

Adirondack Mountain Club Laurentian Chapter

Executive Committee Meeting Jan. 12, 2011

Minutes

The Executive meeting was held at 7:00pm on Wednesday, January 12, 2011 at the Potsdam residence of Chapter Secretary, Marianne Hebert.

Officers Attending: John Barron, Ellie Menz, Hollis Easter, Marianne Hebert, Bill Mueller, David Trithart

Appointed positions Attending: John Omohundro, Carolyn Kaczka,

Agenda:

Approval of agenda of this meeting and minutes of previous meetings.

J. Omohundro queried about adding new business items to the agenda. H. Easter moved to add New Business to the agenda, D. Trithart seconded the motion. The motion carried unanimously.

Minutes: D. Trithart pointed out he did not attend the AD Hoc meeting on Oct. 19th, 2010. B. Mueller moved to approve the minutes from Sept. 8, 2010, Oct. 19, 2010 and Nov. 10, 2010 and Nov. 20, 2010. J. Barron seconded the motion. Minutes were approved with the change to the attendance for Oct. 19, 2010.

Appointment of Geri Ames as Merchandise Coordinator.

B Mueller moved to accept the appointment. H. Easter seconded the motion. The motion was approved unanimously.

Appointment of Alternate Signing Authority on chapter financial accounts

T. Ortemeyer volunteered to continue in the capacity. B. Mueller moved to accept the appointment. H. Easter seconded the motion. The motion was approved unanimously.

Suggested Standard Mileage Rate for the Chapter

NYS rate is \$.51 and is adjusted several times per year as travel costs change. ADK guidelines for the Director is to apply NYS rates. Consensus was that is a bit high and would exceed the budget allocation. D. Trithart felt he would be reimbursed too much at that rate, but noted his car was a hybrid, and got better mileage than other models. J. Barron suggested \$.30 per mile. The rate would be for officers (i.e. the Director) and invited speakers. Discussion ensued as to whether the rates should apply to outings and carpool rates. It was agreed that the rates would only be applied to the Director and invited speakers. Consensus was the new rate would be adjusted if travel costs such as gas prices, changed dramatically). B. Mueller moved to change the reimbursement rate to \$.30 per mile. H. Easter seconded the motion. The motion was approved unanimously.

Recap of 2010 Budget Year

E. Menz outlined income and expenses for the past fiscal year. Discussion ensued as to whether a line item that was included in the budget at the beginning of the fiscal year needed to be voted when the time comes to make the expenditure? What type of oversight is desired? Some line items are operational (i.e. newsletters and mailing costs), others are more discretionary (i.e. donations to the Club). It was noted that the annual donation to the Club is important to Chapter members as ADK advocacy is important statewide. D. Trithart suggested that the Executive Committee do a mid-year budget assessment as part of the procedural guidelines. He suggested creating budget categories, and to add a "Planned Discretionary" category that would need to be approved by the Executive Committee. Planned Discretionary would include: ADK General fund contribution, Higley Friends and any other donations.

B. Mueller moved to create a budget category for "Planned Discretionary" that would require Executive Committee approval at point of expenditure. H. Easter seconded the motion. The motion was approved unanimously.

Ellie reported there has been a change in how the chapter receives membership dues from Club. Multiyear membership dues are now an option, and the Chapter gets a pro-rated portion of the dues from the Club. It affects the income line.

J. Barron noted that officer accounts rarely get spent, although he did emphasize that the Chapter continue to budget for them.

A copy of the 2010 financial statement is attached to these minutes.

Budget for 2011 – Budget proposal Spreadsheet was distributed via email prior to the meeting

J. Barron noted that Clarkson is now charging the Chapter to hold meetings in Clarkson buildings. The line item for the Potlucks was increased to account for potential charges for the Clarkson Lodge. J. Omohundro suggested that Chapter meetings could be held at SUNY Potsdam.

E. Menz noted that anticipated revenues were \$500 less than we actually received this past year. We don't know what our revenues will be. She pointed out our actual membership dues for 2010 was \$3500. J. Barron agreed we should reduce the revenues line accordingly.

There was brief discussion as to whether the Chapter should be running a deficit. There was consensus that we are not in the business to be generating surpluses.

It was noted that the ADK general fund line item was not included in the budget proposal. That would put us closer to a \$2000 deficit. E. Menz suggested the ADK General Fund budget should be \$500 allocated this year, and the Executive Committee

could make a decision November or December depending on the budget situation at that time.

