

Orient Land Trust Board of Directors Regular Meeting
Seitz Residence – OLT/Valley View Hot Springs
Saturday, May 13, 2006 – 9 AM

AGENDA

9:00 AM

- I. Record attendance – Betsy Miller
- II. Meeting call to order – Barb Tidd
- III. Changes to Agenda – Barb Tidd
- IV. Approve Minutes from March 11, 2006 annual meeting and executive session – Barb Tidd (for decision)
- V. Questions/comments from guests – Barb Tidd

ED, Officer, and Committee Reports

9:15 AM

- VI. Executive Director's report – Neil Seitz (for information only)

9:35 AM

- VII. Secretary's report/Correspondence/**Board Task List** – Betsy Miller (for information only)

9:50 PM

- VIII. Treasurer's report – John Eiseman, Chris Miller
 - a. Income statement, Balance sheet, Cash flow statement – John Eiseman (for decision – 15 min.)
 - b. Stats Charts – Chris Miller (for information only – 5 min.)
 - c. Auditor's report for FYE 12/31/05 – John Eiseman (for acceptance – 15 min.)

10:25 AM

- IX. Resource Development Committee report – Neil Seitz, Acting Chair
 - a. Board annual contributions - Barbara Tidd (for information only – 5 min.)

BREAK (10 min.)

10:40 AM

- X. Post-Lease Plan Committee report – Neil Seitz, Team Leader (for information only - 10 min.)
- XI. Board Development Committee report – recommendation for board member position (Neil Seitz,

Acting Chair – for decision – 10 min.)

11:00 AM

XII. Unfinished business

- a. Debt Policy for General Fund (percentage of total assets that can be borrowed in any year) – John Eiseman (for discussion and decision – 10 min.)
- b. Investment Policy Review – John Eiseman (for discussion – 15 min.)
- c. Endowment Temporary Committee report/recommendation of specific community foundation for OLT endowment – John Eiseman (for discussion and decision - 20 min.)
- d. Guest Registration objectives – Neil Seitz (for discussion and decision - 20 min.)
- e. Land Conservation update – Neil Seitz (for information only – 10 min.)

12:15 PM BREAK and LUNCH (as meeting continues)

12:30 PM

- f. Property and Liability Insurance cost increases for 2005 and 2006 – Neil Seitz (for information only – 20 min.)
- g. Questions/Comments from guests – Barb Tidd (5 min.)
- h. Records Management Policy – Terry Seitz (for discussion and decision – 5 min.)
- i. Implementation of inventory control system in database – Chris Miller (for information only – 5 min.)
- h. LTA Standards and Practices (2004 revised) – continuation from 11/12/05 meeting of report from each Board member on OLT's following of guidelines (for information only – 30 min.)

LTA S&P 6: Financial and Asset Management (John)

LTA S&P 7: Volunteers, Staff and Consultants (Mia)

LTA S&P 8: Evaluating and Selecting Conservation Projects (Neil)

LTA S&P 9: Ensuring Sound Transactions (Barb)

Assign S&P 4: Conflicts of Interest, 10: Tax Benefits, 11: Conservation Easement Stewardships

1:35 PM

XIII. New Business

- a. Bank resolution for raffle account – Terry Seitz (for discussion and decision – 10 min.)
- b. Change in Board policy re: check signing – John Eiseman (for decision - 10 min.)

- c. Capitalization and Depreciation – change policy re: capitalizing all expenditures for furniture and equipment and the fair value of donated assets in excess of \$350 to in excess of \$1,000 – John Eiseman (for decision – 5 min.)
- d. 2007 admission and accommodation prices (Decision no later than July 8) – Neil Seitz (for discussion – 15 min.)
- e. Report on seminar – John Eiseman (for information only – 15 min.)

2:30 PM Recap

XIV. Board governance: How have we conducted business today? How do we want to govern? Survey Results – Chris Miller (for discussion – 10 min.)

2:40 PM Announcements

XV. Confirm next meeting date – Saturday, **July 8**, 2006 at 9 AM at Seitz residence.

Adjourn regular meeting