

Meeting Minutes

Meeting Name:	Kachemak Nordic Ski Club BOD		
Date/Time of Meeting:	Wednesday, November 1, 2017	6:30-8:50 PM	Cook Inlet Keeper Building
Meeting Leader:	Mike Gracz		
Meeting Purpose:	Monthly Meeting		

Attendees:

Mike Gracz-President	X	Jan Spurkland	X	Jasmine Maurer	X	Stacey Buckelew-Vice President	X	Christine Anderson-Secretary	X
Glenn Seaman	-	Jason Neeley	X	Derek Bynagle	X	Richard Burton-Treasurer	X	Annie Ridgely-Admin Assistant	P

Agenda Items	Discussion/Action	Follow up
Approval of Agenda	<ul style="list-style-type: none"> Motion to approve by CKA with Second by SB. 	<ul style="list-style-type: none"> Approved - unanimous
Approval of BOD meeting minutes	<ul style="list-style-type: none"> Reviewed meeting Minutes of October 4, 2017 Motion to approve by DS with Second by SB. Discussion: Correction to KNSC office hours noted. 	<ul style="list-style-type: none"> Approved - unanimous Post as approved - CA
Admin Report – Annie Ridgely	<p>(Via phone) Hours as of 10/23/17 (24 hours)</p> <ul style="list-style-type: none"> Web page maintenance and edits, as requested. Epic date for March 17. Mailings and insurance policy follow ups for insurance as of Nov 1. Borough needs confirmation/proof of insurance. KWN mailings. Online membership is working well. Supports rapid turn around for email and info to be sent. May want to consider push for online registration as the standard. 38 memberships so far (22 families, 15 individuals and 1 business). KNRD is the bulk so far. KWN (15 members w/ 10 new -3 returning) Richard has some updates to add to this report form current unfiled, mail in registrations, including 5 business memberships. Board members encouraged to sign up as Patrons, to support Grant applications. Office hours: unfilled Admin Assistant to provide professional support to team. Will continue to develop office hours option to meet club needs and work efficiencies. Signs provided (at meeting) for posting at trailhead kiosks. BOD zipper pulls available for Annual Meeting. Lengthy discussion re: how to handle zipper pulls at the Annual Meeting. Bumper Stickers can be handed out. Zipper pulls will be mailed to members. Derek is helping with Ski Swap. Thank you! Logistics for Jr. Nordic (cash box, or anything) can be facilitated with Stacey. Asks Jasmine to get KWN volunteers to commit to the Ski Swap. Aloha! 	<p>Annie will send insurance info to KPB and others on the list that requires this information.</p> <p>Post signs at Trail Head Kiosks</p> <p>Bumper stickers will be available at annual meeting (Jan).</p>

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Website Report - Richard Burton	<ul style="list-style-type: none"> Web cams and new web site issues are resolved. No action on new registration site as yet. Not yet identified final site for club. KWN url will be sent to link these 2 areas. 	Richard will identify and sign up for registration site to meet club needs.
Treasurer's Report - Richard	<ul style="list-style-type: none"> Discussed/explained net loss for FY, relates to equipment not cash in bank funds. Depreciation was a large amount. Equip and facilities lost \$34K in value, reflecting the change in asset value. Aging fleet of equipment; repairing rather than having to replace at this time. Repairs can get costly so look for a balance here. Would like to consider splitting equipment assets from facility assets. Depreciation and accumulated depreciation will be split for next year...2 separate ... equipment (1) and facilities (2). Discussed appropriate budget to use with Grant applications to support actual net gain of club. Profit/loss statement is not the same information as Budget information. Gain on the sale of fixed assets from sale of Artic Cat snow machine was actual sale less depreciation/value of fixed asset. May see revised budget r/t Revenue Sharing income that came in higher than expected. Look for this next month. Insurance on equipment. Need to identify Revenue Sharing for grooming, etc. Use for equipment purchase only if specifically defined in advance. Richard will complete the Revenue Sharing paper work and submit with Borough. 	<p>Plan Budget accounts split to better track actual.</p> <p>Insurance for equipment and facilities – Jan will f/u.</p> <p>Mike with get info to Richard for Borough Revenue Sharing.</p>
President's Report	<ul style="list-style-type: none"> Trail cam set-ups were more difficult than anticipated but are set up now. Annie has been shown web cam set up by Mike. Business memberships will be added soon. GPS tracker on order, as previously approved, for tracking. Trail work done by contract as previously requested and approved. McNeil Woodcutters – some people are cutting wood without approval. Mike has followed up with Borough. Borough Land Mgmt. set up signage. Posted by Mike in the area. Activity lessened with signage in place. Mike will do presentation at Annual Meeting for membership trail report. Goal is to work with multi use needs. Club attempts but discourages encounters that may agitate. Trails in many of the club areas are not restricted use. Community Trails Agreement - Land Mgmt. Agreement. Motion to set meeting date. Discussion: Meeting/discussion of dates. Will discuss all 3 trail areas. Proposed date. Approved. Volunteer appreciation: Bill Hague has been a great club support for equipment maintenance. Saving club lots of funds. Proposed and approved Gift Certificate to Homer Saw/Cycle (BOD direct donations for gift certificate). Snow Cats are anticipated for hire at 3 trail venues. John Miles will work with Wise to get best use of grooming options. 	<p>Community Trails Meeting – TENTATIVE Community Meeting on 12/12/17 at Islands & Oceans; Mike will confirm date and venue.</p> <p>BOD will each donate \$10-\$20 for gift certificate. Mike will present at annual meeting. Plan to do volunteer recognition annually. Look to acknowledge other dedicated volunteers such as Dave Brann and John Miles.</p>

