

ISLAND TRAILS NETWORK
Regular Meeting Agenda
2/6/2019 12:00 PM
"The Karluk Room" @ ADF&G

1. Roll call/quorum
2. Approval of Consent Agenda (5 min)
 - a. ITN regular meeting agenda 2/6/2019
 - b. Minutes from 1/17/2019
 - c. Balance Sheet dated 2/5/2019
 - d. Profit & Loss dated 2/5/2019
3. Audience Comments
4. Executive Session
5. Reports (10 min)
 - a. Executive Director's Report
 1. Clean Beach Saturdays
 2. Near Island Phase III status
 3. Summer Trails Program
6. New Business
 - a. 2018 Annual Statement
 - b. 2019 Budget
 - c. Rasmuson Grant
 - d. KOFF Assignments & Planning
 - e. ASEA Grant Application
 - f. Friends of Kodiak State Parks
7. Audience Comments
8. Director Comments
9. Upcoming Meetings
10. Adjourn by 2:00 PM

ISLAND TRAILS NETWORK
Regular Meeting Minutes
2019/01/17 12:15 PM
ADF&G Karluk (Downstairs) Conference Room

1. Roll call/quorum – call to order 12:15. Philip Tschersic (Pres), Dan Urban (VP), Linda Freed (Tres), Lisa Fox (Sec), Andy Schoeder (Ex Dir), Ian Hurst, Patrick Saltonstall, Howard Valley, Pam Foreman, Ben Millstein
2. Approval of Amended Agenda and minutes
 - a. ITN regular meeting agenda 2019/01/17 (amended to have officer elections first thing)
 - i. Moved by Ben, 2nd by Howard, unanimous consent
 - b. Read and approve minutes from previous meetings (October, November, and December)
 - i. Moved by Linda, 2nd by Lisa, unanimous consent
3. Audience Comments - none
4. Executive Session - none
5. Officer Elections – Ian Hurst as new president, Dan Urban as VP, Linda Freed as Treasurer, Lisa Fox as Secretary, passed unanimously
 - a. Need to review Emergency Action Plan document
 - b. Need to create calendar of availability for 2019 field season
 - c. Philip semi-resignation letter effective 5/1 or sooner
 - d. USCG lease for marine debris storage just renewed for 5 years
6. Reports
 - a. Andy's update on National Fish and Wildlife Foundation (NFWF) marine debris grant contract, vessel contract award and conflict of interest policy
 - i. Administrative 10% on eligible funds roughly \$6,500
 - ii. Match as volunteer hours from SCA, 3,600 hours
 - iii. Andy would execute grant regardless of vessel bid results
 - iv. Island Trails Staff (Dan, Lisa, Linda) would put out bid in format directed by NOAA or ITN bylaws
 - b. 2018 year-end financial statement – tabled to next meeting, will also have 2019 budget at next meeting after Linda, Lisa, Ian, and Andy meet
 - ~~c. Directors' reports on outside boards, organizations, and activities~~
 - ~~i. Philip: Nimitz to CG gate bike path per Sandra W and Eric L~~
 - ~~ii. Partner with Kodiak Soil and Water Conservation in Buskin cleanup?~~
 - ~~iii. Friends of Kodiak State Parks partnering with ITN for Alaska State Parks trail projects-Did not get to this~~
6. New Business
 - a. Confirm composition of executive committee – moved by Linda and 2nd by Ben to have executive committee to be composed of board officers
 - ~~b. Results of Foraker strategic planning session-Did not get to this~~
 - c. Andy's job description with ITN as Marine Debris Coordinator approval – discussion on this circled around at creating a decision timeline as to when or if Andy would transition into Marine Debris Coordinator or remain as Executive Director, possibly after the summer season
 - d. Discussion and approval of NFWF marine debris grant contract – grant approval moved by Linda and 2nd by Ben, unanimously approved

7. Audience Comments - none

8. Director Comments - none

9. Upcoming Meetings – Regular meeting on 2/6 at ADFG Karluk Room, meeting with Linda, Lisa, Ian, and Andy 1/30 or 1/28

10. Adjourn by 1:45 PM

**Island Trails Network
Balance Sheet
As of December 31, 2019**

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
First National	49,472.50
Savings - Reserved Funds	11,976.03
Total Checking/Savings	61,448.53
Accounts Receivable	
Accounts Receivable	2,507.00
Total Accounts Receivable	2,507.00
Total Current Assets	63,955.53
Fixed Assets	
Equipment	73,473.54
Accumulated Depreciation	-46,180.10
Total Fixed Assets	27,293.44
Other Assets	
Edward Jones	16,120.01
Total Other Assets	16,120.01
TOTAL ASSETS	107,368.98
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Clearing Account	-273.00
Payroll Liabilities	
Alaska SUI	112.92
Total Payroll Liabilities	112.92
Total Other Current Liabilities	-160.08
Total Current Liabilities	-160.08
Total Liabilities	-160.08
Equity	
Unrestricted Net Assets	112,842.35
Net Income	-5,313.29
Total Equity	107,529.06
TOTAL LIABILITIES & EQUITY	107,368.98

