

Meeting Minutes

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| Meeting Name: | Kachemak Nordic Ski Club BOD |
| Date/Time of Meeting: | Wednesday, January 3, 2018 6:33-9:59 PM Cook Inlet Keeper Building |
| Meeting Leader: | Mike Gracz |
| Meeting Purpose: | Monthly Meeting |

Attendees:

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| Mike Gracz-President | X | Jan Spurkland 6:33 PM to 7:56 PM | X | Jasmine Maurer | X | Stacey Buckelew-Vice President | X | Christine Anderson-Secretary | X |
| Glenn Seaman | X | Jason Neeley | X | Derek Bynagle | A | Richard Burton-Treasurer | X | | |
| Guests: | X | Alan Parks 6:33 PM to 6:45 PM | | | | | | Annie Ridgely-Admin Manager 6:33 PM to 8:00 PM | X |

| Agenda Items | Discussion/Action | Follow up |
|---------------------------------|---|--|
| Approval of Agenda | Motion to approve by Glenn S with Second by Stacey B. Discussion and additions proposed. | Approved - unanimous |
| Approval of BOD meeting minutes | Motion to approve by SB with Second by JS. Discussion. Grammatical corrections required prior to final approval. Unapproved at this time. | Unapproved - unanimous CA will edit and present at February meeting |
| Comments from the audience | <p>Alan Parks spoke to the Board voicing concerns about acceptable behaviors on the trails and at KNSC sponsored events. He expressed concerns re: the current cultural milieu and allowing acts of bullying on the KNSC trails. Recommendations were presented for BOD consideration that included;</p> <ul style="list-style-type: none"> • Encouraged Board action to recent complaints, as the benefits to the club and its members will outweigh the risks of no action. • Post club policy that lets people know the goals and ideals of KNSC, and provide public notice of consequences of unacceptable behaviors on the trails or at KNSC events. • Swift, immediate action requested for zero tolerance of bullying & bad behaviors on the KNSC trails. <p>A letter from Alan was provided to the BOD documenting these same concerns and recommendations following his comments.</p> | |

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| Admin Report – Annie Ridgely | <p>Members are up to 486 with 53 members this month</p> <ul style="list-style-type: none"> • 147 Family members • 52 Individuals • 20 Business memberships <p>This year: 30 New members (never been KNSC member previously) 20 Returning members (lapsed membership for 1 year or >)</p> <ul style="list-style-type: none"> • 7 returning members this month <p>PSA on KBBI was started recently that may have had an impact on membership enrollment.</p> <p>36.25 work hours in December.</p> <ul style="list-style-type: none"> • 2.5 Junior Nordic • 3 emails/communications • 4.5 memberships • 4.5 marketing • 9.5 mailings • 9.75 office • 2.5 errands <p>Highlights: All mailings out to members – all mailings out to businesses with tax info.</p> <p>Preparing pamphlets for availability at trailheads that show trails, KNSC club information and emergency assistance information.</p> <p>Patrons were notified via email with special thank you and notice to pick up Patron Hat(s) at Homer Saw & Cycle. Some Basic Members were mailed Patrons letter.</p> | <p>Christine will follow up with Annie on any outstanding business tax forms from the Annual Meeting fundraiser donations.</p> <p>Jan will provide Annie with materials from previous KNSC trails pamphlets.</p> <p>Annie will work with Anahi (student intern) to correct the error.</p> |
| Website Report - Richard Burton | <p>New trial registration site, ClubExpress, is up and running with donation button activated for testing. Site provides:</p> <ul style="list-style-type: none"> • Improved user interface vs. previous Pay Pal set up <p>Not finalized at this time. Will set up Administration Manager as Member Director.</p> <p>Further review and follow up:</p> <ul style="list-style-type: none"> • Look at option for member mailing list in this website | <p>Annie and Mike will work with Richard to test the new site registration functionality.</p> |

