

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

**May 6, 2009**

**6:30pm, Kachemak Conservation Council Office**

**PRESENT:** Richard Burton, Alan Parks, Lisa Wood, Tara Schmidt, Jan Spurkland, Allan Phelps, Dave Brann, Molly Brann (Absent: Steve Rykaczewski)

**GUESTS:** John Miles, Jenny Edwards

### **APPROVAL OF AGENDA:**

Agenda was amended to add the following items:

Baycrest Trail Report  
Sign Committee Report  
Lookout Report  
High School Contracts

Dave moved to approve the agenda as amended. Molly seconded. Motion passed unanimously.

### **APPROVAL OF MINUTES FROM THE MEETINGS OF 04/01 AND 04/13:**

Richard moved for approval of the minutes from both meetings. Dave seconded. Motion passed unanimously.

### **BUDGET REPORT:**

Tara presented an updated budget report and a balance sheet. The current balance sheet shows almost \$21000 in the banking account with some additional money coming from the high school and middle school. In addition there will be \$2500 coming from the Rasmuson Foundation when last year's grant closes out. This money does not include the \$16500 from the Revenue sharing grant that is to be split between Diamond Ridge/Lookout and McNeil with \$6500 dedicated to McNeil and \$10000 for Diamond Ridge/Lookout.

Alan suggested that it might be a good idea to separate the Reserve account and the cash account in the future. Tara indicated it might be difficult to maintain 2 accounts because revenues and bills do not always come in at the same time so bills may need to be paid from the reserves pending later receipt of revenues. She did indicate they could be separated in the budget next year.

There was some discussion of the budget. Tara is still having some problems interpreting the current budget. It needs to be done differently next year.

Tara also discussed the IRS form 990 that we need to do. Our CPA, Cary Baylink, has applied for an extension. Tara and Cary will meet before the end of May about this. Tara

thinks it important that a CPA does this and that we need the services of both a bookkeeper and a CPA.

### **MEMBERSHIP:**

Molly submitted a report detailing current membership, donations, and in-kind contributions. There are 260 regular memberships this year giving a total of \$17500. This is up from the previous 2 years, both in memberships and cash contributions. There are 4 additional memberships from the "Name the Crossing" fundraiser. That fundraiser has raised \$11000. In addition, there are 40 memberships from in-kind contributions that total almost \$19000. The total contributions list does not include volunteer hours. Total memberships exceeded our goal for this year.

There are some changes to the membership form for 2009-2010, but nothing of significance.

Jenny raised a question about what Stephanie's role is in communication with members. Molly indicated that Stephanie is sending out mass emails based on an email list she maintains. There are some discrepancies between the email addresses in the membership database and the list that Stephanie is using. There was brief discussion about possible ways to make sure email addresses get updated correctly, including an item on the membership form indicating a change of email address. Nothing was decided on this.

### **HIGH SCHOOL CONTRACT:**

Jan gave a brief report on the state of the contracts between KNSC and the high school. The contracts have been signed and there will be \$2340 coming to KNSC which should come in by May 20. Tara asked if there is a contact person for the school. Jan replied that the bookkeeper is available through June and that administrators are available all year.

### **EQUIPMENT REPORT:**

Dave gave a summary and submitted a report on the state of the major equipment. He is doing an inventory of the grooming equipment. The machines at Sunset and McNeil have been picked up. There are still 2 machines at Lookout and 1 with Bob Norberg. It is waiting for parts which should cost about \$300. In discussing future needs, Dave indicated one of the old 2 stroke machines has 6000 miles on it and needs to be replaced. Dave would like to phase out the 2 stroke machines and recommends replacing them with 2 new 4 stroke machines. River and Sea will have several new 4 stroke machines in stock this year. The cost is about \$10000 for a machine. The board has approved applying for a Rasmuson Tier 1 grant that could possibly fund some of the grooming equipment.

John indicated he would like to see another wing groomer for the Lookout area. Bill Hague and Bob Norberg are recommending purchase of a lift stand and a dolly. The cost would be about \$550 and Dave would like to see that in next year's budget.

John indicated that the Anchorage Nordic Ski Club had donated some blue fencing to be used at the Lookout area. It will be temporarily stored under the tunnel and used for the Besh Cup next year. He also said that the trails are still too wet to work on. When they dry out some he will pick up signs and store them with the other grooming equipment.

#### **EVENTS:**

Molly presented and discussed a draft of the event calendar for 2009-2010. She will not be here for the September meeting so she is trying to get this done ahead of time. Alan suggested that the annual meeting be changed to Saturday, November 9 at a location to be determined. There was no objection to this change. There was some discussion of the fact that details of school races and Besh Cup schedule would not be known until later. The calendar will need to be updated when these details are known. Molly questioned whether the wax and ski lesson sessions should be left on the calendar. She has not heard from Stephanie about this but it was agreed to leave it in for now. The basic schedule was unanimously accepted.

