

## **KACHEMAK NORDIC SKI CLUB BOARD MINUTES**

February 4, 2015

6:30 pm, Cook Inletkeeper Building

**PRESENT:** Richard Burton, Stacy Buckelew, Mike Byerly, Mike Gracz, Carlin Rauch, Jan Spurkland, Kevin Walker

**ABSENT:** Andrew Peter, and Nicky Szarzi

**GUESTS:** none

### **APPROVAL OF THE AGENDA**

*Mike moved to approve the agenda. Richard seconded. No objections. The agenda was approved.*

### **APPROVAL OF THE MINUTES FROM THE MEETING OF 1/7/2015**

*After a minor adjustment Mike G moved to approve the minutes. Kevin seconded. No objections. The minutes were approved.*

### **ADMIN REPORT**

#### **CONTRACT ADMIN ASSISTANT**

Richard received an invoice from Olympia for the past few months. Jan will schedule a meeting with her to talk about new duties that the BOD would like her to take on.

#### **WEBSITE**

Richard has not put up the registration site for the Marathon yet because of the unlikelihood of it happening. Mike G suggested that we could hold the Marathon out east at the Basargin Rd area. He will talk with Troy Jones about this. Richard is also holding off on the T-shirts. We do have KNSC T-shirts. Mike G will ask Troy and then talk to Jan and Jan will talk with Deland. Most of the trail is on State land but the access is on Borough land.

Richard has continued work on Stripe software to see if that would be better than Paypal for registrations. He thinks it will be a better way to go. There would be less maintenance issues by him and would be more user friendly. Registrations will likely stay the same with Paypal this year but he will move toward that for next year.

Dave and Molly updated the trail descriptions and requested that they be put on the website.

*Motion by Richard: The BOD should include the updated trail descriptions on the website. Stacy seconded. Approved.*

Kevin mentioned that the dog policy is not the website. He will email it to Jan and have Olympia post it on the website.

## **TREASURES REPORT**

### **BUDGET REPORT**

Richard presented the current budget. We are down revenue from lack of skiing (events, programs, and memberships) but we've also had fewer expenses. We still need to spend the Revenue Sharing (RS) money. There will likely be no contract grooming for McNeil. Richard mentioned it might be good to ask the state to reallocate the McNeil money to the maintenance shed. We will discuss this at the March meeting. Mike B mentioned that if we don't have enough money in the LO grant to run electrical to the timing shed, then that might be a good place to use the Diamond Ridge RS money.

### **RESERVE POLICY**

Richard drew up a draft of a reserve policy and Jan mailed it out with the board packet. The goal is to have an operating reserve fund that would be a board designated fund so it would take a vote of the board to use it. It's basically a rainy day fund. It would sort of formalize the way we've tried to operate all along. Richard split the reserve funds into *Operating and Equipment*. Richard walked the board through the concept.

Jan suggested that board members all thoroughly read through Richard's proposal so that everyone understands it and relays any questions to Richard. We'll then take up the topic at the next meeting to see how we want to proceed.

*Motion by Jan: The BOD should table implementing a reserve policy now and in the meantime Richard will put together some year-end balance sheets and everyone can digest it. Mike G seconded, approved*

## **STRATEGIC PLAN DOCUMENT**

### **REVIEW TASK TO BE COMPLETED BY (OR BEFORE) FEBRUARY 2015**

All are addressed below

### **TRAIL STEWARDS**

.Nicky is working on it. It will be tabled for now since there is now skiing.

### **PARTICIPANT SURVEY**

This would occur for the marathon or epic if that happens. Stacy will put something together for next board meeting.

## **TRAIL HEAD SIGNAGE**

Kathy Sarns is currently traveling but is working on the boards. Print Works will print them out on PVC material. Price would be about \$60/ea. Jan asked for \$400 to have these built. They will have a thermometer along the side representing memberships. Stacy mentioned a donation envelope / tear-off map she saw at another ski area. Her and Mike G will get together on this.

