

NORTHEASTERN CAVE CONSERVANCY, INC.

Board Meeting Minutes

June 10, 2012, 10:00 Newton, NJ

Meeting called to order at 10:25am

1. Introduction and greetings – President Bob Addis

2. Attendance:

Officers: B. Addis, V. Kappler, B. Folsom, C. Hay

Trustees: M Chu, K. Dumont, T. Engel, A. Traino, P. Woodell, P. Youngbaer

3. Absent without Proxy: Ingalls, Warner, Hicks

- Board votes Joanne Beliveau, Bob Simmons to sit on the board.

4. Nominating Committee Report on Elections- Bob Simmons- given at meeting- Attachment A-1

- Trustees will be seated.

5. President's Report – Bob Addis- Attachment A

6. Vice President's Report –Vince Kappler – Attachment B

7. Treasurer's Report –Bill Folsom - Attachment C

8. Secretary's Report – Christa Hay

- Status quo
- April EC meeting minutes – Attachment D
- Electronic Vote:

Kappler moves: The NCC Executive Committee is authorized to negotiate a two million dollar (\$2,000,000) General Liability Insurance Policy designed to protect the NCC and its assets. The President (or his designee) is authorized to spend up to one thousand, one hundred dollars (\$1,100) to purchase the policy upon the review and recommendation of the Ad Hoc Risk Management Committee in consultation with the Executive Committee.

Discussion: The Risk Management Committee has received a preliminary offer of coverage through the insurance broker who handles preserve liability insurance for the SCCi. The policy offers \$2,000,000 of coverage for \$971. per year. I have requested approval to spend slightly more in case there are any "tweaks" the committee needs to work out and to cover any taxes. The Risk committee considers this an interim solution to a serious problem that will provide needed coverage as we continue to seek professional assistance to evaluate out risk potential.

The attached doc. is an overview of the discussions and concerns the NCC has expressed about liability exposure over the years. If you feel that liability is an issue and \$1,100. is cheap insurance, I encourage you to authorize at least a year of protection while we examine the issue further.

The Risk Committee is prepared to any questions you have.

2nd by Hay (by phone 5/14/12)

For- Rest Abstain – Warner, Dumont (no vote – Engel Hicks

Motion Passed (after the postponement motion failed)

Engel moved to postpone until the regularly scheduled June 10th board meeting.

2nd by Warner

For – Engel, Dumont Against – Rest

Motion failed

The motion passed however the Risk Committee, in consultation with the EC continues discussion with the insurance broker on terms used in the contract. The Risk Committee will provide additional details at the meeting.

9. Science Committee – Larry Davis

- Research request for Chelsea Lynn Walker. Hydrology at Clarksville Cave

Walker Proposal:

The purpose of this proposal is to request permission from the Northeastern Cave Conservancy to begin research in the Clarksville Cave and surrounding area, taking a closer look at the Karst Topography of this area, as well as the hydrology of the cave system. By doing this project I hope to gain a better understanding of the mechanics of surface water and ground water flow, and the process of infiltration. My plan will involve monthly visits to this area where measurements of flow will be taken in order to calculate the total discharge thus over time finding an annual mean discharge. This data will then be compared to previous work comprised by Paul

Rubin who had conducted a similar study in the 1980's. In addition to stream flow calculations, water samples will be collected and tested for nitrate concentrations caused by non-point source pollution via infiltration. Lastly, I plan to closely monitor and measure the entrance area of the caves to check for any sinkhole movement/activity.

I recommend that the board approve this proposal with the following requirements:

- 1) Ms. Walker will be under the supervision of her professor, Dr. Brian McAninch of Onondaga Community College
- 2) Ms. Walker will consult with the property manager before choosing data collection sites
- 3) Ms. Walker will submit a progress report to the Science Coordinator 6 months after the start of the research and every 6 months thereafter until the work is complete
- 4) The final report will be submitted to the Science Coordinator
- 5) All data will be made available to the Science Coordinator for archiving at the end of the project
- 6) Any publications or reports will acknowledge the permission from the Northeastern Cave Conservancy.

