

## NY Chapter ADK Board Meeting Minutes

**PLACE AND TIME:** Sloatsburg Public Library, February 3, 2018, at 1 pm

### **IN ATTENDANCE:**

Ray Kozma, Teri Gabel, Marty Kellerman, Lisa North, Mary Hilley, Bill Burns, Mark Fedow

Suzanne Rocheleau- call in

Diane Booth- excused

### **AGENDA**

1. January 6, 2018 Board Meeting Minutes were approved unanimously with no revisions. They will be sent to Giacomo Servetti for posting on the web site.
2. Chapter Chair Update:
  - Winter Social on January 21 at Pete's Tavern was a success though there were not as many attendees as in prior years. Slight profit of \$ 116.38.
3. Secretary Report:
  - The updated e mail list of Nawakwan key holders was received from Janet Sibarium.
  - Thank you notes were sent out to all who contributed to the Annual Appeal.
4. Treasurer Report:
  - Need up to update signatories on checking account – three signatories are needed
  - Confirm with Chase if all three signatories need to be present when we change signatory card. Suzanne R, Teri G, Eve M will be new signatories.
  - Suzanne R. will now have key to PO Box. Janet S.to give key to Suzanne R.
  - Reported on Annual Appeal. \$ 3690 received to date.
  - Roof repairs cost \$ 3200.
  - 1st payment of rent was made to PIPC, 75% was required to be sent which was \$ 4104. The balance is due in June. We have a 10-year lease for camp with a locked in rate.
  - Profit and Loss Report submitted for 2017. Profit and Loss 2017 Report will be sent to Giacomo S. for posting in the Trailmarker.
  - The Financial Report is to be submitted to the Main Club by March 31, 2018. There are forms to fill out and submit as well as - submit Profit and Loss statement and Balance sheet.
  - The idea of a budget was discussed, but all felt it was not needed as the P & L statement outlines well the line items and offers the ability to compare year to year.
5. Website Report
  - Giacomo S. reported the glitches are worked out.
  - Costs: hosting - 3 yr. term at \$ 1.96/mo., Back up - 3 yr. term at \$ 2.99/mo., Security – 1 yr. term at \$ 1.99 /mo. = \$ 249.84 /3-year term.

6. Main Club report

- The next Main Club next is April 7. There is no new information to report at this time.

7. Membership Committee

- No new information to report at this time.

8. Hosting Committee report:

- There is now a dedicated e mail address [hostingadkny@gmail.ny](mailto:hostingadkny@gmail.ny). Both MaryAnn Poris and Mary H. can access the site and share calendar for hosting scheduling.
- On March 1 an e mail blast will go out. Mary read notification into the record. Some minor revisions to the terminology was made: Added: "If all weekends are not filled" a second e-mail blast will go out. Changed terminology from Summer Work Weekend and Late Summer Work Weekend to Camp Project, To be Determined. Added "camp project is a qualifying event". Eliminated language "Board Hosted" for all Invitationals. Added Mary Ann's last name.
- Projects will be defined before the camp project weekends.
- Noted there were 37 key-holders without e mail addresses thus hosting notification should be mailed out to those individuals.
- It will be noted that no lunch will be provided (lunch will be on their own) for those new Camp Project work days that are being added. Lunch will still be provided for the traditional Spring and Fall Work Weekends.
- Notification should include language stating volunteer hours are needed. Camp Nawakwa is a community and everyone needs to participate in maintaining the camp. The need for participation from all members was discussed and noted as crucial to the long-term viability of the camp. The hosting materials will include this and the host will be asked to make announcement regarding the need for participation.
- Mary to revise notice and re-send to Board members for final review and comment.
- Projects when defined will be sent to members via Trailmarker and e mail blasts.
- Membership List – Proposal from Mary H handed out to streamline and ensure the list is current for those needing to access it. "Google groups" suggested. Discussion followed. Further investigation will be made to determine how to best manage the Member/ Key-holders list. Eve to send out updated list to Jerry Flower, Mary H & Maryann P, Lisa N, Giacomo S. The current policy is Lisa N. will hear from Jerry F. and Suzanne R. regarding sending out keys to new members. For a further discussion - Mary to coordinate effort and contact Giacomo S to determine if our website could contain this list of key-holders with limited access to those needing the list to perform their duties.
- A printed Key-holders list, name only, should be located at Nawakwa. Eve to print and deliver to camp.
- Lisa N noted - running low on lodge keys. \$ 15/key. Will probably need to order by summer. There have been some issues with outside gate key. A full set of keys costs \$35. Lisa N to investigate getting the best price for keys from various sources. Potentially 10% discount for bulk. Will table this matter at this time and discuss it at the next meeting.