3:13 PM

02/05/19

Accrual Basis

Island Trails Network
Profit & Loss
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Expense	
Bank & Credit Card Fees	11.90
Fuel	154.48
Office Expense	265.77
Supplies & Equipment	319.98
Payroll	
Wages	
Staff	<u>4,151.42</u>
Total Wages	4,151.42
Payroll Tax Expenses	<u>409.74</u>
Total Payroll	<u>4,561.16</u>
Total Expense	<u>5,313.29</u>
Net Ordinary Income	<u>-5,313.29</u>
Net Income	<u><u>-5,313.29</u></u>

Island Trails Network
Profit & Loss
 January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Services	16,036.59
Grants	3,390.86
Individual Contributions	15,329.57
Corporate Contributions	26,000.00
Sale of Goods	3,366.00
Total Income	64,123.02
Expense	
Equipment Rental	280.00
Bank & Credit Card Fees	164.40
Donations, Memberships, Assoc	425.00
Depreciation Expense	12,053.98
Fuel	1,487.94
Freight	6,500.00
Fundraising Expense	1,367.50
Insurance - D&O, GL, Auto	3,101.99
Insurance - Workers Comp	522.00
Office Expense	2,671.61
Permits and Fees	648.50
Printing, Postage & Stationery	224.39
Professional Services	7,625.00
Supplies & Equipment	875.48
Travel & Lodging	74.35
Vehicle Expense	774.07
Payroll	
Wages	
Staff	16,416.88
Total Wages	16,416.88
Payroll Tax Expenses	1,620.35
Total Payroll	18,037.23
Total Expense	56,833.44
Net Ordinary Income	7,289.58
Other Income/Expense	
Other Income	
Interest Income	5.89
Total Other Income	5.89

3:09 PM

02/05/19

Accrual Basis

Island Trails Network
Profit & Loss
January through December 2018

	<u>Jan - Dec 18</u>
Net Other Income	<u>5.89</u>
Net Income	<u><u>7,295.47</u></u>

2019 Budget version 1.1 dated 1/29/2019

INCOME	Budget ^a	NOAA ^b	TRAIL ^c	NFWF ^d	2019 TOTAL	2018 Actual
Grants	\$ 25,000	\$ 39,012	\$ 3,000	\$ 140,257	\$ 207,269	\$ 3,390
Sale of Goods	\$ 6,000				\$ 6,000	\$ 3,366
Services					\$ -	\$ 16,036
Individual Giving	\$ 9,000				\$ 9,000	\$ 8,760
Foundation Giving	\$ 24,600				\$ 24,600	\$ 24,600
Corporate Giving	\$ 1,400				\$ 1,400	\$ 1,400
Fundraising	\$ 2,500				\$ 2,500	\$ 2,500
Rental Income					\$ -	
Total INCOME	\$ 68,500	\$ 39,012	\$ 3,000	\$ 140,257	\$ 250,769	\$ 60,052
EXPENSE						
Fuel					\$ -	\$ 1,487
Ask Client					\$ -	
Bank & Credit Card Fees	\$ 200				\$ 200	\$ 164
Donations, Mbrships, Dues	\$ 500				\$ 500	\$ 425
Depreciation Expense	\$ 11,400				\$ 11,400	\$ 12,053
Contract Labor				\$ 122,150	\$ 122,150	\$ -
Freight		\$ 2,700		\$ 6,550	\$ 9,250	\$ 6,500
Fundraising Expense	\$ 1,400				\$ 1,400	\$ 1,368
Insurance - D&O, GL, Auto	\$ 6,885				\$ 6,885	\$ 3,102
Insurance - Workers Comp	\$ 3,254				\$ 3,254	\$ 522
Maintenance & Repairs			\$ 1,000		\$ 1,000	\$ 774
Materials					\$ -	
Meals					\$ -	
Printing	\$ 400				\$ 400	\$ 224
Permits & Fees					\$ -	\$ 649
Professional Services	\$ 2,000				\$ 2,000	\$ 7,625
Supplies	\$ 1,000	\$ 100	\$ 500		\$ 1,600	\$ 875
Equipment	\$ 25,000				\$ 25,000	\$ -
Travel & Lodging	\$ 1,560	\$ 4,050			\$ 5,610	\$ 74
Training					\$ -	
Office Expense	\$ 864				\$ 864	\$ 2,671
Intern Expense					\$ -	
Payroll Wages	\$ 16,120	\$ 28,974	\$ 8,500	\$ 10,747	\$ 64,341	\$ 16,416
Payroll Taxes	\$ 1,944	\$ 3,188	\$ 935	\$ 810	\$ 6,877	\$ 1,620
Total EXPENSE	\$ 72,527	\$ 39,012	\$ 10,935	\$ 140,257	\$ 262,731	\$ 56,549
NET (INCOME - EXPENSE)	\$ (4,027)	\$ -	\$ (7,935)	\$ -	\$ (11,962)	

^a General budget is based on...

^b NOAA 2019 budget is based on spending down the remaining funds from the 2017-2019 grant cycle

^c Trails 2019 budget is based on...

^d NFWF 2019 budget is based on a \$211k grant with 60% (\$126.6k) spent in first year and 40% (\$84.4k) spent in 2020