

**Kachemak Nordic Ski Club Board Meeting
December 4, 2013, 6:30pm, Cook Inlet Keeper Building**

OPERATIONS MINUTES

Jan Spurkland, Mike Byerly, Andrew Peter, Stacey Buckelew, Carlin Rauch, Nicky Szarzi, Kevin Walker via Skype

Guest: Dave Stutzer

1. Meeting Agenda: Added approval of Stacey as a newly appointed board member and moved comment section to the end. Meeting agenda approval moved by Richard, seconded by Mike. Passed unanimously.

2. BOD meeting minutes of November 6, 2013

2.1 Richard moved to approve and Carlin seconded minutes from last meeting. Passed unanimously.

Mike moved to appoint Stacey to vacant seat. Peter seconded. Approved unanimously.

2.2 Guest: Dave Stutzer. Dave had a handout of costs for the Lookout building. He is owed \$2,169. Estimates another \$2,000 will insulate walls and ceiling and sheetrock walls. Another \$1,000 will go for for copper, fuel system and floor protection. He returned a check for \$4,900 and will be paid \$2,169, the balance on the spreadsheet he provided.

3. Treasures Report (Richard)

3.1 General comments regarding budget – Last FY report isn't quite accurate because of changes to Stutzer payment (see Section 2.2). Richard will send it out again next month. Lookout project is requiring budget allocation adjustments. Budget highlights: 1) Balance of spreadsheet receivables for Line 7100 is money spent in September on Lookout but that money will be reimbursed. 2) Profit/Loss spreadsheet for this year , Line 4810, budgeted \$4,000 gain on sale of fixed assets is not going to happen. Instead, our loss is \$1,000 because the machine is worth more than we sold it for because the machines were not depreciated the first few years of their life. If we buy skis for JR Nordic, he will put that money somewhere besides Jr. Nordic so he can depreciate them. Richard thinks the budgets for each program should contain only expenses for running that program, for example, Jr. Nordic budget should

not include money for skies. Board should decide for the greater good where extra funds should be spent. Bank account is in good shape to support the budget.

4. Membership and Website Report

4.1 Online Membership options are PayPal pro versus a merchant service. A merchant account might be the best way to go but it is difficult to figure out what the costs are of the different merchant account options. There are volume discounts, too. Wells Fargo can set up a merchant service for us. We'd have to use online registration for everything to make the costs worthwhile. Carlin suggests we pick a system that allows our use to grow. Richard will come back to the Board in January with some options.

4.2 Business Banners – The problem is large in kind donations don't get a banner but businesses that donate cash do. Andrew moved that donors of large in kind contribution get a banner. Mike seconded. Richard pointed out it's difficult to quantify in kind contributions. He added that cash is worth more because we can use the money however we want to use it. Richard stated, we have three requests for in kind contributors to have banners and to be fair we'd have to go back and find all the in kind contributions that are worth \$1,000. Richard said our accountant advised in kind contributions should be recognized if they represent things the club would have to buy otherwise. Donations for events are more nebulous. There was discussion that the previous motion should be amended to banners being made for in kind or cash donations greater than \$1,000. Richard so moved, Andrew seconded and group approved the motion unanimously.

5. Equipment Report

5.1 Groomers Agreement – Currently groomers must be 18 or older. Can kids can use their own snow machine to pull our equipment if supervised? Stacey thinks, yes, as long as the guardian signs the volunteer agreement. Andrew asks what difference does it make if it's our equipment or their own. We need to look at our equipment insurance agreement for age restrictions. The group agreed groomers must have a driver's license (16 or older) and, until they

are 18, must work together with an adult co-groomer. Richard moved minors can groom on their own machines if an adult is with them when they are doing the grooming and the groomer agreement will be modified to reflect that. Second by Kevin. Approved by all. We'll check into minors operating our equipment.

