

**Approved Minutes**  
**ORIENT LAND TRUST (OLT) BOARD OF DIRECTORS MEETING**  
**RANCH HOUSE AT THE EVERSON RANCH (WEST OF VVHS-TURN SOUTH ONTO CR 61 FROM GG**  
**AND GO A HALF MILE OR SO, FIRST RANCH ON THE LEFT (EAST SIDE)**  
**SATURDAY, APRIL 18, 2014, 9:00 AM**

Record Attendance – Board Members Present: Doug Bishop, Mike Blevins, Deb Hoffman by phone, Myron Hulen, Dan Jones, John Lorenz, Geneva Mison, John Standish

Advisory Board Present: Neil and Terry Seitz

Board Development Committee member present: Don Geddes

Staff present: Mark Jacobi (Interim Executive Director), Doug Bates, Dave Beaulieu (part of the meeting), Mike O'Donal (part of the meeting), Cherrye Williams (food preparation), Pam Nelson (part of the meeting), Scott McCumber (Notetaker)

Guests present: Annie P., David H., Meagan S., Lisa M., Martin J., Jane J., Mark V., David M.,

Meeting Call to Order – Board Chairperson, Geneva M. called the meeting to order at 9:09 am. Guest Questions/Comments (relating to agenda) – Geneva M. asked if there was any guest questions and there were none.

**Consent Agenda**

D. Bishop motioned to accept the consent agenda and previous board meeting minutes. Dan J. seconded. Geneva M. called for discussion. There was none. Vote was called: Motion passed unanimously.

**Reports 9:40 AM**

**Management Reports**

Discussion of the OLT management reports included in the board meeting packet started with the Interim Executive Director's report. Geneva M. asked for clarification on point 8 regarding the Water Quality Control Division and our pool discharge quality. Mark J. shared that there is a public comment period for new pool discharge regulations related to chlorine. OLT does not use chlorine in the pools so this does not apply. We do have algae in the water and the concentration of algae in the water is a concern addressed in the proposed regulations. OLT is not doing anything wrong related to these new proposals and Mark J is writing a letter response for the comment period.

John S. asked a protocol question about OLT drinking water. Mark J. talked about our current requirements to flush the system with chlorine and trying to minimize the time chlorine is held in the system, due to pipe freezing concerns because it is best to do the flush of the system when we are closed to the public in December.

John L. asked about the annual financial audit report. Director D. Bishop responded that the board will get copies of the report soon. D. Bishop also pointed out that OLT has already spent

approximately \$114,000 toward the new WWTF and \$180,000 more is estimated to complete the project.

John L. asked if we have published summer rates and if we had received any feedback. He suggested that we make a public announcement. Summer rates have been published and staff has been taking reservations for summer with little to no feedback about the rates.

Geneva M. asked about the donation for the hydro electric system monitoring. This was a significant donation that allows for remote optimization of the system including speer valve adjustments. Mark J. shared that there is a manual override and safety protocols are in place to make sure remote adjustments do not negatively affect someone physically at the plant. Neil S. stressed the safety aspects of implementing any new system and suggested signs/placards to make sure safety concerns are addressed. D. Bates explained that the speer valve is kept optimized and does not fail. Mark J. pointed out that we can better respond and provide optimal power with current water flows. Additional questions answered included that there are phone notices that alert staff of hydro system changes and a computer software interface to monitor the system.

John S. asked about the upgrade to the water line to Sunset House. Mark J. spoke briefly about this work which will take place soon.

John S. also asked about the membership renewal mailing which was sent out in March.

Personalized letters were sent to folks whose membership was expiring, letters were also sent to guests who have never donated before.

Scott M. addressed questions about the Membership Dinner April 3, reporting that the event raised about \$13,643. Mark has talked with a donor who made suggestions about some of their donation going toward noise abatement in SS House in addition to WWTP. The doors in the lodge are not the problem. Instead the transoms (vents above the doors) and space at the bottom of the doors need to be addressed to help with noise. John S. suggested door sweeps that drop down when the door is closed. Mark J. is researching the best solutions.

