

Board of Directors Regular Meeting
Seitz Residence - Valley View Hot Springs
Saturday, September 13, 2003

MINUTES

- I. Record Attendance: Jim, Carolyn, Chris, Doug, Linda, Fred, and Rob attending. Michelle and Harold excused absence.
- II. Meeting called to order at 1:05P.M.
- III. Changes to the Agenda: Terry requested item for discussion added to New Business B. re: offices of Secretary and Treasurer. Chris made motion and Carolyn seconded to accept amendment to agenda. All in favor, none opposed, no abstentions. Chris brought up question regarding Finance/Fundraising Committee; he wanted to have his name removed from the F/F committee, but review of the committee rosters printed for the previous board meeting showed that he was not on it. No agenda change necessary for that matter.
- IV. Approve minutes from July 12, 2003 meeting. No changes. Fred moves to approve minutes and is seconded by Rob. All in favor, none opposed, no abstentions.
- V. Questions from guests: No questions from guests. Neil pointed out printed material available for guests. Neil reported on correspondence received from Rae Christiansen requesting an airstrip for fly-in visitors; no action taken by board. Correspondence from Slim Wolfe distributed to board and others; board will review before next meeting.
- VI. Treasurer's report
 - A. Income and Expenses for year to date: \$32,754.52 and \$9,521.93 respectively. Linda asked for breakout of budgeted Professional Fees: Accounting \$960, Legal \$3960, Computer Consultants \$4,800 for total of \$9,720. Chris asked what Contingency Provisions item was intended for; Neil said it was for any unforeseen expenses that might come up, including possible land acquisition expenses. Doug asked why income was down from projected. Neil explained that solicitation mailings did not start going out until first part of August: letters have been sent to 2,207 people to date with about another 2,000 yet to mail. So far 203 individuals have responded with contributions totaling about \$21,000. Terry pointed out that half of budgeted contributions were to come from donations for land acquisition, assuming that OLT would launch a specific land acquisition fund drive which hasn't happened.
 - B. Total assets on balance sheet as of August 31, 2003: \$56,749.86
 - C. Fundraising: contributions to date since 3/2001: \$69,446.00; including land \$20,970; total number of contributors 597; of those 245 have contributed to land acquisition. Discussion also about expected outlays before the end of the year including PFD salary and insurance. [See Income and Expense - Attachment A.](#)

VII. Unfinished Business

- A. Neil announced the new Program & Fundraising Director (PFD): Laura O'Leary. Expected to start

work on October 13, 2003. In preparation the on-site residence is being repainted and other repairs carried out by Valley View.

- B. Crestone Music Festival: Neil and Terry reviewed the CMF. Neil reported on fireworks show which had its problems but of course were very popular. Booth was very well manned. Terry proposed having the tent and banner at more local events including Memorial Day in Saguache, 4th of July in Crestone, Fall Festival in Saguache. Carolyn suggested adding Valley View Hot Springs to the banner, to attract interest of more people. Chris suggested putting Orient Land Trust on the fireworks trailer. On the topic of public outreach and name recognition, Neil said he was considering having a sign for OLT at the highway turnoff, as well as at the end of the driveway.
- C. Volunteer Committee Report: Donald Sands, as point person, submitted a report from the committee which included a statement of committee purpose as well as recommendations for the board regarding policies for utilizing volunteers. [See Volunteer - Attachment B](#). Discussion about the importance of keeping good time records for volunteers. Motion made to establish volunteer policy: 15 hours of volunteer time needed to qualify the volunteer to receive benefits equal to the Supporter contributor level; volunteers can make financial contribution to bring their contributor status to the next level. Chris made motion; seconded by Doug; passed unanimously - no abstentions. Committee report will be referred to PFD for further development of policies and procedures.

