

Orient Land Trust Board of Directors Regular Meeting
Seitz Residence - Valley View Hot Springs
Saturday, June 14, 2008

AGENDA

9:00 AM

- I. Record attendance – Barb
- II. Meeting call to order – Dan
- III. Changes to Agenda – Dan
- IV. Minutes from prior regular meeting, executive session, and 4/17/08 special teleconference meeting – Dan (DEC)
- V. Questions/comments from guests – Dan

ED, Officer, and Committee Reports

9:10 AM

- VI. Executive Director's report – Neil (FIO–20 min.)
- VII. Secretary's report/Correspondence – Barb (FIO–2 min.)
- VIII. Treasurer's report – John
 - a. Income Statements, Balance Sheet, Cash Flow Statement (DEC–15 min.)
 - b. Final 2007 Audit - Review and accept – John (DISC, DEC–15 min)
 - c. Reforecast of 2008 budget (quarterly) – John (FIO–10 min.)
 - d. Stats Charts – Barb (FIO–5 min.)

BREAK – 10 min.

10:30 AM

- IX. Committee reports – Each Chair if there is cause (FIO–1 hr. 30 min.)
 - a. Board Development Committee - Dan (FIO-10 min.)
 - acknowledgment of Amy's resignation and recognition - (FIO)
 - Board member candidates (FIO)
 - b. Resource Development Committee –Barb (FIO-2 min.)
 - c. Land Management Plan Committee
 - General Report-Doug (FIO-5 min.)
 - Baseline Documentation Report: amend policy – Doug (DEC-5 min.)
 - Fire management plan-Kai (DISC-10 min.)
 - d. Land Action Committee (Strategic Conservation Plan) – Kai (10 min.)
 - e. Investment Committee - John, including:
 - composition [see draft motion] (DEC-10 min.) amend Endowment Declaration, allowing funds to defend a CE (DEC-5 min.)
 - resolution authorizing 1 or 2 officers to operate (enter orders for) investment account (DEC-10 min.)
 - motion to proceed with American Funds application (DEC-2 min.)
 - motion to adopt Investment Policy provided by Charles Ready specifically for Endowment Funds (DEC-2 min.)
 - motion to amend OLT Investment Policy to allow all references to Endowment Fund investment management to be superseded by the form as provided by Mr. Ready (DEC-2 min.)

- f. Visitor Experience Committee (Visitor Experience Committee members were to review Neil's VE Plan from the March meeting to prioritize projects and to provide timelines and cost estimate) – Dan (FIO-10 min.)
- g. Oil & Gas Drilling-Baca Nat'l. Wildlife Refuge-update – Kai (FIO/DISC-10 min.)

NOON to 2 PM:

LUNCH-Meet & Greet Visitors-Pavilion (provided by Stacy & Mark A.(!) and OLT)

2:00 PM [*Before meeting is called back to order, sign Endowment Funds documents, as John requests*]

- X. Questions/comments from guests – Dan (FIO–5 min.)

XI. **Unfinished Business**

- a. Secretary Position-amend job description, formalize and approve contract - John (DEC–5 min.)
- b. New meeting schedule to take effect with 2009 calendar year – Barb (DEC-5 min.)
- c. ED Performance Review Procedure to include evaluation of “functional absolutes” in the work plan – Harold (DEC-5 min.)
- d. ED Work Plan: Report on work plan split into administration and improvements with “functional absolutes” to be tied to the ED Performance Review – Neil (DISC-20 min.)
- e. Online Reservation System-status – Chris (FIO-5 min.)
- f. Board Action Items ongoing review; presentation of revised Board Action Items lists – Dan/Barb (FIO-5 min.)

2:50 PM

XII. **New Business**

- a. Acknowledgment Concerning Statement of Values and Code of Ethics-Adopt revisions to bring it in line with the Acknowledgment Concerning Conflict of Interest - Barb (DEC–5 min.)
- b. Bylaws housekeeping: Sec. 3.4. Annual Meeting; Sec. 3.11. Committees; Sec. 3.12. Advisory Boards, Advisory Committees, and Auxiliaries; Sec. 4.6(d) re: Secretary duties – Barb (DEC-10 min.)
- c. Committee structure-analyze: the committees desired; the membership for each committee (ratio of staff to board to general public; should committee chairs be board members only?; voting rights of staff?) and each committee's mission statement – John/Dan (DISC - 15 min.)
- d. Ranch lease with Wheelers: renewal – Neil (DEC-5 min.)
- e. Raffle Protocol amended resolution – Doug (DEC-2 min.)

BREAK – 10 min.

3:35 PM

- f. Valley View Village donation: present timeline to meet completion of donation for final acceptance by Board at 10/17/09 meeting – Neil (DISC–20 min.)

- g. Policies and legal documents: status, present timeline with actions to be taken prior to commencement of LTA accreditation application – Dan (DISC-15 min.)
- h. Credit card encryption and security/ID theft issues in OLT office – John (DISC - 20 min.)
- i. Policy and procedure for complaints received about Board members and officers (#21 on Board Action Items) - Harold (DEC-10 min.)

4:40 PM

XIII. **Executive Session**

- a. Directors' Surveys and Board Self-Evaluations –BDC (FIO/DISC-15 min.)
- b. Report on meeting(s) with landowner(s) about possible land conservation actions – Neil (DISC-20 min.)
- c. Boundary and water rights discussion-Neil (DISC-30 min.)

5:45 PM

XIV. **Announcements**

- a. Board volunteer opportunities: July 4 (walk road-request donations; sell raffle tickets); Aug. 2 & 3: Crestone Music Festival (OLT booth)
- b. LTA 2008 National Conference 9/18-21/2008-Pittsburgh - Dan (DISC-5 min.)
- c. ED, Office Mgr., Sec'y., and all Board members to update/sign Conflict of Interest and Stmt. of Values/Code of Ethics policy acknowledgments *immediately following meeting*
- d. Confirm next meeting date – **Saturday, Sept. 13, 2008 at 9:00 AM** at Seitz residence.
- e. Adjourn regular meeting – **6:00 PM**