

Board of Directors Regular Meeting  
Seitz Residence - Valley View Hot Springs  
**Saturday, July 3, 2004**

**MINUTES**

- I. Record Attendance: Carolyn, Chris, Doug, Mia, Harold, Neil, Terry, Laura, Rob, Barb, Jim and Fred attending.
- II. Meeting called to order at 12:03 P.M.
- III. Approve minutes from May 8, 2004 meeting. No changes to minutes. Doug moved to approve minutes and Mia seconded. All in favor, none opposed, no abstentions.
- IV. Introductions, questions and comments from guests: Guests introduced themselves.
- VI. Correspondence and PFD Report ([Attachment A](#)): No correspondence was presented. Laura highlighted items from her PFD report: OLT applied to obtain its nonprofit mailing status through the USPS, OLT was denied funding from the John G. Duncan Trust and the State Historic Fund (Laura discussed possible reasons for denial), OLT has received \$18,000 (retail value) in donated good and services for the silent auction, OLT staff attended several outreach events in May and June, Camp Host positions are filled for 2004, a third telescope has been donated for the Astronomy program, the Welcome Center interpretive displays have been drafted. Neil added that OLT currently has 1368 individual contributors. Discussion ensued regarding details of statistics, which were discussed further in the agenda.
- VII. Treasurer's Report ([Attachment B](#)). Jim presented the financial reports and discussed his new position as Treasurer. Jim highlighted income and expense sheets, the balance sheet and bills. Jim walked the board through interpretation of the May through June 2004 income and expenses, highlighting that the \$25,000 payment (earnest money) made upon signing of the Everson Ranch contract was not included in any of the financial reports presented under actual, but was included in the budget. The item will be added to the fixed asset expenses, changing that line item accordingly. Jim also pointed out that estimates of income from everything but program revenue are calculated by taking annual projections and dividing by the number of months the financial reports reflect (as if expenses were uniformly spread through the year). Program revenue was estimated in budget as it would actually happen (i.e. sloped – being variable throughout the year). Neil pointed out that public relations expenses (including fireworks), was included in the 2004 budget, but under a category different than the one QuickBooks is classifying it as. Revised financials will be distributed reflecting the above-mentioned changes. Neil answered questions from board members on what specific line items include. Capital expenses are included under fixed asset expenses. Jim pointed out that OLT would be writing a check for \$100,000 toward the ranch purchase between this meeting and the next. Neil discussed the supplemental financial report presented to the board and answered questions. Harold moved to approve the Treasurer's Report with the understanding that an amended version will be emailed to the board, Chris seconded. All in favor, none opposed, no abstentions.
- VIII. Unfinished Business
  - A. Cottonwood Peak (Everson Ranch). Neil discussed progress on the ranch purchase and stated that he had been busy corresponding with the sellers and attorneys. The ranch contract was signed, but is currently being modified slightly and is in the sellers hands. Neil went on to present a draft resolution regarding the rationale behind the purchase of the Everson Ranch for the record (since the purchase price of the ranch is well above the agricultural appraisal value) and answered questions that arose. Barb requested that "before 1890" be

added to the first sentence of the resolution after the word homesteaded. Harold moved to approve the resolution, Mia seconded. Barb moved to amend the first sentence of the resolution (mentioned above) to read, "WHEREAS, the 760-acre Everson Ranch has been operated as a working ranch since it was homesteaded before 1890, and was held in the same family for most of that time;" Harold moved to accept this friendly amendment. All in favor, Jim McCalpin opposed, no abstentions. Jim went on to discuss his reasons for opposition.

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

1. Database Report – Chris reported that he has not done any work on the database since the last board meeting. Chris stated that he needs to create documentation for the users. Neil discussed the current network configuration in the office and the need to upgrade the system. Ewan clarified the need for stability of the applications which relies on the stability of the infrastructure. The goals of the new system are to minimize administration, provide stability and have remote access to the system. This will require implementing a server with appropriate software (including email, database, file and print sharing and security), providing remote access and engaging in a network renewal process. The cost will be approximately \$9,500 (roughly \$6,000 hardware/software and \$3,000 installation, plus monthly maintenance). Neil explained that this expense would fall within capital expenses in the budget. Discussion ensued.

