

**Kachemak Nordic Ski Club Board Meeting
Sept 7th 2016 6:30pm Cook Inlet Keeper Building**

Present: Jan Spurkland, Richard Burton, Carlin Rauch, Glenn Seaman, Andrew Peter, Stacey Buckelew, Mike Gracz (by phone starting at 7:40)

1. Approval of Agenda

- a. motion by Glenn; 2nd by Carlin

2. Approval of BOD meeting minutes

- a. Meeting Minutes of May 3rd, 2016 - **BOARD ACTION REQUESTED**
 - i. motion by Andrew; 2nd by Carlin

3. Admin Report

- a. Hiring of new admin Assistant – **BOD ACTION REQUESTED**
 - i. Maddie O’Laire did not renew her position for 2016-17
 - ii. Jan asked Maddie if the work she be divvied into 2 positions; she felt that the position should be the same to maintain more holistic institutional knowledge about the club
 - iii. Maddie recommended maintaining position as monthly salary since workflow is variable by month
 - iv. Look at ideas to ease the data entry for the future (e.g. eliminate redundant entry from online system, etc).
 - 1. Stacey to talk with Maddie about time investment towards data entry
 - v. Jan, Andrew, and Stacey to review position description and discuss advertising

4. Website Report - Richard

- a. website is scheduled to be released this fall
- b. BOD asked Richard for the url to preview the website before the next meeting
- c. BOD needs to consider how to maintain the website into the future (assuming Richard’s term ending)

5. Treasure’s Report - Richard

- a. 2016 Budget Report
 - i. doesn’t look like we are in danger of running into the red
- b. 2017 Budget Process

- i. 2016 budget review process involved running average of 5-year expenses and making adjustments based on prior experience and adjust budget accordingly
- ii. Does BOD want to maintain process of 2017? What improvements could be made?
 1. no; the same process seemed to work well in 2016
 2. ask programs to submit a budget plan to the BOD for approval
 3. need to ensure 25% indirect fee is taken out of programs so it is more clear what program funds are available
 4. Jan will summarize the 5 year budget numbers and circulate to the BOD for review
 - a. Andrew will help to graph the data to evaluate possible trends

6. Membership

- a. 2016/17 Membership Form – **BOD ACTION REQUESTED** [Mike Gracz joins at 7:40 by phone]
 - i. What changes need to be made?
 1. T-shirts: should we keep them or eliminate?
 - a. motion by Glenn: to remove t-shirt option for business sponsors; 2nd by Andrew
 - i. rational is that t-shirts becoming quickly dated. T-shirts can still be maintained that are club-specific (and don't become dated); and other opportunities could be found to advertise sponsors
 - b. Motion passes
 - c. What are other ideas: Business members on a map; ski bones with logos
 2. Add a table to the membership level and program fees to ease calculating the total due
 - a. Stacey will test key punching data from form into database, and make changes relative to that experience
 3. Can forms be an opportunity to educate what program fees are used towards (similar to NSAA): Support your trails and NSAA today with a generous donation!

Donations ensure:

Quality Grooming

Year-round trail maintenance

Active youth and families

Snowmaking at Kincaid Park

Winter recreational opportunities

Community avocation for healthy living

Your support today will ensure NSAA sustainability and quality trails for all to enjoy!.

4. Add disclaimer at the top to register online and that by going electronic more of your program fees are directed towards maintaining and improving trails
5. Motion by Mike to change membership names to encourage more membership at a higher level'; 2nd by Stacey; motion approved.

Categories are changed to:

- a. BASIC
 - b. SKIER
 - c. PATRON
6. Motion by Andrew to remove the business sponsors box if it has been used infrequently; 2nd by Mike; motion approved

7. Events

- a. 2016/2017 Event Calendar – **BOD ACTION REQUESTED**
 - i. Friday Night Lights: schedule initially in January or Feb on the full moon: Jan 12 or Feb 10; plan & communicate contingency date if there is no snow for the earlier date
 - ii. Sea to Ski: keep on the calendar; advertise at annual meeting that a coordinator is needed; advertise as pending on conditions;
 1. the event could be moved up a weekend but need to be sure not to overlap with other events (Fat Tire Bike or Winter King Derby)
 - a. event could include fat biking at Lookout or McNeil
 - iii. Consistent with BOD 2016 decision, Epic will not be held

1. do we need to reach out to more organizations to consider whether there is interest in someone else taking on the event?
2. Jan can draft an email and send to Kathy Sarns
- iv. Jr Nordic: Carlin to decide whether 2016-17 program will be 5 or 6 sessions
- v. Annual Meeting: Sat Nov 5

8. **Summer Capital Improvements**

- a. Sunset Parking
 - i. Jan wants approval from BOD to approach KESA about developing winter-only permanent parking on Borough property; Plan B would be to ask ATT for access rights to the parcel; development would involve revenue sharing funds; BOD supports
- b. CIRI Land Lease agreements
 - i. Nikki S will help maintain CIRI agreements; motion by Glenn to approve application for 2016-17 CIRI land leases; second by Carlin; motion approved
- c. SnoMads Grant
 - i. trail to be developed on CIRI land from Rucksack or from West Highlands around Lookout to Watermelon Trail
 1. Jan proposes to formalize KNSC trail from Lookout through Borough parcels on Dorothy Lane to rope tow; benefit: final product to formalize the trail for KNSC benefit; would require approval from private landowners for community easement (rope tow and Shavelson/Weiss)
 2. next steps: walk & GPS the trails; map; present to KPB and private landowners; present as Phase I to SnoMads with a budget
- d. OM outhouse
 - i. Glenn was going to work on venting outhouses however discovered that outhouses are holding tanks, will take a bit more work for the ventilation otherwise considered chemical control;
 - ii. Carlin recommends talking to Mike B since he dealt with the odor issue in the past
- e. McNeil Trails
 - i. new mower and quad; trails were mowed but it is a slow job

- f. Lookout Trails
 - i. quite a lot of the trails were mowed for wedding
 - g. Lower Baycrest
 - i. Dave has been maintaining
 - h. Upper Baycrest
 - i. needs to be mowed
- 9. KNSC BOD Development – strategic plan**
- a. Vacant volunteer positions (Carlin, Nikki, Andrew): need to recruit new members, all seats may not be renewed
 - b. Equipment: Dave Brann & Nordic Skier: MaryLou Burton are expressing interest in moving on
 - i. would be helpful to have handbook documentation to pass on and outreach to another member
 - 1. Stacey can work with MaryLou
 - 2. Glenn can work with Dave

10. Comments from the audience on any thing

11. Comments from the BOD

Adjourned 8:27 pm

Next Meeting: Oct 5th, 2016 6:30pm Cook Inlet Keeper Building