

Board of Directors Regular Meeting  
Seitz Residence - Valley View Hot Springs  
**Saturday, May 8, 2004**

**MINUTES**

- I. Record Attendance: Carolyn, Chris, Doug, Mia, Harold, Neil, Terry, Laura and Rob attending. Fred, Jim and Barb were excused absences.
- II. Meeting called to order at 1:07 P.M.
- III. Changes to the Agenda: Under new business, Board Networking Packets was changed to Fundraising. Motion to accept the agenda as amended: Mia, seconded by Chris, passed unanimously, no abstentions.
- IV. Approve minutes from March 13, 2004 meeting. No changes to minutes. Mia moved to approve minutes and is seconded by Doug. All in favor, none opposed, no abstentions.
- V. Questions from guests: Paul Palin, videographer, introduced himself and discussed his work on an OLT Welcome Center video in progress.
- VI. Correspondence and PFD Report ([Attachment A](#)): Correspondence was presented in the form of printed emails; one from Jim McCalpin stating that he would be in Spain and asked Terry to present the Treasurer's Report in his absence and a second from Ron West stating that the Orient Mine had been designated a Colorado Natural Area. Laura highlighted items on her PFD report: OLT received a total of \$1,287.50 from three local high schools through El Pomar's Youth in Community Service Program. We submitted several grant requests in the last few months, including a \$5,000 request to the Harris Foundation, \$5,582 request to the Maki Foundation, \$5,000 request to the Duncan Trust, and \$15,000 request to the Hughes Trust. OLT received \$5,000 for the Bat Program from the Graham Foundation which was matched by an additional \$5,000 from the Colorado Division of Wildlife. We submitted a request for \$14,400 to the State Historic Fund to design a self-guided historic walking tour. We are getting a good response to requests for donated goods and services for our upcoming silent auction. Neil and Laura attended two, one-day conferences in Grand Junction on conservation-related funding and nonprofit management. OLT held its annual County Road Trash Pickup on April 24 which was a success. Simple Foods Market provided lunches to OLT volunteers. We held a volunteer training session on May 7 for individuals interested in leading bat viewing tours to the Orient Mine which included a hands-on hike to the mine. Laura answered questions throughout her report.
- VII. Treasurer's report. See Financial Reports ([Attachment B](#)). Terry presented in Jim's absence. Terry confirmed that we are ahead on income and have less expenses than expected year to date. The delay in signing the ranch contract is one reason for this. Contributions are down for the year, but are expected to pick up as the busy season progresses. Neil pointed out that 2003 contributors received benefits through 2004 and we expect many of those contributors should be renewing this fall. Discussion on specific line items ensued. Neil is working on revising the annual budget to reflect the fact that there won't be a ranch payment this year; it will be due approximately a year from now. Neil also discussed an option for saving OLT money by lowering our contingency fund to pay off part of the loan to save interest. Neil and Barb have been working the budget numbers to maximize accuracy and efficiency. Visitor services pays back donations plus accumulates surplus to get OLT through the winter. Harold suggested that we compare a count of number of visitors in 2004 and past years.
- VIII. Unfinished Business

## A. Cottonwood Peak (Everson Ranch)

1. Phase I study in contract - Neil discussed the ranch contract status and the phase I study. Neil stated that the fuel tank had been successfully removed and the soil samples came back from the lab clean. Neil recommended removing the phase I language from the contract. Harold motioned to instruct Ken to drop the phase I study paragraph from the contract, Mia seconded. All in favor, none opposed, no abstentions.
2. Contract signing participation – Neil requested the board’s participation in signing the ranch contract, once finalized. Harold suggested that the board discuss the review of payment schedule (item 3) before making a decision on item 2. Although Neil is President of the corporation and is legally authorized to represent OLT, Chris motioned that the board participate in the final land purchase agreement by all signing electronically that all have read and understand the contract in its final form, Carolyn seconded. All in favor, none opposed, no abstentions.
3. Review of payment schedule ([Attachment C](#)) – Chris mentioned an email from Barb regarding her interpretation of the ranch payment numbers and ways for OLT to save money on interest. Neil outlined the Everson Ranch Payment handout and stated that the total purchase price has not changed; what has changed is the structure. The sellers are proposing to lower the asking price and add 6% interest for IRS purposes. OLT could save money on this structure if allowed to prepay without penalty. Discussion regarding repayment options ensued.

