

## Meeting Minutes

Meeting Name:	Kachemak Nordic Ski Club BOD
Date/Time of Meeting:	Wednesday, October 3, 2018 6:32-9:10 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	X	Jason Neeley	A	Derek Bynagle	X	Richard Burton-Treasurer	X	Annie Ridgely-Admin Assistant	E
Guests:		Bob Glen	X						

Agenda Items	Discussion/Action	Follow up
Approval of Agenda	<b>Motion</b> to approve by DB with Second by GS. Discussion. No changes.	<ul style="list-style-type: none"> <li>Approved - unanimous</li> </ul>
Approval of BOD meeting minutes	Reviewed meeting Minutes <b>Motion</b> to approve by JM with Second by RB. Discussion: No changes.	<ul style="list-style-type: none"> <li>Approved - unanimous</li> <li>Post as approved - CA</li> </ul>
Guests: Bob Glen, Chair-Equipment Report	<p>New Skidoo Scandic BRP-900 due to arrive soon. Ginzus, snow rollers &amp; drags are all in working condition. One mower in repair; appears to be a starter issue. Current inventory includes:</p> <ul style="list-style-type: none"> <li>4 Ginzu groomers (2 at Lookout, one at McNeil &amp; 1 Upper Baycrest)</li> <li>6 functioning rollers (2 at Lookout, 2 at McNeil &amp; 1 each at Upper and Lower Baycrest)</li> <li>4 Polaris tracked ATVs and 7 snow machines for grooming</li> </ul> <p>Maintenance: Bill Hague continues to do a great job in this area! Detailed report supplied. Repaired ATV that was down, and in shop for final wiring. Replacement parts are purchased as economically as possible, including idlers, bogies and tracks. Upcoming Groomers' Meeting will stress safety and maintenance procedures.</p>	
Admin Report – Annie Ridgely	<p>Admin Report received. Detailed activities and time spent, as well as upcoming projects. Working with RB to get the new registration site up and running. Discussion: Admin support from admin assistant specific to KWN to increase participation and events. Discussion on how to allocate the cost of KWN to KNSC.</p> <p><b>Motion/Second:</b> Recommend Admin Assistant track KWN admin duties and report at May 2019 meeting for future planning.</p>	<p>Motion approved unanimous. <b>Action:</b> Annie will track KWN Admin Duties and report at May meeting for future planning.</p>

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Website Report - Richard Burton	<p>Registration links set up to new site. Request Board members go to site, register and get feedback to Richard. Form letters need review and edits.</p> <p>Regular website: Sponsors will be listed on trail cams this year. Richard has the ability build via banner at the top of the site.</p> <p>Request Annie send logos to RB to post on the web site.</p>	<p><b>Action:</b> Board will review new registration site by October 8, and get feedback to Richard.</p> <p><b>Action:</b> Christine will facilitate form review and edits after Membership and Admin privileges set up by MG or RB.</p>
President's Report – Mike Gracz	<ul style="list-style-type: none"> <li>• The community trails management agreement with Kenai Peninsula Borough has been received and approved by the Borough Mayor.</li> <li>• Borough Revenue Sharing meeting set for Saturday, Oct 6 at 10 am. Need representative for McNeil, Diamond Ridge, and Lookout. Culverts in need of repair. (Kevin Walker &amp; John Miles plan to attend.)</li> <li>• Need Jr. Nordic equipment returned.</li> <li>• Membership zipper pulls are being prepared with a design by Taro this year.</li> <li>• Web cams security discussion. Pictures taken when site was inactive. Concern if site was hacked. F/U with ATT and web cam company was inconclusive. Police report was filed. No response. Concern: could be a target for malicious software.</li> <li>• Registration notification given to Richard for registrations.</li> </ul>	
Events	<ul style="list-style-type: none"> <li>• Annual meeting. Discussion.</li> <li>• <b>Motion:</b> MG nominates Volunteer of the Year. Second. Discussion.</li> <li>• Tentative dates determined for: <ul style="list-style-type: none"> <li>• Ski your Age (Dec 26, 2018)</li> <li>• Friday Night Lights (Jan 2019)</li> <li>• Wine &amp; Cheese (February)</li> <li>• KNS Marathon (March)</li> <li>• Sea 2 Ski (March 31)</li> </ul> </li> <li>• Bylaws and new policy reference need membership approval at the November Annual Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual meeting, including the traditional pot luck and silent auction, scheduled at the Elks on Saturday, 11/17/18, 6 PM.</li> <li>• VOY: Passed Unanimous. <b>MG will</b> present at Annual Meeting.</li> <li>• <b>Christine will:</b> <ul style="list-style-type: none"> <li>• coordinate the Annual Meeting Silent Auction</li> <li>• prepare ballots <ul style="list-style-type: none"> <li>• BOD election</li> <li>• Changes to Bylaws</li> </ul> </li> </ul> </li> </ul>

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Treasurer's Report – Richard Annual Budget Planning	<p>Budget review and discussion. Richard provided details and draft budget for review.</p> <ul style="list-style-type: none"> <li>Moving forward will track new equipment purchases as change in assets (cash to equipment). Depreciation is the expense of the item.</li> <li>Discussed funding depreciation process of budgeting.</li> </ul> <p><b>Motion/second:</b> Give \$500 to Cook Inlet Keeper for Yurt Fund as a meeting expense. Discussion.</p> <p><b>Motion:</b> (RB) Adopt the Modified Revenue/Expense Budget as reviewed and revised. Second: CKA Discussion.</p>	<p>Passed unanimous.</p> <p><b>Action:</b> Annie will contact CIK and report request for \$500, Chinook Level. RB will process funds to CIK for Yurt Fund.</p> <p>Passed unanimous.</p> <p><b>Action:</b> Balance Sheet budget to be presented at the November Annual meeting by RB for final approval.</p>
New Business	Interest in having Annie lobby business memberships. Discussion.	<b>Action:</b> Annie will contact local businesses in support of club sponsorship/membership.
Newsletter assignments	Discussion for submission	<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>MG may prepare article about the grooming cam</li> <li>Annie will submit event info</li> <li>Mike will place Volunteer of the Year on website</li> <li>Mike will complete draft of Inclusivity Policy</li> </ul>
Comments from the audience on anything	<ul style="list-style-type: none"> <li>No audience or guests in attendance</li> </ul>	
Comments from the BOD	<ul style="list-style-type: none"> <li>DB – Thanks for the good budget meeting. Good team work!</li> <li>CA – none</li> <li>SB – Thanks to RB for budget and website work!</li> <li>MG – Kenny Daher and Bob Glen have volunteered for KNSC BoD openings. Jane W has BoD gift for all with many thanks. Thanks to Richard!</li> </ul>	<ul style="list-style-type: none"> <li>Bring cash (SB &amp; GB paid) for Volunteer of the Year award</li> </ul>

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	<ul style="list-style-type: none"><li>• JS – Thanks for BoD work!</li><li>• GS – none</li><li>• RB – Vote for snow</li><li>• JM – Looking for completion of inclusivity policy</li></ul>	
Minutes prepared by Christine Anderson, KNSC Secretary		<b>Next Meeting: Nov 7, 2018 6:30pm Cook Inlet Keeper Building</b>