- Research request for WNS research in Knox Cave

I recommend that the NCC Board approve David Blehert's (of the US Geological Survey) proposal for White Nose Syndrome research in Knox Cave with the following restrictions:

- 1) All work done in the cave must be planned with and approved by the NCC Knox Cave property manager.
- 2) The Knox Cave property manager must be informed at least 10 days before (or other time period that she specifies) each proposed research trip into the cave and will have the option to accompany the researchers or to appoint a designee to do so.
- 3) Placement of any probes or other monitoring equipment in the cave shall be locations that will not interfere with either the cave's bat populations or its regular visitors (i.e. cavers).
- 4) The work in the cave (soil sampling, climate monitoring, etc.) must be planned in such a way that it has minimal impact on the cave's physical and biological environments and the experience of visitors to the cave (as per the NCC's research policy).
- 5) The researchers will send a brief progress report to the Science Coordinator and Property Manager six months from the start of the research and every six months thereafter until the research is complete
- 6) At the completion of the research, the researchers shall provide the NCC with a complete report and a copy of the data collected
- 7) Any report, blog, press release, etc. concerning the research in Knox Cave must acknowledge NCC's ownership of the cave and permission for access to it.
- 8) Any changes to the proposed research must be approved by the property manager and the science coordinator.

After the board acts, I will (as per our policy) send a message to Dr. Blehert notifying him of our decision and if the Board has granted approval, I will include our restrictions and conditions in the message. I will also send him a copy of the map of the cave and provide him with any other information that the Board or the property manager deems necessary.

I will not be able to attend the meeting, but can probably be reached at 603-764-5833 (Camp Pemigewasset) or by email.

10. Acquisitions Committee Report –Chuck Porter

11. Bylaws Committee Report – Joe Levinson

- Nothing to report

12. Publications/Publicity Committee Report - Christa Hay

- Brochure – want to market to non cavers as well – hiking on the preserves.

13. Fundraising Committee Report – Open

14. Office Committee Report – Emily Davis / Mike Warner

- Plans: None at this time
- Problems: None at this time
- Progress: status quo

15. Knox Cave Preserve Report –Emily Davis

- Problems: The scientists who had permission to go into Knox to assess the site for a research project overstepped their permit. This has been addressed.
- Progress: We are working with the above researchers and with the NCC Science Committee. Also, a permit was issued for the DEC to continue their work in Knox by harp trapping some bats at the entrance. I have not received a report from Carl on this.