C. Admissions Committee Update – Orientation procedure. Terry reported that staff is continuing to work with the rules sheet upon check in. She explained that it is not possible to get 100% of visitors to sign off on the rules, but that approximately 50% of people are signing. Terry answered questions. Neil discussed the current quota system and how it is working. Neil also pointed out that out in the yard, more people are familiar with rules than are familiar with Orient Land Trust. Discussion ensued.

The Board took a break at 1:47 P.M. and was back in session at 1:58 P.M.

D. LTA Standards & Practices Review by Board Members. Fred, Jim and Carolyn reviewed their assigned LTA standards and practices for compliance. Carolyn said OLT was on track, but we need to continue to carefully review financial statements for accuracy. She discussed the need to continue to talk about fundraising. Fred discussed his sections and felt that we were in compliance. As the board evolves, Fred suggested continuing to review for compliance. Jim reviewed his sections and stated that OLT was in compliance.

E. Fundraising: Feedback from board in order to tailor Board Networking Packets. Laura asked for feedback from the board on the fundraising packets that were distributed the previous meeting. Mia and Barb suggested that contributor forms and return envelopes would be good to include in packets. The question of whether or not the return postage will be paid by OLT was raised. Chris had comments on written material. Board members discussed their fundraising efforts and the need to nominate well-connected people to the board.

### IX. New Business

A. Crestone Music Festival. Terry stated that the 2004 Crestone Music Festival will be held the weekend of August 7<sup>th</sup> and 8<sup>th</sup>. OLT will have a booth and fireworks will be provided the Seitz family, with credit given to OLT. Volunteers can sign up to work the booth during designated time slots. Currently there are no free tickets available.

B. Gill Foundation Seminar Report. Mia attended a workshop entitled Ask People for Money Face to Face which was put on by the Gill Foundation in Colorado Springs. The event stressed that asking for funding face to face is an efficient way to raise funds. If your belief in the cause is not greater than your fear, then you will not be successful. Mia discussed her experience and what she learned.

C. Discussion on Generating Mid-year Statistics. Rob would like to review statistics on visitor use, reservations, contributions, etc. for 2004 to date in order for the Admissions Committee to see if revisions are needed to the current benefit levels, visitor fees and/or reservation policies. Chris will provide Neil with sample database queries.

X. Next meeting date was confirmed for Saturday, September 11<sup>th</sup> with a potluck brunch at 11:00 AM and the board meeting at 12:00 P.M. The board meeting following the September meeting was confirmed for Saturday, November 13 which will be the last meeting of the year.

XI. Regular meeting adjourned at 2:55 PM. At this time the Board convened Executive Session to discuss the role of the board.

Submitted by:

Approved by:

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

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

Laura O'Leary, Secretary      Date

Rob Zabrecky, Chairperson      Date

Guests: Ewan O'Leary, Chess Hortenstein, Alison Dilinger, Vicki McBride, Kenneth Coombs, Jeff McGough, Betsy Miller and Sam Pace. Don and Kathy Geddes were out of town.

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

July 3, 2004

**Fundraising**

- We are continuing to collect City Market and King Soopers value card numbers. Currently, we have 280 card numbers. The more we collect – the more we collect!
- We have applied to obtain our nonprofit mailing status from the USPS. We should have a decision and be up and running by the fall newsletter mailing.
- We were denied funding for a \$5,000 proposal submitted to the John G. Duncan Trust in support of the Everson Ranch Campaign.
- We were denied funding for a \$14,400 proposal submitted to the State Historic Fund to design a self-guided historic walking tour with accompanying informational brochure and interpretive signs.
- **Silent Auction** – The silent auction will go online next week with categories of goods for sale including Goodies to Eat and Drink, Travel and Recreation, Original Artworks and Crafts, Personal Services, Great Books, and Miscellaneous (including “the Bug”). We need board volunteers to staff the auction over the course of the Blue Moon weekend. Also, we need you to talk up the auction this weekend through Blue Moon weekend – encourage your friends to go online and bid up our fabulous items. It would be great if board members could be available during the Blue Moon Weekend to assist staff with the production. At this time we don't have specific times and tasks, but would like to be able to call upon you as needed. Who's game?
- We have drafted an appeal letter to send to over 1,000 households (since January 2004) who have visited but not contributed to OLT. We are hoping to get that out this month.

