

ISLAND TRAILS NETWORK

Regular Meeting Agenda

1/11/12 12:00-1:30 PM

KNWR Visitor's Center

1. Roll call/quorum
2. Approval of Consent Agenda (5 min)
 - a. ITN regular meeting agenda 1/11/12
 - b. Minutes of 12/07/11
 - c. Executive Director's Report 1/12
 - d. Balance Sheet, 12/31/11
 - e. Profit & Loss, 12/31/11
3. Unfinished Business (20 min)
 - a. Loan Authorization Resolution (5 min)
 - b. Strategic Plan - 2012 Goals (15 min)
4. New Business (35 min)
 - a. Revisions to Personnel Policy (10 min)
 - b. Board Member Contributions (10 min)
 - c. Kodiak Outdoor Film Festival (15 min)
5. Reports
6. Audience Comments (5 min)
7. Director Comments (5 min)
8. Upcoming Meetings
9. Adjourn, 1:30 PM

ISLAND TRAILS NETWORK

Minutes of Regular Meeting 12/07/11

Call to order: Slater called the meeting order 12:15 PM 12/07/11 in the KNWR Visitor's Center conference room.

Quorum: A quorum was established with Slater, Foreman, Saltonstall, Francis, Persselin, Windnagle, and Urban present.

Approval of Consent Agenda: Saltonstall moved to approve the consent agenda as presented. Persselin seconded. Passed 6-0.

Audience Comments: None.

Executive Session: Board retired to Executive Session from 12:25 to 1:15 PM.

Officer Elections: Secret write-in ballots were distributed. Schroeder read results aloud. President, Patrick Saltonstall (7 votes). Vice President, Pam Foreman (7 votes). Secretary, Sara Persselin (7 votes). Treasurer, Sara Francis (7 votes). New officers will be seated effective January 1st, 2011.

Reports: Finance committee report was tabled due to time constraints.

Unfinished Business:

2012 Budget and Banking Resolution: Foreman moved to approve the budget as presented including recommendations made to the board by the personnel task force, Francis seconded, passed 6-0.

Saltonstall moved to approve a contract with LeBeau consulting for Safe Routes to Schools program development. Urban seconded. Passed 6-0.

Banking resolution was tabled until next month's meeting.

Strategic plan: Schroeder will provide board with 12-month action plan for strategic plan discussed in previous work session and executive session. Executive Director's performance will be measured annually against these organizational goals. Saltonstall moved to adopt 2012 strategic plan, public elements of which will be incorporated into the January 1st re-release of the ITN website. Francis seconded. Passed 6-0.

New Business:

Signing of holiday greeting cards: Schroeder circulated an address list of recipients for this year's greeting cards for additions or modifications as requested by the board. Schroeder said he would publish address list on Wiggio for those who didn't have a chance to review the list. Cards were circulated and signed by board members. Francis departs.

Education & Outreach Coordinator: Schroeder introduced proposed new "Education & Outreach Coordinator" position to support Safe Routes to Schools program development and other tasks pertaining to strategic education & outreach goals. Schroeder equated this position and another job description he is currently drafting to "Education" and "Action" department head positions. When paired with "Advocacy", which remains one of the Executive Director's functions these departments neatly correspond to ITN's updated mission statement. Schroeder identified funding for these two additional positions in the 2012 budget. Foreman moved to increase ITN's

staffing level to three full time positions corresponding to action, education and advocacy. Saltonstall seconded. Passed 5-0.

Audience Comments: None.

Director Comments: Foreman thanked Laura Slater for her years of dedicated service as ITN board member and president, and presented her with a plaque.

Upcoming Meetings: To be determined.

Adjournment: Saltonstall moved to adjourn the meeting. Windnagle seconded. Meeting adjourned at 2:15 PM.

