

KACHEMAK NORDIC SKI CLUB BOARD MINUTES

January 7, 2015

6:30 pm, Cook Inletkeeper Building

PRESENT: Richard Burton, Mike Byerly, Mike Gracz, Andrew Peter, Carlin Rauch, Jan Spurkland, Nicky Szarzi, Kevin Walker

ABSENT: Stacy Buckelew

GUESTS: Heidi Herzog

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES FROM THE MEETING OF 12/3/2014

Mike moved to approve the minutes. Kevin seconded. No objections. The minutes were approved.

BOARD DEVELOPMENT

VACANT SEAT APPOINTMENT

Alan Parks left his seat on the BOD. This seat has one more year left for the term. Under the bylaws, the BOD can appoint a member if there is extra time left on an open seat. Mike Gracz was approached and was willing to fill the vacant seat.

Andrew made a motion to appoint Mike to the BOD. Seconded by Richard. Approved.

ADMIN REPORT

CONTRACT ADMIN ASSISTANT

Jan suggested having Olympia send out an email of KNSC updates to keep the membership up to date on what's happening with the club. The updates could also have general interest information and not just what is currently coming up or happening.

Nicky wanted clarification on the contact for the club's Facebook page. It is Olympia.

WEBSITE

Richard updated the board on his research into an alternative to Paypal for on-line registrations and memberships. He recommended going with a "fixed fee method" since a "per-transaction percentage method" would need a larger volume of transactions to make that type of service cost effective. There are also some security issues with some of the methods. He's presently looking at Strip as a payment method. It has a lot of advantages over Paypal. He has written a lot of code to integrate it into our website and run a barrage of tests. So far it seems to be going well.

He will pursue it and provide the BOD with an update later on. Whatever change that will occur will likely happen next season.

TREASURES REPORT

BUDGET REPORT

Richard made some adjustments to the budget to tidy up some of the categories. He also got the profit and loss sheet up to date.

He did some research on how non-profits should operate with respect to reserve funds. These funds would not be used unless a motion of the Board was made to cover unexpected expenses. From what he gleaned, it appears that a 25% reserve is considered minimal. That would equate to ~ 21k for our current budget. In reality, 50% would be better. Mike asked if this was considered just a smart way to operate or was it to satisfy funders so we can show we have a solid budget. Richard said it was really both. He suggested the board should set aside a certain amount of money in a reserve account. The club has the reserves currently to do this.

Nicky asked about the 15% surcharge that was discussed in the past for programs. She suggested that if that happened, that money might be able to go toward replenishing the reserve fund.

There was discussion on how far down memberships are this season. Jan talked about having Olympia send out paper membership forms to those who haven't renewed. Richard said that might be difficult to obtain and we might have to send a form out to everyone. Currently we have 139 members with \$9260 in revenue. Last year this time we had 249 members with \$19,450 in revenue.

STRATEGIC PLAN DOCUMENT

Nicky emailed the latest document. Olympia will put on website.

REVIEW TASK TO BE COMPLETED BY (OR BEFORE) JANUARY 2015

All are addressed below

TRAIL STEWARDS

Nicky filled the board in. She and Stacy are working on it.

PARTICIPANT SURVEY

The idea is to obtain demographic information from participants so we can provide this to funders. Stacy is putting the survey together in survey monkey.

EVENT REPORT FORM

Jan handed out an event report form for the board to review. The board approved the form with some minor suggestions. The event chairs will fill the forms out and send them into Olympia.

TRAIL HEAD SIGNAGE

At the last meeting the board talked about making passive sign guards to encourage memberships. Jan showed some examples of what Kathy Sarns did for the Anchorage Nordic Ski Club. Jan will talk with Kathy about re-working the existing one and making it suitable for Homer. Once final they will be put on the trail heads.

Jan will talk with Olympia about having our bumper stickers mailed out with membership thank you letters.

Mike G will look into membership tags for display while skiing on the trails. These are used at other ski areas.

KNSC COMMITTEES

The board revisited this idea from the strategic plan meeting with Foraker Group. They suggest that the club should have ~ 4 committees. Jan suggested instituting any changes slowly in order to be respectful of existing committee chairs. A conversation on this topic could be done on Google Docs. Jan suggested that the board come up with a definition of what a committee is and what the requirements are.

Kevin mentioned a funder that lends small amounts (up to ~ \$5k) for board development. Kevin will pursue this.

PREVIEW TASK TO BE COMPLETED FEBRUARY 2015

(Your secretary spaced this discussion out)

NEW BUSINESS

Mike talked about squeezing in a mower purchase using a Homer Foundation grant before the McNeil grant on March 1 for renovations to the maintenance building.

Jam made the motion that Mike should have authority to go ahead with the purchase. Richard seconded. Approved.