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| | Both old & new sites are still up and running until final transition. Anticipate transition to single site within next several weeks. | Board encouraged to go to knsclubexpress.com to review registration/sign up area. |
| Treasurer's Report - Richard | Budget sheets review. Budget to Actual discussion. Item 6101 Grooming Equipment (capital equipment) using depreciation account to balance out budget sheet. (Total depreciation.) | |
| President's Report - Mike | <p>Taz Tally is writing articles about the ski club on KNSC events for Homer Tribune. Please thank him when you see him.</p> <p><u>McNeil grooming equipment & dogs.</u> McNeil groomer met with Mike and voiced concerned for dogs on trails. Current dog policy was developed after club membership discussion and recommendations review. This process concluded with satisfactory compromise in 2009 or so. Consideration for review discussed. Member/groomer encouraged to assist with sign development to promote appropriate skier/dog behaviors. McNeil grooming discussion. KNSC website policy page review recommended to assure access to mission and policy statements.</p> <p>CIRI permit all approved and okay with assistance of Annie.</p> <p>Community Trails agreement: successful meeting with community. No further action at this time.</p> | BOD will review for current content and such. Need to be sure Dog Policy is on the website, and information on trails etiquette. Give feedback to Richard and Mike for website edits. |
| Signs | <p>Jr. Nordic Signs – Conrad Fields developed beautiful new signs for Junior Nordic. Displayed at meeting. Plan to reimburse.</p> <p>Motion by JM to send thank you and provide family membership in kind. Second by CA. Discussion. Vote Unanimous for: 5 year family membership, 2 hats, and Thank You card.</p> | <p>Jasmine will request receipts from Conrad Fields for sign supplies for reimbursement.</p> <p>Jasmine will get thank you card for BOD signatures.</p> <p>Jasmine or Annie will follow up to get address, and send information about hats and membership.</p> |

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| Events | <p>Wax clinic sponsored by Homer Saw & Cycle with Toko Rep. - Jan 6 at 6 PM at Lookout Bunker. Free to attend.</p> <p>Besh Cups report by Jan. January 20 & 21. No needs from KNSC or Board anticipated.</p> <p>High school races report by Jan. Feb 2 -3. More info from High School needed.</p> <p>Friday Night Lights (Jan 26th) Luminarias will be used instead of Tiki torches. Headlamps will be required. Consider getting Glo sticks for the kids. Deland Anderson (via Christine) requests okay to sponsor candle making with this event.</p> <p>Ski Swap – none in January Wine & Cheese coordination – planning for event at McNeil trails. Mike and Jason. Feb 11.</p> | <p>Annie will publicize on Facebook page to help boost attendance.</p> <p>Jasmine will contact Alison & Cole (Homer Mariner coaches) to get more communications for this HS race - times/dates, etc.</p> <p>Stacey/Annie/Christine/Deland will coordinate event. Candle making approved in Lookout Bunker.</p> <p>Jason and Mike working on coordination of W&C event.</p> |
| New Business – <ul style="list-style-type: none"> • Skijoring response – Jan • Rasmusson grant program - Jan | <p>Request for Skijoring clinic received. Response letter sent by Jan and referred requester to other more appropriate organization.</p> <p>Card from Rasmusson received and KNSC still up for grant consideration for June – Dec 2018 building at Sunset Trailhead.</p> | |
| Comments from the BOD | <p>JM – Buff samples for Patron membership and sale at events. Requests input on which design to purchase.</p> <p>SB – Thankful for all volunteers, coaches, and groomers. Consider Volunteer Appreciation Day for March or April.</p> <p>GS – Olsen Mt on holidays was really great!</p> | <p>Jasmine will f/u with buff and design by email.</p> <p>Agenda item for February meeting. Stacey will present/lead discussion.</p> |
| Executive Session | <p>Motion by Jan to be excused from Executive Session. Second by Richard. Discussion - none.</p> <p>Mike read content from the KNSC Bylaws in relation to Executive Session meetings</p> | <p>Approved – unanimous Jan excused at 7:56 PM.</p> |

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| | <p>policy/procedures to the remaining BODs (CA, JM, SB, JN, GS, & RB).</p> <p>Motion by Glenn to move to Executive Session to discuss reports and concerns following Ski your Age event 2017. Second by Christine. Executive Session begins: 8:07 PM Executive Session ends: 9:29 PM</p> <p>Motion by Jasmine proposing Board actions as follows. Second by Stacey. Discussion to clarify actions.</p> <ol style="list-style-type: none"> 1. Policy development for Zero Tolerance and Nondiscriminatory policy expectations. 2. Develop a KNSC Volunteer form to support KNSC policies and specify performance expectations. 3. Provide Notice to involved party withdrawing option to participate in KNSC as coach or volunteer for 2017-18 season. 4. Statement of public notice via social media and annual letter inclusive to all on trails. | <p>Approved - unanimous</p> <p>Approved – unanimous</p> <ol style="list-style-type: none"> 1. Mike to draft policy and send out to BOD for review. 2. Mike will draft volunteer form and send to BOD for review. 3. Mike and Glenn will set up meeting and provide notice to the involved party in person with follow up letter. Letter will be drafted and delivered after BOD approval. 4. Annie will be assigned to post after policy and annual letter is drafted. <p>NOTE: Jan Spurkland was recused in relation to this KNSC BOD Executive Session review and all matters involved in these Executive Actions.</p> |
| <p>Minutes prepared by Christine Anderson, KNSC Secretary 1/9/18</p> | | <p>Next Meeting: Feb, 7, 2018 6:30pm Cook Inlet Keeper Building</p> |