

**RECORDING SECRETARY**  
**Report to LWML Montana District Board of Directors**  
**Trinity Lutheran Church, Billings, Montana**  
**October 12-13, 2018**

Thank you to Bridget Michaels, out-going Recording Secretary, for helping me to get a grasp on my duties as Recording Secretary. And thank you to President Shari Miller, Corresponding Secretary Janice Witt, and Central Zone President Valerie Martin for reviewing the minutes of the April 22, 2018, 38<sup>th</sup> Biennial Post Convention meeting. Your patience and encouragement is greatly appreciated. I am looking forward to learning and serving in this position.

Activities since the previous BOD meeting:

- Familiarized myself with the district laptop. I've never used a laptop before! Or windows 10!
- Emailed approved minutes of the 38<sup>th</sup> Biennial Post Convention BOD meeting to BOD members, LCMS Montana District President, and LWML President.
- Prepared a signature page to be used for minutes.
- Reviewed the job description for my position.
- Prepared the attendance sheet and a current roster for the 191<sup>st</sup> BOD meeting.
- Attended the LWML retreat at Trinity Lutheran Camp on Flathead Lake near Bigfork.
- I am the Southern Zone Servant Resources Chair and so prepared the report to be included in the handouts for our Fall Rally held at St. Paul's Lutheran Church, Bridger, Montana. I did not attend the rally as I was on a 10-day road trip with girlfriends into Canada!
- I am secretary of the LWML at Trinity Lutheran Church.
- I am the financial Secretary of Trinity Lutheran, and I am in charge of the committee that counts the church service offerings.
- I am a member of the Kitchen Guild at Trinity Lutheran, helping to keep our kitchen clean and greeting our members and guests at church services on a rotating basis with other guilds.
- I am a member of our Fellowship Board whose purpose is to strengthen fellowship between members.
- I am a co-chair of a newly organized "senior" group at Trinity. We call ourselves the Wrinkled Righteous! We have taken organized trips to West Yellowstone in the winter; Medora, North Dakota to see their musical with a stop at the Creation Museum in Glendive; and a boat trip into the Bighorn Canyon. We also started a monthly get-together to play pinochle!

**Sharon Murray**  
Recording Secretary  
LWML Montana District

**TREASURER****Report to LWML Montana District Board of Directors****Trinity Lutheran Church, Billings, Montana****October 12-13, 2018**

Monthly activities of the office were performed as required, including paying bills and vouchers, preparing monthly reports, sending them, via email, to the members of the BOD and sending mites to LWML.

- Met with Ruth Denning to transfer information of Treasurer's duties
- Transferred name and signature on Bank Account
- Numerous calls – from June through September – to receive a MasterCard from First Interstate Bank
- Contact with Jeff Snyder concerning CD's in LCEF and also name and change of address
- Name and change of address on Cogswell Insurance
- Paid one grant: "Proclaiming the Gospel through Streaming Video" for \$4,000
- Read and answered emails concerning Accounting Policies and Procedures rewrite
- Read and answered emails from BOD members
- Worked up an estimate on LWML Convention costs in Mobile, Alabama
- Contact with Susan Loomans, LCMS Montana District Treasurer, concerning individual LWML societies in the handling of Receipts and Disbursements (see the Fall *Montana Missive* article)
- Wrote two articles for the *Montana Missive*
- Attended the LWML District Retreat at Trinity Lutheran Camp

I am active in our LWML by attending Bible studies and serving at special functions. I also teach a Special Ed Sunday School class and prepare and give a children's message once a month. Ken and I also maintain the church flower gardens.

In the community, I am a CASA (Court Appointed Special Advocate) volunteer for children in foster care. I also volunteer at the Lone Pine State Park once a week and serve meals to the homeless once a month.

Carol Holste  
Treasurer

**VICE-PRESIDENT CHRISTIAN LIFE  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General Duties:

- Worked with Linda Reilly to put together the 2018 Fall Rally at Trinity Lutheran Camp.
  - Coordinated with Pastor Bueltmann at Trinity Lutheran Camp
  - Coordinated with Pastor Whaley regarding Bible study
  - Created Power Point for Bible study
  - Shared responsibilities with Linda during the retreat
- Attended as many LWML meetings as possible at First Lutheran
- Wrote *Missive* articles for the Spring 2018, Summer 2018, and Fall 2018 issues
- Attended Western Zone Fall Rally at Our Savior Lutheran, Stevensville

Respectfully submitted,

Sonja Reeves  
VP-Christian Life

**Vice President of Gospel Outreach  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

Following the post-convention BOD meeting, I was privileged to send award letters and greetings to our nine new grant recipients. Also mailed letters of regret to those not chosen; encouraging them to continue with their outreach services. Many letters of thanks were received as the recent *Missive* article celebrates.

Discussed grant payment procedures and line-up with President Shari and Treasurer Carol.

Wrote *Missive* article for the fall 2018 edition.

Regularly hold the LWML and all who are reading this in prayer and offer abundant thanks for all the loving and generous women (whether matriarch, matron, dowager, biddy, or grimalkin) and men that encourage and support our efforts.

*Kathleen Scott*

**LWML Montana District BOD Meeting  
October 12-13, 2018  
Trinity Lutheran Church, Billings, Montana  
Vice President of Human Care Susan Sweatman**

Date of LWR Drive for 2019:

Saturday, May 11

Use same locations – Missoula (First)  
Belgrade (Holy Trinity)  
Billings (Mount Olive)  
Glendive (Our Savior)

- Attended LWML District Convention, April 20-22, 2018
- Attended LWML BOD meet after the close of convention
- Wrote an article for the *Missive*
- Attended LWML Montana District Retreat at Trinity Camp
- Received the Vice President of Human Care transition information

Deborah Knudsen has agreed to continue to photograph district events. She also submitted finalized reports for the 2018 LWR Drive in light of my husband's ongoing health issues.

New email for me: [sweatmans49@gmail.com](mailto:sweatmans49@gmail.com).

Thank you for your prayers on behalf of Roland and me. His next and hopefully last surgery is scheduled for November 2, 2018, at Sacred Heart in Spokane. *The effectual fervent prayer of a righteous man availeth much* (James 5:16 KJV).

*Susan Sweatman*

**Vice President of Servant Resources  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General activities of the office were performed as required, including responding to/filing correspondence, email and telephone calls.