#### **COMMITTEE AND AREA REPORTS:**

##### **Alaska Trails Conference:**

Dave gave a brief report on the Alaska Trails Conference that he recently attended. This was a 4 day conference aimed mostly at summer trails, but still presented useful information. There will be a week long workshop to be held the first week of August in Homer sponsored by the US Fish and Wildlife Service.

##### **Baycrest:**

Dave discussed upgrades and repairs to the Baycrest trail system that should be started this year. A detail trail construction report and proposal was submitted. Projects include removing stumps from 3.6 miles of trails on Headwaters, Master Blaster, and Demo Forest loops; stump removal on College Avenue and Raven's Way; some leveling of side hills and drainage upgrades; repairs to 2 bridges; reroute of Sunset Loop trail on Bob Brandt's property. Some work could be done with rented equipment and volunteer help but we need to assume we will need to hire professional help. Dave will be consulting with Ray Clap to get better cost estimates. Ray has offered to donate some time working on the trails. Dave estimates the total cost of the trail construction projects will be about \$10000.

Alan gave some more detail about upper Baycrest projects. The reroute on Bob Brandt's property will involve moving the trail below where it currently goes and will involve quite a bit of excavation. He would also like to finish the work begun last year and there may be a need to reroute Midway.

**Lookout:**

Allan reported that the Lookout Committee had met and discussed the projects on their list. There will be a need for about 20 bags of grass seed for surfacing the trails at a cost of about \$2600. This should be done as soon as the trails dry out enough. It is estimated to cost about \$5000 to level the planned parking area so that it could provide parking for the Besh Cup next year. The Cat House is currently sitting on a trailer waiting to be moved to the Lookout area when the road opens. It will cost about \$1000 for a foundation to put it on. The warming shelter is a big project that will probably require a grant for funding so this is unlikely to be done this summer.

There was some discussion of parking for next year's Besh Cup. Dave checked with DNR about getting permission to expand the existing parking area into the Hayfields to double its size. They indicated this would probably not be a problem but we would need to get a special use permit for it that would cost \$100. Allan indicated support for this idea but said he would still like to get started on the permanent parking area by leveling it out. This discussion led to the following motion by Molly, seconded by Dave:

**Motion: KNSC approves spending \$100 to file paperwork for a special use permit for expanding the existing Lookout parking area.**

The motion passed unanimously.

**Sign Committee Report:**

Jenny passed out and discussed a report from the sign committee. There followed a discussion about building kiosks. An eagle scout is submitting a proposal for a kiosk at Roger's Loop. We need to decide whether to fund construction of 3 additional kiosks. If treated wood is used for a foundation, the cost would be about \$425 per kiosk. Molly indicated there is still about \$800 left in the sign committee budget. This discussion led to the following motion by Allan, seconded by Dave:

**Motion: KNSC approves using the balance of the sign committee money plus up to an additional \$500 for this project.**

The motion passed unanimously.

Jenny indicated that the DOT sign is looking pretty ragged and should be replaced. Marie Alexson is willing to make a new one. It was agreed that we should go ahead with this.

Jenny also needs volunteers to pick up signs and organize storage. She would like to email the membership for this. Molly indicated she would provide an email list of members who have indicated a willingness to help with trail work.

**FUNDRAISING AND GRANTS:**

**Charitable Organization Registration:**

Molly reported on the effort to register for the click pick give program. We are not currently eligible because we need to have filed a form 990 for two years before applying. FY08 was the first year we filed.

**Homer Foundation:**

Molly indicated that we should be eligible to apply for a 2009 Homer Foundation Grant. We did not apply for one of these grants last year, but should do so this year. It may be possible to get up to \$4000 from this grant with a fairly short turnaround time, but the project needs to be specific and detailed. Molly would like to see us apply for this grant to purchase grass seed for the Lookout trail seeding project. She made the following motion seconded by Dave:

**Motion: KNSC should apply for a Homer Foundation Grant to purchase grass seed for Lookout trails.**

There was considerable discussion about this motion. Allan suggested that it should not be used to purchase the grass seed because this was something that needed to be done immediately in order to do the seeding this spring. He felt it should not depend on a grant being awarded. Jan agreed that, although grass seed purchase might likely be funded, the timing was wrong and we needed to get the grass seed whether we got a grant or not. Several members suggested using the grant application to attempt to get funding for a new blue drag. Molly liked the grass seed project because it is very specific and it would be easier to write a detailed proposal for that than for the blue drag. After discussion, the motion failed on a 6-2 vote with Molly and Dave voting for it. After failure of this motion, the following motion was made by Allan and seconded by Jan:

**Motion: KNSC should apply for a Homer Foundation Grant to fund a new blue drag.**

During discussion of this motion, it was pointed out that we do not yet have enough detail about expenses for this project to write a grant. John indicated he is willing to consult with Doug and try to get more detail which would be forwarded to Richard to be used for writing the grant application. After discussion, the motion passed 7-1 with Molly dissenting.

