

KNSC BOD Meeting  
January 2, 2019

Started at 6:37 PM

**In Attendance:** Mike Gracz (Pres.), Bob Glenn, Derek Bynagle, Richard Burton (Treasurer), Jasmine Mauer, Jason Neeley, and Annie Ridgely. Excused: Stacey Buckelew, Kenny Daher and Christine Anderson.

### **Approved the agenda**

**Approved the December 2018 minutes** as amended with Taz Tally's name spelled correctly.

### **Administrative report – Annie Ridgely:**

December Report

Time spent:

- Memberships
- Decals
- Board member pics
- Business and patrons on website
- Newsletter
- Marketing events
- Flyers for events
- Letters with tax receipts and zipper pulls to patron, skier, and basic members

Need to do:

- Finish the Business mailings/thank you's
- Reach out to businesses about ads
- Post 2019 decal at McNeil?
- Jan newsletter
- Market Friday Night Lights
- Finish online database
- Junior Nordic Email list/emails

Membership report:

107 Family Memberships

43 Individual Memberships (plus an additional ten or so have come in online that are not accounted for yet.)

22 Businesses

=approximately **200 total memberships**

(2016 = 210, 20 businesses AND 2017 = 200, 20 businesses)

\*Got some new memberships at KWN clinics

### **Website report – Richard Burton:**

Registration is a work in progress. Good for event registration, email marketing, etc. Less impressed with the event registration system to synch into a timing system for a race.

**Treasurers report – Richard:**

Budget: expense report is low, showing a high net income of \$22K because revenues are in with almost no expenses. Fuel expense budget seems low. There is a donations page set-up. Annie will link to Facebook donation button. Sunset Building has halted because of borough approval. Now the foundation cannot go in with the snow. Grant money needs to be closed out in the Spring of 2019. **ACTION ITEM:** Jason will reach out to Jan and perhaps apply for an extension with Rasmuson.

**Equipment report – Bob Glen:**

The equipment is getting heavy use due to all the snow we've received in the last month; this is a good thing but increases maintenance needs.

**Equipment Inventory and Distribution:**

The new Scandic 900 is at the dealer for replacement of the heat exchanger that was damaged during the installation of the electrical controls for the Ginzus. The part is here and it should be done soon. I registered the new machine with DMV. The new machine is in the shop ready.

**Maintenance:**

Both ATV's at Lookout are temporarily out of service with inexpensive parts on the way to get them up and running again. Working on making the trackers easily switchable between machines.

**General Comments**

As usual, Bill Hague is doing a great job for the club.

**Equipment Needs:**

We may have to relocate some equipment while Lookout is down to one snow machine. We can take the Baycrest ATV to Lookout and after the new Scandic is back we can move one of the other McNeil snow machines to Lookout as well. The new machine is in the shop ready. If it stopped snowing, there would be hardly any expenses. Both ATV's at Lookout are temporarily out of service with inexpensive parts on the way to get them up and running again. Working on making the trackers easily switchable between machines. Purchase of a sled for McNeil was approved.

**President's report – Mike Gracz:**

- Per the Community Trails Agreement, we need signs put up at trailheads.
- Mike and Michele are now the new middle school ski coaches. :)
- Insurance - large list of land owners on the insurance mailings, Mike weeded them out and spoke with insurance agent regarding it. People whose property has trails crossing it got mailed insurance, and names were updated. Executive decision regarding the Marathon Trail to not send out insurance forms to these people. KNSC has certificates, but will be holding them in case anything happens, and not mailing them out.
- Mike Byerly is coordinating Wine and Cheese event at Lookout this year.

**Events:** Friday Night Lights - Stacey made a logistics event write-up and flyer. Deland set up candle making and Dave has volunteered to do candle-making. Need some volunteers for

registration, fire, hot chocolate, and picking up the candles afterwards. Taz connected with Stacey about creating an article.

**Code of Conduct:**

Motion by Mike, Second by Jasmine to develop Club Code of Conduct. Discussion: As planned, a Code of Conduct draft policy was emailed to Board prior to the meeting.

Board discussion issues:

- Procedures for handling incidents are useful;
- Club liability could be higher with formal violation procedures draft;
- Club incident history that is driving development of a Code of Conduct was reviewed;
- Lack of a policy/guideline lead to confusion on the part of Club personnel – first line of defense is to have a policy;
- Guidelines offered by written procedures for KNSC personnel are useful;
- Policy and formal documentation of procedures can support the standard of reasonableness in our actions.
- Discussed examples of problems that other organizations have had;
- Concerns expressed regarding the need to protect our young program participants;
- Past experience with many event registrations has never included such a policy;
- Suggested edits to revise references to dismissals;

**Action:** Richard suggested an amendment to the wording of Part 3 of the procedures and the Board was in general agreement with this change.

Board agreed on a process of approval via email. Jasmine will finalize the language and email the final draft to each Board member who will then vote by email before the start of Jr. Nordic.

**Volunteer Policy:** Motion (Mike) to discuss the written Volunteer Policy. Richard seconded the motion. Discussion: Concern the policy was unworkable because of the last-minute nature of some events and races. Suggestion to use a policy where the volunteer coordinators and coaches will sign the KNSC Volunteer Policy form and all volunteers are expected to adhere to the policy. Amendment to incorporate an inclusivity statement to the volunteer policies. Other minor edits offered.

**ACTION:** Board agreed on a process of approval via email, as above.

**Misc.:** Mike auctioned off a \$25 bagel shop gift certificate to Derek for \$24.

Adjourned at 8:54 PM

Minutes from January 2, 2019, by Annie Ridgely, KNSC Admin, and Bob Glen.  
Prepared by Christine Anderson, KNSC Secretary, March 4, 2019.