- Plans: Work with Thom Engel on the summer visitation. Work with Larry Davis on the proposal to use Knox for WNS research.
16. Onesquethaw Cave Preserve Report – Thom Engel – Attachment E
 - I will apologize for making some changes to the management plan. (Version 2.2 attached.) I realized that the wording approved by originally regarding vehicles on the preserve does quite fulfill the will of the board. The minor change to the Surface Management section should remedy this. I have also added a RESEARCH Section in accordance with another motion I have on the agenda.
 - Fourteen (14) permits have been issued in the period for entry. I expect to issue 4 more before the meeting.
 - I still need to schedule a work day.
 17. Sellecks Karst Preserve Report – Alan Traino
 - Nothing to report – will schedule a work day.
 18. Clarksville Preserve Report – Mike Chu, Thom Engel, Chuck Porter
 - We need a workday at the cave to concentrate on picking up garbage on the Gregory parcel that was washed in by Irene. I have obtained a Town of New Scotland transfer station permit to facilitate disposal. As part of this we need to decide what to do with the culvert. There are three options: reinstall it on site has been mentioned, move it to a more secure location and hold it for use at another NCC preserve, or sell it. Mike Chu has offered to store it, should we decide to do that. (Our neighbor Steve Crookes stopped someone from taking the culvert.) We should also finish removing the small pile of metal etc in the shallow sink northwest of the Ladder Dig.
 - BSA Troop 67 from the Ithaca area showed up without a permit. They also lacked a BSA Trip permit and had kids under the age of 14. They were denied access. Also, the Connecticut Wilderness School showed up without permits and were told to leave. They claimed they had e-mail "someone" and had not heard and assumed they could come.
 - There was a party on the surface the night of 5/5. Lots of beer bottles. Some locals visiting the property picked up a lot of the stuff, but some still remains. Also, someone seems to have started a fire on one of the benches in the changing area. The fire either was put out or went out. The bench is still usable.
 - Paul Rubin reports some vandalism (names carved in the cave walls) just upstream of the Big Room.
 19. Bentleys Preserve Report - Jonah Spivak
 - On May 13, 2012 a work day was completed at the preserve. A register was installed at the information kiosk, and the trails to the caves were maintained.
 - The overall condition of the parking area and driveway is very good. A very small amount of trash had been removed previously, and overall new trash has been minimal since the opening of the preserve.
 - A primitive "shelter" by the cave entrance has appeared. The "shelter" is small, and is made of natural materials (some branches) with a small piece of plywood on top that had previously been nearby. I left the "shelter" up over this past weekend as it could serve a purpose for stowing gear during expected cave trips during the NRO in Arlington in case of rain. I will remove the "shelter" at my next site visit in the next few weeks. It is fairly unobtrusive, but cannot remain long term as it could encourage other unauthorized "construction" at the site.
 20. Ella Armstrong Preserve – Alan Traino
 - Maintenance trip was completed.
 21. Merlins Cave Preserve – Morgan Ingalls
 - John Dunham, Bob Dion and I took a few folks through Merlins for leader training. I replaced the lock on the gate- The one Belknap had put on broke
 - We took another look at the high room bypass, but it turned out to be really unstable. We decided that we will have to put a length of webbing across to the high room climb up, and preferably along the whole traverse, then have cavers clip in with a cows tail. For those of you who don't know the cave, this traverse is small, exposed, and often slick, and the climb up to the high room is the same way. In both of these areas the drop is around 45 feet (or possibly 60, depending) through, well, a cheese grader. Needless to say, all leaders would probably feel better if people were clipped in (I know I would feel better if I was clipped in)
 - We added some caution tape to show where not to go above Dome 4.
 - We checked some leads in the lower loop. They were muddy. One of them seemed like it had good potential, we didn't get a chance to push it.
 - It appeared that a few people had been in the cave before us!! We found tracks, mudding handprints, and moved rocks throughout the cave, as well as a yellow suit patch and a leatherman! It looks like at least one group (or individual) had been there in the last two or three days (estimated by John, based on the muddy handprints which would wash off quickly since the cave is taking a lot of water right now). I'm not terribly surprised since we haven't really made the access policy clear, which is totally my fault. So, I would like to do that (I've also gotten a few email for folks wondering what the deal is).
 22. Education Committee Report – Thom Engel
 - I attended SAGE (Shenendahowa Advocates for Great Education) Science Night on 4/27. I unexpectedly discovered that I was being asked questions by 9th grade Earth Science students who had a form they had to

fill out. Earth Day at the Slingerlands Elementary School was canceled. I also represented the NCC at EMS Club day and raised \$58 in donations.

23. Membership Committee – Peter Youngbaer

- We've been very busy, continuing to update the on-line membership database. A priority was getting as many people as possible renewed in time to be able to participate in the electronic trustee elections. We sent renewal notices to everyone who had lapsed since January 1, 2011 or was due to lapse prior to May 10, 2012, the cutoff date we worked out with Bob Simmons and Mike Chu. All renewals that have come into the office or via PayPal since December have been entered, emails and other contact information updated, and the mix between dues and additional donations clarified with the Office Committee.

In addition, we sent another renewal batch of notices for anyone whose renewal is prior to August 1. A few of those have already come back, including at the NRO, where we logged several lapsed folks as well as normal renewals.

At this point, we have concentrated on Individual Memberships. Institutional Members will be our next focus of attention, and we'll be asking the Board of Trustees to help with that by verifying contacts and/or speaking to your Institution.

Given some additional time over the summer, I will also be reaching back to folks who have been lapsed for more than a year and a half – sometimes several years. These folks may simply need a “Hey, we've missed you” type of letter, or they may be truly inactive and should be designated as such. Again, we'll be asking for your assistance and knowledge about some of these folks to help maximize bringing them back into the fold.

I still have not received any information from Amy Cox on the User Groups, despite several requests. This is another area where we have potential for membership growth, but an additional reason for the request is to update the database so we can send email blasts. Mike Chu has been working to make this functional, and it will be a great tool for communication.

Regarding communication, I've had several people say they had never been contacted or seen anything from the NCC since they joined. Communication with the membership of any organization is key to maintaining and growing support. To that end, I've developed “thank you” template letters for new memberships and renewals, which contain additional information about the NCC and opportunities for contact and becoming involved.

However, this function I think is best served by a regular newsletter, and we really need to get ours going again – whether by using the email blast function to simply get news and announcement out there, but really by talking about the work we're doing and the preserves.

