

New York Chapter ADK Board Meeting
Final Minutes of May 16, 2019
7:00 PM

Attendance: Lisa North, Diane Booth, Bill Burns, Susanne Flower, Marty Kellerman, Suzanne Rocheleau
Excused: Eve Mancuso

The teleconference meeting was called to order by Lisa North at 7:15 PM. Susanne Flower volunteered to take the minutes in the absence of the Secretary.

Minutes of April 28, 2019, approved as written.

Motion: Marty Kellerman

Second: Diane Booth

Vote: Unanimous

Report of Chapter Chair: Lisa North

1. Work weekend was a success.
2. The amendments to the New York Chapter ADK were approved by the membership.
3. The next item that must be addressed is the updating of the New York State Certificate of Incorporation. The only copy of the current Certificate of Incorporation is not readable, a search of the archives will be done for a legible copy. If necessary, a request will be made to New York State for a duplicate. Lisa North will contact our lawyer to discuss how best to update the Certificate of Incorporation.
4. The contract for use of the website domain name expires on 7/13/19. The cost to renew the contract for five years is \$185.00.

Motion made for the treasurer to send a check for \$185.00 to Giaco & Brandon to assure continuation of the current domain name for the next five years.

Motion: Susanne Flower

Second: Marty Kellerman

Vote: Unanimous

Secretary's Report: Eve Mancuso

(Email to Board members prior to meeting)

Good afternoon All, please see message below from Brandon regarding his research on the software for the website. His choice would be Squarespace at \$ 18/ month fee. He feels he can have a site designed within approx. 40 hours of worktime (\$ 720) over the course of approx. one month. He would first like input from the Board on features that should be included in addition to what is currently on the website. For example I suggested the ability to pay for membership or Passports through PayPal or other on-line e commerce site.

After the site is designed and accepted by the Board, all of the other costs as previously approved would follow.

Sorry, I am not available tomorrow night for the teleconference but if someone should offer a motion to approve the above I would vote yes.

I got your message and was trying to talk to you today but unfortunately I keep missing you. I did do some research about Dreamweaver as well as Squarespace.

Dreamweaver will cost roughly 21 dollars a month for the software and it would take some time for me to become accustomed with the in's and out of the program. On the other hand Squarespace will only cost 18 dollars a month and will more than likely be easier for me to use. It also has 24/7 customer support in case I get stuck or have any questions. If I had to guess, both would take approximately the same time to get the website updated how you want. Squarespace also has a free trial before we would have to pay for it, so I can start building the website and present a demo before the club makes a decision on how they want me to proceed. Here's a link with the features and cost of Squarespace. https://www.squarespace.com/pricing/?clickid=WHTS6CxOlxyJWL308T289QkFUKl3zXSMKxEyzk0&irgwc=1&utm_medium=pp&utm_source=Marketing%20VF%20Ltd&utm_campaign=Marketing%20VF%20Ltd&channel=pp&subchannel=Marketing%20VF%20Ltd&source=Marketing%20VF%20Ltd

Motion made to allocate \$720 for development of the website.

Motion: Susanne Flower

Second: Marty Kellerman

Vote: Unanimous (including two votes received by email)

Motion made to use Squarespace at \$18.00/month as the tool for the website.

Motion: Marty Kellerman

Second: Susanne Flower

Vote: Unanimous (including two votes received by email)

Treasurer's Report: Suzanne Rocheleau

1. Financials. IRS Form 990N was filed electronically with IRS for 2018 calendar year as required to maintain the NY chapter's 501c7 non-profit tax exempt status.
2. Audit. The Board agreed to enlist the help of Marvin & Co for the NY Chapter bi-annual audit. The treasurer is assembling the necessary documents to forward to Marvin & Co.
3. The new 2019 Annual Appeal total is \$3,140 from 37 donors.
4. By-Laws. Suzanne checked the P.O. Box after the vote and there are no additional late votes.
5. South Bend Range was contacted for assistance in identifying a repair service in the New York/New Jersey area. They suggested Brenmar, Inc in Mount Kisco, NY. They will have a repairman at Nawakwa on Friday, May 17th, at 9:30 AM to look at the stove. The cost will be \$110.00 to go to Nawakwa and then \$125.00/hour plus parts to make needed repairs. The repairman will have equipment with him to do the repairs if we want to go ahead with the needed work. Suzanne Rocheleau is available to meet the repairman at the camp.

Discussion:

1. The stove must be repaired or a new stove purchased for camp to be fully functional.
2. A new stove is not a feasible option because of the cost and the need to meet all current building codes if a new stove is installed. Group camps have been grandfathered on the need to meet current building standards as long as they do not replace existing stoves.
3. If the repairs can be done at the time the inspection is done we will not have to pay an additional \$110.00 for the repairman to return.
4. If the repairs can be done on May 17th the potential cost should be under \$1000.00.

Motion made to have repairs done on May 17, 2019, at the time the inspection is done.

Motion: Marty Kellerman
Second: Diane Booth
Vote: Unanimous

6. CD Investment. TD Ameritrade current rates are 2 - 3.5% ranging from 1 - 15 year terms. Discussion of investing some of the \$130,000.00 currently in the checking account deferred until current rates from other institution available for comparison.

Activities Committee Report: Marty Kellerman

The date for the presentation on reptiles has been changed to August 31st. Currently there is no host for that weekend.

Trail Conservation Committee: Bill Burns

Currently the trails are in good condition. The spring report to the park is due in late June.

Other Announcements:

The notebook on the information table at Nawakwa that contains the policies and procedures is being updated. Susanne Flower is working on this project and reported that there are policies and procedures in both the notebook and on the website that are not dated. She will send information about policies and procedures that need to be reviewed and updated to the Board for discussion at the next meeting.

First Aid supplies that should be available at the camp are being reviewed by Susanne Flower and Maryann Poris. A web search of recommendations has been done and tool boxes for first aid supplies and emergency supplies are being assembled. An article will be written for the Trail Marker highlighting the supplies and how they should be used.

Next Meeting:

The next scheduled board meeting is Sunday, June 9, 2019, at the Rhodes Inn in Sloatsburg. Lisa North will ask Eve Mancuso to reserve a room there.

Respectfully submitted,

Susanne Flower