

**Kachemak Nordic Ski Club Board Meeting
Dec 2nd 2015 6:30pm Cook Inlet Keeper Building**

Present: Andrew, Nikki, Jan, Derek, Stacey, Carlin, Richard, Glenn, Maddie

Guest: Derek

Absent: Mike

DRAFT AGENDA

1. Approval of Agenda

- a. The date for the current and next meeting need updated
- b. Approved by Richard. 2nd Carlin- approved

2. Approval of BOD meeting minutes

- a. Meeting Minutes of Nov 4th, 2015 - **BOARD ACTION REQUESTED**
- b. **Motion:** Approval of draft minutes from Nov 4th, 2015; approved without amendment

3. Admin Report – Maddie

- a. Current Membership: 143 members; Basic: 22; super- 10; patron- 1; Family- 52; family super- 44; family patron-5; Business basic 5; super- 3, patron 1 (Fritz Creek); membership total: \$11,685 \$700 donation Michelle Oklanski (sp?); membership total \$12,500

- i. 2014 membership: approximately 167
- ii. Currently we count members only by member type (not by numbers per household); it would be good to collect this information in the future to improve total membership numbers for tracking and grant-related purposes; this could be done on the website and by manually entering paper membership forms
- iii. Action: track individual members in the future on forms and online registration

- b. Insurance- Maddie is working to submit paperwork; she is waiting for information from land use partners

4. Website Report

- a. Trail Condition Forums: there is an interest in improving up-to-date trail dissemination information

- i. Historically Richard would update this but the issue is getting information from those grooming the trails
- ii. Considerations:
 1. Maddie to outreach by text to groomers on a regular basis for updates; include regional trail reps to provide information even if trails are not groomable/skiable;
 - a. Nikki- McNeill/Eveline
 - b. Sunset- Carlin/Stacey
 - c. Baycrest- Glenn
 - d. Lookout- Alison/John
 2. Groom updates posted on the website could be linked to Facebook; - Richard to consider further, considering new website
 3. Website could be updated to include user subscription option so users can receive email updates when new groom comments are posted; - Richard to consider further , considering new website
 4. Outreach newsletter to membership on where to get groom conditions and how to post them- Maddie
 5. Post flyers at trail heads- Jan
 6. Motion to approve above trail condition outreach plan; 1st- Glenn, 2nd- Derek; approved

5. Website updates

- a. Current site is 7 years old and has security issues; needs to be replaced; 2 versions are currently being tested: 1) WordPress and 2) DruPal;
 - b. WordPress may be preferred because content can be transferred; Richard and Maddie to meet to discuss the layout, design, and any additions;
 - c. Preliminary website to be unveiled at Jan 2016 meeting;
 - d. Registration site has lots of membership information contained on it; Richard can create database queries for programs and events
- ## **6. Treasure's Report – Richard**
- a. 2016 Budget Report

- i. Have not done a profit/loss spreadsheet b/c confounded by LO RTP grant; from 2014 \$21k in revenue (reimbursement for \$19k and expecting another \$11k)
- ii. Richard will send out final year report once this information comes through; depreciation will also need included (\$40k) for tax-related purposes, which means the profit from last year will be a net loss of ~\$1k
- iii. Richard proposed motion to amend 2015 budget in order to account for the RTP grant expenses (e.g. expenses and revenues are equally accounted for); add \$9.3k for expenses in other equipment for budget and revenue
- iv. 1st- Andrew, 2nd- Nikki; Motion approved
- v. Andrew Comments: HWN would be down revenue with a 2nd session; need to budget for profitability on an annual basis
- vi. Maddie Comments: in updating the website noticed that former business sponsors are no longer active; this would be helpful information to track so businesses can be approached regarding renewed donations

7. Equipment Committee

- a. Purchase of ATV for 2015/2016 - **Board Action Requested**
- b. **Motion:** Postpone purchase of new growing equipment until result of RTP Grant
 - i. Background: in 2015 new equipment purchase was approved (for which area was not made clear); not clear on what Mike's motivation is for this motion; it would be helpful to discuss this with him at the next meeting
 - ii. KNSC has communicated to membership and equipment committee that we will be purchasing so want to ensure that we are acting consistent with this information
- c. **Amended motion:** *postpone purchasing equipment for McNeill until we get results from RTP grant*; 1st- Glenn; 2nd- Andrew; motion approved

