



Living Independently for Today and Tomorrow – LIFTT’s mission as a 501(c)(3) nonprofit Center for Independent Living serving Southeastern Montana, is to empower aging and disabled individuals to live independently through education, support, and opportunities.

Meeting Board Meeting
1241 Crawford Drive
Billings, MT 59102

Date: **December 18, 2025 (Thursday)**

Time: 4:00 PM

Telephone: (406) 259-5181

Agenda for the Ordinary Meeting of LIFTT's Board of Directors
Scheduled for Thursday, December 18, 2025, at 4:00 PM
Zoom Invitation on the last page

- | | |
|--|---------------|
| I. Call to order | Chair |
| II. Check-in & Quorum | Chair |
| III. Welcome and introduce new board members (if any) | Chair |
| IV. Approval of previous meeting minutes | Chair |
| V. Review and Approval of Agenda for today’s meeting | Motion |
| VI. Old Business Discussion of old business (if any) | Chair |
| VII. Public Comment | Staff |
| VIII. New Business | Motion |
- 8.1** Presentation/Conversation with LIFTT’s auditor
William Fritchie Owner | CPA, CTC | Torino Accounting Group 908.818.1338
william@torinoaccountinggroup.com
www.torinoaccountinggroup.com
William will talk about the completion of the audit covering fiscal years 2021-2022 and 2022-2023, as well as the plans for the future
- 8.2** Approval of the Final Audit Report covering fiscal year 2021-2022
- 8.3** Randy Nelson volunteered to serve as Vice-Chair. We need a motion and a second appointing him as Vice-Chair.



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8.4 Is there a volunteer to serve as secretary? Carlos Ramalho is the secretary *de facto*. We just need someone to occupy that function to comply with the bylaws. If there are no candidates, the position will remain open.

8.5 Appointment of LIFTT’s Board of Directors Executive Committee pursuant to Section 12 of Article III of LIFTT’s bylaws, which states that the Board of Directors will appoint three officers to serve on the Executive Committee.

According to Article III, Section 12, “The Executive Committee shall have the authority to manage specific business affairs of the Corporation between Board meetings, subject to the limitations set forth by the Board and these Bylaws. The Committee shall not alter major policies or make decisions that require the full Board’s approval. The Executive Committee shall report its actions and decisions to the full Board at each subsequent meeting, ensuring transparency and alignment with the Corporation’s mission and strategic objectives. Those Directors who will serve on the Executive Committee will be the officers of the Board of Directors.”

8.6 Authorization and approval of LIFTT’s plan to complete the application before the Montana Department of Transportation for a second 9-passenger van for its ADA Accessible Rural Transportation program, now called RideWell. Below is the information we have available at this moment

MID-TOP EXTENDED AWD ADA VAN evaluated at **\$131,050.00**.

The Montana Department of Transportation grant will pay **\$111,393.00** (85% of the cost), and LIFTT and other grantors will pay **\$19,658.00** (15%). As for vehicle #1, 85% of the price corresponds to the Federal Share and 15% to the Local Share. This vehicle transports five passengers and two wheelchairs.



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8.7 Approval of the following documents:

RIDEWell Advisory Committee & Executive Committee Charters *Organizational Chart (Stand-alone document)*

IX. COLA – Cost of Living Adjustment **Motion**

X. Executive Director Report to the Board **Motion**

We will use the annual report prepared for the federal government which can only be submitted after it is approved by the board of directors. The deadline is December 31, 2025 but we want to submit it asap.

XI. Finance Manager Summary/Finance Update **Motion**

XII. Other business **Chair**

XIII. Interruption of the meeting for 15 minutes to prepare the minutes.

XIV. Approval of the minutes

XV. Adjournment **Chair**

XVI. Calendar of Future Ordinary Board Meetings

| Weekday | Date | Quarter | Time |
|---------|------|---------|------|
|---------|------|---------|------|

Green Fiscal year 2025-2026

| | | | |
|------------------|----------------------|-------------------------|----------------|
| Thursday, | March 5, 2026 | 2026 2nd Quarter | 4:00 pm |
|------------------|----------------------|-------------------------|----------------|



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| Weekday | Date | Quarter | Time |
|------------------------------|--------------------|------------------|---------|
| <hr/> | | | |
| Thursday | June 4, 2026 | 2026 3rd Quarter | 4:00 pm |
| Thursday | September 3, 2026 | 2026 4th Quarter | 4:00 pm |
| Blue Fiscal year 2026-2027 | | | |
| Thursday | December 3, 2026 | 2027 1st Quarter | 4:00 pm |
| Thursday | March 4, 2027 | 2027 2nd Quarter | 4:00 pm |
| Thursday | June 3, 2027 | 2027 3rd Quarter | 4:00 pm |
| Thursday | September 2, 2027 | 2026 4th Quarter | 4:00 pm |
| Pink Fiscal year 2027-2028 | | | |
| Thursday, | December 2, 2027 | 2028 1st Quarter | 4:00 pm |
| Thursday | March 2, 2028 | 2028 2nd Quarter | 4:00 pm |
| Thursday, | June 8, 2028 | 2028 3rd Quarter | 4:00 pm |
| Thursday, | September 7, 2028 | 2028 4th Quarter | 4:00 pm |
| Red Fiscal year 2028-2029 | | | |
| Thursday | December 7, 2028 | 2029 1st Quarter | 4:00 pm |
| Thursday | March 8, 2029 | 2029 2nd Quarter | 4:00 pm |
| Thursday | June 7, 2029 | 2029 3rd Quarter | 4:00 pm |
| Thursday, | September 6, 2029 | 2029 4th Quarter | 4:00 pm |
| Gray Fiscal year 2029-2030 | | | |
| Thursday | December 6, 2029 | 2030 1st Quarter | 4:00 pm |
| Thursday, | March 7, 2030, | 2030 2nd Quarter | 4:00 pm |
| Thursday | June 6, 2030 | 2030 3rd Quarter | 4:00 pm |
| Thursday | September 12, 2030 | 2030 4th Quarter | 4:00 pm |
| Yellow Fiscal year 2030-2031 | | | |
| Thursday | December 12, 2030 | 2031 1st Quarter | 4:00 pm |



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Carlos Ramalho is inviting you to a scheduled Zoom meeting.

Topic: Meeting LIFTT 12-18-2025

Time: Dec 18, 2025 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://luthersem.zoom.us/j/7940462599?omn=96512183386>

Meeting ID: 794 046 2599

One tap mobile

+17193594580,,7940462599# US

+12532050468,,7940462599# US

Join by SIP

• **7940462599@zoomcrc.com**

Join instructions

https://luthersem.zoom.us/meetings/96512183386/invitations?signature=Mzm5wB5PIsPMoy9aLXT_Sh35PyQwdUIBys84z5hGCrw