- I was asked by President Shari to attend the Assembly of Leaders training in St. Louis. The application was submitted and accepted. I look forward to attending.
- Wrote articles for the Summer and Fall Missive.
- Planned and led fall retreat at Flathead Trinity Lutheran Camp with co-chairman Vice President Sonja Reeves.
- Arranged Servant Event at the Fall Retreat. Applied for a Thrivent Action Team card and purchased fleece with it to make pillows for teenagers at Emma's House in Hamilton. Emma's House is a children's advocacy center for physically and sexually abused children.
- Ordered mite goal bookmarks and Mite Boxes for the retreat from the LWML Store.
- Serving on the Renew, Renovate, Remodel committee at church for updating and redecorating our church. Planned and completed landscaping.
- Attended regular LWML meetings.
- Attended Monday quilting group at church.
- Attended Women's Bible Study group.
- Serving on the Grace Lutheran Learning Center Preschool and Daycare Board.
- Attended Fall Zone Rally in Stevensville on September 29, 2018.

**Linda Reilly  
LWML Vice President of Servant Resources**

**Nominating Committee Chairman  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General activities of the office were performed as required.

- Wrote articles for the Spring 2018 and Fall 2018 *Missive*.
- Helped give the convention report at the Southern Zone Rally.
- Visited with LWML members about positions opening on the board in 2020.

**Meetings**

- LWML Montana Southern Zone Rally, Bridger – October 6, 2018
- LWML Montana District BOD, Trinity Lutheran, Billings – October 12-13, 2018
- Trinity Lutheran LWML Monthly meetings.

**Pam Kercher  
LWML Montana District Nominating Committee Chairman**

*I can do all things through Christ who strengthens me.  
(Phil. 4:13)*

## **Montana District LWML Senior Counselor's Report BOD Meeting October 2018**

Greetings in the name of our Savior, Jesus Christ!

Since our last meeting in February, I have attended and participated in the following events:

- Attended the LWML BOD meeting in Missoula, MT. February, 2018.
- Attended the April 20-22, 2018 LWML District convention in Missoula. It was a great convention! Thank you First Lutheran for your wonderful hospitality
- Attended the LCMS District Convention in Billings, June 11-14, 2018.
- Attended the LWML District Retreat in beautiful Bigfork, September 21-23.
- I look forward to the LCMS Montana District Pastors' Conference, October 23-25, in Bigfork.
- Tentative dates still being considered for the LWML Flathead Zone Rally in Eureka.
- I hope all is well in your respective Zones. I thank God for all the women of our church who faithfully serve in all vocations.

In the name of Christ,

**Rev. Kyle T. Whaley**  
Montana LWML Senior Pastoral Counselor

**PRESIDENT****Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General activities of the office were performed as required, including responding to/filing correspondence, email, signing vouchers, and telephone calls.

- Relayed information from national LWML to the LWML Montana District Board of Directors (BOD).
- Shared prayer requests that pertained to LWML Montana and kept all BOD members in personal prayer.
- Encouraged all LWML Montana District officers in the fulfillment of their duties.
- Wrote one President's update letter to the LWML Montana Board of Directors and Eastern Zone contacts.
- Secured consent from three Assembly of Leaders (AOL) to attend LWML leadership training, November 7-10, 2018. Wrote two separate letters informing the Assembly of Leaders participants from Montana of details regarding travel, schedule, and preparation for the meeting. Participants include: District President Shari Miller, Vice-Presidents Sonja Reeves and Linda Reilly, and Pastoral Counselor Rev. Blake Marshall.
- Wrote articles for the Spring 2018, Summer 2018, and Fall 2018 *Montana Missives* and proofed all *Missives* before publication.
- Prepared a PowerPoint Presentation and was speaker for the LWML Montana Central Zone Rally in Chinook, August 25, 2018.
- Submitted a Bible study entitled "Grace Upon Grace" for the Fall 2018 *Quarterly*, an article for the Fall 2018 *Quarterly*, and a Bible study entitled "Shh! Peace Be Still" for the Winter 2018 *Quarterly*.
- Lead a women's Bible study every week entitled, *Altogether Beautiful*, a study on the Song of Songs.
- Developed and led a Summer Women's Event at my church entitled *The Woman God Sees* and used Bible study "He Only Has Eyes for You!" from the Fall 2010 *Quarterly*.
- Prepared agenda for October 2018 LWML Montana BOD Meeting at Trinity Lutheran, Billings.
- Compiled email reports for October 2018 meeting and sent out to the LWML Montana BOD.
- Celebrated LWML Sunday, October 7, 2018, at my church.

**Meetings**

- LWML Montana Central Zone Rally, Chinook – August 25, 2018
- LWML Montana District Retreat, Bigfork – September 21-23, 2018
- LWML Montana Divide Zone Rally, Ennis – October 6, 2018
- LWML Montana District BOD, Trinity Lutheran, Billings – October 12-13, 2018



**Shari Miller**  
**LWML Montana District President**

*For I know the plans I have for you, declares the Lord, plans ... to give you a future and a hope.*  
(Jeremiah 29:11)

**Central Zone President  
Valerie Martin  
October 12-13, 2018, Billings, Montana**

September 25 our Central Zone Rally was held at Zion Lutheran Church in Chinook. The theme of the Rally was “Built on the Rock.” LWML Montana District President Shari Miller was our guest speaker in the morning, sharing with us new and exciting happenings within LWML. Rev. Marcus Williams led us with worship and had the Bible Study. There was an ingathering where participants brought food items to be given to the local food bank in Chinook. Each item of food received had a Bible verse taped to it. There were over 20 individuals in attendance. We saw examples of the theme “Built on the Rock” in our Bible Study, hymn sing, and even in our lunch – our dessert included “Rocky Road ice cream.”

By the time this report is read, most of the churches in our zone will have celebrated LWML Sunday.

Items of interest within our Central Zone include two presentations by Rev. Nicholas Salifu, missionary to Ghana. He will be at Zion Lutheran in Power, November 4, and Trinity Lutheran, Great Falls, November 5. He is in the United States to speak at the Lutheran Heritage Foundation.

Divide Zone President  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018

Since the last BOD meeting:

- Attended zone rally at Shepherd of the Hills in Ennis on October 6, 2018
- Attended zone board meeting at Wheat Montana on August 4, 2018 to plan zone rally in Ennis and discuss zone business
- Sent and replied to various emails about zone rally and location
- Began drafting the new zone bylaws for review and approval by the societies in the Divide Zone in 2019
- Attended the district retreat at Trinity Lutheran Camp

I listed my favorite song on my Archivist-Historian report.

I think that covers everything.

*Marjorie O'Rourke*

**Eastern Zone President  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

The Eastern Zone Fall Rally was held at Trinity Lutheran in Miles City on September 29, 2018. The entire zone was invited, but was attended by members from Colstrip, Forsyth, and Miles City. Twenty-one women and Pastors Schreibeis and Marshall were in attendance. We may have been fewer in numbers, but certainly not lacking in enthusiasm. Pastor Schreibeis led us in Matins after a hymn sing. Pastor Marshall led us in Bible study both in the morning and afternoon.