H. Easter suggested that the Newsletters could be sent electronically instead to save money. C. Kaczka noted that bulk mailing permits require “x” amount of pieces to qualify for bulk mailing discounts. It was agreed to consider this at a later date.

It was suggested that we could reduce the allocations for the Red Sandstone and Stone Valley trail work as way to reduce potential expenditures. H. Easter questioned whether we need \$185 in the Purchase for resale line item. J. Barron noted that it is unclear whether we need to restock merchandise this year.

J. Omohundro suggested some of the officer budgets could be reduced to zero. It was agreed to reduce the Newsletter Editor, Conservation Vice Chair, Secretary and Miscellaneous allocations to zero. D. Trithart suggested we reduce each of the trail work line items by \$50.

M. Hebert revised the spreadsheet accordingly and will email the revisions to the Executive Committee. B. Mueller moved to accept the revised proposed budget. H. Easter seconded the motion. The motion was approved unanimously.

A copy of the 2011 proposed budget is attached to these minutes.

Proposed New Outing Sign-Up Sheet

D, Mooers revised signature section of the sign-up sheet to include membership and email addresses. (A copy of the proposed liability form is attached these minutes). He did not revise the text of the liability form. It was agreed to accept the changes to the signature section and to look at the distributed ADK guidelines to possibly mirror or copy their text. Suggestions are welcome. A final form will be approved at next meeting.

Officer Reports

Archivist – C. Kaczka

No report.

Membership Vice-Chair – H. Easter

H. Easter suggested that job descriptions be created for officer positions. Membership chair duties are not accurately represented by description.

Outings Chair – B. Mueller

B. Mueller is working with H. Easter to get the Outings schedule and backtracks documented. J. Omohundro suggested that process be started earlier, to facilitate the process. The time frame for coordination is too short. It was noted that some trip leaders are not in favor of a longer time frame. B. Mueller and J. Omohundro will email the Committee with ideas.

Newsletter Editor – J. Omohundro

J. Omohundro reported he gave “Join ADK” brochures and newsletters to J. Barron at the last potluck. G. Ames has extra Northwinds to go to H. Easter.

Director – D. Trithart

D. Trithart gave a brief summary of Club news. A new Chapter in the Adirondack foothills in Gloversville has been established.

The Club is now a new Charter member of the Alliance for State Parks. The DEC has been cut extremely hard. The Club is advocating to keep DEC afloat. The professional trail crews receive funding from the DEC. Governor Cuomo promises to keep the Conservation fund intact. The budget at the state level is real bad and will have an impact on state lands.

Chair – J. Barron

J. Barron has received letters from Club and Higley Friends for Chapter donations. He wrote a letter of support for a Higley Friends grant for a new warming hut building.

The Raquette River Blueway Corridor is building a new kiosk at Sunday Rock Park in South Colton. They have received \$4,000 grant from the Raquette River Advisory Council (RRAC). J. Omohundro reported that enough money has been gathered to move ahead with the plan. One of the conditions of the grant is that the kiosk must include information on specific recreational areas important to the Club.

Education Vice-Chair – B. Madore

J. Omohundro reported for B. Madore who is having a family crisis. Madore has not been able to schedule any Outdoor/Indoors events on the calendar. J. Omohundro volunteered to organize talks for April-May. J. Barron suggested that Peter O’Shea would be a good speaker. It was noted that the Conservation report is on website, but not in the Newsletter.

B. Madore has sent information to area schools for the Camp Colby scholarship. It wasn’t clear what has been done about the High School Trails Program. D. Trithart suggested R. Rivezzi could help out.

Merchandise Coordinator – G. Ames

J. Barron noted that the merchandise inventory has been done. G. Ames brought sales items to the New Years potluck.

Future Meetings - Date and Location

Next meeting - March 23 at SUNY Potsdam. J. Omohundro will send a campus map.

New Business

J. Omohundro raised concerns over the condition of Postwood Park after logging. Area citizens have raised alarm. John and Susan Omohundro have explored trails and have been trying to monitor the trails informally to get information back to the county forester. C. Kaczka noted she walked the trail a month ago, and it seems to be a bit

better. There is some blowdown on trail. Company crews are expected to return to clean up.

J. Omhundo raised the issue as to whether the Newsletter Editor should be a voting member of the Executive Committee. It was agreed to postpone the discussion until next meeting.