*Motion by Mike G: Jan should have the signs made. Richard seconded it. Discussion: Carlin asked where they would go. Jan said at each trail head. Approved.*

## **TRAIL TAGS**

Mike did some research on what is done in other areas. The tags would be year specific. The tags would signify a paid membership. They would be zipper pulls. They could go out with a membership thank you along with a bumper sticker.

## **PREVIEW TASK TO BE COMPLETED MARCH 2015**

Invite Rasmuson to Wine and Cheese. Jan will follow up.

## **BOARD DEVELOPMENT**

### **STRENGTHENING ORGANIZATIONS GRANT**

This was brought up at last meeting when the topic of re-doing committees was brought up. It could also be done for a budget discussion.

The grant will pay for us to go out to some other organization, like Foraker Group, to strategize on how to strengthen the board and club. Jan solicited ideas for what topic should be addressed. Mike suggested following up on re-doing the committee structure since it was one of the big things that came out of last year's strategic planning session and it is likely to be a difficult thing to tackle.

## **OLD BUSINESS**

### **HF GRANT**

Mike B put in a HF grant to purchase a new mower. Should know something in next week or two.

Kevin suggested we pay Dave Brann \$600 to purchase his mower. This transpired about a year or so ago. Dave found a mower that was just like the KNSC mower and went ahead purchased it for \$600 giving the club the opportunity to buy it from him for club use. Dave has been mowing trails with it. The club decided to purchase the mower but hasn't done so yet. The board agreed that we should get on with it; pay Dave the money.

## **NEW BUSINESS**

### **BASARGIN RD GROOMING**

Mike G suggested that the club should consider grooming at the Snowmads trails out Basargin Rd. There was discussion about insurance, asking Snomads, and permission from the State and Borough. Jan will talk to the Borough, and insurance agent. Following that, Mike G will talk with Troy and someone will talk with Snowmads.

### **EPIC**

Currently there are ~30 people signed up. Some are asking for a 50k option. Jan talked with Deland and Marylou about their opinion with regard to taking away fire from the Marathon. They seemed ok with it.

*Motion by Stacy: KNSC should hold and advertise for a 50k Epic race. Kevin seconded.  
Approved.*

### **WINE AND CHEESE**

Kevin gave an update. He has put a walking trail in for the first stop. There are currently some safety issues with ice. He will monitor the weather situation and make a call soon.

### **COMMENTS FROM THE AUDIENCE**

none

### **COMMENTS FROM THE BOD**

none

### **MEETING END**

The meeting was adjourned at 9:00 pm.

Next regular meeting will be 3/4/2015 at the Kachemak Bay Conservation Building

### **DOCUMENTS SUBMITTED**

Budget balance sheet

Budget vs actual

BOD packet

Strengthening organizations grant document

Mike Byerly

Secretary

## **KNSC Reserves Policy**

### **Purpose:**

The purpose of the Reserves policy for Kachemak Nordic Ski Club is to ensure the stability of the mission, programs, and ongoing operations of the organization and to provide a source of internal funds for organizational priorities such as equipment acquisition and unanticipated expenses.

The Reserves policy will be implemented in concert with the other governance and financial policies of the Kachemak Nordic Ski Club and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

### **Definitions and Goals:**

#### Operating Reserve

The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Kachemak Nordic Ski Club for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to both internal and external changes.

The target minimum Operating Reserve Fund is equal to 25% or 3 months of the annual operating expense budget. The calculation of operating expenses includes all recurring, predictable expenses such as salaries and benefits, program and event costs, trail maintenance and grooming costs, office expenses, funding of reserves, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of operating expenses also excludes pass-through programs, one-time grant funded capital improvements, and equipment purchases that are funded through use of the Capital Asset Reserve.

The amount of the Operating Reserve fund target minimum will be calculated each year after approval of the annual budget and included in the regular financial reports.