## B. VVHS Transition: Reports on work in progress, etc.

1. Lease negotiations and competition – Harold stated that the lease is final and two items need to be signed; the right of first refusal (the only item which needs to be notarized) and the lease itself. The corporate seal needs to be embossed on the lease. All required parties signed the necessary documents. Robin indicated that she still needs VIN/serial numbers for large items and pictorial diagram of facilities and recommended board action to direct Neil to produce the outstanding items. Harold motioned to approve final lease with the inclusion, in the near future, of a pictorial sketch map of facilities, Doug seconded. All in favor, none opposed, no abstentions. A ceremonial signing followed with Carolyn notarizing the right of first refusal. Both signed documents will need to be filed at the Saguache County Courthouse and then a copy will need to be submitted to Robin. The cost is \$5 per page.
2. Database Report – Chris stated that the new database is functioning much better. It seems to be stabilized. Chris has worked on 5 major tasks and errors. He has tasks still open for the volunteer section. Neil and Chris are working on how dollars are being captured in the database and this needs to be re-designed. Neil has been keeping track of behind the scenes issues and needs to sit down with Chris to discuss. A database user/reference manual still needs to be documented. Chris stated that he relies on direct feedback from the users and has only received 5 tasks, when he has a task list of over 200 items. Chris is not going to move forward with that task list until he and Neil discuss it. Chris also implemented an error tracking system.

## C. Admissions Committee Update – Orientation procedure – Terry reported that staff has had approximately 450 people sign off on the rules at the front desk. She noted that not every single individual has signed the rules, but staff endeavors to get at least one person from each party to sign it, taking responsibility for people in their group. The database records whether or not people have signed off. Terry states that it can take people 3 seconds to 3 minutes to read the document, depending on their level of interest. Input from staff and camp host indicated that the pet deposit seems to be working.

The Board took a break at 2:40 P.M. and was back in session at 2:58 P.M.

## D. Astronomy Program/Camp Host Update – Donald Sands stated that he just finished camp hosting for 6 weeks and had a great experience. He stated that the position is an invaluable service and feels that problems are minimized with a camp host. Suggestions were made that a photo of the current camp host be posted on bulletin boards and that a white board on main restroom contains a list of current events. In terms of the Astronomy Program, two, 8-inch Celestron telescopes have been donated to OLT and another one is on the

way. The program has been very popular with visitors.

- E. Policy on Admission Fees for Board Members – Neil asked for clarification on the policy on admission fees for board members during non-board weekends. Currently board members and their significant others receive their overnight use fee at no charge and are responsible for any accommodation fees. Currently board members pay on non-board weekends. After discussion, the board decided that the current policy is fine
- F. LTA Standards & Practices Review by Board Members – Carolyn was not prepared to present her section and Fred and Jim, the other two outstanding presenters, were absent. This item will be on the next agenda.

IX. New Business

- A. Fundraising – Neil handed out board networking packets to increase the number of people who are aware and contributing to OLT. Neil stated that we are considering sending a letter and networking packets to current contributors to recruit more OLT contributors. He stated the desire to test the concept on board members and receive feedback before we go to our broad base of contributors. Laura also discussed the need for feedback from the board in order to tailor packets for maximum effectiveness. Discussion ensued regarding the touchy topic of the clothing-optional aspect, which isn't comfortable for everyone to discuss. Harold mentioned that many nonprofits have an "honorary board" composed of influential people who raise money and lobby for the organization. It was suggested that focusing on the Everson Ranch Campaign may make fundraising easier.

X. There was no executive session business on the agenda.

XI. Executive session minutes from March 13, 2004 were approved by a motion from Harold and seconded by Carolyn. All in favor, none opposed, no abstentions.