We held a business meeting and decided that Claudia Kransky will go to Mobile as president of the zone, since the last representative was from the society rotation. Colstrip said they would come up with a banner as Lynn Pralts is a banner maker.

I explained the rally we organized and why we did it the way we did. We had no folders or bags with goodies, no special decorations, very simple lunch (sloppy Joes, chips, veggies, and bars). We did this to show that it doesn't take a huge group to host a rally. Our focus needs to be on the fellowship and Bible study/worship. The consensus was that we all have too much stuff and need to go simple.

We talked about the sub-zone and the issues with distance, attendance at rallies, and rally rotation. Ideas were discussed including the following: 1.) Forget about the sub-zones and go on with the regular rotation the women in attendance said they go wherever it is anyway. 2.) Meet in a central location, like Glendive or Miles City, and the other societies could bring food and organize the rally per rotation. 3.) Totally divide the Eastern Zone into a Northeastern Zone and a Southeastern Zone having joint meetings every four years, as we do with the Southern Zone. We don't want an "us and them" situation, but if, as has been in the past rallies, the ladies from the Northern region only attend rallies when they were held in the North due to an aging population, the division was made to accommodate the distance. Not to create division. A task force with women from the entire zone is being assembled to come up with recommendations for the board by next fall 2019.

We shared about the activities of each society in the zone with the following activities noted: adopting seminary students, helping local food banks, gathering school supplies for local students, adopting a little girl from the Philippines to aid in her education, gathering items for LWR, taking trailer loads of items to Orphan Grain Train in Jamestown, N.D., and others too numerous to mention. Local societies are alive and active.

Yours in Christ's Service,

*Claudia Kransky*  
Eastern Zone President

**Flathead Zone Report  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

Relayed via email numerous updates regarding items of interest from President Shari Miller.

Planning our fall rally in Eureka, November 10. We are using the theme, "He Only Has Eyes for YOU!"

Elections will be held. (I will be retiring from this office.)

It will be great to see and hear from all attending!

*Kathleen Scott*  
Flathead Zone President

**SOUTHERN ZONE PRESIDENT****Shirley Zeller****LWML Montana BOD Meeting, October 12-13, 2018****Trinity Lutheran Church, Billings, Montana**

Since our last meeting I have been active as follows:

- Attended monthly Mary & Martha LWML and Docas Circle meetings at Mount Olive.
- Along with Southern Zone BOD, we have planned the fall rally which will be held at St. Paul Lutheran in Bridger, on October 6.
- Rally theme “The Sacraments - The Substance & Evidence of Faith.” Hebrews 11:1: *Now faith is the substance of things hoped for, the evidence of things not seen.*
- Contacted speakers for the rally and have completed all the plans.
- With this rally and election of officers I will have completed my four-year term as Southern Zone President. It has been a wonderful experience meeting and working with all you LWML sisters as we “Serve the Lord with Gladness.” Our newly elected Southern Zone President will be at this BOD meeting with you.

**Shirley Zeller**, Past Southern Zone President

**Western Zone Report  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

Since our last Board of Directors meeting in Missoula in February, I have:

1. Assisted with the LWML Montana District Convention in Missoula in April and attended the Post-Convention BOD meeting.
2. Assisted by the American Heritage Girls of Hamilton, we put 1,050 American flags on the graves of Veterans in the Hamilton and Grantsdale cemeteries on Memorial Day weekend. I also conducted a portion of the Memorial Day ceremonies.
3. Assisted with two funerals at Grace and minorly assisted with two birthday parties and a baby shower at the church.
4. Substituted for the lady in charge of our Carnival Workers Breakfast at our Ravalli County Fair, did the planning, and got it done with the help of our great volunteers.
5. Was in charge of the Coffee Hour following the Worship Service and the Bible Class this summer.
6. Planned the Western Zone Fall Rally agenda at Stevensville. "LWML 75 Years of Missions, Mites, and Music" with emphasis on mission hymns through the past 75 years. Rev. Andrew Eckert gave a Bible study on "Angels" for St. Michael and All Angels Festival Day.
7. Planned to go to the District Retreat at Trinity Lutheran Camp, paid the registration fee, and was unable to attend because I'm a KLUTZ.

Thank you for the privilege of being on the Montana District Board of Directors for the past 4 years. I look forward to attending the LWML Convention in Mobile and seeing all of you there.

Thank you again, in our Lord's Holy Name and with His Love and mine,

*Dorothy Rummel, Past Western Zone President*

**Archivist-Historian  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

Since the last BOD meeting:

- Sorted through and organized all the materials I received from the previous Archivist-Historian at the last convention
- Coordinated with President Shari and others regarding our display at the LCMS Montana District Convention
- Emailed and responded to emails from the LWML Archivist-Historian regarding the Archivist Boot Camp
- Conferred with President Shari about the cost and other details of attending the Archivist Boot Camp to be held January 20-22, 2019. (See Report 12.E.)

I do not have any particularly favorite hymn. My favorite song of all time is, *I Am Forever Who I Am*. It is hard to sing the song without wanting to cry.

I think that covers everything.

*Marjorie O'Rourke*  
LWML Montana District Archivist-Historian

**CORRESPONDING SECRETARY  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General Activities of the Office:

- Reviewed, proofed, and suggested edits for minutes, *Missives*, and various other documents as requested by President Shari Miller.
- Updated Standing Policies & Procedures, prepared a BOD report of important changes, and reviewed with Recording Secretary Sherrie Murray.
- Developed Accounting Policies and Procedures with assistance from President Shari Miller, Treasurer Carol Holste, and Financial Secretary Barb Kohs.
- Updated district calendar for the biennium as information became available.
- Prepared documents for receiving updated Annual Society Reports (2018-2019).

Activities related to the local society:

- Packaged and delivered LWR school kits, personal care kits, and quilts to Belgrade.
- Helped plan and host the Divide Zone Fall Rally at Shepherd of the Hills, Ennis, on October 6 with Rev. Mark Schultz, former missionary to Thailand, as speaker.
- Continued to count and remit donations received for monthly LWML mites offerings from our congregation.

