadoka; Paul Young, Councilmember, Spearfish; Jeanne Duchscher, Finance Officer, Parker; Arnie Schott, Mayor, McLaughlin; Mike Wendland, Mayor, Baltic; Greg Jamison, Councilmember, Sioux Falls; Pauline Sumption, Finance Officer, Rapid City; Fay Bueno, Finance Officer, Sturgis; Amy Nelson, City Manager, Yankton; Karl Alberts, Finance Officer, Aberdeen

Members not able to attend were: Meri Jo Anderson, New Underwood; Laurie Gill, Pierre; Mike Grosek, Webster; Tim Reed, Brookings; Debbie Houseman, Lake Andes; Renae Phinney, Ree Heights

Others Present: Yvonne Taylor, Executive Director

**APPROVAL OF THE MINUTES**

It was moved by Bueno, seconded by Schott to approve the minutes of the February 4, 2014 meeting. Upon unanimous vote, the motion was approved.

**REMEMBER OF 2014 MEETING SCHEDULE**

The board was asked to note the remaining meetings for the year – 7 p.m. on Tuesday, October 7, 2014 in Spearfish; and December 10-11, 2014 in Pierre/Ft. Pierre.

**NEW BUSINESS**

**District Meeting Recap and Approval of 2015 District Meeting Schedule:**

Discussion was held about strategies to increase attendance at the District Meetings. It was suggested by the Board that Legislators be invited to attend by the League to all meetings; That attendees be provided with speaking points to discuss with their legislators; that a Federal update be provided; that District Chairs and Board Members be used to encourage attendance within their regions; and that there be a “Save the Date” announcement to get the meetings on people’s calendars following this SDML Board Meeting and approval of the 2015 Schedule.

After reviewing attendance numbers for the 10 districts, it was moved by Duchscher, seconded by Schott to adopt the meeting schedule calendar as presented. Upon unanimous vote, the motion was approved.
Membership Update:
Taylor presented the Board with the list of 10 non-member cities, and said it is the lowest non-member rate since 2003.

Conference Update:
Taylor informed the Board of the general session speakers and entertainment.

Discussion – SDML and the Pools
Taylor advised the Board that the Sioux Falls SDPAA office had hired an executive assistant, a director of membership services, and a director of underwriting. Taylor explained that the intent is to operate a “parallel system” for 6 months so that the transition for the membership would be seamless on January 1. Taylor further explained that the SDML had purchased a vehicle for the use of the director of membership services.

Discussion – Openness, Website, and Meetings
Taylor asked the Board for thoughts on how to make sure the League was operating in a transparent manner for its members, and how to make the website more informative. Discussion was held. It was moved by Kooiker, seconded by Jamison to post minutes and the annual Audit report, effective January 1, 2014. Upon unanimous vote, the motion was approved.

Political Activity Discussion
Taylor informed the Board that she had contributed $100 to one statewide candidate, and had two local legislative yard signs in her Pierre address yard. Taylor also discussed a letter to the editor supporting clean, fair elections that was distributed previously to the Board; and distributed a letter supporting highway funding from NLC, onto which the SDML signed.

Review SDML Personnel Policies, Job Descriptions, Salary Ranges, Raise/bonus Policy
After a full discussion of issues and review of personnel needs and work, it was recommended that a personnel subcommittee be formed to work with Taylor and bring a recommendation on job descriptions, evaluation processes, raise/bonus policies; succession planning; and a possible contract with the Executive Director.

Brunsing appointed Jamison, Duchscher, Brunsing, Lipp, and Bueno to the Personnel Issues Sub-committee.

Discussion – Banyon
The recent customer satisfaction survey was discussed with the Board. It was noted that the subcommittee would be meeting during Finance Officers’ School and would present the Board with a recommendation for moving forward with the Banyon contract.

AUDIT REPORT
Alberts presented the audit report, stating that the SDML audit was clean, and that all questions of the audit committee had been answered to their satisfaction. It was moved by Sumption, seconded by Lipp, to acknowledge the receipt of the annual audit. Upon unanimous vote, the motion was approved.
SDML Board Meeting  
June 6, 2014  

APPROVAL OF THE FINANCIAL STATEMENTS  
Taylor briefed the board on the financial statements as of May 15, 2014. Taylor further explained the status of the budget, stating that to date, expenditures and revenues were proceeding at the expected levels.  

It was moved by Bueno, seconded by Schott to approve the financial statements. Upon unanimous vote, the motion was approved.  

BOARD MEMBER ITEMS  
Several items were brought forward from board members, including items for policy committee consideration, the issue of libraries and their upcoming software upgrade requirements; and medical bills for suspects prior to their transfer to county custody; and a possible infrastructure survey.  

DIRECTOR'S REPORT  
Taylor circulated a letter from the Association of Code Enforcement expressing their gratitude for the excellent services provided by Christine Lehrkamp, Director of Research and Training.  

EXECUTIVE SESSION  
It was moved by Duchscher, seconded by Wendland to go into executive session at 3:30 p.m.  

Brunsing declared the executive session ended at 3:35 p.m.  

It was moved by Duchscher, seconded by Wendland, to adjourn the meeting at 3:35 p.m. Upon unanimous vote, the motion was approved.  