Finally, membership numbers are, by definition, dynamic, as we have rolling renewals. That said, here are some tracking numbers to help set a context for where we are:

On April 22, 2012, the day I was finally able to take stock of the updated membership database for the first time after updating it from information from the Office Committee printout and Bob Simmons, our membership stood as represented in the first column. The second column is as of June 1, 2012.

Current Members:	4/22/2012	6/1/2012
Life Members	18	18
Benefactors	10	10
Regular Members	88	95
Family Members	16	20
Institutional Members	3	5
Total:	135	148

Lapsed Members:

Life	0 (this is a good thing)	0
Benefactors	6	6
Regular Members	67	52
Family Members	12	10
Institutional Members	6 (or 32)	4 (or 30)
Total:	91 (or123)	72 (or102)

One final note: the database contains another number of people listed as “P” or Previous, as opposed to “R” Regular, but lapsed. It's unclear as to whether or not there was a communication from them that they wished to be listed as inactive, or otherwise noted. I'll need to work with the Office Committee to get these folks properly categorized before initiating a new contact.

Similarly the Institutional classification is unclear. Many outing clubs and even grottos are listed as Previous, Donors, or Institutional, with no consistent pattern. These are areas that need further work.

24. Website Subcommittee Report – Mike Chu
25. Legal Committee Report – Open
26. Special and Group Use Coordinators –Thom Engel/Emily Davis interim
 - Eighteen groups were permitted during the period. One of these contacted me to indicate they were not taking the trip. Access was denied to the Wilderness School run by the State of Connecticut. (See Clarksville Report.) This led to a back-and-forth exchange with the head of the school regarding self-insured entities. (I am not convinced that it is understood that denial of access was because they had no permission to be at the cave.)
 - Since the above report – there are many requests -35 permits in the month of June
27. Financial and Investments Committee – Joe Levinson
 - Nothing to report
28. Volunteer Value Committee – Vince Kappler
 - **Progress:** Year to date totals are: 315 hours of volunteer work have been recorded on NCC projects and members drove 2659 miles for a total value of \$9164.
 - **Plans:** I will send periodic VV reminders to the membership and monitor data collection.
 - **Problems:** None at this time
29. Nominating Committee – Bob Simmons – see voting attachment A-1
30. Ad hoc Committee – Surprise Cave – Bob Simmons
 - We can do a walk thru after today's meeting
 - Bob will send Ranger contact info....Board can go when they like but need to contact.
31. Ad hoc Committee- Tory's Cave – Bob Simmons
 - NCC liability insurance going thru – opening negotiations.
32. Ad hoc Risk Management Committee - Bob Addis, Peter Youngbaer, Vince Kappler
 - Meeting with lawyers. Proposal is going to Vt lawyer to help guide us in decisions on easements, etc
33. Mohawk River Basin Karst Ad hoc committee- Chuck Porter and Art Palmer
34. Transmission pipeline karst Impact ad hoc committee – Thom Engel
 - Email concerning pipeline, introducing the NCC and NSS and asking for more information.
 - 2 proposal – El Paso, Constitution – El Paso has withdrawn, Thom was invited to meeting with Town of Schoharie and Constitution . they understand they cannot avoid going into a karst area- they are interested in getting more information on karst. Proposal might affect VanFliets.
35. Action Items (from previous meeting)
 - Christa to find a display FLAG for and table skirt - Christa has been checking prices
 - Bob to contact Jean Devries to formalize the conservancy survey for the Risk Management Committee – will contact – will talk to Jean at convention
 - Need to advertise the position for Special and Group Use Coordinator – person has to be able to answer email daily, Legal, Newsletter, Fundraising,
 - **Year excluding hibernation time. Amend all on management plans Vince to up date all -**
36. Addis moved to open the Committee of the Whole. The Vice President will preside. Items can be entered as new business.
 - 2nd by Hay
 - For – Rest Absent- Beliveau
 - John Boyd Thacher State Park Master Plan – Thom Engel - State of NY is going thru a master plan for this area. Thom has attended the two meetings they have had and he has also been in discussions with the main players of the master plan-m they want to reopen Fat Mans Misery – this will cause Halies to be available then. NCC should make formal comments on this process and we should make an offer to the state 1) cave and karst survey of the entire park (30-50 caves in the park) 2) NCC should offer to manage the caves in the park Comments have to be submitted by June 15th. Thom will draft and send to EC/board for comments and have Bob sign it
 - When it is appropriate or necessary to have a e-mail vote? Thom Engel – did the insurance vote need to be electronic. The issue was not the motion but the process. I will check the minutes to see what our policy is (which I already follow) for electronic voting.