/s/ Janice Witt, Corresponding Secretary  
LWML Montana District

**FINANCIAL SECRETARY**  
**Report to LWML Montana District BOD**  
**Trinity Lutheran Church, Billings, MT**  
**October 12-13, 2018**

- Receipted and made deposits for all society mites, fees, and Zone Rally overages and from monies received from various non-society funds in a timely manner.
- Participated in the Minutes Review for the LWML Montana District Convention.
- Prepared monthly Deposit and Summary Reports for the District Treasurer.
- Updated records of society mites and fees each month for the Society Contribution Report.
- Verified invoices received for *Quarterly* subscriptions were correct and ready for payment.
- Mailed Mite Boxes and voucher pads to several societies upon their request.
- In my position as Western Zone Human Care, tabulated the number of items from the Flathead and Western Zones for the 2018 LWR Drive.
- Provided the revised Society Annual Report (2018) that replaces the 2015 version in the *Montana Manual* and on the District website to Structure Chairman Myrt White.
- Assisted in reviewing the proposed LWML Montana District Accounting Policies and Procedures.
- Mailed letters in September 2018 to all Society Treasurers regarding fees and the Society Annual Report that are due November 1, 2018.
- Sent emails to Zone Presidents, with a copy of the revised Society Annual Report, and asked them to share it at their Zone Rally or in any correspondence that they send.
- Attended the LWML Montana District Retreat in September at Trinity Lutheran Camp.
- Prepared an article for the Fall Missive regarding fees and the Society Annual Report.
- Prepared a report for the October 2018 BOD Meeting.
- Participated in Bible studies, Altar Care, and Treasurer for my local society. Participated in quilting and gathering items for Lutheran World Relief and Orphan Grain Train kits and for various local needs.

**Barb Kohs**

Barb Kohs  
Financial Secretary  
LWML Montana District

**Montana Missive Editor  
Report to the LWML Montana BOD  
Trinity Lutheran Church, Billings  
October 12-13, 2018**

We have started to use the Newsletter service, so the clipart is available to BOD members for communications. Please contact me for the access information.

Summer has been really busy and I am getting back in the saddle with a new computer. Issues are going out as scheduled.

We do need to refill the postage meter for the next year, so I need BOD approval for an expenditure of \$140 to the USPS.

Blessings,

**Brook Gerard**  
*Montana Missive Editor*

**Scholarship Chairman  
 Report to LWML Montana District Board of Directors  
 Trinity Lutheran Church, Billings, Montana  
 October 12-13, 2018**

Activities I did since the last BOD meeting:

- Directed an advertisement be in the *Missive* issues advertising the scholarships and the deadline. Also asked that the Montana District *Reflections* have a notice included.
- Sent emails to the two past scholarship recipients that were still in their studies reminding them of this year’s deadline and what they needed to send.
- Received applications from each of them and sent an email to advise them I received their applications.
- Waited and watched for any other possible applicant inquiries.
- September 30 passed and we have two applicants for the 2018 Scholarships. Both are qualified for the scholarship.

Jared Cooksey	Ft. Wayne	Ministry	St. John, Deer Lodge	Vicarage year
Carl Wendorff	Ft. Wayne	Ministry	St. John, Sidney	Fourth year

There being only two applicants this year and both in seminary and we have the funds designated from the Mission Grants Account, I would recommend we break from the usual scholarship of \$1,000 and send each applicant \$1,500.

**Funds will be requested and award letters sent in December 2018.**

Other activities in the Lord’s service:

- Worked at and organized the food for our church pancake breakfast served free at our Tri County Fair.
- Asked church members to purchase items for LWR school kits to assemble this fall.
- Gathered items for Baby Care Kits for LWR, blankets and diapers are in the sewing process.
- Applied for Thrivent Action Team grant to purchase quilt batting, picked batting up in Minnesota to save shipping cost. Quilt making to start soon.
- President of our local LWML, Divide Zone Secretary.
- Teach Sunday school.
- Do whatever needs to be done.

**Edee Anderson**

No expenses at this time

**Structure Committee Chairman  
Report to the LWML Montana District Board  
October 12-13, 2017 – Trinity Lutheran Church, Billings, Montana**

As **Structure Committee Chairman** did the following:

- The Proposed Bylaw Changes ( Article IV.2; Article V.2, Article IX.3.b; Article VI.2.4 and Article VI.5.b) approved by the LWML Montana District Board of Directors, by the LWML Structure Committee, and by the LWML Montana District delegates at the convention in Missoula, April 20-22, 2018 have been incorporated into the Bylaws. These have been submitted to Stephanie Edgar, Web-Site Coordinator, to be updated on the LWML Montana District website.
- The following descriptions, policy, and Society Annual Report have been updated. The updates are on file in the *Montana Manual* and have been forwarded to Stephanie Edgar for updating on the website:
  - Society Annual Report
  - Job Description for District Recording Secretary
  - Job Description for District Treasurer
  - Financial Policies for the *Montana Manual*
- During the last few weeks, I have worked with President Shari, Treasurer Carol Holste, and Financial Secretary Barb Kohs in securing answers about “bond” insurance. Bonding is required in the Treasurer and Financial Secretary positions of our bylaws. Both the LWML (Lutheran Trust Insurance) and the Cogswell Insurance Agency, Great Falls, have supplied us with information on this and research continues.

**Other LWML Activities**

- I serve as Vice-President of the Southern Zone and participated in the planning meeting for our Fall Zone Rally, October 6, Bridger, Montana. Elections will be held at this Rally. As Vice-President I have served as the Nomination Committee Chairman and will present a slate of officers at this rally. I have agreed to be nominated for President of the Southern Zone. Additionally, I have retyped the Southern Zone Bylaws so we have them in digital form. Future rallies will consider amending them as necessary.
- I attended the District Fall Retreat in Bigfork, September 21-23, 2018
- I plan to attend the Southern Zone Rally, October 6, in Bridger, MT.
- I serve as President of our LWML Society at Trinity Lutheran Church, Billings.
- I am a member of the Kitchen Guild at Trinity and am Secretary/Treasurer for the Guild.

*Myrt White*

Structure Chairman

**Young Woman Chairman  
Report to Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

As chairman of the Young Woman Committee general activities have been performed as listed below. Correspondence has been completed via email.

- Written a *Montana Missive* article for the Fall publication calling all young women who may be interested representing Montana at the LWML convention to contact me or their local zone president.
- Contacted Beth Ann Salinas, a possible Young Woman Representative (YWR) for the LWML convention. Unfortunately, she does not meet the age requirement as she will be 36 at the time of convention.
- I have contacted Laura Nussbaum from Chinook as a possible YWR candidate. I am waiting for a response.
- Completed BOD report and submitted to Shari Miller.
- Will continue to accept application forms for YWR until October 31.
- **Each Zone President needs to give me a name of someone who could vote by email** about the Young Woman Representatives at this meeting, so we can vote if we receive three or more applications.

