

**Montana Coal Board**  
**Orientation Meeting Minutes**  
**December 3, 2015**  
Colstrip, MT

**Board Members Present**

Chairman John Williams, Tim Schaff, CJ Stewart, and Veronica Small-Eastman

**Board Members on Conference Call**

Dan Miles

**Montana Department of Commerce Staff Present**

Jennifer Olson, Grants Bureau Chief, Melinda Cummings, Coal Board Administrative Officer and Amy Peck, Administrative Assistant.

**Public present:**

Viola Beehler                      Colstrip

Senator Duane Ankney      SD #20

**Welcome – Call to order**

Chairman Williams called to order the meeting of the Montana Coal Board at 9:05 a.m.

**Roll call:**

Ms. Olson called the Roll for Board members. The following board members were present: Chairman John Williams, Tim Schaff, CJ Stewart, and Veronica Small-Eastman. On the phone was Dan Miles.

**Opportunity for Public Comment**

At this time, there was no public present.

**Introductions**

- Ms. Olson – Grants Bureau Chief, provides a brief overview of the Community Development Division and introduces Melinda Cummings as the new Administrative Officer for the Coal Board.
- Board introductions are made.

**Election of Vice-Chair:** Due to extenuating circumstances, Chairman Williams requests to have the election of Vice-Chairman as Chairman Williams will need to leave the meeting.

**Action by the Board:** Chairman Williams entertains a motion for the election of a new Vice-Chairman. Ms. Small-Eastman nominates Mr. Stewart. As no other nominations are made, Mr. Schaff makes a motion to elect Mr. Stewart as Vice-Chairman. Chairman Williams seconded. Motion passed.

**Orientation Binder Review**

No official business was made during this review.

**Other Comments/Questions**

- Ms. Olson – it would be appropriate and helpful to the public and potential applicants to set the calendar of meetings for the biennium.

**Action by the Board:** Mr. Schaff made a motion to schedule the calendar of meetings. Ms. Small-Eastman seconded. Motion passed.

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**Action by the Board:** Ms. Small-Eastman made a motion to hold the next meeting on March 18, 2016. Mr. Schaff seconded. Motion passed.

**Action by the Board:** Mr. Schaff made a motion to base the calendar of meetings on the third month of the quarter, the third week of the month. Mr. Miles seconded. Motion passed.

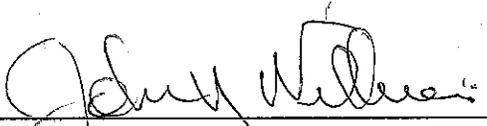
- After Board discussion, Wednesday and Thursday were agreed upon as the preferred days of the week for the meeting.

**Opportunity for Public Comment**

- Senator Duane Ankney – provided a review of a conversation held with Allie Bovington and Dan Villa regarding the coal board funding in HB 3.

**Adjournment:**

With no other business, a motion was made by Mr. Schaff to adjourn the meeting. Ms. Small-Eastman seconded. The meeting was adjourned by Vice- Chairman Stewart at 12:34 p.m. The next meeting is scheduled for March 18, 2016 in Billings, Montana.

  
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John Williams, Board Chair

3-18-16  
Date