

Meeting Minutes

Meeting Name:	Kachemak Nordic Ski Club BOD		
Date/Time of Meeting:	Wednesday, September 6, 2017	6:32 PM – 8:30 PM	Cook Inlet Keeper Building
Meeting Leader:	Mike Gracz		
Meeting Purpose:	Monthly Meeting		

Attendees:

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

Agenda Items	Discussion/Action	Follow up
Approval of Agenda	<ul style="list-style-type: none"> Motion to approve by SB with second by JN. Discussion -- none 	<ul style="list-style-type: none"> Approved - unanimous
Approval of BOD meeting minutes	<ul style="list-style-type: none"> Reviewed meeting Minutes of May 3, 2017. No changes. Motion and second to approve. Discussion--none. 	<ul style="list-style-type: none"> Approved - unanimous Post as approved - CA
Equipment Committee Report	<ul style="list-style-type: none"> Bob Glenn – Listed the few minor equipment repairs. Tools and equipment in good shape. No purchase requests at this time. Purchased pole saw for summer trail maintenance. Good equipment supports good volunteers. ATVs had large equipment repairs last year – few thousand dollars at a time. Consider request for compressor for Lookout Trails equipment support. Richard requests the Equipment Committee bring a list of anticipated needs for this year's budget planning. Snow machine yet to sell. Hopeful for this year. In good shape for sale. Trails best maintained with Cat to start after big snow and then groomers can keep up. Thank you to Bob and his team! 	Equipment Committee will prepare a list for BOD budget preparations. Review needs for additional snow machine(s) request.

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Admin Report – Annie Ridgely	Annie: Discussion to circle back to review of job description, including revised job title to more appropriately fit the roles/responsibilities. Need to reword Membership form to focus on on-line registration. Insurance renewal is in process. Summer job responsibilities include email checking at least once a week. RB expressed thoughts to keep KNSC mailings specific to ski club information as focus vs. promoting non-ski specific events on a routine basis to membership.	Stacey & Jan to review and circulate draft to BOD
Website Report - Richard Burton	<ul style="list-style-type: none"> • New registration • Hosting site needs consideration. RB details options for format and price range. Member Planet and Club Express are 2 options. He compared last years' activities to get an idea on which is the best option. Each vendor has different fees for different activities. Last year 250 member transactions brought in \$18,000. Likely that each will balance out for fees/transaction rates. Comes down to if the site can support the club needs for registration. Priority: site that can subset member emails with annual registrations. Reporting capabilities can be limited and you get the reports that are provided or pay for more. Wish to have database queries that allow for sorting of KWN and Jr. Nordic, etc. Customized reports are not likely available without additional costs. Can export to Excel then manipulate data. Current costs \$700/year (mostly PayPal fees.) These new ones cost closer to \$1600/year. May or may not have registration host and website host as same. Not able to determine at this time. Looking for ways to support our trail cams, etc. Will probably keep "Word Press" hosting for regular web site. Registration site must be changed for best club usage. 	Richard will bring back recommendation to best options to have available for mid-Oct 1 sign ups at the latest.
Treasurer's Report - Richard	<ul style="list-style-type: none"> • 2016 Budget Report – reviewed as previously sent • 2017 Budget Process discussion. Mike will begin to develop a budget for October meeting discussion and approval. Capital items are a challenge to plan/budget for this process. 	Mike will get a draft Budget together.
NSAA Newsletter – Jeannie Woodring	<ul style="list-style-type: none"> • Jeannie has met with Mary Lou Burton to get the low down on the monthly submissions. Jeannie is interested in writing articles if topic is brought to her attention to develop. Program calendar needs to be out in advance, calling attention to submission deadlines. 	Jeannie will reach out to get info from BOD.
Membership	<ul style="list-style-type: none"> • 2017/2018 Membership Form: Review of last year form to promote contributions or donation support. Need to update promos to contribution levels. 	Stacey will draft a membership form for this year and send to BODs for review in next 2 weeks.