Upcoming meetings and/or events attending:

- LWML Montanan District BOD, Trinity Lutheran, Billings, October 12-13, 2018

**Please note:** Since we have committed to sending two YWR's to the convention in Mobile, it would be great if we could get other applicants. Do you know of a young woman who might be interested? Please have them fill out the forms found on the website and mail them to me before October 31. Or contact me with the name, and I will be happy to get in touch with her. Thanks so much.

**Emy Stueve**

LWML Montana YWR Chairwomen  
*emy.stueve@gmail.com*  
406-459-1486

**WEBMASTER****Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

General activities of the office were performed as required, although it was slower going because of moving from Montana, starting a new Call, coaching volleyball, and then buying a house and moving into it. Thank you for your patience and prayers.

- Purchased two more years of Weebly as both our domain host and website design platform
- Updated the website as requested by President Shari Miller
  - Changed out the homepage article
  - Updated the calendar
  - Added the Mission Grants for the 2018-2020 biennium
  - Posted information about Giving Tuesday
  - Added new photos from the retreat
- Changed job descriptions in the *Manual* and posted the revised version on the website

**Stephanie Edgar**  
**LWML Montana District Webmaster**

*Now faith is being sure of what we hope for and certain of what we do not see.  
(Hebrews 11:1)*

**2018 DISTRICT CONVENTION REPORT**  
**Report to LWML Montana District Board of Directors**  
**Trinity Lutheran Church, Billings, MT**  
**October 12-13, 2018**

- Registration for Friday, Saturday, and Sunday was 121, 122, & 122, respectively.
- Funds Received per/Susan Sine was 9285.00 (\$500 start-up + \$8785 in registrations); Convention expenses were \$5177.59 + \$500 to First Lutheran as a Thank You; the ending balance was 3607.41, which includes the \$500 start-up; said balance was sent to Treasurer Carol Holste.
- Total grants Funded, as voted by the delegates, totaled \$22,280.00.
- Suggestions for next convention:
  - Add all beginning times
  - Allow for single day registrations on form
  - All facing forward
  - Preliminary agenda available on website
  - More breaks
  - More veggie and fruit snack food
  - Better selection of drinks available
  - More info on hotels with registration
  - More Bible studies, add breakouts and mixers possibly
  - Lower cost, if possible
  - Make childcare available and note that on registration
  - Receive choir music ahead of time or longer practice
  - Tangible items to buy at LWML store; paying for shipping too high
  - Q&A period before voting on grants
  - Publish website address in convention manual
- Most positive comments were given to the speakers; most negative comments were about the banquet food and lines.

**Sonja Reeves and Christine Wallace, Convention Co-Chairmen**

**Final Report**

**LWML Montana District Fall Retreat at Trinity Lutheran Camp**

**September 21-23, 2018**

**ATTENDANCE:** 42 ladies, Pastor Whaley, and 2 teenage girls, total of 45  
35 ladies spent 2 nights, 3 spent 1 night, and 4 did not spend the night

**REGISTRATION INCOME:** \$2,852.50 early registrations  
\$ 793.00 paid at camp  
**\$3,645.50 TOTAL**

**MITES COLLECTED AT SUNDAY SERVICE:** \$33.00

**SUNDAY CHURCH OFFERING:** \$454.00 (the offering destination TBD at BOD Meeting)

**EXPENSES**

**TRINITY LUTHERAN CAMP:** \$ 2,928.00 \*

**SUPPLIES:**

Linda Reilly	\$ 131.66	(office supplies, snacks)
Bridget Michel	\$ 21.11	(craft supplies—Bridget reimbursed)
Linda Reilly	\$ 44.32	(office supplies, donated)

**REIMBURSEMENT FOR REGISTRATION AND MILEAGE:**

Sonja Reeves:	\$ 175.40
Linda Reilly:	<u>\$ 203.40</u>
	<b>\$3,503.89 TOTAL</b>

**TOTALS**

**INCOME:** \$3,645.50  
**EXPENSES:** - \$3,503.89  
**DONATED:** + \$ 44.32 (Linda Reilly, office supplies)  
**NET INCOME:** **\$185.93**

\*\$200 deposit not included in this amount until BOD decides if 2019 Retreat will be held at Trinity Lutheran Camp



**11.D.**

**SHORT-TERM MISSION TRIP  
Report to LWML Montana District Board of Directors  
Trinity Lutheran Church, Billings, Montana  
October 12-13, 2018**

I would like to approach the Board about changing the focus of the Short-term Mission Trip. After attending our Western Zone Fall Rally I was very intrigued about The Dakotas Boys & Girls Ranch. We had the opportunity to have Laurie Dannewitz, from The Ranch, do a presentation for us at the Rally. I had no idea about the immense amount of history The Ranch has with the LWML, all the way back to the beginning in 1952. Christine Wallace from Missoula grew up with The Ranch as a close part of her life.

It is my intention to get in touch with Laurie when she returns to Minot, North Dakota, and get her feelings about our ladies doing a week long short-term mission trip to The Ranch. (As of the writing of this report, she was still traveling home!)

It has been quite a process trying to put together this trip for our ladies. Perhaps it is because the Lord was waiting to reveal this amazing opportunity for us to come alongside these young boys and girls that call The Ranch their home. Usually the short-term groups are high schoolers, but I have a feeling, given the history, they just might be able to put together something for us to do!

The Lord's will be done!

Respectfully submitted,

Sonja Reeves

## **District Convention Overage Allocation**

The LWML Montana District Convention held in April 2018 in Missoula had an overage of \$3,107.41.

In consultation with President Shari Miller, Treasurer Carol Holste, and LWML Montana District Accounting Policies and Procedures (APPs) creator Janice Witt, I move that the overage from the LWML Montana District Convention held in April 2018 in Missoula of \$3,107.41 be added to the Delegate Fund, subject to the 25% to national LWML provision.

I also move that the following policy become a part of the APPs document, since established practice indicates that this has been done for the last several conventions.

Policy: Excess funds from the District Convention Host Committee and Zone Rallies are added to the Delegate Fund, unless directed otherwise by the BOD. They may be subject to the 25% to national LWML provision. (10-2006, p. 5; established practice; LWML Treasurer's seminar Q & A)

**Barb Kohs**, Financial Secretary

**STANDING POLICIES and PROCEDURES**  
*Lutheran Women's Missionary League Montana District*  
*Board of Directors (BOD) Report*

**BOARD OF DIRECTORS (BOD) REPORTS**

BOD reports will be prepared by BOD members as directed by the District President. (Bylaws: Article VII, 4)

**NEW!!** Reiterate what is already a procedure for BOD reports. (To be ratified.)

**Procedure:** If an officer has submitted a special report and feels a specific item should be included in the minutes, it should be underlined in the report or mentioned as needing to be included.