8. Land Use Partners

- a. Ciri Land Leases - **Board Action Requested**
 - i. KNSC has been leasing 2 properties on Marathon trail and large parcel in McNeill from 2011-12 (on two year basis); new CIRI land manager has

changed the agreement to annual lease renewal and \$125 per lease; also included is to pay for lease inspection and travel for the land manager

ii. Based on long-standing lease status and successful history, Nikki recommends requesting removal of leave inspection fee

b. **Motion:** Approval of Ciri leases and request to remove fee for lease inspection and instead offer to pay their travel and give them tour of leased parcels

i. *1st*- Glenn; *2nd*- Derek- approved

9. KPB Trails Management Plan - **Board Action Requested**

a. Mike has requested 20 yr lease from KPB parcel (instead of 5 yr)

b. Task Force to assist with outlining the plan: Mike, Nikki, Stacey, Jan

c. **Motion:** Create “Trail Management Plan Task Force” to report to BOD in Feb.- approved

10. Sunset Parking

a. KNSC has permission to park at Sunset this season, however KNSC Communications with Fire Chief have differed by email and in-person; emails are expressed in opposition which is concerning as this may evidence documentation in the future to support not renewing the KNSC parking agreement

i. Documentation of original land sale agreement are not well-documented although there are notes from the 2013-14 KESA meeting

ii. It would be valuable for KNSC to have a vision for parking for the future

b. Concerns from KESA: in emergency situation cars are blocking emergency equipment and volunteer access

c. KNSC needs to adhere to parking agreement to ensure the parking agreement can be maintained; this can be done with a media outreach blitz: email; newsletter; etc to ensure proper adherence to parking

d. Camp Homer has offered overflow parking for an associated tax write-off; could be documented as an in-kind contribution for the value of the parking; Jan will revisit the conversation with Camp Homer; Richard will consider whether the contribution receipt can be drafted

11. **Strategic Plan Document –**

a. Strategic Plan Check in- nearing end of list drafted in spring 2014

- i. Outstanding items:
 - 1. Trailhead Stewards- will create tote for trailheads and solicit volunteers to assist with hot cocoa, membership forms, and collect member information
 - 2. Trail signage was created and will be placed on trails
 - 3. Event survey to collect information from individuals participating in events
- ii. Next steps are to reconvene and determine next actions for subsequent years in the 5 yr strategic plan (we are in year 2)
- b. Board Development Grant
 - i. Now that new BOD have been elected, Jan will send an email to set a date for the Foraker meeting

12. 2015/2016 Grant Schedule

- a. Current Working Grants
 - i. LO RTP grant will be closed out once KNSC gets reimbursed;
 - ii. Rasmussen for McNeil grant was closed out
- b. Budgeted Grants for 2015/16
 - i. Homer Foundation grant to assist with equipment purchase, this will not exist unless City is able to help fund the Foundation
 - 1. Recommendation to hold off on starting grant until we can clarify what we will purchase, the cost & vendor
 - 2. Action: Jan to ask Equipment Cte to gather equipment purchase information in anticipation of grant application
 - ii. Homer City grant will likely not exist this year
 - iii. RTP equipment grant has been submitted
- c. Plan for Future Grants- **Board Action Requested**
 - i. In 2014 KNSC developed a capital improvement list which identified KNSC wish list
 - 1. Grant Development Task Force: Jan, Derek, Richard, Carlin
 - ii. **Motion:** Create “Grant Plan Task Force” to report to BOD in Jan.- approved

New Business-

13. Volunteer Appreciation - Board Action Requested

- a. **Motion:** Approval of volunteer plaques at maintenance buildings
- b. Picture/plaque of original constructors to honor their contributions, considering also adding a plaque where additional names can be added in the future; do this for LO, McNeill, and the Branns
 - i. Carlin to lead this effort
- c. Motion approved; Carlin can source cost from various vendors (for reference the large trail signs were \$80)

14. Fat Bike & Ski Trail cooperation

- a. Andrew recently visited CO to inquire about ski/bike cooperation; have outreach flyer that is posted on trails with trail etiquette; these are not enforced and there have not been conflicts
 - i. This is a future to consider if trails consider to be unskiable
 - ii. If trails are soft (as is often) then biking could impact trail conditions
 - iii. Fat bike is gaining in popularity and KNSC should be prepared to take a stance; this would need to involve KNSC membership into the decision-making process
 - iv. Consider: lower elevation trails (on public land) to allow bikes; public meeting to gather information about interest and concerns as a preliminary step to identify process moving forward
 - v. Action: include this discussion item in the Strategic Action plan for the next round

15. Comments from the audience on any thing: no

16. Comments from the BOD

- a. **HWN:** Megan will be stepping down effective Dec 20; there will be a new group of leaders that will organize a pared-down version of HWN beginning in Jan; Jasmine will manage FB and website postings; fees associated with the program are still to be determined
- b. **Jr Nordic:** 45 signed up, gear still available for rent; need more coaches
- c. **Andrew:** welcome new BOD; we're happy to have you!

- d. **Nikki:** recommendation to bring up strategic plan action list at each meeting and populate with new ideas as they come up

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