John L. asked about the status of the recent bat grant. Mark J. spoke to this since Pam N. was not at the meeting yet due to a flat tire. The grant seeks funding to study the carriers and transmission of White Nose Syndrome on bat fur. D. Bishop noted that we have done these kinds of projects successfully in the past.

It was generally noted that the Member Appreciation Dinner held April 3 was a great success both in terms of member outreach and donations received. John L. asked for feedback about any lessons learned to make future events even better. Some of the suggestions noted that we needed a more efficient check-in process because the line was too long. Also noted was the suggestion to charge enough for the tickets to at least cover all expenses so donations would all go to programs or projects. Myron H. noted that the timeline was very tight and it would be nice to give folks more time to fill out pledge cards. Mike B. pointed out that more time to talk about Orient Land Trust would also be good. Dan J. commended John S. for the great job he did MCing the event. Mark J. mentioned how important the community building was. There was talk and ideas about programs for future events including presentations about the bats and pictures from members being featured. Board members also commented on how nice it was to call members who were grateful to be called.

D. Bishop asked about newly hired staff. Dawn B. and Kelley M. have been hired as summer part time front desk help and we have a new part time housekeeper as well, Brittany K. These new employees all have experience of OLT as guests and good customer service skills. Additionally, Dave Hendricks was introduced as our summer camp host volunteer. He will be helping coordinate other volunteers and giving presentations to guests on various topics.

Next for discussion was the Office Manager's report by Cherrye W. There is a new display in the Welcome Center for OLT merchandise. The display is patterned after a ranch fence. The idea is to bring more awareness to these wonderful products and it seems to be working. Charry W. also shared that we have food products for sale from the ranch, eggs, beef and soon pork. A guest asked if OLT needs a permit or license to sell these products and Cherrye W. will look into that.

D. Bates was next with discussion about ITT

The home page of the website has been updated.

Board data from phone calls/ Dan J asked about updating database from with the board phone calls to the top 200 donors.

D. Bates shared on update about the new online reservation system that he is working on.: He is customizing a jomres tool that integrates with the current website platform-pets, people and cars must be custom programmed, PHP MYSQL.

D. Bates is designing these and other systems so that others will be able to manage and update them. John L inquired and D. Bates confirmed, the new system will not store credit card information.

Mike B inquired about when this system would be ready and D Bates mentioned by fall a prototype could be ready for testing. Any new system has to be PCI compliant - which could meld with current system.

Mike B inquired further about the cost for this online reservation component and commented about the website that "simpler is better." D. Bates replied that the cost of this new system includes buying the base module which was around \$600 plus his time to program and the finished system will belong to OLT.

John L question asked about streamlining the registration form. Bates talked about a streamlined form that is in the works.

Dan J asked if we are headed toward more frequent email newsletter updates and suggested putting out as little as a picture or one article to get into a monthly rhythm.

Bates thanked John L for pictures on Facebook.

Mike B suggested an animated Thank You card?

GM moved report forward

Ranch Report

Dan Jones mentioned getting support from staff and board to do what needs to be done and asked about the status of the gated pipe project. We are awaiting word about the submitted grant proposal which we should hear something about at the end of April.

Ranch manager Mike O'Donal mentioned that the pigs are sold.

Board member Bishop asked about sharing cattle pasture with neighbors and having separate agreements. John L followed up with a question about how much cattle can pasture. Mike O. answered that there are approximately 750 acres on the ranch and last year cattle were on OLT property for 45 days.

#### Development Director Report

Development Director Pam Nelson shared that she is working on a letter to those who have not yet donated to the WWTP. She also shared that she is looking for gated pipe project donations and she will be meeting with a representative from Mountain States Piping in Colorado Springs. The gated pipe project is estimated to be a \$45,000 project and may be funded by the USDA grant that we applied for but could also be funded by private investment in exchange for hay and other dedicated donations.

