

## Orient Land Trust

Regular Meeting May 11, 2003

I. Attendance: Everyone other than Fred. Guests include, Barb Schwendler, Chuck Brenimer, Susan Skellenger, Dan Zack, Donald Sands, Steve Gearhart, Anne Pace, Carol Summer.

II. Call to order at 9:15 AM.

III. Changes to agenda: Delete executive session and move to VII.A.2; under Treasurer's report, change of budget to include funds for mailing under D. Carolyn moves to approve, Michelle seconds. All in favor, non opposed, no abstentions.

IV. Approve Minutes: Jim wants to know if there was follow up for insurance for board. No follow up done. Carolyn moves to approve minutes as they are; Harold seconds. All in favor, non opposed, no abstentions.

V. Questions from guests: Anne Pace: admission policy - result of yesterday's meeting or prior? Also wondered what was covered 5/10 - Linda replies that it was basically to bring new board members up to speed and that they talked about committees and procedures for board. Also, admission policy was set with prior participation from admission policy committee. Admissions committee is same as membership committee. Barb; speak up. Questions about decision making and how meetings are run - using Robert's Rules (in bylaws). Wants to know if all this out for public notice - on web. Decision making is done by simple majority. Liaisons between membership and board: create opportunity for members/etc to talk to liaison and that person reports to board. Summarize concerns for board. Neil suggests that rather than have another person liaise, just directly contact whichever board member with whatever concerns him/her. Linda - some board members already functioning in this manner. Committees will be posted on web with board heads for public contact. Are board members willing and comfortable to be approached for questions. Chris has concerns that liaison will not properly relate board concerns back to public. Better not to have that separation between board and public and rather have board directly relate to public (to avoid us vs. them.) Don - new membership structure - will there be meetings of members OLT) and then passing comments onto board? How to get onto agenda: mail items to board members - **BOARD TO COME UP WITH PROCEDURES FOR THIS.** Special meeting for OLT members (to make them feel special). Chuck- weekday limits for summer good idea. Keep stuff on websites up to date. Secretary can collect comments/questions from guest and forward to board

### VI. Treasurer's Report

A. Income & Expenses - March & April: expenses are more than income: \$1200 legal bill; \$1000 appraisal; \$500 for filing 1023; \$10 secretary of state for corporate renewal; \$20 bank fees; \$99.07 phone bills; \$13.65 express mail for 1023; \$270 registration for Southwest Land Trust conference; \$210 advertising for PFD (which category should that belong to? - salary, and other expenses. More PR?) Income: \$candy; using march approved budget. Bottom line (Jim), 3rd pg. of income & expense vs. budget (3rd line from end) - wondering why we have only spent 1/3 of what was budgeted for first 1/3 of year.

B. Balance - ?? (see report)

C. Bills- \$135 lollypops. Neil/Terry registered for Philanthropy Days in June (\$170). Phone bill. CCLT dues \$150. All items in budget but board should decide whether \$170 should be covered under board development.

D. Budget change for postage & mailing: \$2000 printing, \$3000 postage for June solicitation. (Pg 11, item 5 yellow thing.) Harold moves that the budget changes to reflect these changes: Seconded by Carolyn; discussion follows; goal of June for mailing; all in favor, non opposed, no abstentions.

Motion to approve by Jim, seconded by Doug, non opposed, no abstentions. All in favor.

## VII. Unfinished Business

### A. Fundraising

1. Fireworks - no good response. Will put this in June mailing: solicitation letter include donations, wish list items, volunteers, fireworks, (put this in minutes).