XIII. Next meeting date was confirmed for July 3, 2004 with brunch at 11:00 AM and the meeting at 12:00 P.M.

XIV. Regular meeting adjourned at 4:20 PM.

Submitted by:

Approved by:

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Laura O'Leary, Secretary      Date

Rob Zabrecky, Chairperson      Date

Guests: Donald Sands (representing Astronomy program), Don and Kathy Geddes (liaison from town of Saguache), Ewan O'Leary, Annie Pace (liaison from town of Crestone) and Paul Palin (OLT videographer).

## Program and Fundraising Director's Report to Orient Land Trust Board of Directors

May 8, 2004

**Fundraising**

- **El Pomar Foundation's Youth in Community Service Program** - OLT ended up receiving a total of \$1,287.50 in grants through the program (\$687.50 from Alamosa High School, \$500 from Del Norte High School and \$100 from Sierra Grande High School). Barb Tidd and Laura attended the awards banquet in Alamosa on April 28 at Adams State College.
- **City Market Cares Program** – We received our first check from the program in the amount of \$84. Future quarters should provide more funding. We currently have 185 card numbers registered and continue to collect value card numbers on an ongoing basis – the more we collect, the more money we receive!
- We are still in the process of applying to obtain our nonprofit mailing status from the USPS to save thousands of dollars per year on bulk mailings.
- The William H. & Mattie Wattis Harris Foundation requested a full proposal after receiving our letter of intent. OLT requested \$5,000 in funding for general operating support.
- We submitted a \$5,582 proposal to the Maki Foundation in support of the Everson Ranch Natural Resource Management Plan.
- We submitted a \$5,000 proposal to the John G. Duncan Trust in support of the Everson Ranch Campaign.
- We submitted a \$15,000 proposal to the Mabel Y. Hughes Charitable Trust in support of the Everson Ranch Campaign.
- We need to develop a list of potential major donors. If board members have contacts that may be willing to make a substantial donation, please let me know.
- **Bat Program Funding** – The Graham Foundation granted OLT \$5,000 for interpretive signs and benches at the glory hole. The Colorado Division of Wildlife will match the \$5,000 grant with an additional \$5,000 in July once the state budget is approved.
- **History Program Funding** – We submitted an application for \$14,400 to the State Historic Fund to design a self-guided historic walking tour with accompanying informational brochure and interpretive signs.
- **Special Events** – We are getting a good response to requests for donated goods and services for our silent auction. We even got a 1961 VW bug donated that we will action off!
- Neil and Laura met with Noah Atencio, San Luis Valley Regional Director for the El Pomar Foundation on April 5. We gave him a tour of the property and he discussed El Pomar's resources.

**Outreach**

- Neil and Laura attended two, one-day conferences in Grand Junction on April 26 and 27. The Monday conference, hosted by Club 20, was an overview of Natural Resource Conservation Service (NRCS) conservation-related funding opportunities on private agricultural lands. Tuesday was a Colorado Association of Nonprofit Organizations

(CANPO) sponsored conference focused on nonprofit management and community connectedness. Both were valuable.

- How many board members are planning on attending the Gill Foundation's Build a Better Board workshop on June 15 from 1:00-4:00 PM? Who is willing to give a report/distribute materials to the entire board? Thank you for your responsiveness on this event.
- Neil gave a lunch-time presentation to the Kiwanas Club in Alamosa on March 18. His PowerPoint presentation gave an overview of OLT and its programs.
- OLT will be in the 2004 Summer on the Rio Grande Visitor Guide.
- Laura had lunch with Nancy Butler from the Rio Grande Headwaters Land Trust (RiGHT) on April 1. We have decided to meet every couple of months to stay connected and share information and resources.