**Outreach**

- Laura attended a 3-day Land Trust Alliance conference for the Southwest region in Prescott, Arizona on May 20-22 as part of her vacation travels. Topics covered at the event included sustainability, water rights and conservation easements, ranching and conservation, monitoring protected lands, among others.
- Laura attended a 1-day Conservation Forum at Adams State in Alamosa on June 11. Local conservation organizations and state and federal agencies presented information of programs that support conservation on private lands.
- OLT's float in the Saguache Memorial Day parade placed 3<sup>rd</sup> for originality. Neil lit firecrackers and Laura and Ewan threw candy. Thanks to Rick for pulling the float with his truck and Michael for helping out. Big thanks to Rita, our artistic director, and Susan and Sharon for helping assemble float decorations.
- Laura had lunch with Nancy Butler from the Rio Grande Headwaters Land Trust (RiGHT) on June 22. We meet every couple of months to stay connected and share information and resources.

## Programs

- **Camp Host** – Monty Holder served as Camp Host in May and Vicki McBride served as Camp Host in June. Currently Martha Bourke is our Camp Host. The program is going well and has been helpful to staff. We have Camp Hosts scheduled for the remainder of the season – through September.
- **Astronomy** – OLT has received a third donated telescope, an 8-inch reflector from Gary Cunliffe. We had brass plates engraved for each of the three donated telescopes recognizing the donors. Chuck Tidd is leading astronomy programs every Tuesday night, weather permitting. Neil also leads evening programs.
- **Welcome Center Interpretive Display** – We have drafted an outline of topics to cover in a series of wall-mounted educational displays to cover the walls of the Welcome Center reading room. The idea is to turn that space into an OLT Visitor Education Center. This room will house the OLT video and interpretive displays on topics that correspond to OLT programs (i.e. History, Everson Ranch, Flora and Fauna of OLT lands, Geology, Alternative Energy, VVHS, etc.). The display will be similar to a park's visitor center.
- **Weed Management** – Volunteers have been busy pulling Houndstongue and a variety of thistles. We are working with Ed Self, the Executive Director of Wildlands Restoration Volunteers. He is organizing a scouting trip to preliminarily map dense weed infestations and estimate time required for volunteers to hand pull. We are planning a Spring 2005 work weekend with his volunteers.
- **Bats** – Kelly Clum-Ortiz has submitted her first drafts for the interpretive bat signs. She is creating original watercolors for the sign backgrounds and diagrams. Three 6' benches have placed up at the glory hole. We will secure them in the ground once we decide on final placement.
- **Bats** – The bats are back! Volunteers have begun leading bat viewing tours to the Orient Mine. Tours are scheduled for Saturday and Sunday evenings. Meet at the Welcome Center at 6:30 PM.
- **Orientation Video** – Videographer Paul Palin is on-site this weekend for a final shoot before he wraps up the first draft version of OLT's Welcome Center video. The date for a first version has been pushed back due to changes in Paul's schedule.
- **Volunteering** – 14 volunteers are signed up to assist with this evening's festivities. We will meet at the Seitz home at 7:30 PM for an orientation.
- **Everson Ranch** – My advisor has approved an outline to complete the Natural Resource Management Plan for the Everson Ranch to fulfill my thesis requirements. Neil and I will be meeting with the Wheelers (current tenants) and setting up appointments with state and federal agencies to provide technical assistance and land potential assessment on the property.
- **History** – We have been asked to present at a conference on historical preservation in February 2005 in Denver. The session title is Industrial Plants and Company Towns: Preserving Historic Sites of the Colorado Fuel and Iron Company. Either Neil or Laura will talk about the history of Orient Mine and OLT's role in protecting it.



			<b>Payroll Expenses</b>	56,139	48,167	7,972	117%
			<b>Postage and Delivery</b>	171	1,500	-1,329	11%
			<b>Printing &amp; publications</b>	28	833	-805	3%
			<b>Professional fees</b>	362	2,500	-2,138	14%
			<b>Public relations expenses</b>	3,797			
			<b>Returned - Redeposited</b>	0			
			<b>Supplies</b>	4,045	2,667	1,378	152%
			<b>Tax, Business</b>	0	833	-833	0%
			<b>Telecommunications</b>	948	1,333	-385	71%
			<b>Travel</b>	169	500	-331	34%
			<b>Vehicles</b>	789	333	456	237%
			<b>Total Expense</b>	72,097	87,248	-15,151	83%
			<b>Net Ordinary Income</b>	46,920	36,751	10,169	128%
			<b>Net Income</b>	<b>46,920</b>	<b>36,751</b>	<b>10,169</b>	<b>128%</b>

