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
• Coal Board Impact Area
• Charts
  o Coal Board Funding by Biennia
  o Application Process Flowchart
• Environmental Review for Grant Projects
  o 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.