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<p>Events</p>	<p>Annual Meeting: Elks Lodge, November 4, 6-9 PM</p> <ul style="list-style-type: none"> • Election Ballots: Stacey Buckelew, Mike Gracz, Richard Burton • Check sound system • Mike has paid and signed paper work • Pot luck announcement is on website • Auction Items/Silent Auction set up • Registration • Presentations <ul style="list-style-type: none"> • Budget: Richard • Community Trails Agreement: Mike • Volunteer Appreciation: Mike • KNRD/Ski Team: Cole Talbot • KWN - Alison • Junior Nordic – Deb Mosley, Coordinator; • Ski swap 11/8; announcements, etc. • Jr. Nordic equipment rental <p>In kind membership discussion. Richard provided some history. Need to add address to membership form.</p> <p>Wine & Cheese coordinator (and resolutions) TABLED. Discussion re: McNeil for venue. Derek and Jason considering stop options.</p>	<p>BOD to arrive at 5 PM for set up. CKA will prepare ballots Mike - Check sound system in advance. Mike - Need to purchase sodas/juice and paper/plastic ware/napkins. CKA will coordinate Silent Auction. Buy it now option for Desserts →MAX bid set up to allow this option (Jan) RB will coordinate Registration table with assistance from Mike, CKA and Derek.</p> <p>Mike will make acknowledgement of \$500 donation to Jr. Nordic from George Matz and Jeannie Woodring. Clean up by BOD and volunteers. Mike / Annie to send emails to announce meeting; and PSAs.</p> <p>Stacey will add address to membership form.</p> <p>TABLED until December meeting. Mike will f/u with school area on W&C venue location.</p>
<p>New Business –</p>	<p>Admin staff review. Constructive feedback discussed. Reviews give opportunity to improve. Move by JS to change title to <i>Administrative Mgr.</i> and increase pay by 10%. SB seconds. Discussion: Presented 10% increase to support increased responsibilities with change in title.</p> <p>Intern need/request. Discussion on how to proceed.</p> <p>Reach out to Ski Team parents to find out about upcoming races and Booster Club for club support and avoid scheduling conflicts.</p>	<p>BOD approved revised statement. Staff job title change and change in compensation APPROVED unanimous. Increase salary effective Nov 2017. Request Annie enhance new member letter (Jasmine will help draft letter) to communicate Web Cams, trail maps, newsletter, etc.</p> <p>Mike will f/u with Annie on review and permission to move for hire Admin Intern.</p> <p>Jan will f/u with Ski Booster Club.</p>

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Comments from the BOD	CA – Out of town in Dec. Need someone to take minutes. SB – Disappointed to miss the Annual Meeting. MG – Thanks to all for club work. Lots happening. JS – Watch scheduling for Jr. Nordic and Besh Cups (Jan 20 & 21) to not over book trails. JN – same as Stacey. GS – absent (weather trap for travel) DB – excited for meeting and snow! RB – none JM – Missing annual meeting. Bummed. Neck warmers for KWN. Consider for club membership or purchase at meeting. Inexpensive and warm support option.	Review Annual Meeting planning/date selection to avoid BOD absences next year.
Incomplete Action Items from previous meetings	<ol style="list-style-type: none"> 1. Follow up on aging KNSC accounting support (computer and software) – RB 2. RB will let Officers know about bank signing thing 3. Groomer needs and clinic dates 4. Update membership signs at trailheads and moose signage 	
Minutes prepared by Christine Anderson, KNSC Secretary 11/5/17		Next Meetings: Annual meeting – Nov 4, 2017 Elks Lodge; DEC BOD meeting TENTATIVE 12/13/17 6:30 CIK Building