

Meeting Minutes

Meeting Name:	Kachemak Nordic Ski Club BOD		
Date/Time of Meeting:	Wednesday, October 4, 2017	6:30-8:50 PM	Cook Inlet Keeper Building
Meeting Leader:	Mike Gracz - President		
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	P	Jason Neeley		Derek Bynagle	X	Richard Burton-Treasurer	X	Annie Ridgely-Admin Assistant	X
Guests:	X	John Miles							

Agenda Items	Discussion/Action	Follow up
Approval of Agenda	Motion to approve with Second. Discussion – additions to agenda by MG.	Approved - unanimous
Approval of BOD meeting minutes	Motion to approve by MG with Second by SB. Discussion: Reviewed meeting Minutes of September 6, 2017. Clarification provided related to dollar amount of membership transactions.	Approved - unanimous Post as approved - CA
Kachemak Nordic Race Development (KNRD) 2017	<p>Jan Spurkland and Cole Talbot (Mariner high school ski coach) presented. Cole is planning on picking up this program. See handout/proposal for details.</p> <p>Discussion: considerations and questions re: ski insurance with Club. Date specific info does not necessarily increase annual cost. Insurance is an annual premium. Covers KWN, as well. Yes, KNRD would be covered. Contract review by group.</p> <p>MOTION: Jan- Approve Cole as director of KNRD. Stacey – Second. Discussion: KNRD fees. Free 13-18? Cost of event travel and housing has been athlete funded in the past. Fees previously supported uniforms, etc. In general, KNSC looks for programs to pay for themselves except youth programs. Consider additional Club donation for Masters' members to KNRD. KNSC membership is required for insurance coverage. BOD requests roster to track. Membership and liability forms; usual liability form for this separate activity. Consider base fee for sustainability. (\$25/season) Cole to consider small article for the newsletter. Request HS & KNRD team members provide short talk at Annual meeting.</p>	<p>Approve – Unanimous</p> <p>Annie will forward liability form template to Cole to prepare for KNRD.</p> <p>Annie can assist with submission to Newsletter.</p>

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Admin Report – Annie Ridgely	<p>Annual memberships: 3 members so far this year.</p> <p>Deb Mosley is the new Jr. Nordic Coordinator. MG & DB offered to assist with ski rentals. Oshi Wills, per John Miles, offered to assist with the program. Annie made note for further contact and f/u.</p> <p>Event calendar update provided. Information is posted on our website. Mailings are all poised and ready for new membership forms, when approved, for mail out/availability.</p> <p>Annie will maintain regular office hours to improve Club access. (3-5 PM Tuesday) Intern position is open.</p> <p>Premiums for membership levels are in process for updating on the web.</p> <p>Signage: Request for Annie to review using black instead of yellow. Yellow fades.</p> <p>Adopt-a-Hwy → Rogers' Loop sponsored by KNSC. Renewed commitment with SOA. Will be done by Rogers' Loop area families and during annual spring clean up program.</p>	<p>Hat provide to Cole Talbot as this year's first member.</p> <p>Looking for new intern.</p> <p>Event information is available for Nordic Skier publication.</p> <p>Annie will f/u with sign makers on colors.</p>
Website Report - Richard Burton	<p>Update to the club website is in progress. Change in website host will save approximately \$100/year. Need to monitor performance to assure new host site meets club needs. Database back up and files were used to set up the new site. Conversion resulted in some loss of website changes put in this fall. Annie and Mike may need to redo. Membership links need review.</p> <p>Registration site change is still in progress. More difficult than anticipated. Hidden charges that we need to review and consider for further use. (EX: Increased price for non-member would include 15% premium.) On-line event registration would impact out-of-area participants. Website option for donations from occasional, visiting users still in review and processing. Sites: Member Planet and Club Express are being evaluated. (Cost is approx. \$1500/year in either case.) Motion: Keep same membership registration host as previous years. Second. Discussion: A change at this time will impact by loss of ability to have on-line registration. Discussion confirmed that this could be a mid-season change. Richard will review options for best move forward. Need this website migration to support club, which is currently dedicated to Richard's service at this time. Timing systems do not link to website but linkage is easily done with current site.</p>	<p>Richard and Jasmine will connect on new host site for linkage with KWN site. KWN (Jasmine/Stacey) will forward updated information to Richard.</p> <p>Keep membership as is for now.</p>