6. Programs

6.1 HWN – Megan asked to increase the HWN budget because she has more participants this year. Richard says he's ok with it this year but we should reconsider the issue in the future; for his tenure on the Board, program revenues have been budgeted as dedicated funds. Mike disagrees, he thinks Megan is just saying her expenses are as much as her revenues. Carlin thinks requesting a more detailed budget for each program at the beginning of the season makes sense. Stacey suggests that the programs should cover some of the club's expenses. Andrew would like to know what the extra expenses are for HWN that Megan is asking for money to cover. Programs do provide for overhead by increasing the membership but it's harder to trace. No budget implications for the club because Megan is bringing in more money. Jan would like an expense report at the end of the season for each program. Nicky moved to grant Megan's request for an increase in the HWN budget and that she provide the Board with an accounting of how the added money will be spent. Richard seconded. Board approved.

6.2 Junior Nordic – Carlin asked for approval to apply for a Homer Foundation (HF) grant to get more skis. The club already has a HF grant in the works for something else according to Richard. Richard says, the Foundation doesn't have a problem giving us more than one grant in a year but we probably will have to close out the first one before we can apply for another grant. If we make a habit of coming to the HF for multiple grants in a year, they may become less receptive. The grant awarded last February is still on the books too, according to Joy, although Richard disagrees. He thinks maybe the city grant may not have been closed out but for sure he closed out the HF grant. Richard doesn't know if we can get more than one at a time. Carlin would like Jr. Nordic to be at the top of the list for HF grants some years. Richard says go ahead and

apply for a grant. Carlin tried for a North Face grant but was rejected. Homer youth activities program turned down previous grant applications. She got a small one from someone else last year. Can take two or three weeks to hear about the grant. Nicky moved that Carlin should go for a Homer Foundation grant after we hear about the one that is currently in the works. Andrew seconded. Motion carried.

7. Committee & Area Reports

7.1 Lower Baycrest Fuel Tank - Nicky moved that the fuel tank be put at Hess's house. Second by Richard. All approved.

7.2 McNeil can't get mowed in time so members of the McNeil committee want to transfer the revenue sharing money allocated to mowing over to snowcat grooming fund. We will have to make a formal request to the borough to make that change in the revenue sharing allocation. Nicky offered to make that request. Current revenue sharing allocation is \$3,000 to snowcat grooming and \$2,400 to trail work. Richard moved that \$1,000 from revenue sharing be moved from trail work to grooming. Nicky seconded. All approved.

8. Events – no discussion

9. Old/Pending Business - none

10. New Business

10.1 – Kachemak Ski Club (KSC - rope tow) requested to borrow a grooming machine and roller to smooth the ski hill. John Miles volunteered to operate the equipment for them. It's a onetime thing so they can see if they want to do it on their own. Mike thinks it's good to be mutually supportive for example, the trail from Spruce Loop up the backside of the ski hill is a nice benefit. Jan says if the Lookout committee thinks it's ok to groom the ski hill, he's ok with it. (The KSC will pay for any expenses incurred.) Andy moved to allow the KSC one time use our equipment if it's ok with the Lookout groomers. Mike seconded. All approved.

11. Comments from the audience on any thing - none

12. Comments from the BOD - none

GOVERNANCE MINUTES

1. Approval of Agenda - Richard moved to approve, Andrew seconded. All approved.

2. Approval of BOD meeting minutes

2.1 No minutes

3. Board Development

3.1 Appointment of vacant seat – done in previous agenda

4. Admin Assistant

4.1 Hire new assistant – Hiring committee recommended we hire Olympia. Carlin moved we hire Olympia, second by Richard. All approved.

In the past, Molly trained Holly and then Holly worked independently. Jan thinks the president should oversee staff. He suggests people come to him with requests for what Olympia will do and then she works with requestor after that. She will report on her activities, periodically. Holly's time was spent mostly on membership (including thank you letters), email newsletter and Facebook. Jan and Richard will meet with Holly and Olympia next week to get the transition between them going. The assistant is a contract position and the person must have a business license. We have budgeted \$7,000 for the position. Holly will take some of this money for training but she may turn all her duties over for Olympia rather than keep the web duties. Richard thinks \$6,000 is a good ceiling for Olympia to spend.

5. Marathon Trail Incident

Richard moves, Carlin seconds to go into executive session 8:13 pm. Board returned from executive session at 8:32 pm.

6. KNSC Volunteer Alcohol Policy

Need programs to guarantee that volunteers can't be drunk.

7. Board retreat

Last week in January?

8. Next meeting January 8th 6:30 Keeper Building