D. Trithart moved to adjourn. The meeting was adjourned at 9:56pm.

10:24 AM
01/08/11
Cash Basis

Adirondack Mountain Club, Laurentian Chapter
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>	<u>Dec 31, 09</u>
ASSETS		
Current Assets		
Checking/Savings		
North Country Savings-Checking	643.33	1,752.09
SeaComm FCU CD 12/15/11 1.34%	3,085.59	3,000.00
SeaComm FCU-Regular Shares	5.00	5.00
Total Checking/Savings	<u>3,733.92</u>	<u>4,757.09</u>
Other Current Assets		
North Country Savings-Money Mkt	1,571.09	1,571.09
Total Other Current Assets	<u>1,571.09</u>	<u>1,571.09</u>
Total Current Assets	<u>5,305.01</u>	<u>6,328.18</u>
TOTAL ASSETS	<u>5,305.01</u>	<u>6,328.18</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Sales Tax Payable	13.42	27.38
Total Other Current Liabilities	<u>13.42</u>	<u>27.38</u>
Total Current Liabilities	<u>13.42</u>	<u>27.38</u>
Total Liabilities	13.42	27.38
Equity		
Fund Balance	6,300.80	6,300.80
Retained Earnings	0.00	-225.25
Net Income	-1,009.21	225.25
Total Equity	<u>5,291.59</u>	<u>6,300.80</u>
TOTAL LIABILITIES & EQUITY	<u>5,305.01</u>	<u>6,328.18</u>

10:23 AM
01/08/11
Cash Basis

Adirondack Mountain Club, Laurentian Chapter
Profit & Loss Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Income		
Advertising Income	175.00	200.00
Interest Income	88.09	125.00
Membership Dues Received	3,497.80	4,300.00
Product Sales	216.49	250.00
Other Income	330.63	
Total Income	<u>4,308.01</u>	<u>4,875.00</u>
Cost of Goods Sold		
Purchases for Resale	0.00	185.00
Total COGS	<u>0.00</u>	<u>185.00</u>
Gross Profit	4,308.01	4,690.00
Expense		
ADK General Fund Contribution	1,000.00	1,000.00
Campership	975.00	650.00
Friends of Higley Donation	100.00	100.00
ADK H.S. Vol Trail Program	0.00	500.00
General Expense		
Business Cards	0.00	75.00
Cooperation with DEC	251.99	500.00
Publicity Flyers	384.00	50.00
Director	315.00	315.00
Prizes and Awards	120.00	120.00
Hospitality Committee	0.00	125.00
Miscellaneous	0.00	100.00
Total General Expense	<u>1,070.99</u>	<u>1,285.00</u>
Local Trail Maintenance		
Red Sandstone Maintenance	522.31	250.00
Stone Valley Maintenance	80.22	250.00
Total Local Trail Maintenance	<u>602.53</u>	<u>500.00</u>
Newsletter		
Newsletters & Brochures	509.86	580.00
Postage	640.16	780.00
Total Newsletter	<u>1,150.02</u>	<u>1,360.00</u>
Offices		
Chair	0.00	75.00
Conservation	5.02	50.00
Education	0.00	50.00
Membership	71.59	90.00
Newsletter Editor	0.00	50.00
Outings	0.00	75.00
Publicity	0.00	25.00
Secretary	0.00	25.00
Treasurer	24.64	25.00
Total Offices	<u>101.25</u>	<u>465.00</u>
Programs		
Outdoor-Indoor Programs	41.58	55.00
Potlucks	275.85	300.00
Total Programs	<u>317.43</u>	<u>355.00</u>
Total Expense	<u>5,317.22</u>	<u>6,215.00</u>
Net Income	<u><u>-1,009.21</u></u>	<u><u>-1,525.00</u></u>