D. VVHS Transition

1. Retaining Robin Byers for OLT lease review: Fred reported that he had contacted Robin; she quoted \$100 per hour. It was thought there was only \$700 left in budget for legal this year, and Robin said she couldn't do it in 7 hours and wasn't sure how long it would take and so declined. Actually, there is about \$2,700 left in the budget. Moved to authorize \$1,500 for Robin to work on preparing next draft of lease to go to Seitz attorney; beyond \$1,500 will require further authorization from the Board. Fred made motion, Chris seconded, passed unanimously - no abstentions. Fred will contact Robin again and assuming she agrees, will forward current version of the lease and other pertinent documents including Michelle's comments (8/03), Robin's and Neil's comments (10/02) and other Board actions as background information to her.
2. Other Transition Items:
 - a. Neil would like the Board to consider adopting a resolution to cover the possible exigency if the lease is not ready to go by the November meeting. The resolution would allow the transition to go forward in good faith, even if a lease has not been signed. Board indicated willingness for Neil to draft such a resolution which the Board can consider if it becomes necessary.
 - b. Database: Chris and Neil reported that restructuring the VVHS database into a product that will be long-lasting and flexible for OLT is taking more time than was assumed when budget was formulated and it is likely that the item will go over budget. Chris now estimates that he could end up putting in as much as 400 hours and his rate to OLT is \$50/hr (regular is \$85/hr). He probably will not bill OLT for his total hours, but he does need to realize some income from it. Motion was made for treasurer to move \$3,200 from Contingency Provisions line item to Computer Consultants line item,

bringing CC to \$8,000; computer consulting (database development) expenditures in 2003 will be matched equally by Valley View Hot Springs. Motion made by Fred, seconded by Carolyn, all approved, none opposed, Chris abstained.

- c. Employment Contracts for Salaried Staff: Neil and Terry are putting one together an employment contract for PFD, tapping several resources for ideas. From that document a draft contract for the ED will be formulated and will go to the Board.
 - d. Other items under way: insurance, merging accounts, employee handbook, employee benefit package, charitable registration status in all states, list liabilities that VVHS will owe OLT at end of year, new accountant.
- E. Policy and Procedure Development/Committee Activation: Linda - what are the needs in the area of committees? All committees are pretty much on track. After discussion it was decided that Hiring committee should review and make recommendations to the Board including whether or not to seek legal advice re: ED employment contract. Chris will be "on-call" member of the Hiring committee and he also volunteered Michelle to serve on it.
- F. Land Acquisition: Neil - Reviewed donations coming in earmarked for Land Acquisition. Very frequent topic of discussion among members and visitors. Informed Board that some of the owners of Cottonwood Peak Ranch are currently at the ranch and Neil will probably meet with them after the meeting. Neil had considered seeking another appraisal for the ranch out of his own pocket. He spoke with a couple more appraisers and learned that active ranches or farms have to be appraised solely on their agricultural value and no consideration can be given to development potential - as opposed to vacant, undeveloped land where development potential can be figured in; therefore dropped the idea of getting another appraisal. The Board then reviewed the "[Cottonwood Peak Ranch Purchase - Scenario II](#)" - [Attachment C](#) (the Board chose not to go into executive session since the asking price for the ranch had become virtually public knowledge) and the general background information regarding the negotiations for the ranch. Some of Board members expressed interest in going down to the ranch with Neil to talk to owners. Neil asked Board to consider whether or not they had an interest in acquiring the ranch. Further discussion about possible uses for the ranch including conservation potential, program potential. Board members canvassed as to their inclination to purchase. All but one are more or less inclined to purchase. Extensive discussion followed. Motion made to allow Neil to negotiate with Cottonwood Peak Ranch owners using terms and prices as outlined on [Attachment C](#) dated 9/12/03. Motion made by Fred, seconded by Carolyn. Fred, Carolyn, Chris, Linda and Rob in favor; Jim opposed; Doug abstained.

VIII. New Business

- A. 2004 Budget Discussion - Neil reviewed draft 2004 budget; he will have budget ready for Board to approve at November meeting. Fred asked that Neil prioritize and give \$\$ amounts for list of Potential Capital Projects. [See 2004 Draft Budget - Attachment D.](#)
- B. Change in officers - Upon Sonia Walter's resignation effective 8/31/03, Terry is filling in as Secretary. Terry suggested that someone on the Board take over the position of Treasurer, and she would continue as Secretary. Fred offered to fill in as Treasurer. Carolyn moved, Doug seconded to appoint these interim officers to act until next annual meeting in March. All in favor, no abstentions.

IX. Next meeting date confirmed for November 8, 2003 at 1:00 PM. Suggestion of having a pot-luck up at Sunset

Saturday evening.

X. Adjourned at 4:45 PM.

Submitted by:

Approved by:

_____/____

_____/____

Teresa Seitz, Interim Secretary Date

Linda Joseph, Chairperson Date

Guests: Donald Sands (representing Volunteer Committee), Barbara Tidd, Don and Kathy Geddes (liaisons from town of Saguache), Eric Essen, Chuck Brenimer.

