

KACHEMAK NORDIC SKI CLUB BOARD MINUTES

September 21, 2010

12:00pm, Kachemak Conservation Council Office

PRESENT: Richard Burton, Tara Schmidt, Mike Byerly,
Dave Brann, Molly Brann, Kevin Walker, Alan Parks

ABSENT: Jan Spurkland, Kenton Bloom

GUESTS: None

The meeting was called to order at 12:00pm by president Alan Parks..

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES FROM THE MEETING OF 05/05

Richard moved to approve the minutes from the meeting of 05/05. Kevin seconded.
Motion passed unanimously.

BUDGET REPORT:

Bookkeeping Contract with Tammy Ackerman:

Tara's term on the board of directors is up this year and she does not plan to rerun. We will need a new treasurer. In addition to a treasurer, Alan and Tara suggest that we hire a bookkeeper to handle the day to day bookkeeping requirements. The treasurer would then be responsible for preparing the budget and acting as a liaison with the board. Tara and Alan suggested we contract with Tammy Ackerman for this service. She works with several non-profits and knows what is required. She is also a CPA and can do our taxes. She would be paid to manage the books and work with the treasurer. She would prefer a contract instead of an hourly wage. She has estimated a cost of \$2500 per year plus about \$400 to do the taxes. The discussion led to the following motion by Molly, seconded by Dave:

Motion: The KNSC board should contract with Tammy Ackerman for bookkeeping and accounting services and \$3000 should be allocated in the coming year's budget for this.

Motion passed unanimously.

Alan and Tara will come up with a detailed written process for this contract. Tara will help with the transition and will also continue her work on the ATI grant.

Budget Reports and New Year Budget Preparation:

Tara presented a custom summary report through August and a detail accounting report as of August 31. The accounting report shows about \$24000 in the bank account as of

8/31. Tara suggested that it is good to have cash available at this time to be able to pay bills that come due before new revenue comes in.

The budget for next fiscal year needs to be prepared. Since Tara is leaving, she would like someone else from the board to work with her on the preparation. Richard agreed to help with this. Richard and Tara will meet to prepare a budget.

EQUIPMENT REPORT:

Dave reported on equipment status. Bill Strutz is not going to buy the oldest 2-stroke machine that we have for sale, so we need to find another buyer. We will be putting an ad on Craigslist. We will ask \$4000 for the machine, but would probably go down to \$3500 or lower if necessary to sell it. Dave would like to purchase at least one new 4-stroke machine this year. We might also want to sell the other old 2-stroke machine. Molly pointed out that we should probably wait until the budget is finalized before making a final decision about selling the 2nd 2-stroke and what new equipment to buy.

Dave reported that Billy Day has obtained a new Mogul Master drag for free. This drag is owned by the Pebble Partnership and has never been used. They are willing to donate it to the club. This led to a discussion about who exactly is donating the equipment and whether there are any strings attached. Alan emphasized that he would not want to accept it without having answers to these questions. Dave indicated he would email Billy and try to get more detail.

EVENTS:

Annual Meeting:

Alan reported on preparations for the annual meeting. He has talked with Alice's Champagne Palace about hosting the meeting there. They would charge \$600 and would provide food for 200 people. A band has not been found. If it is to be at Alice's, the meeting would have to be scheduled for Friday, November 12. We will again have a silent auction and kid's games. The fundraising committee suggests increasing the number of items for the silent auction to 20 this year. There was some discussion about the location. It could probably also be held at Beluga Lake Lodge as it was last year. Dave suggested that we let Alan decide and work out details. This was agreed to.

COMMITTEE AND AREA REPORTS:

Baycrest:

Dave gave a brief report about ongoing work at Baycrest. Two bridges have been rebuilt (on Master Blaster and Faceplant) and logs are in place for bridges on the 1k Cutoff and Raven's Way.

Lookout:

Alan reported that the Lookout Committee met 2 weeks ago and discussed the ATI grant project. We have a total of \$137000 available for the project. The road is going in and there will be parking pads and outhouses. In addition, there will be some trail system upgrades and the stadium will be made wider. There should also be enough money for an equipment shed. Kenton is researching a 20x30 foot shed with one door that could be built with integrated panels. There would be electrical service to the shed and the timing hut. Alan would also like input from local builders associated with the club about options for building the shed. Alan indicated that we were successful in getting gravel locally and that is the reason there is enough money left to do the work not related to the road and parking. Alan has signed permitting paperwork and will be talking with property owners. He suggested donating some cat time for them to level out a local parking area. We would not provide gravel for this.