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Events	<ul style="list-style-type: none"> • 2017/ 2018 Event Calendar • Kachemak Women's Nordic Oct 15 • Beginner/Intermediate Ski Clinics Skate and Classic (multi day and multi technique) primary date mid-Dec and alternate date for Jan • Nov Ski Swap TBD • Annual meeting Nov 4 (first Saturday) • Jan 20-21 Besh Cups Lookout • Friday Night Lights Jan 26 (tentative) need coordinator-Stacey tentative • Ski your Age 12/26 • February 11 Wine and Cheese • March Marathon 3/10/16 • 	
Program Report	<ul style="list-style-type: none"> • Jr. Nordic <ul style="list-style-type: none"> • Program Coordinator: need to get the word out. 6 people have been approached. No interest in Lead Coordinator. Look to Jr. Nordic parents to lead. Have coaches available. Rental skies out at Ski Swap. Discussed a stipend for the Program Coordinator. No action on this at this time. Split responsibilities to 2-3 people. Split off the rental role. The program is all set up – turn key. • Jr. Nordic gear is low for small sizes. (30-32 boot range) 110-130 range; fish scales. • Kachemak Women's Nordic (formerly HWN) updates to all sites and logos. Emilie Lentz is coming on as additional coach. Cost up \$10 per annual. RB requests information of changes for registration form, etc. 	<p>Mike offered to talk with Steve at Ulmers to order Jr. Nordic equipment.</p> <p>Annie will approach members for interested in JN Coordinator/split role.</p> <p>Richard and Stacey will communicate the changes, etc., for membership form.</p>
BOD opening	<ul style="list-style-type: none"> • 3 openings: Stacey, Richard and Mike • Stacey willing to stay or vacate 	BOD to consider and final in October
Budget Process	<ul style="list-style-type: none"> • In development and will work to complete at October meeting. 	Watch for draft to come via email.
Grants	<ul style="list-style-type: none"> • Jan: Preparing Rasmusson Grant submission for Sunset Building - \$25,000 grant request leaves \$15K club liability. MOTION: JS The KNSC applies for \$25,000 grant for shed at Baycrest trails with \$40 K budget. Second. Discussion: Building site will not take parking. BOD must be members at higher (commitment/donation) level. Jan will communicate this requirement to BODs that are not here. Motion passes unanimous. • SnoMads Grant: MG updated that SnoMad Grant Lead asked for 	Jan will submit grant, as proposed.

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	<p>KNSC sign/agreement. BOD agreed not to sign last year. MOU still open for signing. SnoMads know concern of BOD. MG gave info/history of this Grant deal. SnoMads aware that KNSC has specific requests for an MOU—not yet moved forward to sign.</p> <p>Interest is to keep relationship open between clubs.</p>	
Comments from the audience on anything	<ul style="list-style-type: none"> Annie – thank you to the BOD and Jeanne for volunteering! 	
Comments from the BOD	<ul style="list-style-type: none"> CA – Available for assist. Will coordinate Donation Table for Annual Meeting. SB – KNSC Intern – offer to Caleb once again. Annie will contact Caleb. <p>Renewed request for special event forms to help identify funds brought in for processing. Request development to help accounting functions for club. What should the form be? Is a form the need? Discussion on how this works appropriately for club accounting.</p> <ul style="list-style-type: none"> JN – Will help with ski swap RB – Letter from Sara J – adopt a highway. Rogers' Loop from State of AK. Letter given to Stacey. MG – Sign of Adopt-a-Hwy needs to be addressed. 	<p>Annie will prepare an event tote to take for this new season. Will include membership forms, cash box, etc.</p> <p>Stacey will approach ski club members that live in the area of Roger's Loop about picking this up for KNSC.</p>
Incomplete Action Items from previous meetings Parking Lot	<ul style="list-style-type: none"> Follow up on aging KNSC accounting support (computer and software) – RB RB will let Officers know about bank signing thing Groomer needs and clinic dates Update membership signs at trailheads and moose signage additions for safety on trails 	
Ken Jones Trail name	<ul style="list-style-type: none"> Contact made with family. No response received at this time. 	Continue to track and follow up when family is ready to discuss.
Minutes prepared by Christine Anderson, KNSC Secretary 9/6/17		Next Meeting: October 4, 2016 6:30pm Cook Inlet Keeper Building