**DISTRICT CONVENTION**

The Convention Committee will pay for travel meals and lodging for the LWML Representative. (10-2012, p. 6)  
Clarify all travel and lodging expenses of the LWML Representative. (All to be ratified and updated as revised.)  
Travel and lodging expenses will be paid for the LWML Representative. (10-2012, p. 6; rev 10-2018)

**Procedure:** The Administrative Expenses Account will pay convention lodging and travel/equalization (includes airline tickets and/or mileage expenses, travel lodging, and meals) for the LWML Representative. (10-2012, pp. 5-6; rev. Conv 2016, p. 4)

**Procedure:** The Convention Committee will pay for meals to/from the airport and any other convention on-site expenses incurred by the LWML Representative. (10-2012, p. 6)

**NEW!! Procedure:** Others traveling with the LWML Representative will pay for their own meals.

Honorariums will be paid for speakers and Bible study leaders who are not the District Pastoral Counselors. (02-2012, p. 7)

Allow more leeway on payment of honorariums.

**Procedure:** The LWML Montana District BOD will determine what honorariums will be given to speakers, Bible study leaders, and Mites in Action speakers based on previous district practice (speakers \$100, Bible study leaders \$50, Mites in Action speakers \$50) and on the recommendation of the District President. (02-2012, p. 7, established practice).

**FINANCES**

**NEW!!** Reiterate the basis of our Accounting Policies and Procedures.

The District Treasurer and District President are official signatories on all LWML Montana District financial accounts. (Established practice)

The District Treasurer will arrange for a financial review at the end of the biennium. (Bylaws: Article VI. 4. e.)

The District Treasurer will update and maintain Accounting Policies and Procedures; she may ask the District Financial Secretary to assist her with this responsibility. (Established practice)

The District Treasurer, in consultation with the District President and District Financial Secretary, will determine the financial institution, term, and rate for Certificates of Deposit and other investments upon renewal. (Post Conv. 2008, p. 4; rev. 02-2011, p. 2; established practice)

Legend: ~~Black strikethrough~~ – Delete  
Blue – Reason for change/addition  
Yellow highlighting – Change/addition  
Underlined – To be ratified

The District will reimburse expenses for official LWML District business. (Established practice)

*Added for clarification.*

**Procedure:** Expense vouchers must be authorized for payment by the District President and presented for payment within 30 days of the event. (Bylaws: Article VI. 4. c; 10-2015, p. 2)

## GRANTS

**NEW!!** Action taken at April 2018 and 2018 Post Convention Meetings. To be ratified

If there are excess funds in the Grants Account at the end of the biennium, they may be used to pay additional funds to partially funded grants for that biennium and/or applied to partially funded grants in the next biennium as determined by the BOD.

## LWML LEADERSHIP TRAINING AND OTHER EVENTS

The District will participate in LWML Leadership Training and other LWML events as financially able to do so. (Established practice)

*Clarify participation in LWML Leadership Training.*

**Procedure:** The District President will appoint women (and pastoral counselor, if requested) from the District to accompany her to an LWML Leadership Program as directed by the LWML planners of the event. (Post-Conv. 2008, p. 4; 04-2018, p. 5; established practice)

*Expenses of Distinct President and other LWML members were two separate entries before Administrative Expenses Account.*

**Procedure:** The expenses of the District President not covered by the LWML and of other LWML members to attend LWML workshops such as Leadership Training and to report back to zones and societies will be paid from the Administrative Expenses Account. (10-2012, p. 2; rev. Conv. 2016, p. 4; established practice)

## MEMORIAL SCHOLARSHIP FUND

*Verify reason for Memorial Scholarship Fund, source of its funds, and use of its monies.*

The sole purpose of donations to the Memorial Scholarship Fund is to go directly for scholarships to Montana LCMS students going into church work. (02-2010, pp 4, 8; rev. 10-2015, p. 5)

Contributions are the main source of income for the Memorial Scholarship Fund. (Established practice)

*Identification of general source of funds to the Memorial Scholarship Fund.*

**Procedure:** Any donations made in memoriam or specified for scholarships will be added to the Memorial Scholarship Fund. (Established practice)

**Procedure:** Upon the death of any current BOD member, their spouse, or a past District President, the BOD will donate an amount of \$50 to the Memorial Scholarship Fund from the Administrative Expenses Account. (10-2009, p. 12; rev. Conv. 2016, p. 4)

*Clarify "excess money in the Scholarship Fund", which is actually scholarship money in the Grants Account that was from mites. Also a procedure under Scholarships.*

**Procedure:** At the end of each biennium any excess money in the Grants Account for scholarships, or returned scholarship money, should be rolled into the Memorial Scholarship Fund. (02-2011, p. 5)

*Identifies use of Memorial Scholarship funds.*

When additional scholarship applications are received and the amount is not covered by the mite scholarships, the additional amount is funded by the Memorial Scholarship Fund. (10-2014, p. 3; 10-2017, p. 5; established practice)

Legend: ~~Black strikethrough~~ – Delete  
*Blue* – Reason for change/addition  
Yellow highlighting – Change/addition  
Underlined – To be ratified

### MILEAGE/TRAVEL

Round trip mileage or airfare for travel to BOD meetings, conventions, or LWML leadership training events will be paid for appropriate personnel. (Established practice)

[Action taken at 2018 Post-Convention Meeting.](#)

**Procedure:** Outgoing and newly elected officers meeting to transition duties will be paid mileage. (Post-Conv 2018, p. 2)

### PUBLICATIONS: *LUTHERAN WOMAN'S QUARTERLY* and *MONTANA MISSIVE*

The *Montana Missive* is the official publication of the LWML Montana District. (Bylaws: Article XI. 1.)

[This was missed at the February 2017 Meeting from a special report. See BOD Reports above.](#)

**Procedure:** Societies and individuals may register to have the *Missive* delivered to their email accounts at no charge. (02-2017, Task Force Report)

### RETREATS

Fall Retreats will be held annually, preferably one in the eastern part of the District and one in the western part of the District. (Established practice)

[Allow more leeway in location of retreats.](#)

**Procedure:** Retreats will be held at locations determined yearly by the BOD. (10-2009, p. 12; rev. 02-2014, p. 2; 02-2015, p. 5; established practice)

Legend: ~~Black strikethrough~~ – Delete  
*Blue* – Reason for change/addition  
*Yellow highlighting* – Change/addition  
Underlined – To be ratified

*Lutheran Women's Missionary League Montana District*  
**ACCOUNTING POLICIES and PROCEDURES**

**ACCOUNTING PRACTICES**

The *LWML Montana District Accounting Policies and Procedures* shall be consulted for current accounting practices. (Established practice)

The District Treasurer will be the guarantor (or principal) with all financial institutions to control who has access to all financial cash accounts, investments, and credit cards and who is authorized to pay the bills. (Established practice)

The District Treasurer and District President are official signatories on all LWML Montana District financial accounts. (Established practice)

The District Treasurer will arrange for a financial review at the end of the biennium. (Bylaws: Article VI. 4. e.)

