

**NCTA Board of Directors Meeting Minutes**  
**August 2, 2007**  
**Bemidji, MN**

ATTENDEES

**Board Members:** Joyce Appel, Jim Baldwin, Lyle Bialk, Dave Cornell, Garry Dill, Larry Hawkins, Alicia Hoffarth, Sarah Julien, Chris Klein, Bobby Koepplin, Al Larmann, John Leinen, Terry Serres, Gaylord Yost

**Staff:** Claire Cain, Erin Lesert, Matt Rowbotham, Bruce Matthews

**NPS:** Tom Gilbert, Fred Szarka, Jim Lillie, Ken Howell

**Guests:** Joan Young, Mick Hawkins

CALL TO ORDER

- By Leinen at 1:15 p.m.
- Leinen passed the gravel to incoming president, Dave Cornell
- Cornell introduced new Executive Director, Bruce Matthews
- Matthews introduced the new Membership Services/Office Manager, Erin Lesert.

BOARD NOMINATIONS

- Proposed new slate of officers:
  - Dave Cornell – President
  - Bobby Koepplin – V P Finance
  - Chris Klein – VP West
  - Mary Coffin – VP East
  - Sarah Julien – Secretary
  - John Leinen – Ex officio and non voting member for one year
- Motion to accept new slate of officers, Koepplin, Baldwin 2<sup>nd</sup>. Passed
- Proposed slate of new and renewing board members
  - Larry Hawkins
  - Jim Hudson
  - Len Price
  - Bobby Koepplin
  - Carl Boesel
  - Gaylord Yost
  - Lyle Bialk
  - Joyce Appel
- Motion to accept new and renewing board members – approved

CONSENT AGENDA

Motion to accept consent agenda, Cornell, Larmann 2<sup>nd</sup>. Passed

FY '06 FINANCIAL REVIEW

- There were no findings
- Matthews stated that a full audit is recommended every year.

- Larmann agreed that audits are needed rather than reviews. It helps greatly when seeking donations.
- Motion to accept the financial review, Koeplin, Hawkins 2<sup>nd</sup>. Passed.

#### FY '07 YTD FINANCIAL REPORT

- Dues are lower than expected.
- A \$25,000 bequest was received.
- Financial statements should be sent at least every other month to board members.
- Baldwin asked if checkbook has been reconciled recently. Matthews stated that it had through June 30.
- Larmann: Concerned with decrease of members. We need to improve our message to members.
- Motion to approve financial statements, Baldwin, Yost 2<sup>nd</sup>. Passed.

#### NATIONAL PARK SERVICE UPDATE

- NPS Centennial Initiative is coming up in 2016.
- Because it is not specifically designated as a “unit” of the Park Service, NCTA may not meet eligibility for the government plan of \$100,000 per year through 2016. The regional office still applied for grants.
- Gilbert would like to continue to work on NCTA for this funding.
- Michigan DNR is considering purchasing three sections in UP.
- Senator Levin may be willing to us a member item for \$200,000 for purchase of the U.P land.
- Gilbert traveled to Vermont to work on possibility of NCT connecting with Appalachian Trail in Vermont. Outcome of this meeting exceeded his expectations.

#### BOARD TRAVEL REIMBURSEMENT OPTIONS

- Cornell discussed the option for Board members who choose to not seek reimbursement for travel expenses to credit the travel expense to their yearly contributions to NCTA.
- Matthews stated that NCTA staff will give written instructions on how to give “in kind” contributions.
- Bobby Koeplin stated we need to update operating policies to reflect this accounting procedure.

#### EXECUTIVE DIRECTOR UPDATE

- Matthews stated that NCTA has superb staff with excellent dedication to the trail and their job. He has appreciated interaction with board members and volunteers.
- Staff planning retreat
  - a. Plan on coming up with recommendations for the board in terms of the strategic plan and expected outcomes.

- b. Will work on streamlining operations to become the most effective for our members. Incorporate accountability in all we do.
  - c. Plan on focusing a great deal on membership. We cannot work much with development until we can service our members and chapters.
  - d. Develop staff budget proposal.
- Partnership Conference
  - a. NCTA has some scholarship funds available through the NPS to attend the conference.
  - b. There are several volunteer positions available.
  - c. Koeplin asked Matthews to email what volunteer positions he needs filled yet.
- Triad Conference
  - The date for this conference is 10/15/07 – 10/17/07. NPS has some scholarship funds available for lodging.

### BOARD HANDBOOK

- Cornell recommends having a Board Orientation Handbook and a Board Handbook.
- Motion to establish an ad hoc committee to work on a board handbook written as follows:
  - Establish an ad hoc committee charged with recommending an Orientation Handbook as well as a Board Handbook for approval and adoption by Board at December 1, 2007 meeting..
- Hoffarth made the motion, Bialk 2<sup>nd</sup>. Passed

### ADVOCACY UPDATE

- Matthews handed out a web page with information about Continental Divide National Scenic Trail management plan proposal. Comment period goes to Oct. 12. Potential for significant impact on NCNST.
- Gary Werner is the contact person for advocacy work for all of the NST organizations.
- Larman would like to have 80% of the Hike the Hill effort to be concentrated on people who have the right connections and power to make things happen. The remaining 20% should be focused on general hand shaking efforts. We also need to build support at the county level so that when the legislators go to the county level for assurances, we are a known entity by all parties.
- NPS budget is largest increase ever at 20%. NCTA is not considered a “unit”, so we will not see any of this money. Tom Gilbert’s office will be receiving 48K due to volunteer contributions. He will be deciding in the next few weeks how that money will be spent. Typically it is intended for staff, but it’s not required.
- Willing Seller
  - Recommended out of committee to Senate floor. No date set for debate.
- Arrowhead reroute
  - Matthews is continuing to work with Congressman Oberstar’s office on introducing the legislation.

## BOARD COMMITTEE STRUCTURE RECOMMENDATION

- Comments:
  1. Distance is an issue
  2. We need a staff person on each committee to make the committee accountable for making decisions within a time frame.
  3. Staff should discuss this on retreat.
  4. A concern to have a staff person on each committee may be too much extra work for staff.
  5. Have a volunteer committee leader with a staff liaison.
  6. We need to make it clear what is expected of committees and the people who work on them..
  7. Current conference committee volunteers should work with 2008 conference volunteers.
  8. Committees at large can be used with appropriate timelines.
  9. Committees should be formed as needed.
  10. Suggested that board not make a motion yet until the staff has brought this to the staff retreat.
- There are still two positions open on the nominating committee.
- Historical records need to be maintained for future nominating activities.
- Cornell stated that the nominating committee serves two functions: Officer slots and general board slots.

## MISCELLANEOUS

- Larmann stated that all states need new sales tax exempt certificates. Also, we need to make sure insurance certifications are up to date. Per Cain, they are up to date.
- Szarka stated there are blue stickers available for sections of the trail. (certified or not).
- Cornell stated he would like to explore by laws for having the next president selected and working with the president during the last year of office.

**Meeting adjourned at 4:30 P.M.**