

ADKHighPeaks Foundation

Meeting Minutes

14 October 2012

I. Call to order

President Tim DuBois called to order the regular meeting of the ADKHighPeaks Foundation Board of Directors at 9:00AM on 14 October 2012 in Upper Jay, NY.

II. Roll call

Present were President Tim DuBois, Vice President Neil Luckhurst, Treasurer Jack Coleman, Secretary Scott Ireland, and Affiliate Director Geoff Day.

III. Approval of minutes from last meeting

Given the transition of secretarial duties from Dick Hihn to Scott Ireland, there were no minutes to approve from the last meeting.

IV. Open issues

a) Board of Directors Meetings:

As an on-going item of business, we were reminded that Article III, Section 8 and 9 of the Bylaws requires one in person Board meeting, and not less than four regular meetings, per calendar year. Tim DuBois moved that these meetings be scheduled in advance at regular intervals, and the schedule for 2013 has been set. Regular teleconferences will be held on the second Sunday of the last month of each calendar quarter, and the Annual Directors Meeting will be held on the third Sunday of April for each year. If a quorum can not be obtained on one of these dates, alternative dates may be selected. The motion was seconded by Scott Ireland, and unanimously approved.

b) Treasurer's Report:

Jack Coleman presented the 2011 final numbers, as well as the YTD 2012 financial position. In 2011, the Foundation received \$8,971 in revenue. The top three sources of funding were Calendar Sales (\$2,066), Gathering Donations (\$2,034) and Foundation Memberships (\$1,939). Operating Expenses for 2011 were \$1,258, which includes \$429 in printing and postage, \$569 in Server & PayPal Fees, and \$260 in Miscellaneous Administrative expenses. Total grants made in 2011 were \$5,040 in support for the second year of the Cascade Mt. Summit Steward Program.

2012 YTD Income currently totals \$5,250, including \$3,351 in Member Contributions, \$1,806 in Foundation Memberships, and the balance in the balance of 2012 Calendar Sales.

Total Grants and Allocations at present time total \$6,408, plus a \$3,055 in accrued reserve for the Mt Adams Restoration Grant Allocation.

The Board believes the Foundation is in a very good financial position to start 2013, with two on-going and renewing projects, and additional grants to be explored.

No other old business was discussed.

V. New business

- **Establishment of Special Committees**

- Four Standing Special Committees were discussed in order to allow for effective growth and communication of the Foundation. These committees will be chaired by a member of the Board of Directors, who may appoint members to the committee from the Foundation membership at large. This is in accordance with the By Laws, Article IV, Section 2. The committees and their chairs are as follows:
 - *Web Development and Maintenance*: Geoff Day, Chairman
 - *Membership, Fundraising and Events*: Jack Coleman and Neil Luckhurst, Co-Chairs
 - *On-Going Stewardship and Adoption Projects*: Jack Coleman and Tim DuBois, Co-Chairs
 - *New Grant Distribution*: Scott Ireland and Tim DuBois, Co-Chairs

- At next scheduled Regular Meeting each Committee will report on current project status. Current business and plans are as follows:

- Web Development and Maintenance
 - Geoff is in process of designing a Wiki for the website. He has solicited help from several members, and will have an update on progress shortly.
- On Going Stewardship
 - Jack presented the current status of the Mt Adams project. He will update the membership shortly but the project has made excellent progress, with the help of many volunteers. However, we still have \$3,055 in reserve for the project, and it is unlikely we will need to spend that much in the next year. Tim DuBois moved that \$1,000 be transferred to the general fund, to be used to pay for goods to resell to the membership. Jack Coleman seconded, and the motion passed unanimously.
 - Jack Coleman moved that the Foundation allocate \$5,460 for the funding of the 2013 Cascade Summit Steward program. It was seconded by Scott Ireland, and unanimously approved.
- Membership, Fundraising and Events
 - Neil and Jack will be working on ways to increase both Foundation membership, and Forum membership. It was noted that there have been quite a few new members contributing to the Forum.
 - Alternative corporate grant opportunities will be explored. It was noted that both EMS and FedEx made corporate donations in 2011, and we will be seeking similar grants for 2013.
 - It was noted that the Ark Trail Inn has been sold, but the new owners are aware of our Winter Gathering, and are fully supportive of hosting it again.
 - The members have requested that the Foundation make and sell various logo items on the website. We are in the process of getting quotes for patches, stickers and hats, and hope to have these in time for the holidays.
- New Grant Distribution
 - Tim and Scott will meet off line to begin a plan to solicit and research additional projects for the Foundation to fund, in line with the Mission Statement.

- **Changes in Executive or Affiliate Directors**

- With the addition of Geoff Day as Affiliate Director and IT Chair, the Board discussed whether additional Affiliate Directors were needed at this time. With no immediate need, it was moved by Neil that the current slate of Directors be maintained, seconded by Tim and unanimously approved.

VI. Adjournment

Tim Dubois adjourned the meeting at 12:05PM.

Minutes submitted by: Scott Ireland

Minutes approved by: Executive Board