

ISLAND TRAILS NETWORK
Regular Meeting Agenda
2018/01/27 9:00 AM
KNWR Visitor's Center Multipurpose Room

1. Roll call/quorum
2. Approval of Consent Agenda (5 min)
 - a. ITN regular meeting agenda 2017/12/13
 - b. Minutes of 2017/12/13
 - c. Balance Sheet dtd 2018/01/15
 - d. Profit & Loss dtd 2018/01/15
3. Audience Comments
4. Executive Session
5. Elections (10 min)
 - a. Board Member Elections
 - b. Officer Elections
6. Reports (10 min)
 - a. Finance Committee Report
 - b. Executive Director's Reports
7. New Business
 - a. FY2018 Meeting Dates
8. Audience Comments
9. Director Comments
10. Upcoming Meetings
11. Adjourn by 9:30 AM

ISLAND TRAILS NETWORK

Minutes of Regular Meeting 2017/12/13

Call to order: Tschersich called the meeting to order at 12:14 PM at the Kodiak Fisheries Research Center small conference room.

Quorum: A quorum was established with Tschersich, Urban, Saltonstall, Freed, Millstein, and Foreman present.

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

Reports: Schroeder gave a verbal Treasurer's report, to include updates on the Port Lions to Viekoda trail, NOAA Marine Debris project, Near Island Comprehensive Plan update, Saltery Cove Road, and Woody Island. Schroeder also discussed the financials, as there had been no Finance Committee meeting since the previous regular meeting. Freed said that an FC meeting would be held next month, and discussion of a deposit to the reserve operating fund account would be discussed.

Audience Comments: None

Executive Session: Was not held.

Unfinished Business: None

New Business: Schroeder will be contacting board members with terms expiring this year (Sekerak, Urban, Valley) to ask whether they intend to continue. Freed suggested re-electing those willing to continue in January and filling any vacancies that exist. Millstein suggesting changing bylaws to eliminate terms and making board service a life sentence.

Strategic Planning: Board consensus to choose Jan 27th, and hold the event as a work session following a short regular meeting, as in years past.

Director Comments: Urban is glad to see marine debris education happening in the schools. Freed asked who is on the Finance Committee (Tschersich). The committee will meet before Jan 27.

Upcoming Meetings: Jan 27, 2018, location TBD.

Adjournment: Millstein moved to adjourn. Saltonstall seconded. Meeting adjourned 1:45 pm.

Also Present: None.

These minutes adopted by vote of board of directors at a regularly held meeting on _____.
Date

Island Trails Network
Balance Sheet
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
First National	37,067.74
Savings - Reserved Funds	6,970.14
Total Checking/Savings	44,037.88
Accounts Receivable	
Accounts Receivable	1,983.85
Total Accounts Receivable	1,983.85
Total Current Assets	46,021.73
Fixed Assets	
Equipment	73,473.54
Accumulated Depreciation	-23,368.12
Total Fixed Assets	50,105.42
Other Assets	
Edward Jones	17,262.00
Total Other Assets	17,262.00
TOTAL ASSETS	113,389.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,089.77
Total Accounts Payable	1,089.77
Other Current Liabilities	
Clearing Account	-273.00
Payroll Liabilities	
Alaska SUI	246.85
Total Payroll Liabilities	246.85
Total Other Current Liabilities	-26.15
Total Current Liabilities	1,063.62
Total Liabilities	1,063.62
Equity	
Unrestricted Net Assets	97,350.80
Net Income	14,974.73
Total Equity	112,325.53
TOTAL LIABILITIES & EQUITY	113,389.15

Island Trails Network

Profit & Loss

January through December 2017

01/15/18

Accrual Basis

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
Foundation Giving	27,471.18
Services	27,759.17
Grants	3,877.43
Individual Contributions	34,758.62
Corporate Contributions	4,220.00
Sale of Goods	5,400.00
Total Income	<u>103,486.40</u>
Expense	
Equipment Rental	380.82
Advertising	254.15
Bank & Credit Card Fees	112.40
Donations, Memberships, Assoc	4,695.00
Depreciation Expense	7,033.60
Fuel	507.60
Fundraising Expense	1,540.65
Insurance - D&O, GL, Auto	3,254.99
Insurance - Workers Comp	6,712.00
Materials	3,344.59
Meals	18.32
Office Expense	396.15
Permits and Fees	70.00
Printing, Postage & Stationery	370.70
Professional Services	2,461.09
Supplies & Equipment	3,456.60
Training	150.00
Utilities	1,126.81
Vehicle Expense	3,704.37
Payroll	
Wages	
Staff	27,597.80
Temporary	9,092.00
Total Wages	<u>36,689.80</u>
Payroll Tax Expenses	<u>3,621.29</u>
Total Payroll	40,311.09
Ask Client	0.00
Total Expense	<u>79,900.93</u>
Net Ordinary Income	23,585.47
Other Income/Expense	
Other Income	
Gain/Loss on Sale of Assets	-8,610.74
Total Other Income	<u>-8,610.74</u>
Net Other Income	<u>-8,610.74</u>
Net Income	<u><u>14,974.73</u></u>

**Island Trails Network
Strategic Planning Workshop**

Saturday January 27, 2018 • 9am – 3pm
Kodiak National Wildlife Refuge Visitor's Center

Our mission at Island Trails Network is to develop, maintain and promote sustainable trails, waterways, shorelines and access to those resources throughout the Kodiak archipelago through action, advocacy and education.