Island Trails Network
Executive Director's Report
January, 2012

ITN welcomed Patrick Saltonstall as our new President in 2012. Patrick has a wealth of experience with ITN as one of two founding board members and has served continuously since 2006. He also brings with him background in nonprofit management and a thorough firsthand knowledge of the Kodiak trail system. Other officers include returning Vice President Pam Foreman (the other founding board member), new Secretary Sara Persselin and returning Treasurer Sara Francis. We also welcome new directors Dan Urban and Joe Sekerak to our current nine-member board.

ITN welcomed Nick Kesling as a seasonal staff member on January 1st. Nick will lead a 6-week conservation crew this summer designed to provide jobs and conservation-related training to high school students. He will also assist with spring field projects such as field mobilization at Spruce Island and Anton Larsen Bay. Check out his full bio and pic on our website.

On New Year's Day we released an overhaul of our website. The new site features summaries of every past and current ITN project, embeds calendars, maps, blogs and video of ITN activities, offers online membership registration and reflects our re-tooled mission statement, purposes and departmental structure. Despite all these changes, it still fits under the same roof at www.islandtrails.org. Your feedback is appreciated.

We are currently soliciting for amateur film and video for the 2012 Kodiak Outdoor Film Festival. The festival serves as ITN's annual fundraiser, and is an opportunity for many of our members to meet and greet the ITN board and staff. The films highlight outdoor activities in and around Kodiak ranging from surfing to snowboarding, from hunting to spearfishing. A pizza and salad dinner is free with admission, and the Best Western Kodiak Inn provides a no-host bar. Our 2011 event drew a record 250 people at the Harbor Convention Center, one of Kodiak's largest venues, and set a new standard for years to come. Download our submission guidelines or contact ITN for more information.

Our new Safe Routes to Schools initiative is gaining momentum, with kick-off meetings scheduled this month with school administrators. The SR2S program will assess how often students in grades K-8 are walking or bicycling to school, identifying barriers to doing so and, to the extent possible, removing those barriers. For 2012 the program is focused on non-infrastructure parts of the program including planning, education, encouragement and evaluation. Based on the recommendations in these plans we have funding to proceed with engineering and design of infrastructure and to apply for construction funding or further programmatic funding in future years.

We've been asked, *why are we taking on this project and not the school district?* At the moment the school district is rightly focused on student growth and performance in the classroom, and also have their hands full with large capital project to build a new high school. Secondly, the school itself is only the one end of the route. The "trailhead" for each day's walk to school begins at home and crosses sidewalks, crosswalks, open spaces and natural surface trails along the way and principally takes place off of school grounds. Third, we're engaging the school district on every level, from student to superintendent and will work extensively with the KIBSD Wellness Committee. Finally, at ITN we believe increasing opportunities for children to walk and bike to school safely will broaden travel and physical activity options for all segments of the community and contribute to the neighborhood connectivity we're striving for with our trail systems.

After much anticipation we broke ground on the 1000' Perenosa Trail connecting Katmai Drive to Sitkinak Drive and connecting two otherwise disconnected neighborhoods. Frozen ground has prevented some drainage features and landscaping to be completed, and these finishing touches will be added this spring. Many thanks to Kodiak Lawn Care for their generous donations of time and equipment to this project.

Based on the recent arrival of marine debris in Kodiak suspected to be related to this spring's tsunami in Japan we are instituting a monitoring program of road system beaches. Please help us by reporting any marine debris believed to be related to the Tsunami to info@islandtrails.org. Please include photo and describe its location. A detailed account of 2011 marine debris clean ups has been posted on our new blog at www.islandtrails.org/blog.