Nicky is applying to Wells Fargo for funds for the McNeil building as well.

COMMENTS FROM THE AUDIENCE

Heidi Herzog made some suggestions for improvements for the event report form.

COMMENTS FROM THE BOD

Carlin said Junior Nordic is due to start.

MEETING END

The meeting was adjourned at 8:30 pm.

Next regular meeting will be 2/4/2015 at the Kachemak Bay Conservation Building

DOCUMENTS SUBMITTED

Budget balance sheet

Budget vs actual

BOD packet

Multiuse poster

Strategic plan final / annual plan – Nov

Mike Byerly

Secretary

Committee/Program BOD Report Form.

**Committee/Program Name: EQUIPMENT
2015**

Date: Jan.

Committee Chair: Dave Brann

What changes have occurred in the past month?

One of the batteries on a McNeil machine won't hold a charge and needs to be replaced. Bill Hague and Derek are dealing with it.

Two prototype actuator covers were made at No-Mar. They gave a 50% discount and charged \$25.00 each. They have been put on one Ginzu to be tested to see if they help keep water out and prevent freezing. Before we consider buying more some fitting modifications will have to be made.

McNeil chainsaw and brushcutter moved to lower Baycrest to do trailwork as Dave's need repair.

#5 Scandic moved to Sunset, #9 needed minor repair on battery connection and now works fine.

What is scheduled to be done this month?

Pre-season maintenance on all machines is on-going as time allows.

Request for board action? yes

Pay No-Mar if not already done.

Committee/Program BOD Report Form.

**Committee/Program Name: EVELINE
2015**

Date: Jan.

Committee Chair: Dave Brann

What changes have occurred in the past month?

We had one work party at Eveline December 11 to start brushing a snowshoe trail.

Eveline/McNeil is the location for the 2015 Wine and Cheese Tour. Kevin is talking to local residents to plan stops. Some trail brushing will be needed for this.

Eveline was the location for the Friends of Alaska State Parks – First Day Hike event on New Years Day. Approximately 30 people participated in the hike with no snow. Willy Dunne was the organizer and Two Sisters donated refreshments.

AT MCNEIL: Bill Hague replaced some of the broken planks for the off ramp from the shed. Dave and Robert milled the lumber from logs purchased by KNSC. The fuel storage tanks still need to be mounted on the back of the wall.

What is scheduled to be done this month?

Next work party – Thursday, Jan. 8th at 2 pm. Chainsaw and brushing work on the snowshoe trail or the Wine and Cheese connection. Still working on taking summer signs down, winter trail signs up.

Maintain outhouse and trail register.

Committee/Program BOD Report Form.

Committee/Program Name:

Date: 1-2-15

Upper Baycrest

Committee Chair:

Jan Spurkland

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What changes have occurred in the past month?

Parking was agreed upon with KESA. Skiers are allowed to park on the south edge of the parking lot (100ft), and a school bus is welcome to park along the east edge (as long as the driver remains present).

It is the responsibility of KNSC to place signage indicating where we are allowed to park, KESA will place signage (“NO PARKING – FIRE LANE”) where we are not allowed to park.

What is scheduled to be done this month?

Please make it snow.

Request for board action?

Yes

No x

Describe request:

Committee/Program BOD Report Form.

Committee/Program Name: LOWER BAYCREST

Date: Jan.

2015

Committee Chair: Dave Brann

What changes have occurred in the past month?

\$70,000 has now been officially put in the city budget to purchase property at the Rogers Loop Trailhead. The city will negotiate with the landowner to see if an agreement can be reached.

A volunteer used the pole saw to trim overhanging limbs on a portion of the Headwaters Hwy trailhead.

Thanks for putting the new map on the website.

What is scheduled to be done this month?

Trail signs need more work.

MOA's for all of Baycrest need to be updated. Subdivision maps and trail routes need to be updated.

The Website information for Baycrest needs to be updated. Molly and Dave will send corrected Lower Trail descriptions to Richard and post at Rogers Loop and the DOT trailheads.

Friday Night Lights is postponed until there is 1.5 feet of snow.

Trim hanging branches. Remove of at least 4 down trees from across the trail. Scout Raven's Way and Wood Cutters trail to and from the trailhead. Mow trails as time and conditions allow with Brann mower. The other mower is broken and has been put away for the winter. Frozen trails without snow are perfect for trail work.

Committee/Program BOD Report Form.

Committee/Program Name:

Date:1-2-15

Junior Nordic

Committee Chair:

Carlin Rauch

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What changes have occurred in the past month?

What is scheduled to be done this month?

Session starts Jan 24th!!!! Purchase drinks, equipment, organize coaches, ski swap on 21st

Request for board action?

Yes

No

X

Describe request:

Committee/Program BOD Report Form.