Pam asked the question, what can OLT offer company donors and shared that the Center Conservation District will not fund private projects. Pam talked about searching for grants and how certain indicators are important to grantors such as the number of constituents served. Pam shared it is important to meet with funders to see what they are looking for.

11:11 am Break

#### WWTP Updates

When the board meeting resumed there was an update on the WWTP. Interim Executive Director and Facilities Manager Mark Jacobi shared that the site plan was finally approved by the state. Our contractor, Biohabitats is now working on the design. Once we have the design, then materials lists can be put together and cost estimates made. As far as the actual assembly and installation, Mark shared that it is likely current staff can perform much of the work, but he will check to see if it is more cost effective to outsource the work. Board member Bishop asked about the lead time to manufacture the tanks. Mark J answered that the size of the tanks may be modified but we should have the dimensions shortly. Mark J also posed the question that he will research whether the hold waste water system tank can be cleaned and repurposed as a holding tank for the hydro electric system.

John S. asked if all of this was bundled in our current estimate for finishing the project. Mark J shared that sub contractors are included in the \$180,000 estimate and that if staff labor is used we should be able to save on the costs.

## Committee Updates

Board member Myron Hulen shared on behalf of the Resource Development Committee that members Martin and Jane J are proposing a workshop/artists showing to be held at the ranch. The committee has given them the go ahead to pursue this further and report back with more information. Board member John L is donating some of his photography for the event. Neil S cautioned that we should be really careful not to subsidize something else with the OLT non profit and Pam N asked if there would be an entry fee or just donations. Martin J responded that the details are still being worked out.

Martin J also suggested that a small group get together to do community outreach. He would like to target the Salida area and help get the word out about OLT through newspaper, posters and other outreach. Guest Megan S mentioned that similar outreach should be done in Alamosa. Neil mentioned that OLT's participation in the science fair was always successful outreach. Mark J shared that this year OLT employee Scott W was a judge at the fair and OLT helped sponsor the event.

There was further discussion about the event Martin J proposed and he asked if he could use OLT's name in contacting prospective artists. Neil S once again spoke up to caution against using OLT's name for the gain of others. Pam N asked if this was an artist sponsored function that OLT is the beneficiary of or an OLT sponsored event. It was suggested that maybe we need to consult with our attorney about the best way to set this up.

Dan J suggested that all board members should join the Land Trust Alliance (LTA) which is a great resource for fundraising and other important land trust topics. Orient Land Trust is member of the LTA.

Geneva M that she would like to see a grant writing group as part of the RDC. There were questions about. There were questions about what grants to go after and how to divide the work. Pam N shared that she has a template for this and that the grant writing group should meet soon.

## Site Plan Committee

Bishop shared that there has been discussion of what to do with the cabin next to the pavillion. Last year it was used as a trading post. This year one of the best suggestions was to expand food storage and kitchen facilities for campers which now have to use the limited facilities in the Oak House. There was discussion about moving this cabin or leaving it in place for the summer. Mark J shared that it would likely take a crane to move it and we would need to build a foundation for it. It was also suggested that the cabin could be used for lodging. No decision has been made about this. David Mixon offered to join the site plan committee.

## Executive Director Search

John L shared that the task force to search for the new ED as gone through a three month process to narrow down all the applicants to three finalists (all in attendance at the board meeting.) Interviews will be held on Sunday April 20 and the board will then make the final decision.

#### Board Development

Don G shared that there are two active and promising board candidates and he is looking for at least two more. He suggested that a notice be posted and he would work on the wording for an email notice.

Break for lunch returning at 12:37pm

#### New Business

##### Review of Financials

The board went over the income and expense reports asking questions about particular line items including payroll and employee expenses and electricity costs at the ranch, which Dan J pointed out were high. Mark J pointed out that over the winter the tractor engine block heater was plugged in at the ranch which accounts for some of the electricity increase. Mark J also spoke about the electric system upgrades at the hot springs property which included the donation of a new transformer which was moved to a more advantageous space on the property.