Income & Expense Report
January 1 - September 9, 2003
Attachment A to September 13, 2003 Minutes

	Jan 1 - Sep 9, 2003
Ordinary Income/Expense	
Income	
Individual contributions	28,669.00
Investment income	75.22
Related sales revenue	3,198.50
Sale of Recycled Material	67.80
Total Income	32,010.52
Gross Profit	32,010.52
Expense	
Association dues	450.00
Conferences & meetings	440.00
Financial Fees	447.86
Licenses and Permits	474.00
Postage and Delivery	1,873.61
Printing & publications	919.01
Professional fees	2,526.95
Public relations expenses	950.52
Related Sales Costs	135.00
Salaries & related expenses	378.18
Supplies	452.37
Tax, Business	8.00
Telecommunications	741.41
Travel	71.00
Total Expense	9,867.91
Net Ordinary Income	22,142.61
Net Income	22,142.61

Orient Land Trust

Volunteer Report

Attachment B to September 13, 2003 Minutes

Donald Sands

Statement of Committee Purpose

- A. The purpose of this committee is to provide support, guidance, and information to the Board of Directors on issues of policy and procedure concerning all aspects of the volunteer program at OLT. This includes exploring issues, options, and desired outcomes of relevant matters, formulating reports and recommendations for the Board, and providing updates to the Board and the Executive Director.
- B. Once all the policies and procedures have been developed and implemented by the Board, and after the new Program and Fundraising Director (PFD) is hired and running the volunteer program, the volunteer committee will have fulfilled its purpose and its active role will end, with one or two involved committee members then becoming liaisons between the PFD and the volunteers workers.

Policy Recommendations

A. Volunteer Qualifying Project Examples

1. Bat cave tours
2. Naturalist programs
3. Yoga and Tai Chi programs
4. Fireworks, booths
5. Office help
6. Technical support
7. Committee activity
8. Video-pamphlet design
9. Legal work
10. Fire mitigation
11. Campsite leveling
12. Weed pulling
13. Carpentry/painting
14. Tours of grounds
15. Swim Lessons
16. Day-care

17. Landscaping
18. Experience with 501(c)3's
19. Web design
20. Fund raising
21. Medical services
22. Mechanical repairs
23. Culvert clearing

- B. For all aspects of the Volunteer Program, we need to create the mindset of volunteer recognition rather than benefits or rewards. Bartering is different than volunteering. The benefits we are offering are minor which is appropriate because volunteering is done as a service or for personal satisfaction, not for reward.
- C. 15 hours of work are required for volunteers to receive supporter benefits.
- D. Volunteer benefits begin as soon as the required number of hours are worked, and continue for one year.
- E. A Supporter donor (\$75-\$149) can also be a volunteer, and receive benefits at the Patron level.
- F. Some type of work can be found for everyone.
- G. A volunteer application form and training program need to be developed.
- H. Check insurance coverage for volunteers.
- I. Copies of volunteer guidelines and the Volunteer Protection Act should be given to all volunteers and staff.
- J. Remembering that the volunteer concept requires no reward, there are ways we can thank and recognize volunteers who have gone above and beyond. 1) OLT Volunteer T-shirts 2) Volunteer project board with names, projects and hours.
- K. Mentor/camp-host Program will involve some type of benefit or compensation, so it doesn't fall under the volunteer program. But this concept has a lot of interest and is involved, so it needs discussion and planning.

Orient Land Trust

Cottonwood Peak Ranch Purchase Scenario II Attachment C to September 13, 2003 Minutes

Note: This attachment has been edited for publication. Real estate contract information has been removed.

From March, 2001 - September, 2003

Total amount contributed: \$69,446

Amount contributed for land acquisition: \$20,977 (30%)

Total number of contributors: 597

Number of land acquisition contributors: 245 (41%)

