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Montana Environmental Information Center

EI# 23-7337100

**Part I, line 1**

MEIC is a nonprofit environmental advocate founded in 1973. Its mission is to protect and restore Montana's clean and healthful natural environment. Its most significant activities include: monitoring and influencing state government actions; educating the public; and providing individuals and nonprofit groups with advice and assistance. The organization works on a broad range of issues, including water and air quality, global warming and climate change, energy policies, hardrock and coal mining, local land use planning and development, the management of State-owned lands, and defending Montanans' constitutional right to a clean and healthful environment. MEIC's financial support comes primarily from its members and other nonprofit organizations.

**Part VI, lines 6 and 7**

MEIC is an organization that is supported, in part, by members through the payment of voluntary contributions. The members, who are not divided into classes, elect all the directors of the organization, although the Board may elect directors to fill vacancies until the next annual election. The members must approve the provisions of the By-Laws relating to the number of directors, the terms of office of directors, and the manner in which directors are elected. The members do not have any rights to receive distributions of income or assets from the organization.

**Part VI, line 11b**

MEIC's Form 990 is prepared by the business manager. It is submitted for review, before it is filed, to the executive director, the development director, and all board members.

**Part VI, line 12c**

MEIC's conflict of interest policy covers all officers, directors, and employees. MEIC requires officers and directors to complete a conflict disclosure form annually, and uses the information on the form to monitor any potential conflicts. Employees are required to disclose any potential conflicts. Conflicts involving employees, other than the executive director, are reviewed and resolved by the executive director. Conflicts involving officers, directors, or the executive director, are reviewed and resolved by the Board. No one with a conflict is allowed to participate in any affected decision.

**Part VI, line 15**

Each year the Board approves the salary of the executive director and the executive director approves the salaries of all other employees. The decisions are documented in writing. Part of the approval process includes a discussion, or review, of salaries for comparable positions in comparable organizations, but the review is informal since MEIC's salaries are known to be considerably below those of its peers. In 2012, and the preceding six years, salary increases, in general, were limited to 3% per year to approximate the long-term rate of inflation.

**Part VI, line 19**

MEIC makes its governing documents and conflict of interest policy available on request, and posts its financial statements (as part of Form 990) on its web site.

**Part XI, line 5**

Other changes in net assets consist of transfers to related tax-exempt organizations (see Schedule R), as follows: \$25 to Environmental Information Center Action Fund; and \$18,949 to Montana Environmental Information Center Permanent Fund.