## ORIENT LAND TRUST

### Income and Expense Actual versus Budget

January through June 2004

July 1, 2004

Cash Basis

				<b>Jan - Jun 04</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
			<b>Ordinary Income/Expense</b>				
			<b>Income</b>				
			<b>Contributions, Gifts, Grants</b>	46,857	70,000	-23,143	67%

			<b>Gross Sales of Inventory</b>	7,345		7,500		-155		98%
			<b>In-kind contributions</b>	2,000						
			<b>Program Revenue</b>	185,225		160,500		24,725		115%
			<b>Sale of Recycled Material</b>	55						
			<b>Total Income</b>	241,482		238,000		3,482		101%
			<b>Cost of Goods Sold</b>							
			<b>Cost of goods sold</b>	6,458		5,000		1,458		129%
			<b>Total COGS</b>	6,458		5,000		1,458		129%
			<b>Gross Profit</b>	235,024		233,000		2,024		101%
			<b>Expense</b>							
			<b>Association dues</b>	135						
			<b>Conferences &amp; meetings</b>	1,234		1,500		-266		82%
			<b>Dues and Subscriptions</b>	325						
			<b>Financial Fees</b>	2,546		4,000		-1,454		64%
			<b>Fixed Asset Expenses</b>	0		62,500		-62,500		0%
			<b>Grants &amp; Allocations</b>	250		1,000		-750		25%
			<b>Interest on loans</b>	0		3,000		-3,000		0%
			<b>Licenses and Permits</b>	20						
			<b>Maintenance</b>	2,866		7,000		-4,134		41%
			<b>Occupancy expenses</b>	10,215		8,250		1,965		124%
			<b>Other fund raising costs</b>	56						
			<b>Payroll Expenses</b>	148,411		144,500		3,911		103%
			<b>Postage and Delivery</b>	2,724		4,500		-1,776		61%
			<b>Printing &amp; publications</b>	1,346		2,500		-1,154		54%
			<b>Professional fees</b>	7,308		7,500		-192		97%
			<b>Public relations expenses</b>	4,297						
			<b>Returned - Redeposited</b>	0						



				<b>Supplies</b>	7,109	8,000	-891	89%
				<b>Tax, Business</b>	723	2,500	-1,777	29%
				<b>Telecommunications</b>	2,727	4,000	-1,273	68%
				<b>Travel</b>	522	1,500	-978	35%
				<b>Utilities</b>	54			
				<b>Vehicles</b>	1,697	1,000	697	170%
				<b>Water Tests</b>	35			
				<b>Total Expense</b>	194,600	263,250	-68,650	74%
				<b>Net Ordinary Income</b>	40,424	-30,250	70,674	-134%
<b>Net Income</b>					<b>40,424</b>	<b>-30,250</b>	<b>70,674</b>	<b>-134%</b>

## ORIENT LAND TRUST

### Balance Sheet

June 30, 2004

July 1, 2004

Cash Basis

					<b>Jun 30, 04</b>
<b>ASSETS</b>					
<b>Current Assets</b>					
		<b>Checking/Savings</b>			
		<b>Cash</b>			114,779
		<b>Total Checking/Savings</b>			114,779
		<b>Total Current Assets</b>			114,779
<b>Fixed Assets</b>					
		<b>Accumulated depreciation</b>			-232
		<b>Fixed assets</b>			29,727
		<b>Total Fixed Assets</b>			29,495
<b>TOTAL ASSETS</b>					<b>144,274</b>
<b>LIABILITIES &amp; EQUITY</b>					

		<b>Liabilities</b>		
		<b>Current Liabilities</b>		
		<b>Credit Cards</b>		
		<b>CapitalOne MilesOne</b>		1,717
		<b>Sam's Club</b>		338
		<b>Total Credit Cards</b>		2,055
		<b>Other Current Liabilities</b>		
		<b>Payroll Liabilities</b>		-3,017
		<b>Total Other Current Liabilities</b>		-3,017
		<b>Total Current Liabilities</b>		-962
		<b>Total Liabilities</b>		-962
		<b>Equity</b>		
		<b>Retained Earnings</b>		104,947
		<b>Unrestricted net assets</b>		-135
		<b>Net Income</b>		40,425
		<b>Total Equity</b>		145,237
		<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>144,275</b>