

ISLAND TRAILS NETWORK
Special Meeting Agenda
5/14/2019 12:15 PM
KFRC Small Conference Room

1. Roll call/quorum
2. Approval of Agenda
3. Approval of Consent Agenda (5 min)
 - a. Minutes from 4/10/2019
 - b. Balance Sheet dtd 5/14/19
 - c. Profit & Loss Statement dtd 5/14/19
4. Audience Comments
5. Reports (10 min)
 - a. Executive Director Report
 - b. Director Reports
6. Old Business
 - a. Summer seasonal positions
 - b. NOAA Grant 2020-2021
7. New Business
 - a. Board Member Succession
 - b. Establishment of a Treasurer
 - c. Rental of Office Space
8. Audience Comments
9. Executive Session
10. Director Comments
11. Upcoming Meetings
12. Adjourn by 2:00 PM

Island Trails Network
Regular Meeting Minutes
2019/04/10

1. Roll Call/Quorum
Vice President Dan Urban called the meeting to order at 12:15 pm in the upstairs conference room at ADF&G. Board Members Pam Foreman, Linda Freed, Ben Millstein, Patrick Saltonstall also present. Audience member Philip Tschersich present.
2. Approval of Agenda. Millstein moved to approve the agenda. Saltonstall seconded. Passed 5-0.
3. Approval of Consent Agenda. Freed moved to approve the consent agenda. Foreman seconded. Passed 5-0.
4. Audience Comments: Tschersich proposed the idea of a “Sidecountry Challenge”, intended to promote backpacking on the road system. A map was distributed and land ownership discussed. Ouzinkie, Leisnoi and State of Alaska are primary landowners.
5. Reports
 - a. Executive Director Report
Schroeder gave a verbal executive director’s report. The NOAA grant for 2020-2021 has been tentatively approved but is contingent upon NFWF funds being available (no NTP from NFWF yet). Will result in \$8,101 in indirect funds for administration. Some changes were requested by NOAA, Schroeder is working on this. Schroeder attended a Rasmuson Luncheon, to orient a longtime funder to ITN operations and the Kodiak trail system. Schroeder distributed in hardcopy.
 - b. Eric Linscheid provided a written report on Connecting Community project. They have gotten a signup list of interested volunteers, have events planned and some in-kind committed. Trail surfaces desired are all known except blast zone near runway. Millstein suggested infilled geoblock in that area. Asphalt paving also discussed. Discussion as to ITN resources that could be leveraged. Sandra West, also involved in the project, attended as audience.
6. Unfinished Business.
 - a. Kodiak Outdoor Film Festival, Debrief. Schroeder gave verbal report on gross receipts, estimated attendance, lessons learned.
7. New Business
 - a. Summer Seasonal positions: Schroeder circulated two job descriptions. These were discussed, edited and changes suggested to Schroeder. Schroeder will make changes and circulate the second of these (Marine Debris Coordinator). Travis Cooper will fill the senior of the two positions.
 - b. Emergency Action Plan Update – A draft plan has been emailed to board. A table top exercise is scheduled for May 29.

8. Audience Comments: Philip Tschersich suggested someone take over reserving the meeting room spaces. It was decided to return to KFRC. Philip is available as an emergency board member this summer, if needed.
9. Executive Session – none was held
10. Director Comments
 - a. Ben Millstein – just returned from Macchu Picchu where similar products to geoblock have been used extensively, and with success.
 - b. Patrick Saltonstall – none
 - c. Linda Freed – Will be off island May 2 to Oct 1. There is no finance committee right now. Wanted to make sure board had oversight of payments to subcontractors.
 - d. Pam Foreman – Suggested Andy be invited to future Executive Committee meetings. May be helpful.
11. Upcoming Meetings – May 15 (as per AWS notes)
12. Adjournment

It was moved by Patrick and seconded by Pam to adjourn the meeting at 2:00 pm.

8:01 PM

05/13/19

Accrual Basis

Island Trails Network
Profit & Loss
January 1 through May 13, 2019

	<u>Jan 1 - May 13, 19</u>
Ordinary Income/Expense	
Income	
Individual Contributions	12,096.23
Total Income	<u>12,096.23</u>
Expense	
Bank & Credit Card Fees	29.75
Fuel	679.10
Insurance - D&O, GL, Auto	2,356.00
Insurance - Workers Comp	3,311.80
Office Expense	1,313.07
Printing, Postage & Stationery	179.95
Supplies & Equipment	2,779.69
Utilities	19.95
Vehicle Expense	1,081.67
Payroll	
Wages	
Staff	<u>9,857.42</u>
Total Wages	9,857.42
Payroll Tax Expenses	<u>972.95</u>
Total Payroll	<u>10,830.37</u>
Total Expense	<u>22,581.35</u>
Net Ordinary Income	<u>-10,485.12</u>
Net Income	<u><u>-10,485.12</u></u>

Island Trails Network

Balance Sheet

As of May 13, 2019

	<u>May 13, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
First National	44,237.45
Savings - Reserved Funds	11,976.03
Total Checking/Savings	<u>56,213.48</u>
Accounts Receivable	
Accounts Receivable	2,507.00
Total Accounts Receivable	<u>2,507.00</u>
Total Current Assets	58,720.48
Fixed Assets	
Equipment	73,473.54
Accumulated Depreciation	-46,180.10
Total Fixed Assets	<u>27,293.44</u>
Other Assets	
Edward Jones	16,120.01
Total Other Assets	<u>16,120.01</u>
TOTAL ASSETS	<u><u>102,133.93</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Clearing Account	-273.00
Payroll Liabilities	
Alaska SUI	49.70
Total Payroll Liabilities	<u>49.70</u>
Total Other Current Liabilities	<u>-223.30</u>
Total Current Liabilities	<u>-223.30</u>
Total Liabilities	-223.30
Equity	
Unrestricted Net Assets	112,842.35
Net Income	-10,485.12
Total Equity	<u>102,357.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>102,133.93</u></u>

Andy Schroeder

Subject: FW: ITN

-----Original Message-----

From: Erin Whipple [mailto:erinwhipple72@gmail.com]

Sent: Wednesday, May 1, 2019 9:34 PM

To: thurstian@gmail.com; Andy Schroeder; andy@islandtrails.org

Subject: ITN

Dear Ian and Andy:

Please accept this as my letter of interest to once again become a member of the Island Trails Network board of directors.

I am now back on the island and working at the Kodiak Island Borough as a planner in the Community Development Department.

As Andy is aware, I was a previous member of the board and played a large role in trail development and maintenance around the island. I have experience with marine debris removal through my experience on ITN and extensive skill in outreach and logistical coordination. I have a strong understanding of the ownership issues relating to recreation on the island as well.

I look forward to speaking with you further.

Erin Welty
307-921-2509

Sent from my iPhone=