### Capital Asset Reserve

The Capital Asset Reserve is intended to provide a ready source of funds for planned capital improvements and the replacement of equipment necessary for the effective operation of the organization and programs.

The target amount of the Capital Asset Reserve will be determined by the Board of Directors in conjunction with consideration of the annual budget. The target minimum yearly contribution for equipment replacement is equal to 15% of annual equipment depreciation.

### **Accounting for Reserves:**

The Reserve Funds will be recorded in the financial records as Board Designated Operating Reserve and Capital Asset Reserve funds. The Funds will be funded and available in cash or cash equivalent funds. Reserves will be commingled with the general cash and investment accounts of the organization.

### **Funding of Reserves:**

The Operating Reserve fund will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples could include one-time gifts or bequests, special grants, or special appeals.

The Capital Assets Reserve will be funded by setting aside funds received from any capital campaigns, grants, or similar appeals as well as unrestricted operating funds as determined by the Board of Directors.

### **Use of Operating Reserves:**

Use of the Operating Reserves requires three steps:

#### 1. Identification of appropriate use of reserve funds.

The President will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be needed and replenished.

#### 2. Authority to use Reserves.

The President, in consultation with the Treasurer, will submit a request to use Reserves to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve months to restore the Operating Reserve fund to the target minimum amount. If the use of Operating Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The Board of Directors will approve or modify the request and authorize transfer from the fund.

#### 3. Reporting and monitoring.

The President is responsible for assuring that the Reserve funds are maintained and used only as described in this Policy. Upon approval for the use of Reserve funds, the Treasurer will maintain records of the use of funds and plan for replenishment, if required. He/she will provide regular reports to the Board of Directors of progress to restore the fund to the target minimum amount, if required.

### **Review of Policy:**

This Policy will be reviewed every other year, at minimum, by the Board of Directors, or sooner if warranted by internal or external events or changes.

# Committee/Program BOD Report Form.

Committee/Program Name: LOWER BAYCREST  
2015

Date: FEB.

Committee Chair: Dave Brann

## What changes have occurred in the past month?

A volunteer has been hiking the trails, brushing and removing stubs. Dave removed trees that fell into the trail during the last windstorm. Dave mowed a section of trail.

Molly and Dave updated the Trail Descriptions for Upper Baycrest, Lower Baycrest and Eveline. They made an attempt to update the information for Lookout and McNeil to the best of their knowledge. The descriptions were sent to area chairs for input. Kevin said it looked good. Trail Descriptions are attached for board approval so Richard can post them on the website. Once approved, Molly and Dave will post the updated descriptions at the Lower Baycrest trailhead Kiosks.

## What is scheduled to be done this month?

Trail signs need more work.

MOAs for Baycrest need to be updated. Subdivision maps and trail routes need to be updated.

Friday Night Lights does not look like it will happen. By the time we get enough snow, there will be too much light.

Request for board action? \_\_\_\_\_

YES

Approve Trail Description information.

# Committee/Program BOD Report Form.



**Committee/Program Name: UPPER BAYCREST**

**Date: FEB. 2015**

**Committee Chair: Jan Spurkland**

**What changes have occurred in the past month?**

Not Much Going on...

**What is scheduled to be done this month?**

SNOW SNOW SNOW

**Request for board action? NO**

## **Committee/Program BOD Report Form.**

**Committee/Program Name: EVELINE**

**Date: FEB. 2015**

**Committee Chair: Dave Brann**

**What changes have occurred in the past month?**

We had three work parties at Eveline to brush a snowshoe trail and prepare for the Wine and Cheese Tour.

**What is scheduled to be done this month?**

Work parties will continue on Thursdays from 2 to 4 to brush the snowshoe trail and prepare for the Wine and Cheese Tour.

Maintain outhouse and trail register.

Kevin and Jeannie are in charge of the Wine and Cheese Tour.