Committee/Program Name: **KNRD**

Date:1-2-15

Committee Chair:

Jan Spurkland

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What changes have occurred in the past month?

Traveled to Anchorage to compete in Besh Cup races. Athletes did fantastic.

What is scheduled to be done this month?

The Besh Races Mark the end of the Fall Training Session training program. This is because both the High School and Middle School will be in full swing after winter (?) break. From here on out we will provide race support and occasional training opportunities.

Request for board action?

Yes

No X

Describe request:

Committee/Program BOD Report Form.

Committee/Program Name: **HWN**

Date: 1-2-15

Committee Chair: Megan Spurkland

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What changes have occurred in the past month?

HWN Registration was opened up to men who wanted to participate in HWN's weekly coaching clinics. 3 men registered. The snow went away.

What is scheduled to be done this month?

This month we are continuing our dryland training to the best of our ability and trying to keep up skiing morale. Thank goodness for the special time at Thanksgiving Camp. Yoga on Tuesdays continues and the group has been crust skiing out East End on Basargin Road. We went to the hockey rink for a day of training.

Request for board action?

Yes

No X

Describe request:

Committee/Program BOD Report Form.

Committee/Program Name:

Lookout Grant

Date:

Committee Chair: **Kevinn**

What changes have occurred in the past month?

Stutzer completed the shed roof and coordinated lots of work, including the exterior siding except for board and batten gable ends, insulated, and installed plywood and sheetrock inside, mud, tape, and paint interior, hooked up fuel tank and monitor heater, and the in floor radiant heat is operational. Equipment is back inside. Dave Brann sawed up 2 or 3 logs for board and batten siding

What is scheduled to be done this month?

Fine tune floor heat controls & wiring, complete electrical outlet Yes connections.

Request for board action?

Yes

No

Describe request: [Establish a fundraising / grant committee.](#)

Kachemak Nordic Ski Club

Annual Work Plan
April 2014 - April 2015

Easy Priorities

Action	Timeline	Associated Tasks	Responsibility	Task Deadline	Completed ?
A small group of board and volunteers will develop a simple electronic survey to be sent to membership to determine usage, needs, satisfaction and aspirations.	May 2014	Survey sent to membership in May.	Nicky, Stacey	May 2014	Complete
		Results summarized and sent to Board	Jan	Sept 19, 2014	Complete
		Survey results discussed	Board	Oct 2014	Complete
A small group from the board will develop a one-sheet marketing document that could be used for potential funders.	Draft: Nov 2014 Final: Dec 2014	Send relevant proposal language to Stacey.	Kevin, Nicky and Richard	October 2014	Received from: Nicky, Kevin
		Draft language for Board approval	Stacey	Nov 2014	
		Incorporate text and images into a one-sheet	Olympia	Dec 2014	
A small group, or one, board member agrees to begin to develop a relationship with Rasmuson Foundation.	Jan 2015- <i>ongoing</i>	Talk with Foraker facilitator for tips about reaching out to Rasmuson	Jan	Oct 2014	Complete
		Contact Rasmuson and schedule a meeting once marketing document is finished	Jan	Nov 2014 (meet: Dec-Jan)	
		Invite Rasmuson contact to Wine and Cheese event	Jan	Jan 2015	
Board will better define what	<i>ongoing</i>	Have staff attend monthly Board	Jan/Olympia	April/May 2015	

responsibilities to turn over to existing staff; then during the year evaluate how much more can and should be done by the lead staff, or if the board should consider hiring more capacity.		Meetings			
Develop and maintain an event form to track attendance information useful for evaluating event success and for future proposal language.	Draft: Dec 2014	Provide details to Jan	Alan	Dec 2014	
	Final: April 2015	Draft an event form for board review	Jan	Dec 2014	
		Complete event form following each event	All	<i>ongoing</i>	
		Compile annual event results in master spreadsheet	Olympia	<i>ongoing</i>	
Re-evaluate existing committees and how they are organized		Provide the Marathon Trail Committee document to Board as a potential template	Alan	Dec 2014	
		Review existing committees and consider their effectiveness	All BOD	Jan 2015	
Begin plan for interlocking trails, review old plans and with input from volunteers/members, develop big vision for how the trails could eventually expand and connect.	Ongoing	Invite MOU Committee to November meeting to review existing ski trail easement/agreement and improvement needs.	Dave/Molly are coordinating w/ Mike G to make a map	Feb 2015	
Steward Saturday – have someone work the trailhead, offering hot chocolate and collect info about	Board discussion item - proposed 9/22	Board discussion item	Board discussion item	Dec 2014	

users: are they members, where are they from, etc.					
Create a survey to send to participants of an event to build information about residency, membership, event evaluation	Board discussion item-proposed 9/22	Board discussion item	Board discussion item	Dec 2014	