LAURENTIAN CHAPTER 2011 BUDGET				
Preliminary Draft Dated 8 January 2011				
	Budget	Actual	Difference	Budget
	Yr 2010	Yr 2010	Bud-Act	Yr 2011
Now checking Account Balance				
Money Market Passbook Account Balance				
Certificate of Deposit				
Beginning of year TOTAL				
INCOME				
Membership Dues	4,300.00			3500
Bank Interest	125.00			125
Sales	250.00			250
Advertising	200.00			200
Erie Blvd				
Donations				
Other				
TOTAL INCOME	4,875.00			4075
EXPENDITURES				
Newsletter total				
Newsletters & Brochures	580.00			580
Bulk Mail account - Annual Fee	180.00			180
Mailing costs	600.00			600
OFFICES:				
Chair	75.00			75
Outings	75.00			75
Conservation	50.00			0
Education	50.00			50
Secretary	25.00			0
Treasurer	25.00			25
Publicity	25.00			25
Membership	90.00			90
Newsletter Editor	50.00			0
Programs				
Outdoor-Indoors	55.00			55
Potlucks	300.00			400
Director	315.00			330
Hospitality Committee	125.00			125
Open House -				
Potluck				
ADK H.S. Vol. Trail Program	500.00			500
ADK - Trails program				
ADK - Jamieson Fund				
ADK- Advocacy				
Local Trail Maintenance				

Stone Valley	250.00			200
Red Sandstone	250.00			200
New York State Sales Tax				
Campership	650.00			650
Patches				
Purchases for Resale	185.00			185
Website	0.00			0
Stationary				
Prizes and Awards	120.00			160
Publicity Flyers	50.00			50
Cooperation with DEC (wilderness access)	500.00			250
Business Cards to distribute on outings	75.00			
Miscellaneous	100.00			0
Discretionary				
ADK - General fund	1,000.00			500
Donation - Friends of Higley Flow State Pa	100.00			100
TOTAL EXPENDITURES	6,400.00			5405
YEAR END BALANCE	(1,525.00)	0.00		-1330
Now checking Account Balance	-1,525.00			
Money Market Passbook Account Balance				
CD				
TOTAL				
Assets/Inventory				
Bulk Mailing Account - Permit 14 - Balance				
Unsold ADK Books				
Loon Patches				
Maps				
First Aid Kits				
Trail Maintenance Equipment				
DIFFERENCE between year end balance and statement balance				

LAURENTIAN CHAPTER, ADIRONDACK MOUNTAIN CLUB, INC.
RECOGNITION OF RISK AND RELEASE OF LIABILITY

TRIP _____ DATE of TRIP _____
TRIP LEADER(S) _____

By signing below, I acknowledge that the rigorous outdoor recreational activities and travel associated with the above named trip to be conducted by the Laurentian Chapter of the Adirondack Mountain Club, Inc. (ADK) may involve the **risk of property damage, illness, mental or emotional trauma, personal injury, permanent disability, paralysis or death**, and, further, state that I am properly equipped, in good health and in proper physical condition to participate in such activity. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, physical condition, equipment, vehicular traffic, actions of other people, and lack of hydration and food. **I knowingly assume all of the risks of my participation.**

I hereby agree for myself, all of my family members, personal representatives, assigns and heirs, to be effective to the greatest extent permitted by law, **to release, relieve, discharge and hold harmless** ADK, Laurentian Chapter, and any of its employees, officers, directors, members, trip leaders, co-sponsoring chapters, instructors, agents and/or other trip participants from any and all liability claims, losses, and/or damages resulting from risks cited above during participation in the above-named trip and the outdoor recreation activities and travel associated with said trip.

I hereby agree for myself, all of my family members, personal representatives, assigns and heirs, to be effective to the greatest extent permitted by law, **not to sue or make any negligence claim** against ADK, Laurentian Chapter or any of its employees, officers, directors, members, trip leaders, co-sponsoring chapters, instructors, agents, and/or other trip participants, for property damage, illness, mental or emotional trauma, personal injury, permanent disability, paralysis or death suffered as a result of participation in the above-named trip or activity and associated travel.

I understand that negligence means a failure to do an act which a reasonably careful person would do, or the doing of an act which a reasonably careful person would not do, under the circumstances, to protect another from injury or death.

I agree to be solely responsible for my own safety and to take every precaution to provide for my own safety and well-being while participating in the outdoor recreational activities of the ADK, Laurentian Chapter. The leaders of these activities are volunteers. They are not paid professional guides or leaders. In all activities, all participants share in the responsibility for their own safety and the safety of the group.

I understand and do not object that photographs that may be taken on the trip may be used in local publications.
I acknowledge that I have read and that I understand this Recognition of Risk and Release of Liability.

Member?
YES NO

Signature _____ **Date** _____

Name _____ **Phone No.** _____

Hometown _____ **e-mail** _____

Signature _____ **Date** _____

Name _____ **Phone No.** _____

Hometown _____ **e-mail** _____

Signature _____ **Date** _____

Name _____ **Phone No.** _____

Hometown _____ **e-mail** _____