Workshop Objective: Use a SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) to develop an action plan for 2018 and a longer-term action plan for 2019-2022

A G E N D A

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|----------------|--|
| 9:00am – 9:30 | (at KNWR) Regular Meeting, Financials Overview |
| 9:30-10:00 am | Introduction <ul style="list-style-type: none">- Overview of workshop and anticipated outcomes- Ground rules |
| 10:00-10:30 am | Overview of past year's successes and failures
Annual Report Card/Overview (Andy) |
| 10:30-11:00 am | Review 5-year Plan |
| 11:00am | SWOT Analysis

<i>Strengths, Weaknesses, Opportunities, Threats</i> |
| 12:00 pm | <i>Lunch Break</i> (Bring a Dish to Share) |
| 12:30-1:00 pm | Putting SWOT Into Action: Developing Strategic Priorities
Categorize into 1-year or 5-year Priorities |
| 1:00 pm --- | Review of workshop outcomes <ul style="list-style-type: none">- Finalize 2018 Action Plan- Finalize 2019-2022 Action Plan |

ITN Strategic Planning Work Session
January 14, 2017
Kodiak Fisheries Research Center, Kodiak Alaska

Attendees:

Philip Tschersich (President)
Pam Foreman (Vice President)
Dan Urban (Treasurer)
Patrick Saltonstall
Joe Sekerak
Ben Millstein
Linda Freed
Hans Klausner (Ex-Officio member)

Andy Schroeder (Executive Director)

Mission: To develop, maintain and promote sustainable trails, waterways, shorelines and access to those resources throughout the Kodiak archipelago through action, advocacy and education

Vision: To serve as an expert resource on trails and open spaces action, advocacy and education (*this vision statement has been omitted from previous plans but was resurrected from a 2008 planning document*)

Purposes:

Educate the community through volunteer opportunities, training and informational materials about the health, social, environmental and economic benefits of trails and public access.

Develop and promote stewardship, restoration and maintenance projects for trails, waterways, and shorelines.

Promote safety during trail use through awareness, education and instruction.

Preserve and improve public access to trails and public resources.

Create sustainable trail systems throughout the archipelago.

Raise and provide funds for the development, maintenance and promotion of ITN initiatives.

Commit board and staff resources to ongoing organizational development.

2017 Action Plan:

Propose trail maintenance agreements with City of Kodiak and Kodiak Island Borough to align with annual budget cycle (Winter 2017).

Monitor and disseminate to ITN Board of directors any opportunities for Organizational Development, such as those offered by the Foraker Group.

Identify and form partnerships to survey and mark 17B easements.

Monitor public lands activities that may positively or negatively impact recreation. These include but are not limited to Salonie Creek, Near Island, Termination Point, Long Island, Woody Island, Narrow Cape, Russian Ridge, Buskin River.

Monitor and respond to DOWL Planning Efforts for City of Kodiak regarding Near Island & Pedestrian Pathway.

Develop funding and carry out field work for completion of Near Island Phase III and for continued maintenance of core trail system near Kodiak city.

Identify emerging funding opportunities for mission-related activities, pursuing fund development with board approval.

Provide at least one volunteer opportunity per month during the summer field season.

Continue hosting the Kodiak Outdoor Film Festival as an annual membership meeting.

Continue Fundraising Committee efforts to increase unrestricted giving among individuals and businesses.

Continue planning, design and construction activities to improve the Saltery Cove trail.

Continue marine debris clean-ups on the Kodiak island road system, pending grant approval.

2018-2027 Action Plan

Organize and host a Kodiak-based conference or workshop relating to trails and public lands.

Implement a signage program identifying appropriate uses for trails.

Completion of trail development on Near Island.

Completion of all Saltery Cove trail improvements.

Be a resource for information and/or referral regarding land use information.

Maintain robust programs for trail maintenance & construction.

Maintain active marine debris removal program.

Other Notes, Action Items:

Fundraising Committee Ideas

- Trails Guide (see Discover Kodiak first)
- SWAG
- Pick Click Give
- Amazon Smile
- Business Sponsorship
- Raffles
- Signage for a Fee
- Board Giving

Amend Bylaws to Include Finance Committee as a Standing Committee

ITN Business License Expired

Meeting Schedule: Feb 15, Mar 8, Apr 12, May 10 (second Wednesday of the month is default)

FC Meeting Jan 27, 4:30 pm

SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis

<i>Strengths</i> Perspective & Experience (Board & Staff) Reputation KOFF - Membership	<i>Weaknesses</i> Administrative - only 10h/wk
<i>Opportunities</i> Pick Click Give Student-athletes Salonie Leisnoi	<i>Threats</i> Lack of N.P. funding community-wide Illicit Trail Use - Lack of enforcement resources Development Near Island <i>Way Worse</i> than this time last year Salonie