Orient Land Trust

2004 Draft Budget

Attachment D to September 13, 2003 Minutes

Income		
Admissions & Accommodations	375,000	
Related Sales	15,000	
Interest	1,000	
	Total Non-Donated Income	391,000
Unrestricted Annual Donations	50,000	
Goal: Land Acquisition Donations (See Attachment C)	75,000	
Other Fundraising	10,000	
	Total Unrestricted Donations	<u>60,000</u>
Total Income		451,000
Expense		
Salaried Compensation (2)	84,000	
Other Wages (3)	150,000	
Company Employee Costs (4)	48,000	
	Total Employee Expense	282,000
Non Program Capital Equipment	5,000	
Capital Projects (Buildings, Wastewater etc.) (6)	30,000	
	Total Capital Expense	35,000
Cost of Related Sales		10,000
Administration, Operating & Occupancy (5)		75,000
Programs (Non labor costs)		
Goal: Land Acquisition (From restricted fund that end of 2003 balance is at least \$25,000) (7)	100,000	
Contributions to Other Organizations (1)	5,000	
Astronomy	2,000	
Bats	2,000	
Caving	1,000	
Environmental Preservation and Improvement	5,000	
Geology	1,000	
History	2,000	
Hydroelectric & Geothermal	1,000	
Naturist Education	1,000	
Public Outreach	8,000	
Staff Development	5,000	
Trails	3,000	
Visitor Education & Services	6,000	
Volunteer Management	4,000	
Wildlife Improvement	3,000	
	Total Programs (Non labor & operating costs)	<u>49,000</u>
Total Expense		451,000

Details (1) and (5)

Contributions to Others

Recipient	Purpose	Amount
Bat Conservation International	Annual membership	500
Crestone-Baca Land Trust	Annual membership	500
Crestone-Moffat Business Assoc.	Annual membership	100
KRCC Public Radio	Annual membership	100
KRZA Public Radio	Annual membership	100
Moffat Consolidated School	Teacher grants - field trips	600
Mountain Valley School	Teacher grants - field trips	600
Naturist Education Foundation	Annual membership	1,000
Rio Grande Headwaters Land Trust	Annual membership	500
Saguache County Museum	Annual membership	200
San Luis Valley Ecosystem Council	Annual membership	100
San Luis Valley Historical Society	Annual membership	100
San Luis Valley Regional Science Fair	Annual membership	500
Villa Grove Area Merchants Assoc.	Annual membership	<u>100</u>
(1) Total Contributions to Others		5,000

Administration, Operating & Occupancy

Cleaning and Maintenance Supplies	5,000
Equipment Operating Costs	3,000
Financial Fees (Merchant, Card & Bank Fees)	7,000
Firewood	2,000
Furnishings	3,000
Insurance (Property & Liability)	10,000
Legal, Permits, Licenses, Dues and Fees	4,000
Office Supplies	3,000
Postage	6,000
Printing	4,000
Property Taxes	4,000
Repairs	10,000
Sales and Lodging Tax	4,000
State Land Cost	1,000
Telecommunications and Internet	7,000
Waste Disposal	1,000
Water Quality	1,000
(5) Total Administration, Operating & Occupancy	75,000

Employee Details (2), (3) and (4)

Hourly Employees Gross Pay	
Reception and Bookkeeping	70,000
Maintenance & Cleaning	<u>80,000</u>
(3) Total Hourly Employees Gross Pay	150,000
Salaried Employees Gross Pay	
Program & Fundraiser Director	40,000
Executive Director	<u>44,000</u>
(2) Total Salaried Employees Gross Pay	84,000

Employer Taxes and Insurance (All employees)	
Minor Medical Savings	17,000
Federal Unemployment	1,000
Medicare	4,000
FICA	16,000
Colorado Unemployment	1,000
Disability Insurance	<u>9,000</u>
(4) Total Employer Benefits, Taxes and Insurance	48,000
Total All Employees, All Costs	282,000

(6) List of Potential Capital Projects

South Restroom – Utilities in place

Convenience for summer campers and utility completion

New Hot Tubs – Not started

Hot and hotter tubs located so discharge water can heat cabins

Heated Concrete Cabin Floors – Not started

Use water from new hot tubs to save electricity

Underground Laundry, Shop, Storage and Garage – Excavation started

Consolidates and improves staff duties

Current laundry and shop very difficult access and crowded

Trash, recycling, fire truck, snowplow, building materials, etc

Potential future phase: Second floor would be community room and kitchen

New Sauna Stove and Controls – First to be done

Finishes sauna

Remodel Old Sauna – Not started

Historic smoker

Wastewater Treatment – Planning started

New or rebuild old to satisfy code and future needs

New Accommodation – Location chosen

Would have full bath, ADA compatible and increase winter income

Massage Room / Building – Not started

Free up space in Oak and located in quiet place

Huts – Not started

Very small simple cabins

Additional Vehicle Sites and Electrical Power to All Sites – Not started

Satisfy increasing demand

Power could extend RV season