

Orient Land Trust Board of Directors Work Session  
Seitz Residence — Valley View Hot Springs  
**Sunday, December 9, 2007 — 9:00 AM**

**MINUTES**

- I. Record attendance — Chris Miller, Harold Pratt, Doug Bishop, Dan Jones, Neil Seitz, Terry Seitz, Greg Good and Betsy Miller present. Amy Beatie, Mark Hayes, John Eiseman, and Kai Uwe-Allen (intermittently) on conference call.
- II. Meeting call to order — Chris called the meeting to order at 9:00 AM.
- III. Changes to Agenda — Greg noted the change to item VIId regarding Bethany’s project. Chris added new item IV as below for approval of minutes.
- IV. Minutes from prior regular meeting and executive session (attached) — Harold moved to approve the minutes from the November 11, 2007 regular meeting. Doug seconded. No discussion and the motion was adopted: all in favor, none opposed, no abstentions. Doug moved to approve the minutes from the November 11, 2007 Executive Session. John seconded. No discussion and the motion was adopted: all in favor, none opposed, no abstentions.
- V. Secretary’s report/Correspondence — There was no new correspondence to present.
- VI. New Business —
  - a. Restricted funds / projects for donations, accounting burden — John said much of this material had been covered in his report yesterday. Chris asked about the feasibility of allowing restricted donations, and discussion followed regarding the how that could complicate bookkeeping. Terry said restricted donations could be handled in the same manner as grants to keep those monies distinct according to program category. Greg noted allowing individual restricted donations could impact monies available for land conservation. Doug said that allowing people to earmark their donations by program category would enable them to “vote with their money.” Harold said it is up to the Board and staff to set the budget and that individual donors should not have the ability to change the budget. It was agreed to continue to consider this topic in light of upcoming budget and village discussions.
  - b. Board Liaison Discussion — Chris asked to refer this item to the Board Development Committee for review of the bylaws in reference to requirements for Board liaisons.
  - c. Proposal to form new Village Committee — Dan offered an objective to support creation of a new Village Appearance Committee which he and Greg had envisioned: “To work within the scope of the OLT Mission Statement in conjunction with the ED, obtaining visitor input and applying it with technical realities to continue the improvement of public spaces at Valley View while ensuring user friendliness and visual appeal and to solicit and utilize volunteer resources wherever possible to assist with this mission.” Some suggested projects might include guest surveys, yurts to increase winter admissions (which could be

dismantled in summer when visitors return to camping) creation of a master plan, and issues of sustainability. Kai suggested such a committee also could be responsible for some land stewardship issues such as weed abatement and fire hazards. There was discussion as to overlap with the existing Land Management Committee and the potential for another, new, Land Stewardship Committee. Greg suggested it might be more effective to create additional sub-committees beneath existing committees, rather than more new committees. It was noted that though the Land Management Committee has a great deal to accomplish, villages issues of maintenance, improvement and stewardship fall within the prevue of the Land Management Committee. Doug stressed the eminent need for the Land Management Committee to work on creation of a Master Plan and Capital Improvement Plan, and said he felt a Village Committee should be separate. Dan suggested changing the title of the committee to Visitor Experience Committee to separate emphasis from Land Management issues. Doug said Kai's points were Land Stewardship issues and should be part of the Land Management Committee.

Harold moved to establish a Visitor Experience Committee with Dan as the Chair; with the understanding that he brings back a revised mission statement for Board approval. Amy seconded. There was no further discussion and the motion was adopted: all in favor, none opposed, no abstentions.

- d. Presentation of Bethany's Project document — Greg noted the final document has not been received so this item will be moved to the March 8, 2008 meeting.
- e. 2008 Budget — Greg presented the proposed budget for 2008 (attached,) which he created in collaboration with Neil and John. Greg noted a new column had been added to show percentage change in line items from the prior year. He discussed restricted funds and grants and how such projects impact other budget categories. For instance, a \$20,000 restricted grant might actually cost \$25,000 to implement. It was determined that the additional \$5,000 should be included in the same line item as well. There was discussion of various line items in the budget, which assumes no price increases. The Board agreed implementing an online reservation system in 2008 was a priority. Additional reservation abilities could increase revenues and negate the need for a new phone system. Neil said staff would send out a revised budget and arrange a conference call in early January for Board input.
- f. Capital Improvement / Master Plan — Many of the items on Neil's Goal's and Objectives of Improvements Planning, Construction and Management (attached) were discussed in item VIc above. Neil asked for Board input on the Goals to assist in budgeting and prioritizing. Neil then took Board members on a brief tour of the village to share his vision of a series of future improvements to start with infrastructure improvements including water treatment, better use of power, and; changes to staff work areas; followed by and amenities such as a community room and more lodging.

Following a short lunch break, the meeting resumed at 12:55 PM.

- g. Review Staff Work Plan for 2008 — Neil / Greg discussed the Staff Work Plan for 2008 (attached.) Neil said he would like to have two separate work plans for the

staff, one for improvements and one for administrative and operational issues and that this list will be revised. The revision also will reflect Greg assuming more of Neil’s tasks and separate DD and ED lists will be helpful. Greg noted he is working on educational opportunities with the local school districts, as well as the CDOW KOOL Kids program. He also is hoping to leverage university internship programs for volunteers. Harold restated that he would like to see the staff work plan tightened up and used as an evaluation tool in staff reviews. Board members urged staff to prioritize the task lists but to allow for flexibility when special projects or circumstances occur. John proposed using asterisks to identify “functional absolutes” wherein each staff member chooses the top ten items they hope to accomplish in a year, which can serve as a measure of job performance and possible bonuses.

- h. Board Task List Review — It was decided not to review the Task List at this meeting and that the Board Task List structure be refined to align with the Staff Task List. Harold offered to work with Chris before the March Board meeting to update the Board Task List. Chris and Betsy will clean up the list to remove obsolete items, sort by committee and return a revised document to the Board in March.

VII. Announcements —

- a. The next meeting will be the annual meeting with election of directors and officers. It will be Saturday, March 8, 2008 at 10 AM at the Seitz residence.
- b. Work session adjourned at 1:46 PM.

Submitted by:

Approved by:

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Betsy Miller, Secretary                      Date

Chris Miller, Chairperson                      Date

Guests: None