## Programs

- **Astronomy** – OLT has received two donated Celestron 8" telescopes from Grace Morlock and Bruce Poster with a third on its way in June. Donald Sands continues to host evening celestial viewing programs for visitors. The programs are wildly popular!
- **Education** – Jim Crowley, OLT contributor and geomorphologist, boiled down his PhD dissertation on glacial activity in Black and Lime Canyons into a short report for the layperson interested in the subject. Copies are available.
- John Ewert, CDOW Wildlife Biologist, tried to net a few fish in the stream below the power plant for identification purposes, but couldn't catch any. He is going to have CDOW's Fisheries Biologist come out and conduct a survey of life in the stream.
- We held our annual County Road Trash Pickup on Saturday, April 24. It was a success. Volunteers were provided boxed lunches by Simple Foods Market in Salida.
- **Environmental Preservation** – Robert Mathis, Extension Agent with CSU Cooperative Extension, visited on April 21 to identify weeds on the property and discuss control methods.
- **Bats** – We had a bat program signage meeting on April 9 which was attended by Kirk Navo (CDOW), John Koshak (CDOW), Kelly Clum-Ortiz (sign designer), Neil, Terry and Laura. We hired Kelly with grant money to design the interpretive signs focused on the Mexican free-tailed bats and their life cycle/natural history. Three 6' benches have also been ordered for the project.
- We had an OLT staff meeting on April 13 to make sure staff is communicating and on the same page.
- **Bats** - We held a volunteer training session yesterday for individuals interested in leading bat viewing tours to the Orient Mine this summer. Thanks to Kirk Navo for assisting OLT with this project.
- **Orientation Video** – Videographer Paul Palin is onsite this weekend shooting footage for our Welcome Center video focused on the cultural and natural history of OLT. The video will include interviews with experts in various fields (i.e. Kirk Navo for bats, Jim McCalpin for geology, Cecil Hall, Saguache native for history) to tell the OLT story.
- **Volunteering** – Chess Hortenstein has agreed to head up an OLT Trails Committee. He is currently drafting work

guidelines for volunteers and is willing to lead trail work days.

# ORIENT LAND TRUST

## Income and Expense Actual versus Budget

January through April 2004

May 4, 2004

Cash Basis

	<u>Jan - Apr 04</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Contributions, Gifts,     Grants</b>	34,892	46,667	-11,775	75%
<b>Gross Sales of Inventory</b>	3,587	5,000	-1,413	72%
<b>In-kind contributions</b>	2,000			
<b>Program Revenue</b>	79,072	60,667	18,405	130%
<b>Sale of Recycled Material</b>	55			
<b>Total Income</b>	<u>119,606</u>	<u>112,334</u>	<u>7,272</u>	<u>106%</u>
<b>Cost of Goods Sold</b>				
<b>Cost of goods sold</b>	3,513	3,333	180	105%
<b>Total COGS</b>	<u>3,513</u>	<u>3,333</u>	<u>180</u>	<u>105%</u>
<b>Gross Profit</b>	116,093	109,001	7,092	107%
<b>Expense</b>				
<b>Association dues</b>	135			
<b>Conferences &amp; meetings</b>	550	1,000	-450	55%
<b>Financial Fees</b>	1,338	2,667	-1,329	50%
<b>Fixed Asset Expenses</b>	0	41,667	-41,667	0%
<b>Grants &amp; Allocations</b>	250	667	-417	37%
<b>Interest on loans</b>	0	2,000	-2,000	0%
<b>Licenses and Permits</b>	20			
<b>Maintenance</b>	1,095	4,667	-3,572	23%
<b>Occupancy expenses</b>	7,458	6,000	1,458	124%
<b>Payroll Expenses</b>	92,272	96,333	-4,061	96%
<b>Postage and Delivery</b>	2,553	3,000	-447	85%
<b>Printing &amp; publications</b>	1,318	1,667	-349	79%
<b>Professional fees</b>	6,946	5,000	1,946	139%
<b>Public relations expenses</b>	500			
<b>Returned - Redeeposited</b>	0			
<b>Supplies</b>	4,667	5,333	-666	88%
<b>Tax, Business</b>	723	1,667	-944	43%
<b>Telecommunications</b>	1,779	2,667	-888	67%
<b>Travel</b>	353	1,000	-647	35%
<b>Utilities</b>	54			
<b>Vehicles</b>	909	667	242	136%
<b>Water Tests</b>	35			
<b>Total Expense</b>	<u>122,955</u>	<u>176,002</u>	<u>-53,047</u>	<u>70%</u>
<b>Net Ordinary Income</b>	<u>-6,862</u>	<u>-67,001</u>	<u>60,139</u>	<u>10%</u>