**Procedure:** A financial review provides limited assurance on the District's financial statements that they are in conformity with generally accepted accounting principles (GAAP). (LWML Treasurer's Workshop)

**Procedure:** The review will be done by someone other than another current BOD member or immediate family member of a current BOD member. (Established practice)

**Procedure:** After the review, the reviewer will prepare and sign a written report stating the books have been found correct or listing details that need to be corrected. (LWML Financial Officer Guidelines)

**Procedure:** The financial review will be completed prior to the transition of the office of LWML Montana District Treasurer. (Established practice)

The District Treasurer position will not be transitioned until all official signatories are in place. (Established practice)

**Procedure:** The outgoing District Treasurer will complete all transactions and prepare a month end report for the Convention month prior to the transition. (Established practice)

**Procedure:** Any additional transactions and reports completed for months following Convention will be recorded prior to the transition. (Established practice)

The District Treasurer will update and maintain the *LWML Montana District Accounting Policies and Procedures*; she may ask the District Financial Secretary to assist her with this responsibility (Established practice)

The District Treasurer, in consultation with the District President and District Financial Secretary, will determine the financial institution, term, and rate for Certificates of Deposit and other investments upon renewal. (Post Conv. 2008, p. 4; rev. 02-2011, p. 2; established practice)

The LWML Montana District will practice Cash Accounting which records income when cash is received and expenses when cash is paid out. All unrestricted (undesignated) and temporarily restricted (designated) contributions not used in the current biennium are held over for use in the next biennium. (LWML Treasurer's Workshop; established practice)

The District Treasurer records all revenues, expenses, and journal entries in detail; each entry is recorded in the Receipts and Disbursements Journal and posted to the correct Fund or General Ledger Account. (LWML Treasurer's Workshop; established practice)

## CONTRIBUTION CLASSIFICATIONS

The LWML Montana District can accept unrestricted and restricted funds. (Established practice)

Unrestricted funds are contributions that are free of any external restrictions and available for the general operation of the District. (LWML Financial Glossary, 08-2015)

**Procedure:** Unrestricted contributions may be identified as “where needed most”, are estate distributions, or are not designated otherwise for a special purpose. (Established practice)

**Procedure:** The BOD will act on unrestricted contributions at regularly scheduled meetings. (Established practice)

**Procedure:** These contributions may be subject to the 25% to national LWML provision. (LWML Treasurer’s seminar Q & A)

Restricted funds can be temporarily or permanently restricted. (LWML Financial Glossary, 08-2015)

**Procedure:** Temporarily restricted funds are contributions for a specific purpose such as mites, a given account, designated fund, or special event. These funds are held “temporarily” until a need for the funds is evident. (LWML Financial Glossary, 08-2015; established practice)

**Procedure:** Permanently restricted funds are contributions to be held in perpetuity and designated for a specific use, generally an Endowment Fund, where the principal remains untouched; only the interest that accrues is used. (LWML Financial Glossary, 08-2015)

## MITES CONTRIBUTIONS

Mites, or mission donations, are the main source of income for the LWML Montana District and are designated toward the current biennium mission goal. (Established practice)

**Procedure:** Mites contributions or offerings are received from the following:

- Societies (Established practice)
- BOD or other BOD designated meetings or events, unless otherwise specified by the BOD. (LWML EC Operating Policies, 10-2014, p. 13)
- First offering at District Conventions (10-2017, p. 7; established practice)
- AmazonSmile, Good Search, and other internet program contributions. (LWML EC Operating Policies, 10-2014, p. 13)

**Procedure:** Contributions to mites are divided according to the mission goal/budget percentages: Administrative Expenses Account – 35%; LWML Mission Goal – 25%; and Grants Account – 40%. (02-2010, p.7; Conv. 2016, p. 4; established practice)

## GRANT CONTRIBUTIONS

The LWML Montana District can accept contributions directed toward the LWML Montana District Grants Account. (Established practice)

**Procedure:** If the donor indicates a separate gift has been given to national LWML, the entire donation will go to the LWML Montana District Grants Account. (Established practice)

**Procedure:** If the donor does not indicate that a separate gift has been given to national LWML, then 25% of the contribution will go to national and the remaining 75% will be added to the LWML Montana District Grants Account. (Established practice)

**Procedure:** Contributions to the Grants Account will be used to fund the next grant to receive funding. (Established practice)

**Procedure:** Contributions to the Grants Account may be designated toward a specific grant, but that is not encouraged. (LWML Treasurer's seminar Q & A)

**Procedure:** If a contribution to the Grants Account is designated toward a specific grant and the contribution exceeds the amount owed on the grant, it will be communicated to the donor that the excess can be returned, used for funding additional grants, or carried over in the Grants Account for the following biennium. (LWML EC Operating Policies; 10-2017, p. 6)

**Procedure:** If there are excess funds in the Grants Account at the end of the biennium, they may be used to pay additional funds to partially funded grants for the biennium and/or applied to partially funded grants in the next biennium as determined by the BOD. (Established practice) Wording may change after BOD reviews SPP report. Reference to be added after meeting.

**Procedure:** Grants will not be paid until September 1 of the convention year and until funds have been set aside from current mites for scholarships. (*Montana Manual*, VPGO Job Description)

### **OTHER CONTRIBUTIONS**

Contributions for a designated fund or event will go directly to that fund or event. (Established practice)

**Procedure:** Contributions received as Delegate, *Montana Missive*, and *Lutheran Woman's Quarterly* fees or retreat registrations will be used in the year or biennium they are received; unused monies will be held over for use in the next year or biennium. (Established practice)

**Procedure:** Contributions to the Memorial Scholarship Fund will be used when additional funds are needed to pay mission grant scholarships. (02-2016, p. 6)

**Procedure:** The BOD will act on contributions to the Endowment Fund at regularly scheduled meetings. (Established practice)

Excess funds from the District Convention Host Committee and Zone Rallies are added to the Delegate Fund, unless directed otherwise by the BOD. They may be subject to the 25% to national LWML provision. (10-2006, p. 5; established practice; LWML Treasurer's seminar Q & A)