- Clarksville culvert- Thom – Hurricane Irene caused the culvert to be washed out. It has been pulled out and is sitting outside. 25' long - Options –we could use it on other properties (cut it and store it), sell it for scrap, sell it as a culvert. It clearly belongs to the NCC. Clarksville Cave managers will decide.
- WNS Symposium – Peter Y attended. Week long with all the players in WNS. Peter was part of a panel concerning cave closing and transmissions. Peter also had a talk on Cave closures...One Size Does Not Fit All. New research that came out...fungus remain viable in cave soil for up to 3 years but does that mean it can still infect a bat? The general overall feeling was more amenable towards cavers.
- Legal defense fund – Thom – plant this idea – should we as an organization be setting aside \$\$ per year to create a fund to call upon to lawyer if ever needed. Discussion ensued.
- Quorum –bylaws are a bit grey in this area. Vince to work on wording.
- NCC representative to convention – Mike Chu has offered.
- Institutional voting- should they have the vote? How would this be done? We need to refer to the bylaws committee. Tell Joe L to do this for next meeting

37. The Vice President moved to close the Committee of the Whole.

2nd by Folsom

Passed unanimously

38. Hay moved to accept the minutes of the March 4, 2012 meeting.

2nd by Traino

For – Rest Abstained- Hay, Beliveau, Simmons

Passed

Motion postponed from previous meeting

39. Addis moves \$10,000.00 be directed to the Rensselaer Land Trust (RLT) for a conservation easement to be held by RLT on the Bentley property. This will be paid in five equal annual installments of \$2,000.00 each, the first payment being due upon the acceptance of the conservation easement agreement by RLT. If requested, the NCC shall forward a copy of the survey and the walking right-of-way into the property.

2nd by Traino

Postponed from September 2011 meeting

Engel moved to postpone until Merlins conservation easement is completed and the recommendation of the ad hoc risk committee are given

2nd by Youngbaer

For- Rest Abstained Porter

We have not received the Ad hoc committee recommendation so is still postponed.

40. Engel moved 1) All management plans will be modified to contain a new section to be titled “Research Rules.” This section shall be placed in the plans prior to the “Explorations Rules” and should contain the following minimum “boilerplate language”

“All research carried out on the NCC preserve must meet the following criteria:

- 1) The goals and objectives of the research must be clearly defined.
- 2) The research must not duplicate research already carried out. This does not preclude appropriate follow-up studies designed to detect changes or to supplement previous work.
- 3) There must be a clear beginning and end to each project, with the exception of long-term monitoring studies.
- 4) The work must not cause permanent damage to any caves, natural features, biota, or historical resources nor interfere with natural hydrologic or chemical processes.
- 5) The research plan must assure the maximum safety of all concerned.
- 6) The work must not interfere with the “experience” of other property visitors.
- 7) Unless specifically authorized by the NCC Board, researchers must operate within the confines of the established management plans for each property.

Those wishing to conduct research on the preserve must submit a proposal to the preserve manager(s). They, in consultation with the Science Coordinator, will make the decision to approve, deny, or ask for changes to the proposal. The proposal must follow the form laid out in the Format for Research Proposals.

The results of all research on the Preserve must be shared with the NCC.”

2) The “Format for Research Proposals” is as follows:

The proposal will include the following information:

- 1) A short abstract (250 words or less) of the proposed research.
- 2) A narrative outlining the proposed research. This narrative should include an Introduction and a description of Research Methods.
- 3) An estimate of the beginning and ending dates of the research.
- 4) Any other information that will help the Preserve Manager(s) and the Science Coordinator understand the research.