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Treasurer's Report - Richard	Reports reviewed as presented by Treasurer.	
2017/18 Membership Form	<p>Motion: JS-approve revised membership form. Second - DB. Discussion: Stacey presented revised membership form with increased membership costs, business support/sponsor on webpage, member communications.</p>	Approved unanimous
Budget	<p>Motion: JS – Approve budget as prepared by Treasurer and President, and reviewed by BOD. Second - MG</p> <p>Discussion: [Process → Mike tracks Budget Spreadsheet changes with group (in red).] Revenue/Expense items pulled from one year (last) not this year (now).</p> <ul style="list-style-type: none"> • Bank fees are currently tracking PayPal fees. Will include online transaction fees as a new line item. (\$35 and \$600 as new line items) See changes on sheet. • No apparel costs. • Lookout Maintenance needs revised per previous requests (John Miles) <ul style="list-style-type: none"> ○ Add Ginzu groomer. ○ Add GPS Tracker • Reflect KNRD \$0 as new line item. For tracking. • Reviewed trail maintenance requests and made adjustments to support trail maintenance/ improvements • Clinic tracking allowed for income/expense to be specific to KWN • Other Events/Income: Discussion to support this commitment to income proposal as a club. (EX: Chili Cook-off and KWN ski clinics.) <p>Discussion KWM programs/clinics and ideas for new things this year. Adding KWN activities line item, and expense, as well.</p> <p>Balanced Budget discussion. Not required by Bylaws. Good way for club to operate and show for Grant Request applications. (EX: Homer Foundation) Most important to balance operating expenses to show sustainability. Difficult to separate Capital and Operating budgets. Richard has this as a work in progress. Reviewed and discussed changes as the group, using standard accounting practices including depreciation of new purchases. Will consider Balance sheet budget to tracks equipment depreciation.</p>	

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<p>Events Annual Meeting</p>	<p>Elks Lodge Nov 4th 6-9 PM</p> <p>Election Ballots (CA to prepare, as needed): Stacey Buckelew, Mike Gracz, & Richard Burton seats up. All are willing to run again. Stacey offers her seat to allow new BOD participation. Mike & Annie will communicate open BOD position and encourage applicants in membership emails and announcement.</p> <p>Auction items coordinator (CA) Assist offered by Jasmine and Stacey. Registration (RB & MG)[Annie out of town] Presentations: Mike Budget: Richard Burton KNRD/Ski Team KWN? Jr Nordic – Deb Mosley? Volunteer appreciation?</p> <p>Discussion of venue. Elks upstairs not confirmed at this time. Will plan for Elks upper or lower, as available. Prefer upstairs.</p>	<p>Christine will contact Jasmine and Stacey for assistance.</p> <p>Mike will follow up to secure Elks venue.</p>
<p>Newsletter assignments</p>	<p>Discussion for November submission</p>	<p>Annie will submit event info</p>
<p>Comments from the audience on anything</p>	<p>No audience or guests to comment</p>	
<p>Comments from the BOD</p>	<ul style="list-style-type: none"> • CA – Nice work on the budget prep. • SB – Wondering about further follow up for Ken Jones trail designation. SB will draft a note starting with Adopt-a-Hwy follow up information. Annie will send. • MG – none • JS – none • GS – via phone. Richard's accounting very much appreciated. (Round of applause) • DB – Second the comment from GS • RB – none • JM – Excited for coming season! 	
<p>Incomplete Action Items from previous meetings</p>	<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 	

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	additions for safety on trails	
Minutes prepared by Christine Anderson, KNSC Secretary 10/14/17		Next Meeting: November 1, 2016 6:30pm Cook Inlet Keeper Building Annual meeting: Saturday, November 4 at 6 PM - ELKS