**Request for board action? NO**



## Committee/Program BOD Report Form.

Committee/Program Name:

Date:

Committee Chair:

-

What changes have occurred in the past month?

no changes. Already to groom. waiting on white stuff :)

What is scheduled to be done this month?

Request for board action?

Yes

No

Describe request:



# Committee/Program BOD Report Form.

Committee/Program Name: **LO** Date: 2/4/2015

Committee Chair: Mike Byerly

**What changes have occurred in the past month?**

Hardly any grooming due to lack of white stuff. JN started and was held in center hayfield. New building worked well for the event.  
  
Ski for Women moved to town – no snow

**What is scheduled to be done this month?**

Perhaps we'll groom.  
  
Continue work on building (shelving / JN closet)

**Request for board action?** Yes No X

Describe request:

# Committee/Program BOD Report Form.

Committee/Program Name: **EQUIPMENT & GROOMING** Date: FEB. 2015

Committee Chair: Dave Brann

**What changes have occurred in the past month?**

New battery was purchased for a McNeil machine and Bill Hague installed.

New snow machine covers were purchased by David Stutzer for three Baycrest machines. Old covers were deteriorated due to weather and age. About \$75 each.

McNeil chainsaw and brushcutter being stored at Dave's, but used weekly at Eveline in preparation for the Wine and Cheese tour and construction a new snowshoe trail.

Baycrest ATV had a sensor repaired at Homer Saw. About \$150.

Mike Byerly is researching mower options for a potential grant through the Borough CIP program.

**What is scheduled to be done this month?**

Maintenance on all machines is on-going.

GROOM IF WE EVER GET SNOW!!!

**Request for board action?**  no

## **Committee/Program BOD Report Form.**

**Committee/Program Name:** Junior Nordic

**Date:** 2-1-15

**Committee Chair:** Carlin Rauch

**What changes have occurred in the past month?**

2 very successful Junior Nordic sessions held at Lookout. Coaches and kiddos having a blast on minimal snow.

**What is scheduled to be done this month?**

4 more fun sessions!

**Request for board action?**

Yes

No

Describe request:

## **Committee/Program BOD Report Form.**

**Committee/Program Name:** KNRD

**Date:** 2-1-15

**Committee Chair: Jan Spurkland**

**What changes have occurred in the past month?**

Two trips to fairbanks for Besh Cup races. Soldotna races were moved to fairbanks due to lack of snow.

**What is scheduled to be done this month?**

Not much going on now until our April spring trip

**Request for board action?**

Yes

No x

Describe request:

## **Committee/Program BOD Report Form.**

**Committee/Program Name:** Wine & Cheese **Date:** Walking tour?

**Committee Chair:** Kevin, Marilyn, Jeanne

**What changes have occurred in the past month?**

grooming and cutting a path from the gravel pit at the end of Alpine Meadows to Bill Gee's home just off East End Road. About 2 miles each way, mainly through Eveline. One stop only, unless we get snow, then start at McNeil School, stop at Gee's and another stop somewhere (???)

**Lookout Grant**

Work is progressing. Both heat systems operational, all interior base painting is complete, Workbench on North side, ski racks under windows on south side. Still need to install shelving and Jr Nordic closet. In process of painting board and batten boards. Need to install bollards and kiosks and paint exterior siding.

Suggest using grant funds to reimburse Dave Brann for saw blades for his sawmill. He donated logs, machine and personal time, and lumber for the building. \$300 is suggested, several blades could be purchased.

Also suggest purchasing Dave Brann's mower for \$600. It looks like mowing equipment may be appropriate than snow grooming according to this article. NOT

pretty. <http://www.anchoragepress.com/cover/1072/last-skiers>

Describe request: One check to Dave Brann for \$300 to be reimbursed by Lookout funds. Another check to Dave for \$600 for mower from equipment funds, if there are any equipment funds.