2nd by Traino
For – Hay, Traino, Folsom, Engle ; Opposed – Youngbaer, Kappler, Simmons; Abstained: Woodell, Beliveau,
Chu, Dumont
Addis voted against.
Engel will rework the motion
Failed

41. Addis moved the approval of the Walker proposal as described in the report of the science committee in the June 10, 2012 minutes.
2nd by hay

Engel moved to amend the motion under requirements 4 to please add “ and preserve managers”.
2nd by Chu
Passed unanimously

Original motion
Passed unanimously

42. Addis moved the approval of the request for WNS research in Knox Cave as described in the report of the Science Committee
2nd by Youngbaer
For: Rest Abstained- Engel
Passed

43. Engel moved the revisions to the management plan for Onesquethaw Cave, version 2.2-5-14-2012, are approved.
2nd by Simmons
Passed unanimously

44. Addis moved that Michael Chu is appointed as the NCC representative at the 2012 NSS convention.
2nd by Traino
For; Rest Abstained; Chu
Passed

45. Traino moved to pay Lee Duvall up to \$200.00 for preparing the yearly taxes.
2nd by Folsom
Passed Unanimously

46. Engle moved the President is authorized to submit comments to the OPRHD on the Thatcher Park Master Plan. Comments may include an offer to do an inventory of the caves and karst of the park with an offer to assist with management of the parks caves.
2nd by Folsom
Passed unanimously

47. Informational Point: Executive committee meeting will be held August 1 at 8:00. NCC Conference Call: 605-475-6111, Access Code: 814008

48. Addis moved that the next NCC Board meeting will be September 9, 2012 at 10:00am at Mike Chu's
2nd by Traino
Passed unanimously

49. Addis moved to thank the Kapplers for hosting the meeting.
2nd by Traino
Passed Unanimously

50. Addis moved to adjourn.
2nd by Engel
Passed Unanimously

Meeting adjourned at 2:53 pm

Attachment A-1

Report of the Nominating Committee:

128 Electronic ballots (email) were sent to the membership as were 4 "snail mail" ballots to those members who have no email address. 32 email ballots were returned (25 %) and 2 snail mail ballots were returned for a total of 34 out of 132 (26 %).

Vote totals were as follows:

- | | |
|--------------------|----|
| 1. Peter Youngbaer | 30 |
| 2. Thom Engel | 25 |
| 3. Alan Traino | 25 |
| 4. Al Hicks | 23 |
| 5. Aaron Tester | 21 |

Based on the voting totals, Youngbaer, Engel and Traino are elected to 3-year terms, Hicks to the fill the remaining two years of the open seat on the Board.

Issues and plans:

1. The member's database was in very good shape and made extracting the email list very simple. Kudos to all who worked on getting that updated. There were only a couple ballots that were kicked back as undeliverable. We managed to correct/update them easily. We were also able to accommodate balloting for several people that had renewed or joined at NRO.
2. In future, we will be migrating to the web-based voting system Mike Chu has put together. We plan to do a dry run test later this year and have it ready for next year's elections.
3. A question arose during the voting concerning Institutional Members voting eligibility. The Board Manual is silent on the issue; but for all other categories of membership, voting is noted or specifically excluded.
 2. Categories of membership shall be:
 - a. Regular: have all privileges of membership, including receiving all membership mailings and publications, receiving notices of meetings of the Board of Directors, having the right to vote, and other privileges as established by the Board of Directors.
 - b. Family: have all privileges of Regular membership except Family membership shall be nonvoting and only one mailing per family shall be sent out.
 - c. Student: have all privileges of Regular membership except students shall be less than 18 years of age or have a valid student identification, and shall be nonvoting.
 - d. Benefactor: have all privileges of Regular membership except Benefactors have paid an addition amount as determined by the Board of Directors above the established Regular dues.
 - e. Institutional: have all privileges of Regular membership except Institutional members are organizations and not individuals.
 - f. Life: have all privileges of Regular membership but will receive publications digitally when available. Life members pay a one time membership fee determined by the Board.

Attachment A
President's Report

Since the last meeting, much of my time has been tied up with family business as well as a 17 day, 4,005 mile mega-scooter trip on my Suzuki Burgman 650 through the Deep South in early April. I did get to stay with two old Northeastern cavers – Bruce “the Limestone Cowboy” Robtoy in Nashville and John & Joan Mylroie in Mississippi. Both were excellent story telling occasions!

On 5/30, VP Vince Kappler and I met with our pro bono attorney, Bartley Costello in Albany. Attached are our notes of that meeting:

- Bob and I spent 10-15 minutes before the meeting reviewing the guidelines for the 2012 pilot Charity Corps Project. As you recall, this project is a new joint initiative of the New York State Bar Association and the New York State Attorney General's Office that matches volunteer attorneys with nonprofit organizations. The NCC was selected as one of the 50 organizations to participate in this project. The guidelines enumerate about a half dozen areas that the attorneys would assist the non-profits (conducting effective meetings, complying with state and federal requirements, fundraising laws, and monitoring mission performance are a few). We were concerned that we might be limited to the topics that were actually on a list. I was pleasantly surprised when BJ started the meeting by basically asking what are your concerns and how can I help.