Tara pointed out that the list of projects follows the prioritization we originally gave with the exception of the building. Kenton is donating a heater. The outhouses will be vault toilets that will have to be pumped out. Tara also indicated it might be possible to get more money if needed as long as the work is within the scope of the original project. She further pointed out that the electricity will require an ongoing expense for the power usage. In addition, we will need to become members of HEA in order to pursue the electrical hookups. Molly reported that she was already working on HEA membership for the club because it will also be needed to provide electricity for the McNeil storage shed. The discussion led to the following motion by Molly, seconded by Dave:

Motion: KNSC should proceed to become members of HEA so we can pursue electrical hookups for Lookout and for the McNeil storage shed. The board also approves necessary expenses for ongoing electrical costs.

The motion passed unanimously.

McNeil/Eveline:

Dave and Molly reported on progress with the McNeil storage shed and with summer trail work at Eveline. Molly indicated that the main outstanding thing for the board was approval for the electrical hookups. It is also going to be necessary to update our MOA with the borough to include the construction work for the shed at the Kachemak Emergency Service site. Bruce Hess will follow through with application for electrical service after the borough approves the updated MOA. Dave indicated that the original location for the building has been moved to a much better spot that will have good access. Molly also indicated she has set up an account for KNSC at Spenard Builder's Supply for construction materials. An account has also been set up at Ulmer's.

Dave reported that work for the summer on the new accessible trail at Eveline has been completed. There is still work to be done next summer, but the trail is in and a viewing platform is in place.

FUNDRAISING AND GRANTS:

Fundraising Committee Report:

Molly presented a September report of the fundraising committee.

We still have about 50-80 t-shirts left from last year. The committee recommends that the remaining t-shirts be put on sale for \$10 and that we not order any new t-shirts until these are sold. We will also need to reduce expected income for next year from businesses and from sale of t-shirts. This led to the following motion by Molly, seconded by Dave:

Motion: KNSC should put the remaining t-shirts on sale for \$10 and delay ordering more until these are sold.

Motion passed unanimously.

It is suggested that we purchase 50 calendars to sell for next year. We would have them by October. This was agreed to.

Molly also passed out copies of the calendar, the current list of committee chairs and BOD members, and a draft outline of duties for an administrative assistant if we hire someone.

There was a discussion about hiring an administrative assistant. Mike suggested that everyone should go through this draft list of duties and come up with suggestions about who should be responsible for these duties. It was decided that there should be a board work session to further define the duties of an administrative assistant before the board decides whether to hire someone.

OLD/PENDING BUSINESS:

BOD Recruitment:

Alan, Tara, and Jan are up for reelection this year. Tara has indicated she is not going to run for a new term. Alan is undecided. We may need to recruit some new BOD members. Alan said we should emphasize the necessity for a considerable time commitment so potential members know what they are getting into.

Roger's Loop Land Purchase:

Molly presented reports from a meeting held in August to consider options for additional parking at Roger's Loop and an update from September. Ray Clapp thinks the parcel we were originally considering for purchase would be difficult to develop. However, the Rogers family, which owns the land on the other side of the trailhead, may be willing to allow the club to develop this area for winter parking. They do not want to sell it but would be willing to sign a MOA for its use for at least 5 years. There would be a parking area with a loop drive for busses. Ray will examine the area in more detail and give an estimate. Dave and Molly would like to have board permission continue looking into this option and to pursue the MOA using \$1500 already allocated for Baycrest trail construction. We will also have to have HEA look at the power lines to see if they need to be raised. The discussion led to the following motion by Richard, seconded by Kevin:

Motion: The board approves the further pursuit of this Roger's Loop trailhead parking option and allocates up to \$2000 to be spent working on it.

Motion passed unanimously.

NEW BUSINESS:

None

MEETING END:

Meeting was adjourned about 2:10 pm.

Next regular board meeting: October 6, 2010 at the Kachemak Conservation Center.

Documents submitted:

Custom summary report

Account detail report

Report of August Roger's Loop Trailhead meeting and September update

September Fundraising committee report

Richard Burton

Secretary