There was a suggestion for board members to log their volunteer hours. Dan J asked Terry S about how she used to estimate board volunteer time quarterly. She shared that she would count the number of emails sent by board members and estimate time from that. We could also send board members quarterly volunteer hours tracking forms.

Myron H pointed out that it is not a problem for a non profit to have a prudent savings of 2 or 3 times the operating budget.

Pam N brought up the idea of nominating Neil and Terry S for a philanthropic award for donating lands to OLT.

##### Ranch Irrigation Project

There was a review of this project for gated pipe at the ranch to increase high grade animal feed hay production at the ranch. We have applied for a grant to fund this project estimated at \$45,000 over three years. The grant is a reimbursement of expenses, so to get the program started \$15,000 of private investment would be raised from those interested in getting the hay in return. Terry S asked what

happens if we get the grant, but haven't raised the money to start the project? Another question was asked about getting the start up money and then not getting the grant. We have alternatives to continue the project without the grant having already raised some of the investment money and we should hear soon about the grant.

## **Business**

### **Board Term Limits**

Geneva M proposed wording from the board description to remove term limits for board members. There was discussion both in favor of keeping term limits and for removing term limits including discussion if it would be automatic if a board member wanted to stay on for another term or the board would vote and consider the current board member along with other candidates. John L mentioned that he would like to have term limits to encourage new participation and fresh energy and ideas. Geneva M shared how she was afraid of losing valuable knowledge and experience on the board and that it is a steep learning curve for new board members. Dan J expressed that by using the board description to make this change the organization could better flex with changing needs.

### **Motion**

John S made a motion to eliminate term limits for board members in the board description, otherwise leaving the language the same Myron H seconded. Dan J, Mike B and Doug Bishop abstained from the vote since their time on the board is impacted directly based on removing term limits. John L voted in opposition to passing the motion. The motion passed with the favorable votes of Geneva M, John S and Myron H.

### **Other Board Term Limit discussion**

Other topics came from the discussion of board member term limits including, whether there was a board member evaluation process. Dan J answered that there is a process for this but it needs to be revived and utilized. Also volunteer and BDC chair Don G suggested that maybe a board member should chair the BDC. As a member of the advisory board, Don G also commented that he would like the board to better define the role/charter of the advisory board and utilize advisory board members.

### **Strategic Plan Use of Condensed Mission Statement**

### **Motion**

John L made a motion to accept new proposed mission statement previously approved by the board as part of the new Strategic Plan that adds the words " preservation of Valley View and its viewshed". John S seconded the motion.

After some discussion the motion passed unanimously.

## Eiseman Fund Donation

The board reviewed the proposal to use the educational funds donated by the Eiseman family to have student employees working as discovery host and ranch help. Board members and the Eiseman's were consulted in the planning and proposal of this program. Information and application process will be sent to area schools.

## Ranch Projects

Discussion of projects at the ranch focussed on finishing the bathhouse in stages, first weatherizing which would cost around \$7,000 and then septic which would bring the total to finish the project to an estimated \$20,000.

## Guest Comments

Don G-asked to confirm the winter and summer rates that have been published.

Annie P shared that the new revised mission statement was great.

Myron H thanked Don G for all his volunteer efforts with board development.

Neil S suggested that there has been heavy wear and tear on trails and roads and he would like to see repairs to stop erosion, plant grass, purchase appropriate sprinklers to mitigate dust plant greenery and help the cottonwood trees which have been hit hard by drought.

Doug Bates thanked the board.

**Meeting adjourned at 3:02 pm**

Submitted by:

Debra Hoffman / 10/18/14  
Debra Hoffman, Secretary Date

Approved by:

Geneva Maen / 10/18/14  
Geneva Maen, Chair Date