

**Montana Coal Board**  
**Orientation Meeting Minutes**  
**June 19, 2019**  
Billings Hotel and Convention Center

**Board Members Present**

Chairman John Williams, Vice-Chair Sidney Fitzpatrick, Marianne Roose, and Amber Henning, and Veronica Small-Eastman.

**Montana Department of Commerce Staff Present**

Jennifer Olson, Division Administrator, A.C. Rothenbuecher, Operations Manager, Anne Pichette, Administrative Officer, and Anita Proul, Executive Assistant.

**Public Present**

No public present

**Welcome**

Ms. Pichette welcomed everyone to orientation of the Montana Coal Board at 12:44 p.m.

**Roll call**

Ms. Pichette called the roll for board members. The following board members were present: Chairman Williams, Vice-Chair Sidney Fitzpatrick, Amber Henning, Marianne Roose, and Veronica Small-Eastman. Tim Schaff and Sean Smith were absent.

**Opportunity for Public Comment**

None provided as no public present or on phone

**Introductions**

- Ms. Pichette notified the board of a new appointee, Sean Smith from Anaconda, but that he was not going to be able to attend the orientation or board meeting

**Orientation Binder Review:**

- Overview of Coal Board
- Coal Board Precis
- Open Meeting Laws Presentation
  - Ms. Olson pointed out that Coal Board does not currently have internal operating procedures with respect to notice and public participation – how and when to expect notice
  - Two options – choose to make their own or adopt the agency's
  - Will have to go on the agenda for next meeting
  - Next quarterly meeting - provide copies of Department Policy for discussion, subsequent meeting to adopt
- Pertinent Montana Code Annotated Statues
  - Ms. Henning referenced a memo from the legal department about impact
  - Memo will be provided to add to orientation binders

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- Coal Board Impact Area
- Charts
  - Coal Board Funding by Biennia
  - Application Process Flowchart
- Environmental Review for Grant Projects
  - Will be recorded and available on website for access any time
- Robert's Rules of Order
- Application Example
- Travel Expense Information
- Historical Record of Coal Board Grants
- Department of Commerce Contacts

**Other Comments/Questions**

**Adjournment**

Chair Williams entertained motion to adjourn. Motion by Ms. Henning and seconded by Vice-Chair Fitzpatrick. Meeting adjourned at 4:30 pm.