

**ISLAND TRAILS NETWORK**  
Regular Meeting Agenda  
2017/12/13 12:15-1:45 PM  
KFRC Small Conference Room

1. Roll call/quorum
2. Approval of Consent Agenda (5 min)
  - a. ITN regular meeting agenda 2017/12/13
  - b. Minutes of 2017/10/25
  - c. Balance Sheet dtd 2017/12/12
  - d. Profit & Loss dtd 2017/12/12
3. Reports (10 min)
  - a. Executive Director Report (15 min)
4. Audience Comments
5. Executive Session
6. Unfinished Business
7. New Business
  - a. Elections (Expiring Seats: Sekerak, Urban, Valley)
  - b. Strategic Planning
8. Audience Comments
9. Director Comments
10. Upcoming Meetings
11. Adjourn by 1:45 PM

Island Trails Network  
Regular Meeting Minutes  
2017/10/25

1. Roll Call/Quorum

President Philip Tschersich called the meeting to order at 12:15 pm in the KFRC large conference room. The following directors were present: Philip Tschersich (President), Dan Urban (Vice-President), Lisa Fox (Secretary), Linda Fried (Treasurer), Ben Millstein, Patrick Saltonstall, Pam Foreman, Joe Sekerak and constituting a quorum. Also in attendance was Andy Schroder (Executive Director).

2. Approval of Consent Agenda

It was moved and seconded to approve the consent agenda:

- a. ITN regular meeting agenda 2017/10/25
- b. Balance Sheet dated 2017/10/11
- c. Profit and Loss Statement dated 2017/10/11
- d. Minutes from 2017/09/13

The consent agenda was approved by unanimous consent.

3. Reports

a. Executive Director Report

Schroder gave a verbal executive director's report:

- i. Benzak Donation and \$15,000 stocks to Miam Donation?
- ii. Near Island Comprehensive Plan – November 7<sup>th</sup> City Council Worksession. Andy met with Matt VanDaele about city possibly holding the easement. Andy is going to meet with Jeremiah Olson about the windfall on South End trail and check with Glen Melvin about remediation plans
- iii. Woody Island update – November 2<sup>nd</sup> meeting. Andy has walked all the trails and has talked about access to Kodiak Baptist Mission land issues. Talked about doing a trail ring around the island with points of interest, possibly the old horse road, which may be one of the oldest roads in Alaska, talked about contacting Chris Wooley about the historical facts. Talked about the Baptist Mission looking for a grazing lease on Woody Island and also about KANA paying for the Woody Island plans
- iv. Lake Miam trail improvements update – Asking the Borough to support fundraising and to be the applicant to hold the easement through state land. Had a discussion about possible Parks and Recreation cuts and when that might be discussed at the upcoming Borough meeting. Also talked about asking DOT to hold easement through DNR lands?
  - a. Linda moved to have Andy charge time working on the easement for the Lake Miam trail to the donor advised funds, seconded by Pam, passed by unanimous consent.
- v. Bruin Point cleanup – Chief Petty Officers volunteer cleaned up and sorted for recycling. Talked about which materials can be taken to Threshold Recycling and which can't. Also talked about reports that are due to NOAA for the marine debris cleanup
- vi. Borough Hill – Alaskcom/ATT talking about an alder patch where “nefarious activities” are occurring, talking about clearing the alders and

fencing off the area, could be a place to work with ATT to get it in the comprehensive trails plan, work with KEA, Matt VanDaele, ATT for details on how to get that going.

4. Audience Comments

There were no audience comments.

5. Executive Session

No executive session was held.

6. Unfinished Business

7. New Business

- a. Investment Policy – Linda suggests having Finance Committee look over investment options that Andy brought to board
- b. Sale of Geoblock – \$5K of geoblock inventory to be sold, collect some from Spruce Island. Moved by Linda to sell it all, seconded by Joe, passed by unanimous consent.

8. Audience Comments

9. Director Comments

- a. Linda – Rotary meeting, donate possibly \$1,500 to ITN, maybe to be used for soccer team volunteer project? Need to discuss if there would be any restrictions, discussed minimum threshold for donor advised funds
- b. Philip – talked about some ideas for small trail brushing projects
- c. Ben – talked about some biking trails improvements. Also talked about possibly adding a trail and/or bench on Buskin overlook trail, between river outlet and Buskin Beach house. Also talked about Women's Bay project, pedestrian safety, boardwalks, footbridges, maybe to pitch the idea to DOT, possible already a project on the P and Z CIP list
- d. Andy – Safe Routes to School, Alaska Trails money for Walk to School event at Main, 24 billed hours for flyers and classroom education on walking health benefits, 41% of kids walked to school during event, won some reflective bracelets and lights. Talked about writing a letter to the School Board with a report on the Walk to School to keep Safe Routes to School in the KIBSD minds.
- e. Dan – happy to see the Woody Island trails moving forward.
- f. Joe – 1<sup>st</sup> Aide training at Bayside Fire Department, ITN members are invited to get certified
- g. Linda – Mill Bay Road sidewalks have been cut back to full sidewalk width, very nice. Philip commented about low spots in sidewalks along Mill Bay beach and encroaching grass that creates berms to hold big water puddles in there, maybe approach DOT or Borough about having that fixed?