9. Camp Nawakwa Committee:

- Handout presented.

- Added tentative names for positions. Camp Committee CO-Chair – Bill Burns, Camp Committee members- Teri Gabel, Don Gabel, Eve M. Activities Committees Chair- Lisa N, Co-Chair- Marty K.
- Discussed role of camp chair- perhaps break up chores. Separate tasks into categories such as Waterfront, Buildings, Camp inspections.
- Potential MCI projects - Discussion of repairing edge of road, need stone, shoulder stone or millings. Ray to reach out to Park regarding potential contractors. Also, a potential MCI project be to improve the railing-openings on porch to eliminate the wire.
- Reviewed Hosting – Coordinating Committee (See discussion above)
- Commissary - Regular Coffee, tea, sugar, olive oil, vinegar – club buys these items
- Staples – available for hosts.
- Increase Commissary budget to \$ 300 to start off with purchasing supplies with another \$ 300 in the budget for July purchase.
- **Motion: To approve \$ 300 for Commissary person to spend at the start of the camp season for the purchase of commissary items. Motion presented by Mary H, seconded by Mark F- All in favor – approved unanimously.** As and if needed, the Commissary may request an additional \$300 as the year progresses.
- Activities Committee- Marty K - co chair, offered ideas. Music night, lectures games night. Mary Lyn Malone from PIPC can coordinate and provide speakers – Various topics include Native American plants, animals, bears, interpreting surroundings, night sky, birds, mushrooms, history of the park.
- Inform hosts these lecturers are available. Marty to find out specifics- How long is presentation, what equipment is needed, how far in advance do we need to book speakers?

10. Trails: Winter break – no new information to report at this time.

11. Conservation Committee Update- –

- Don G provided handout on this year’s proposed conservation project. Information on insects - good vs bad. We will be coordinating with DEC to help eradicate “bad” bugs. Potential topic lecture at camp.
- The Conservation Committee Hikes will be qualifying, either as a hike or as a work activity.

12. Discussion topics:

- **New York Chapter Conflict of Interest Policy –Motion- Approve Policy as presented. Motion offered by Mary H, seconded by Marty K, Vote – unanimous vote to approve Policy.** This updates current policy.
- **Policy on Compensation, new policy. As recommended by our attorneys. Motion offered by Marty K, seconded by Mary H – unanimous vote to approve Policy.**
- **Policy on Reimbursement** – this is an internal camp policy. There were amendments made as follows: All expenses require a receipt. Camp Chair may spend up to \$250 without prior board approval each time. Commissary person may spend up to \$100 without prior board approval each time. Except as noted in this Policy, all other expenses require the Board of Directors approval. **Motion: Approve Policy as amended above. Motion offered by Lisa N, seconded by Marty K. unanimous vote to approve Policy as amended.** Ray will notify Suzanne on updated expense form and new language.

- Whistleblower Policy – Ray K noted this policy is currently in place. This policy includes the need for an Audit Compliance Officer. This position was defined: The position ensures that the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed and that behavior in the organization meets the company’s Standards of Conduct. Ray K to ask prior Board Member to act as the Audit Compliance Officer.
- **Whistleblower Policy –Motion: approve Whistleblower Policy. Motion offered by Bill B, seconded by Marty K. Unanimous vote to approve Policy.** All of these policies will be posted on our website.

### 13. Other Matters

- Discussion took place regarding the process to handle lapsed membership for a former key holder. Ray will ask Jerry F to write to this individual and advise him of the lapsed membership policy.
- Handout provided entitled Basic Comparison of Camp Nawakwa Income/ Expenses for 2014 through 2017 and the Potential Income of an Annual Key-holder Dues System. Discussion followed on sending out a survey to determine if a Key-holder dues-system could be established without any adverse impacts to the operating budget of the camp. Matter tabled for further discussion.
- Mary H. to add language to the hosting e mail blast. “Due to our non-compensation policy, key-holder hosts can no longer receive a credit to be used toward the following year’s passport.

Next meeting is scheduled for March 1, 2018, will be at 7:30 pm, by teleconference.

Motion to adjourn meeting: 4:15 pm

Respectfully Submitted,

Eve Mancuso, Secretary