

Orient Land Trust Board of Directors Regular Meeting  
Seitz Residence – OLT/Valley View Hot Springs  
**Saturday, September 16, 2006 – NOON**

**AGENDA**

Noon

- I. Record attendance – Terry Seitz, Acting Secretary
- II. Meeting call to order – Barb Tidd
- III. Changes to Agenda – Barb Tidd
- IV. Minutes from July 8, 2006 regular meeting and executive session – Barb Tidd (for decision)
- V. Questions/comments from guests – Barb Tidd

ED, Officer, and Committee Reports

12:15 PM

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

12:45 PM

- VII. Secretary's report/Correspondence – Terry Seitz (for information only)

12:50 PM

- VIII. Treasurer's report – John Eiseman
  - a. Income statement, Balance sheet, Cash flow statement - (for decision – 20 min.)
  - b. Cash Asset Balance in checking – unrestricted amount – currently \$40,000 minimum (set 9/11/05) To be reviewed every 6 months (for discussion and possible decision – 10 min.)
  - c. Changes and goals for 2007 budget (Neil Seitz – for discussion only – 15 min.)
  - d. Stats Charts (for information only – 5 min.)
  - e. Annual Audit recommendation (for decision – 5 min.)

1:50 PM

- IX. Post-Lease Plan Committee report, including to change committee name to Land Management Plan Committee – Doug Bishop, Committee Coordinator (for information only - 20 min.)

X. Board Development Committee – Neil Seitz (No report)

**BREAK – 10 min.**

2:20 PM

XI. Unfinished business

- a. Debt Policy for General Fund – John Eiseman (for decision – 10 min.) (Note: John to provide written motion for Board review before meeting.)
- b. Flow chart for guidance in making decisions re: debt – John Eiseman (for discussion and decision – 15 min.)
- c. Investment Policy – John Eiseman (for discussion and decision – 15 min.)
- d. Employee fidelity bonding – Doug Bishop (for discussion and decision – 15 min.)
- e. Policy re: Criteria for Acquisition of Conservation Easements Amy Beatie (for decision – 5 min.)
- f. Guest Registration Objectives – Neil Seitz (for discussion (no decision) - 15 min.)
- g. Land conservation update – Neil Seitz (for information and discussion (no decision) - 30 min.)

**BREAK – 10 min.**

4:15 PM

- h. Computer offsite back-ups (per auditor's comment in 3/16/06 letter) – Report on research (Neil Seitz – for information only – 10 min.)
- i. LTA Standards and Practices (2004 revised) – continuation of report from each Board member on OLT's following of guidelines (for information only – 15 min.)
  - LTA S&P 10: Tax Benefits (John)

4:40 PM

XII. New Business

- a. 2007 meeting dates – Neil Seitz (for discussion and possible decision – 15 min.)
- b. Create Land Action Committee and appoint chair; responsibilities include prioritizing parcels based on protection criteria (Board Task List item 54.a.) – Barb Tidd (for decision – 15 min.)
- c. Policy for board members re: confidentiality, conflict of interest, and ethics, including

presentation of form for signature – Barb Tidd (for decision and signing – 15 min.)

5:25 PM Announcements

- XIII. Confirm next meeting date – Saturday, November 11, 2006 or December 9(??), 2006 (2007 budget meeting) at **9 AM** at the Seitz residence.
- XIV. Adjourn regular meeting