On 5/19 the NCC Auction at the Spring NRO netted \$474 and on 5/20 we conducted the Merlins Cave Preserve Dedication Ceremony. We had invited several local residents including members of the two Town Boards and the former owners of the land. Cake and lemonade provided by Emily Davis, a few brief speeches thanking people, and a surface tour back to the caves lead by Mike Telladira rounded out the weekend. We gave away the last of the Merlin mugs to the non-cavers attending, and that seemed to be a welcomed gesture.

Charter member and WV resident Aaron Jarvis spearheaded a NCC project to raise funds to help pay for the new NSS Office. On Tuesday, June 28 during the NSS Convention in Lewisburg, WV from 2:30 to 8 PM, cavers and tourists alike will have the opportunity to have their picture taken in the Lost World Caverns at the famous War Club formation with the World's Champion Stalagmite Sitter - Me! NCC members attending the Convention are asked to help with the collection of donations in the cave as well as the distribution of photos the following days back at the Convention site. Big thanks go out to professional cave photographer Peter Jones of Camden, ME who has donated his preliminary work in the cave and the photo shoot that Tuesday night. I've seen the promotional posters and you won't be disappointed with your keepsake photo!

Attachment B
Vice President's Report

Liability Insurance

After the March meeting I continued researching liability insurance. I spoke several times to a representative from Insurance Offices of America, Lakeland, FL, the broker who worked with SCCi and facilitated their coverage. I provided an overview of our conversancy and concerns. I soon received and returned a more detailed questionnaire and in mid-march we were assigned an agent to help us locate an appropriate policy. In late March I received a quote from AllRisks, LTD, Richmond, VA. After multiple emails discussing the terms, conditions, and rating factors of the policy I received a final quote for a one year, two million dollar general liability policy for \$971.10 for the first year. The Rick Committee Management shared the information with the EC and a lengthy email discussion ensued. The Easter holidays and a long planned spring vacation put all work on the insurance question on the sidelines for several weeks.

On May 9 there was an EC conference call and after discussing additional points of the proposed policy, I recommended that we move forward by requesting an e-vote to authorize the EC to purchase a policy. We were close to having a final policy at a favorable price and I felt that further delay was unwarranted. On May 14, I sent a notice to the Board asking for a vote on purchasing a policy. On May 22, I received the first draft of the binding documents for the policy, completed them and shared them with the EC and Risk Committee. There was more discussion amongst the committee and EC members and I have been in constant touch with the broker seeking additional explanations of some terms used in the policy and the rating criteria. As of May 31, I am waiting for a response to my last list of comments/concerns.

Charity Corps

On May 10, I made first contact with the attorney that was assigned to us by the 2012 Charity Corps Pilot Project. I exchanged numerous emails with Attorney Bartley Costello and arranged a meeting between Mr. Costello, the NCC President and myself for May 30 in Albany. Bob has included an overview of the meeting in his President's Report.

Attachment C
Treasurer's Report
June 1, 2012

Balance Sheet
As of June 1, 2012

06/01/2012

Jun 1, 12

ASSETS	
Current Assets	
Checking/Savings	
Checking	4,397.38
Money Market	10,036.65
NSF Account	44,094.17
PayPal Checking	<u>335.80</u>
Total Checking/Savings	58,864.00

The IRS Form 8868 was filed, giving us an automatic 3-month extension, so the tax forms are due now on 8/15/12. The past 2 years Lee DelValle has completed the tax forms gratis, but he is too busy this year and requires \$200 to perform this essential task.