10. Upcoming Meetings – Not Discussed

11. Adjournment

It was moved by Patrick and seconded by Pam to adjourn the meeting at 2:00 pm. The motion was approved by unanimous consent. No next meeting date was set.

Island Trails Network  
**Balance Sheet**  
As of December 12, 2017

|  | <u>Dec 12, 17</u>               |
|--|---------------------------------|
| <b>ASSETS</b>                          |                                 |
| <b>Current Assets</b>                  |                                 |
| <b>Checking/Savings</b>                |                                 |
| First National                         | 31,945.70                       |
| Savings - Reserved Funds               | 6,970.14                        |
| <b>Total Checking/Savings</b>          | <u>38,915.84</u>                |
| <b>Accounts Receivable</b>             |                                 |
| Accounts Receivable                    | 6,821.35                        |
| <b>Total Accounts Receivable</b>       | <u>6,821.35</u>                 |
| <b>Total Current Assets</b>            | 45,737.19                       |
| <b>Fixed Assets</b>                    |                                 |
| Equipment                              | 73,473.54                       |
| Accumulated Depreciation               | <u>-23,368.12</u>               |
| <b>Total Fixed Assets</b>              | 50,105.42                       |
| <b>Other Assets</b>                    |                                 |
| Edward Jones                           | 17,262.00                       |
| <b>Total Other Assets</b>              | <u>17,262.00</u>                |
| <b>TOTAL ASSETS</b>                    | <b><u><u>113,104.61</u></u></b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                                 |
| <b>Liabilities</b>                     |                                 |
| <b>Current Liabilities</b>             |                                 |
| Accounts Payable                       |                                 |
| Accounts Payable                       | 211.77                          |
| <b>Total Accounts Payable</b>          | <u>211.77</u>                   |
| <b>Other Current Liabilities</b>       |                                 |
| Clearing Account                       | -273.00                         |
| Direct Deposit Liabilities             | 577.58                          |
| Payroll Liabilities                    |                                 |
| Alaska SUI                             | 218.41                          |
| <b>Total Payroll Liabilities</b>       | <u>218.41</u>                   |
| <b>Total Other Current Liabilities</b> | <u>522.99</u>                   |
| <b>Total Current Liabilities</b>       | <u>734.76</u>                   |
| <b>Total Liabilities</b>               | 734.76                          |
| <b>Equity</b>                          |                                 |
| Unrestricted Net Assets                | 97,350.80                       |
| Net Income                             | 15,019.05                       |
| <b>Total Equity</b>                    | <u>112,369.85</u>               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b><u><u>113,104.61</u></u></b> |

## Island Trails Network

## Profit &amp; Loss

12/12/17

January 1 through December 12, 2017

Accrual Basis

|                                | Jan 1 - Dec 12, 17 |
|--------------------------------|--------------------|
| <b>Ordinary Income/Expense</b> |                    |
| <b>Income</b>                  |                    |
| Foundation Giving              | 27,471.18          |
| Services                       | 27,759.17          |
| Grants                         | 3,877.43           |
| Individual Contributions       | 33,343.62          |
| Corporate Contributions        | 4,220.00           |
| Sale of Goods                  | 5,400.00           |
| <b>Total Income</b>            | <b>102,071.40</b>  |
| <b>Expense</b>                 |                    |
| 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      | 3,839.99           |
| Insurance - Workers Comp       | 6,712.00           |
| Materials                      | 3,344.59           |
| Meals                          | 18.32              |
| Office Expense                 | 296.15             |
| Permits and Fees               | 70.00              |
| Printing, Postage & Stationery | 370.70             |
| Professional Services          | 1,583.09           |
| Supplies & Equipment           | 3,538.97           |
| Training                       | 150.00             |
| Utilities                      | 1,126.81           |
| Vehicle Expense                | 3,704.37           |
| Payroll                        |                    |
| Wages                          |                    |
| Staff                          | 26,552.30          |
| Temporary                      | 9,092.00           |
| Total Wages                    | 35,644.30          |
| Payroll Tax Expenses           | 3,518.10           |
| Total Payroll                  | 39,162.40          |
| Ask Client                     | 0.00               |
| <b>Total Expense</b>           | <b>78,441.61</b>   |
| <b>Net Ordinary Income</b>     | <b>23,629.79</b>   |
| <b>Other Income/Expense</b>    |                    |
| Other Income                   |                    |
| Gain/Loss on Sale of Assets    | -8,610.74          |
| Total Other Income             | -8,610.74          |
| <b>Net Other Income</b>        | <b>-8,610.74</b>   |
| <b>Net Income</b>              | <b>15,019.05</b>   |