### **END OF MONTH/BIENNIUM CONTRIBUTIONS**

Contributions are effective when delivered. (Established practice)

**Procedure:** Contributions received by the last day of the month are considered income for that month. (Established practice)

**Procedure:** Contributions mailed and postmarked by the end of the month or biennium are considered received for that month or biennium even though not delivered until the following month or biennium. (Established practice)

**Procedure:** Contributions that are recorded as being received by the end of a month or the biennium, but are not deposited with the bank until the next month or biennium, will be listed as "outstanding" on the end-of-the-month bank reconciliation. (Established practice)

### **INCOME and EXPENSE TRANSACTIONS**

The LWML Montana District can accept contributions only by cash or check. (Established practice)

**Procedure:** The District Financial Secretary will count and deposit contributions at the end of each month and in a timely manner as needed. (Established practice)

**Procedure:** The District Financial Secretary will ask at least one (1) other current BOD member to assist her in counting and signing off on all large contributions such as monies received at District Convention and BOD meetings. (Established practice)

**Procedure:** The District Financial Secretary will provide the District Treasurer with a detailed report of deposits on a monthly basis. (Established practice)

**Procedure:** Receipt of individual checks in the amount of \$250 or more must be acknowledged to the donor in writing. (Established practice)

**Procedure:** At her discretion, the District Financial Secretary may send a thank you to donors of contributions less than \$250. (Established practice)

Invoices and expense vouchers will be paid upon receipt. (Established practice)

**Procedure:** All disbursements will be made by check. (Financial Officer Guidelines, 08-2015)

**Procedure:** The District President can authorize LWML invoices and certain other requests for payment received via email by return email. (Established practice)

**Procedure:** Expense vouchers must be authorized for payment by the District President and presented for payment within 30 days of receipt. (Bylaws: Article VI. 4. c.; 10-2015, p. 2)

If a check is to be voided, a reverse entry must precede issuing a new check. (Established practice)

All income and expense transactions and journal entries must be documented and filed by the District Treasurer or the District Financial Secretary. (Established policy)

### **CREDIT CARDS**

The District President and District Treasurer will each have a District credit card for certain District expenses. (Established practice)

**Procedure:** The LWML Montana District can make credit card charges for only specified expenses such as hotel/motel room reservations for District and LWML Conventions, retreat accommodations, and other expenses as approved by the District President. (Established practice)

**Procedure:** No cash draws shall be authorized for the credit card. (EC Operating Policies, 10-2014)

**Procedure:** There will be a cap on credit card charges which should be reviewed prior to each use. (Established practice)

### **COORDINATING FINANCES WITH THE ZONES AND SOCIETIES**

Each Society will maintain its own Accounting Practices when handling its finances. (Established practice)

Zones do not have their own checking account. (Established practice)

At Zone Rallies, the Zone Treasurer will coordinate with the Host Society Treasurer when collecting rally fees and paying expenses. (Established practice)

**Procedure:** All rally revenues and expenditures will be handled through the Host Society's checking account or as cash. (Established practice)

**Procedure:** If rally revenues exceed rally expenses, the overage will be sent to the District Financial Secretary along with the LWML Zone Rally Report to be added to the Delegate Fund. If directed otherwise by the BOD, they may be subject to the 25% to national LWML provision. (Established practice; LWML Treasurer's seminar Q & A)

**Procedure:** If there are insufficient funds, all speaker and Zone Pastoral Counselor (if applicable) expenses will be paid first; then Host Society expenses will be paid. Receipts not covered are to be sent to the District President for reimbursement from the Delegate Fund according to the Zone Secretary-Treasurer's Job Description and Zone Rally Expense Instructions. (Established practice)

**Lowell Young Annual IRA Distribution  
Report to the LWML Montana District BOD  
Trinity Lutheran Church, Billings, MT  
October 12-13, 2018**

The Lowell Young Annual IRA Distribution was received and deposited on September 7, 2018 in the amount of \$336.56.

I move that the Lowell Young Annual IRA Distribution in the amount of \$336.56 be added to the Delegate Fund and not be subject to the 25% to national LWML. The national LWML receives a designated distribution from the same donor.

Respectfully submitted,

Barb Kohs  
Financial Secretary

**Archivist-Historian Boot Camp  
January 20-22, 2019**

The Archivist Boot Camp is scheduled for January 20-22, 2019.

I have found out from the LWML Archivist-Historian Carolyn Honeycutt that the LWML Executive Committee has agreed that the LWML will cover the registration fee and housing costs for all district Archivist-Historians. (I think they are trying to encourage a stronger attendance of the boot camp).

If the LWML Montana Board of Directors decided that I am to go, the only thing we would have to pay is my travel costs. As of September 30, 2018, tickets prices from Helena to St. Louis run from \$303.60 on Delta (leaving Saturday, January 19) to \$576.60 on United (also leaving Saturday, January 19). If leave on Sunday, January 20, ticket prices are \$541.70 and \$515.60 respectively. The last official Archivist Boot Camp was in January 2015.

I request BOD approval to attend the Boot Camp, so the paperwork to attend can be submitted in a timely fashion.

Thank you.

*Marjorie O'Rourke*  
LWML Montana District Archivist-Historian



**13.A.2,3**

**LWML CONVENTION IN MOBILE, ALABAMA  
THURSDAY, JUNE 20 – SUNDAY, JUNE 23**

Approximate Airline Price – Leave on Wednesday, June 19 and return on Monday, June 24

Billings – American Airlines	- \$582
Great Falls – Delta	- \$478
Helena – Delta	- \$479
Missoula – American	- \$601
Kalispell – Delta	- \$815

Cost of Convention Meals (based on Albuquerque) \$122 @  
Two extra days – Meals per Diem \$25 day \$50

Hotel – 2 per room – approximately \$800 for 5 nights

Average –Per Person --

Registration	\$175
Per person to fly	\$600
Hotel	\$400
Food	\$175
Baggage Costs	\$ 50 (\$25 per bag each way)

Total cost per person	\$1,400.00 (6 Delegates)	\$8,400.00 (Delegate Account)
	\$1,400.00 (2 YWR)	\$2,800.00 (AEA Account)
	\$1,200.00 (Pastor)	\$1,200.00 (AEA Account)
	\$ 600.00 (District President)	\$ 600.00 (AEA Account)

Estimate cost to Delegate Account \$8,400

Estimate cost to AEA Account \$4,800

Expect a 10% increase in cost of convention registration and meals as well as possibly an increase in plane fares and hotel.

As of August 31, 2018 -Total in Delegate Account -- \$26,331.38

Total in AEA Account -- \$7,788.89

*Carol Holste*