

KACHEMAK NORDIC SKI CLUB BOARD MINUTES

November 3, 2010

6:30 pm, Alan Parks' home

PRESENT: Richard Burton, Mike Byerly, Dave Brann, Molly Brann, Alan Parks, Jan Spurkland

ABSENT: Kevin Walker, Kenton Bloom, Tara Schmidt

GUESTS: Shelly Laukitis

The meeting was called to order at 6:30 pm by president Alan Parks.

APPROVAL OF AGENDA:

Dave moved to approve the agenda. Jan seconded. The agenda was approved.

APPROVAL OF MINUTES FROM THE MEETING OF 10/6

Richard moved to approve the minutes from the meeting of 10/6. Molly seconded. Motion passed unanimously.

BUDGET REPORT:

Richard and Tara met with the new bookkeeper, Tammy Ackerman and discussed our accounting structure and the process for handling deposits and writing of checks. Richard presented a revised version of the FY11 budget using the accounting structure that Tammy has worked up. The revision simplifies the accounts somewhat while using a quickbooks class structure to allow the detailed tracking of some items we had put into separate accounts. We will need to work with it a bit to make sure it provides all the information we need and we may need to make some revisions.

Tammy will be doing the bookkeeping entries. She will provide the treasurer with periodic backups of the quickbooks account that will be loaded onto our computer to be used for analysis and reports. She will also prepare standard monthly reports from the information in the accounts. Most bills will be paid with electronic checks that will be processed by Tammy. The treasurer will supply details of the bills to be paid and what accounts to charge and will sign the checks when they are prepared. The treasurer will also maintain a separate checkbook to be able to respond to special requests that cannot go through this process. Richard emphasized that this process will require everyone to keep good track of their expenditures and get all related documents to the treasurer for processing.

Richard also presented a proposed contract between KNSC and Tammy Ackerman. This contract was prepared with input from Tara and Alan with a few revisions suggested by Richard. The contract was discussed and the following motion was proposed by Molly and seconded by Jan:

Motion: The board approves the bookkeeping contract between Tammy Ackerman, C.P.A and Kachemak Nordic Ski Club.

The motion passed unanimously.

EQUIPMENT REPORT:

Dave gave a report on the current state of grooming equipment. Snow machine #1 was sold for \$2900. All other machines are working with some maintenance still needed. Dave has ordered a new 4-stroke machine from River and Sea Marine. There are 4 safety recalls for the existing 4-stroke machines. These machines can continue to be used until repairs can be scheduled. A roller and drag are located at Lookout for grooming. The wing is still in Anchorage undergoing repairs and modifications, so it is not available yet. The new blue and gold drag is still under construction.

Dave has the mogul master groomer that we obtained in his yard. One of the actuators is not working and it may need to be replaced. Even if he can get it working, Dave is not sure that this groomer will work for our trails. He thinks we should proceed with the purchase of another ginzu groomer and would like to add this to our FY11 budget. He emphasized that the decision needs to be made soon if we are to get one this year. This discussion led to the following motion by Molly, seconded by Dave:

Motion: The budget should be modified to include \$6000 for purchase of additional grooming equipment with the understanding that it will not be committed until a review of the budget is completed.

The motion passed unanimously.

Dave also reported that there will be a meeting of the equipment committee and a grooming workshop on December 11 at his house. Two people from Cooper Landing are coming down for it.

EVENTS:

Annual Meeting:

Alan reported on preparations for the annual meeting. It will be held at Beluga Lake Lodge on Friday, November 12. There will be a band, a silent auction, games, and presentations by event organizers. Food will be provided by the board. Alan is preparing fish chowder. He needs help with salads and bread. Dave agreed to get the bread. Mike will obtain vegetables and cut them up. Molly is in charge of deserts. These will be sold as silent auction items. Richard agreed to bring some deserts. There will be an open no host bar. The event will start at 6pm with registration and food followed by the business meeting at about 7pm. Richard will provide ballots for election of new board members. Richard will also send an email announcement about the meeting to the membership mailing list.