2. Land acquisition - (see ex. session stuff). yellow thing, Pg. 11, item 4; fundraising; because of standby on Cottonwood ranch, generalized policy for land acquisition, it will be used for acquisition but not for any specific parcel. See draft in yellow thing : have we been asked to refund \$ and OLT will be contacting all who have made donations for Cottonwood ranch and asking if they would like to keep their \$ in land acquisition account (basically there will be no refunds). Discussion follows: Chris & Harold like it. Harold - if one make a donation just for land acquisition do they get same entry benefits even if they don't pay for "admission donations." Michelle moves that the language be adopted and a mailing be sent to all who have made donations specifically for Cottonwood Ranch, seconded by Harold; all in favor, non opposed, no abstentions. Linda wants to get together a land acquisition committee to continue pursuing property and making proposals to board. Michelle - committee to scope out membership and get firm \$ from them for pursuing purchase of property. Harold - committee could also clarify goals of board when looking at land.

B. Membership - # of people to bring along raised from two to three and eliminate dogs from count. No dog quota anymore. Person not contributing can have one week in advance to make reservation rather than two days. Quick dips are useable by all contributors (starting at friends rather than contributor.) [All contributors \(PG. 4 LAST SENT\). Under reservation hints.](#) Deposit policy added. Harold was surprised by the positive feedback - let membership know that the feedback was great. Steve - any quota set? Neil - it will depend on number of spaces, number of people, dogs, etc. season. Annual contribution link not working; Linda - non valley view admissions; mine, historical sites; no admission fees for bats, etc. as specified in 1023. Chris wants a quota for dogs per household unit. (SONY COUNT NUMBER OF CAMPING/RV SITES.) Send to committee for further discussion (Rob.) Also, volunteer doesn't need reservation for day use (extra perk for volunteers.) Moved by Rob, seconded by Harold. Doug - good & complete. Harold - well done. Susan - rates for locals? See above \$20 donation... All except Jim in favor, non opposed, Jim abstains.

C. Windial/OLT.ORG website - very low number of users. Mention in solicitation? New site \$150/quarter.

D. CNAP - Draft articles of Designation - The board be supportive of Orient Mine being designated as part of CO Natural Areas Program. Harold moves that the board endorse the articles of Designation, seconded by Chris. All in favor, non opposed, no abstentions.

## VIII. New Business

[A. Meeting dates - add to added agenda items](#) - 2nd Saturday of every odd month, so July 12th, September 13th, November 8th. Starting at 9:30 (breakfast at 9:00.)

B. 2004 Estimate Draft Budget - simply to give board info and what they will be dealing with in 2004. Linda - confused about compensation of officers: (use salaried instead of officers.) Also, compensation for PFD.

### C. Program & Finance Director

1. Approve Job Description - see my notes about meeting. Define depending on residency supervisory - PFD does maint staff & office manager does office & cleaning staff. Under "Work in Team Setting". Experience in working in team settings and able to multitask. Experience in staff supervision. (Put this in qualifications.) (SET UP APPLICATION FORM & their salary requirements.) Also, N/T will correct the "exempt". Chris - what will we say is the salary. We will say commensurate with experience until the interview. Board needs to provide more details on MSA. Rob - qualifications don't mirror responsibilities. (5 years under qualifications.) Carolyn moves that it be accepted as amended, seconded by Harold. All in favor, non opposed, Rob abstains. (Doesn't state why.)

2. Approve plan for publicizing - internal business.

3. Appoint hiring committee - staff (no board members involved.)

D. New committee activation - Added a committee (Volunteer). (See sticky notes for info.) Define each committee with their purpose - (see yellow packet). Each committee should formulate their purpose and present to the board. One board member on each committee.

E. Floristic inventory of OLT (Jim Erdman) - wants help with the identification. On-call list for Jim, Carolyn, Doug, Steve, Donald Sands, Harold, Michelle, Anne Pace, Michelle knows folks that may be interested. Terry will keep list of names.

Harold leaves at 11:40 AM.

IX. Adjourn meeting at 11:45 AM.

On next agenda - board needs to set policy about weekend admissions. Look at capital projects. Linda, Neil & I need to set some policies for handouts and documents (i.e. admission policies posted on web - should have said proposed, not presented as final rules.) Membership committee needs to have another meeting to discuss final changes as talked about in today's meeting. OLT staffing table in Crestone Music Festival.