**Rasmuson Tier 1 Grant Application:**

Molly reported on the Rasmuson Tier 1 grant that she is writing. As approved at a previous board meeting, she is writing this to support equipment purchase. She has written a grant for 1 snowmachine and 1 ginzu groomer. The total estimated project cost is \$16405 and we are asking for \$15490 from Rasmuson. If the grant is not fully funded, we would need to come up with the additional money. Molly would like board approval to submit the grant requesting \$15490. This led to the following motion by Jan, seconded by Richard:

**Motion: The KNSC board approves submission of a grant to the Rasmuson Foundation requesting \$15490 for equipment purchase.**

The motion was approved unanimously.

**Ski Raffle Package:**

Alan suggested the idea of having a ski raffle in conjunction with the Annual Meeting in November. He has talked with Steve at Ulmer's who has indicated that he would provide a discount on a ski package. We would sell tickets starting in September and the drawing would be held at the annual meeting.

There was considerable discussion of this. Dave suggested having a silent auction instead. Alan felt that a ski package was too expensive an item for a silent auction and that we would need to sell raffle tickets, probably for around \$10 per ticket with about 300 tickets. There was concern that there are already a lot of raffles going on and that selling the tickets would put a considerable burden on board members. In the end, no motion was presented to do it this year.

**OLD/PENDING BUSINESS:**

**Parking and Trailhead Grant Writer:**

Molly submitted a report and discussed her efforts to find someone to help with research and writing of grants for trailhead parking. She contacted 7 current members who indicated interest in fundraising or grants in their membership application. Only 2 of these have actual experience in grant writing. Anne Marie Holen is experienced and willing to help with the Roger's Loop project. Jenny Carroll would consider helping with the Lookout project but does not have much time in the next 3 months. If the time frame were 6-12 months she would consider helping but would need support and research from the board. Tara indicated she would be willing to administer grants.

There was discussion of what we want a grant writer to do and the focus of efforts for the next year. Allan has talked with the RTG people. They indicated there is a good chance we could get a grant next year if we update and resubmit the one we applied for last year. The grant application would be due in October. Tara indicated it would be good to work on it this summer. Since this is the last board meeting until fall, Allan suggested giving the Lookout committee authorization to update the RTG grant this summer and to search for help with writing the grant if needed. This led to the following motion by Allan, seconded by Dave:

**Motion: KNSC gives the Lookout Committee authority to do the paperwork to update the RTG grant by September and also authorizes payment of up to \$30 per hour not to exceed \$1000 for a grant writer to help with this.**

The motion passed unanimously.

Molly then discussed the current status of the property for the Roger's Loop Trailhead project. The Evans property is for sale and they have an interested buyer who would like to subdivide the property. He is interested in working with KNSC and would sell 3 acres of the property to KNSC for parking. The cost would be \$7000-\$9000 per acre depending on appraisal. Molly would like permission from the board to sign paperwork for a purchase option with the new owner if the opportunity happens before the next board meeting. This led to the following motion by Molly, seconded by Richard:

**Motion: KNSC authorizes signing an option for a right of first refusal to purchase up to 3 acres of the Evans property for Roger's Loop parking.**

In discussion of this motion, Allan and Lisa suggested that we have never agreed on the purchase of property for this purpose. Jan pointed out that this motion does not commit us to the purchase. It would just leave our options open. The motion passed unanimously.

**Project Priorities:**

There was a discussion of the updated project matrix and what should be funded for work starting this summer. Allan suggested that the primary need is to decide how to spend the Revenue Sharing money with perhaps up to \$2000 from the operating budget. Molly indicated she thinks we have enough money in the operating budget to spend more than that. Jan suggested we make a list of the projects that need to be worked on this summer and see if we can fund them. This discussion led to the following list of summer projects and associated cost:

Grass seed for Lookout:	\$3000
Signs:	\$500
Baycrest trails	\$10000
Cat House at Lookout	\$1000
Lookout Parking	\$5000

There followed a discussion about whether we can afford to fund all of these projects. Jan suggested that we should not allow the reserve fund to fall below \$10000. With the revenue sharing money included, this list would require about \$10000 from the operating fund and would still leave more than \$10000 in reserve. The discussion led to the following motion by Jan, seconded by Dave:

**KNSC approves the above list of projects and the associated funding requests.**

The motion passed unanimously.

Meeting was adjourned about 9:30 pm.

Next meeting: September 2, 2009 at the Kachemak Conservation Council office.

Documents submitted:

KNSC Balance Sheet and updated budget as of 5/4/09  
Sign Committee report  
Draft 2009-2010 KNSC Calendar  
Updated 2009-2010 KNSC Membership form  
KNSC Membership, Donations, and In-kind Contributions report  
Equipment Maintenance Budget request  
Baycrest Trail Construction Proposal  
Parking and Trailhead Grant Writing report

Richard Burton  
Secretary