Net Income

-6,862-67,00160,13910%**Balance Sheet**

April 30, 2004

May 3, 2004

Cash Basis

	<u>Apr 30, 04</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash</b>	
Checking accounts	
PB&T Checking	91,163
<b>Total Checking accounts</b>	<u>91,163</u>
Petty cash	1,000
<b>Total Cash</b>	<u>92,163</u>
<b>Total Checking/Savings</b>	<u>92,163</u>
<b>Total Current Assets</b>	92,163
<b>Fixed Assets</b>	
<b>Accumulated depreciation</b>	
Accum. depr. FF&E	-232
<b>Total Accumulated depreciation</b>	<u>-232</u>
<b>Fixed assets</b>	
1a Donated Goods	2,000
Furniture, fixtures, & equipmen	2,727
<b>Total Fixed assets</b>	<u>4,727</u>
<b>Total Fixed Assets</b>	<u>4,495</u>
<b>TOTAL ASSETS</b>	<u><b>96,658</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
CapitalOne MilesOne	397
Citibank Premium Business	167
<b>Total Credit Cards</b>	<u>564</u>
<b>Other Current Liabilities</b>	
Payable to TNS	90
Payroll Liabilities	
Colorado Unemployment	411



Colorado Withholding	386
Federal 941	0
Flexible Spending Accounts	
FSA - Medical Care	-2,796
FSA - Premium Only	-290
<b>Total Flexible Spending Accounts</b>	<u>-3,086</u>
<b>Total Payroll Liabilities</b>	<u>-2,289</u>
<b>Total Other Current Liabilities</b>	<u>-2,199</u>
<b>Total Current Liabilities</b>	<u>-1,635</u>
<b>Total Liabilities</b>	-1,635
<b>Equity</b>	
Retained Earnings	104,947
Unrestricted net assets	
Opening Bal Equity	-135
<b>Total Unrestricted net assets</b>	<u>-135</u>
<b>Net Income</b>	<u>-6,518</u>
<b>Total Equity</b>	<u>98,294</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>96,659</u></u>

## Everson Ranch Payments

April 29, 2004

The price for the land is now \$780,000, \$400,000 at closing, remainder (\$380,000) at 6% which (if we don't prepay any principal) works out to \$848,400. The original price was \$850,000. Annual payments are expected to be funded entirely from donations. The seller's payment schedule follows:

Year	Principle Pmt	Interest	Total Pmt	Balance
2005	76,000	**22,800	98,800	304,000
2006	76,000	18,240	94,240	228,000
2007	76,000	13,680	89,680	152,000
2008	76,000	9,120	85,120	76,000
2009	76,000	4,560	80,560	- 0 -
Total	380,000	68,400	448,400	

The \$400,000 closing is divided as follows:

Amount due on contract signing (donations on hand): 25,000

Amount paid on closing:

Donations on hand 15,000

SCCU 360,000

The SCCU loan is a flexible line of credit. An estimated payment schedule follows:

Year	Principle Pmt	Interest	Total Pmt	Balance
2005	0	7,200	7,200	360,000
2006	0	7,200	7,200	360,000
2007	0	7,200	7,200	360,000
2008	0	7,200	7,200	360,000
2009	60,000	7,200	67,000	300,000

2010	100,000	6,000	106,000	200,000
2011	100,000	4,000	104,000	100,000
2012	100,000	2,000	102,000	- 0 -
Total	360,000			

**\*\* Paying \$50,000 from reserves towards seller's principle soon after closing (if allowed) would save \$3,000 interest payment the first year.**