Powered by our ad-hoc winter use trails committee we continue to research winter use trail development in the Buskin River valley. Our agreement to use Coast Guard lands and resources toward this end has been renewed for another year as we monitor use patterns of winter trails at the Anton Larsen pass, tributaries to the Buskin Lake (called Upper Buskin area), and Swampy Acres. Our near term goal is to provide a 5-kilometer groomed winter trail in Swampy Acres as a demonstration project. The purpose of the demonstration trail is to test the suitability of the snowpack and terrain for various types of winter trail activities, to test the adequacy of our grooming equipment in this terrain, and as a social experiment to see the level of use and respect that occurs on the trail. Despite the occasional presence of a grooming machine the trail will remain non-motorized and open to all forms of non-motorized use (e.g. hikers, dog-walkers, snowshoers and fat-tire riders). We have trained up on the use of the groomer on the Bear Valley golf course and hope to gain approval from the Coast Guard to make some initial passes with the groomer this month.

Andy Schroeder
Executive Director

Island Trails Network
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
First National	5,090.85
Wells Fargo	1,777.62
Total Checking/Savings	6,868.47
Accounts Receivable	
Accounts Receivable	44,693.43
Total Accounts Receivable	44,693.43
Total Current Assets	51,561.90
Fixed Assets	
Equipment - Major purchase	23,797.94
Work in Progress	54,057.08
Total Fixed Assets	77,855.02
TOTAL ASSETS	<u>129,416.92</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,738.14
Total Accounts Payable	6,738.14
Credit Cards	
FNBA CC	65.00
Total Credit Cards	65.00
Other Current Liabilities	
Loan - A Schroeder	25,000.00
Loan - Contracting Excavation	29,377.88
Payroll Liabilities	2,032.53
Total Other Current Liabilities	56,410.41
Total Current Liabilities	63,213.55
Total Liabilities	63,213.55
Equity	
Unrestricted Net Assets	31,933.63
Net Income	34,269.74
Total Equity	66,203.37
TOTAL LIABILITIES & EQUITY	<u>129,416.92</u>

Island Trails Network
Budget vs. Actual by Programs/Projects
 January through December 2011

	Jan - Dec 11	Budget
Ordinary Income/Expense		
Income		
Misc Income	6,643.20	
Services	7,373.30	47,000.00
Consulting Fees	1,958.24	
Grants	26,341.17	34,150.00
NRCS Contract	583,121.22	493,000.00
Fundraisers		
Summit	0.00	2,800.00
Radical Reels	0.00	3,100.00
Fundraisers - Other	1,284.00	
Total Fundraisers	1,284.00	5,900.00
Individual Contributions	23,660.00	17,000.00
Registration	7,875.00	13,000.00
Total Income	658,256.13	610,050.00
Expense		
Advertising	1,427.76	2,000.00
Bank & Credit Card Fees	469.45	300.00
Donations, Memberships, Assoc	465.00	1,000.00
Contract Labor	118,751.62	111,000.00
Fuel	4,924.52	6,300.00
Freight	44,411.14	77,330.00
Fundraising Expense		
Summit	198.00	500.00
Radical Reels	0.00	3,200.00
Fundraising Expense - Other	3,233.62	
Total Fundraising Expense	3,431.62	3,700.00
Interest Expense		
A Schroeder	1,195.84	
FNBA	4,618.13	
Interest Expense - Other	1,664.12	6,000.00
Total Interest Expense	7,478.09	6,000.00
Insurance - D&O, GL, Auto	2,966.78	3,450.00
Insurance - Workers Comp	1,421.71	1,250.00
Maintenance & Repairs	3,575.95	2,500.00
Materials	182,436.29	163,400.00
Meals	7,982.36	10,600.00
Office Expense	2,365.92	500.00
Permits and Fees	10.00	
Printing, Postage & Stationery	330.91	1,650.00
Professional Services	17,851.78	7,500.00
Rent	4,091.60	5,700.00
Supplies & Equipment	18,865.29	
Travel & Lodging	8,414.46	6,700.00
Training	1,326.58	5,100.00
Utilities	4,377.77	5,000.00
Vehicle Expense	3,817.15	1,550.00
Payroll Expenses	94,352.61	105,000.00
Ask Client	3,515.00	
Total Expense	539,061.36	527,530.00
Net Ordinary Income	119,194.77	82,520.00
Net Income	119,194.77	82,520.00