High School Events and Contracts:

Jan and Shelly led a discussion about high school events and KNSC support for races. Shelly has been the liaison between the club and the high school for the past two years. The first race of the year will be the Homer High Invitational which is scheduled for December 3-4 at the Lookout Mountain ski trails. There will be a citizen's race following the high school races on Saturday, December 4. It will be a benefit for the high school ski team. The Ski Your Age event, scheduled for December 26 will also be a benefit for the ski team with 10% of the proceeds to be returned to the club. It will probably be held at the DOT parking lot if snow conditions allow. There will be a high school dinner again this year, but no date has been set yet.

Jan presented the board with draft copies of the contracts between the ski club and the high school boosters. These include a Race Officials Agreement and a Grooming Agreement. These are essentially the same as the contracts that were approved last year. The grooming agreement specifies that KNSC will maintain and groom the trails and that HHS will pay KNSC \$25 per student-athlete for grooming. The Race Officials Agreement stipulates that KNSC will provide support for timing, grooming, and race venue preparation. The club will be paid \$500 for the first day of an event and \$200 per day for additional days. This led to the following motion by Richard, seconded by Mike:

Motion: The KNSC board of directors approves the proposed contracts.

The motion passed unanimously.

There followed some discussion about details of preparation, grooming, and timing for the upcoming races. Molly asked about the responsibilities for race timing. Jan indicated that the timing crew usually consists of parents and volunteers, but that Allan Phelps runs the timing equipment. It was pointed out that there needs to be training in the use of this equipment for some other members so Allan does not have to be responsible for it. Shelly also would like names of contacts for course preparation, grooming, etc. Alan indicated that we need to have a meeting of the Lookout Committee to work out support details. He pointed out that the anticipated facility upgrades at Lookout will probably not happen before next summer.

COMMITTEE AND AREA REPORTS:

Baycrest:

Dave reported that he has started the process for additional Roger's Loop parking. We will need \$100 for each of two driveway permits and possibly an additional \$500 bond until the work is finished. Work would not start before November or December after freeze up.

McNeil/Eveline:

The McNeil maintenance building has borough approval. Some work is still needed on site preparation. HEA is waiting for a check before doing the electrical hookups.

Lookout:

The necessary preparations for the major upgrades funded by the ATI grant did not come together in time to be able to do the work before winter. There is still some chance that electrical work can be done. This needs to be done before most of the other construction work. Alan indicated there is still some work to be done to get gravel locally. The Lookout committee needs to meet and report on progress.

Sign Committee:

Wayne Watson has put in 7 posts for signs. Jenny needs additional help with the signs. Dave is planning to do a kiosk at Eveline.

FUNDRAISING AND GRANTS:

The state revenue sharing grants were discussed. There was a public meeting for Fritz Creek area and we were awarded \$5800. There is also a separate Diamond Ridge area and Mike pointed out that we need details about how to apply for this. Alan indicated we need to contact Brenda at the borough and fill out an application. Applications are due by November 15. Mike will follow up with this.

OLD/PENDING BUSINESS:

Board Development:

There are two open seats on the Board of Directors this year. Some people have been contacted but there are no commitments yet.

NEW BUSINESS:

Nature Rocks Letter:

Alan received a letter from a group that is interested in starting some programs for kids and that suggests some changes to facilitate this. It was agreed that this is worth following up on.

MEETING END:

Meeting was adjourned about 9:00 pm.

Next regular board meeting: December 1, 2010 at Alan Parks' house.

Documents submitted:

Modified FY11 Budget document

Bookkeeping contract between KNSC and Tammy Ackerman, C.P.A.

Race Officials Agreement between KNSC and HHS

Grooming Agreement between KNSC and HHS

Richard Burton
Secretary