

**A G E N D A**  
**ORIENT LAND TRUST (OLT) BOARD OF DIRECTORS MEETING**  
**SEITZ RESIDENCE ADJACENT TO THE OLT WELCOME CENTER**  
**SATURDAY, OCTOBER 15, 2011, 9:00 AM**

*Orient Land Trust is a nonprofit land trust dedicated to the preservation of natural and biological resources, agricultural lands, wildlife habitat, open space, and historic and geologic features of the northern San Luis Valley for the enjoyment of current and future generations.*

- I. Record Attendance – Barb
- II. Meeting Call to Order – Dan
- III. Changes to Agenda – Dan
- IV. Guest Questions/Comments (3 minutes each) – Dan
  - a. Visitor Liaison Report – Don Geddes (FIO – 5 min.)

**ED & Officer Reports**

**Continue 9:15 AM**

- V. Executive Director Report – Suzanne (FIO –15 min.)
- VI. Board Chair Report – Dan (FIO – 5 min.)
- VII. Board Vice Chair Report –Mike [Dan] (FIO – 5 min.)
- VIII. Facilities Manager Report – Mark (FIO – 15 min.)
- IX. Visitor Services Manager Report – Matt [Suzanne] (FIO – 15 min.)
- X. Secretary Report and Correspondence – Barb (FIO – 5 min.)
- XI. Treasurer Report – John
  - a. Income Statements, Balance Sheet, Cash Flow Statement (DEC – 20 min.)
  - b. CPA review or audit for 2011 fiscal year (DEC – 5 min.)
  - c. Annual review of operating checking balance unrestricted amount (DISC – 5 min.)
  - d. Stats Charts – Barb (FIO – 5 min.)
- XII. Committee & Task Force Reports – (70 min.)
  - a. Board Development – Harold (20 min.)
    - i. Introduce board candidates to fill current vacancy
    - ii. Amend Strategy to Attract New Board Members (DEC)
    - iii. Topic winnowing for Jan. 21 retreat (DEC)
  - b. Investment – John (5 min.)
    - i. Investment Policy Statement, annual review per policy (FIO)
  - c. Land Action/Land Management – Camille (10 min.)
    - i. Baseline Documentation Report Policy, annual review per policy (FIO)
  - d. Resource Development – Deb (15 min.)
  - e. Site Planning – Doug (15 min.)
  - f. Human Resources – Suzanne (5 min.)
    - i. Establish this task force as permanent committee

**Lunch – 30 min.**

**12:00 PM**

**Resume 12:30 PM**

XIII. Guest Questions/Comments (3 minutes each) – Dan

**Business**

XIV. Unfinished Business

- a. Wastewater Treatment Plant – Mark (FIO – 10 min.)
- b. Survey analysis – Suzanne (FIO – 30 min.)
- c. Volunteer Program – Suzanne (FIO – 10 min.)
- d. Naturism and the Mine Parcel
  - i. Bat tour attire – Dan (DISC/DEC – 10 min.)
  - ii. Mine Restriction Declaration – Neil (DISC/DEC – 20 min.)
- e. Memorandum of Understanding (MOU) with LTUA & CBLT – Suzanne (DISC/DEC – 15 min.)

XV. New Business

- a. Review of current quota numbers – Dan/Suzanne (DISC – 15 min.)
- b. Employee handbook revisions – Suzanne (DISC/DEC – 15 min.)
- c. Renew Colorado State land trust certification – Dan (DISC/DEC – 15 min.)
- d. Declaration concerning use of funds in Stewardship, Monitoring & Legal Defense Fund and Land Conservation Fund – Suzanne/Barb/Camille (DISC/DEC – 10 min.)

**Break – 10 min.**

**Resume 3:10 PM**

- e. Prioritize 2012 projects and goals as basis for 2012 work plan – Suzanne (DISC/DEC – 50 min.)
  - f. Draft of 2012 budget – Suzanne/John (DISC – 30 min.)
- XVI. How did we do today? Self-examination on our governance – Dan (FIO – 5 min.)
- XVII. Announcements
- a. 2012 Board Meeting Schedule
    - i. January 21, April 21, July 21, October 20
    - ii. January 22 – Board & Management Retreat, Great Sand Dunes National Park

**Break – 10 min.**

**Resume 4:45 PM**

XVIII. Executive Session

- a. Personnel & Operations – Suzanne/Dan (FIO/DISC – 15 min.)
- b. Conservation – Suzanne (DISC – 15 min.)
- c. Board matters – Dan (DISC/DEC – 60 min.)

**Adjourn – 6:15 PM**