Profit & Loss Budget vs. Actual

06/01/2012

January 1 through June 1, 2012

	<u>Jan 1 - Jun 1, 12</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Donations		
Auction Donations	434.00	1,000.00
NCC Contributions	0.00	4,000.00
NRO Donations	0.00	0.00
Donations - Other	<u>530.28</u>	<u>0.00</u>
Total Donations	964.28	5,000.00
Donations Restricted		
Merlin's Cave Fund	0.00	0.00
NCC White Nose Fund	50.00	0.00
NSS White Nose Fund	0.00	0.00
Donations Restricted - Other	<u>0.00</u>	<u>0.00</u>
Total Donations Restricted	50.00	0.00
Interest Earned	3.38	50.00
Membership Income	2,030.00	5,000.00
Promotional Items	0.00	0.00
Uncategorized Income	<u>0.00</u>	<u>0.00</u>
Total Income	3,047.66	10,050.00
Expense		
Acquisitions	0.00	500.00
Bank Charges	11.23	20.00
Development	0.00	1,445.00
Donations-outgoing	0.00	200.00
Easements	0.00	1,500.00
Education	0.00	100.00
Executive		
President	0.00	150.00
Secretary	0.00	75.00
Treasurer	0.00	75.00
VP	0.00	75.00
Executive - Other	<u>0.00</u>	<u>0.00</u>

Total Executive	0.00	375.00
Legal Fees	0.00	2,000.00
Licenses & Permits	0.00	300.00
Mailings	0.00	0.00
Meeting Expense	0.00	100.00
Membership Expenses	0.00	100.00
Merlins Expense	0.00	0.00
Miscellaneous	0.00	100.00
NRO Expenses	0.00	0.00
Office Expense	0.00	100.00
Pensions	0.00	0.00
Petty Cash	0.00	0.00
Postage	55.00	150.00
Preserves-Maintenance		
Bentleys	0.00	100.00
Clarksville	0.00	300.00
Ella Armstrong	0.00	100.00
Knox	0.00	100.00
Merlins	0.00	100.00
Onesquethaw	0.00	100.00
Sellecks	0.00	200.00
Preserves-Maintenance - Other	0.00	0.00
Total Preserves-Maintenance	0.00	1,000.00
Printing	0.00	200.00
Professional Services	0.00	0.00
Promotion/Fundraising		
Advertising	0.00	0.00
Other	0.00	0.00
Promotional Items	0.00	0.00
Promotion/Fundraising - Other	0.00	800.00
Total Promotion/Fundraising	0.00	800.00
Publishing		
Mailings	0.00	200.00
Website	0.00	60.00
Publishing - Other	0.00	0.00
Total Publishing	0.00	260.00
Sponsorships	0.00	500.00
Supplies	0.00	300.00
Taxes on Properties	13.25	0.00
Total Expense	79.48	10,050.00
Net Ordinary Income	2,968.18	0.00
Other Income/Expense		
Other Income		
In Kind donations	0.00	0.00
Volunteer Value	9,164.00	0.00
Total Other Income	9,164.00	0.00
Other Expense		
In Kind Out	0.00	0.00

Volunteer Value Exp	9,164.00	0.00
Total Other Expense	9,164.00	0.00
Net Other Income	0.00	0.00
Net Income	2,968.18	0.00
Net Gain or Loss from NSF Fund	2,680.09	
NET Income after NSF Fund Gain/Loss	5,648.27	

Attachment D
EC Minutes

EC Meeting
05/09/2012
Conference Call

Conference call: Bob, Bill, Vince, Christa

Science study policy issues- discussion on the motion Thom is proposing. Need a compromise, make the policy more user friendly. Need faster response on requests.

Study at Knox Cave – Mike Warner will be notified that initial investigation is accepted and he is to contact Carl.

Culvert at Clarksville – will talk to the fire company to see who actually owns it. Depending on the

Merlins Dedication –will happen on 5/20 at 2:00, refreshments will be there. Belknaps, Planning board and ZBA of Canon have been invited. ***I will contact Morgan to see if she has the posters for Merlins – Mike T asked for them. Vince can bring pop-up canopy.***

NCC at NRO – ncc tent will be at NRO – Peter can take over the tent for membership – ***Bob will notify Peter. I need to round up the NCC stuff and send with Bob to NRO. I will get the forms for sale items and membership.***

Pro-bono Legal work – we got a grant to have free legal work ***Vince will contact them to introduce ourselves and thank them and see how we can work together. We should come up with some questions.***

Elections – there are 4 spots open Engle, Hicks, Tranio, Youngbaer. Bob spoke with a new person that might be interested. ***Need info from Bob Simmons*** and Vince will inform Bob of the issue with Youngbaer since he was filling in for Vince's positions.

Liability Policy – should we have this? Risk Assessment ad hoc is working on this and we can get a policy for \$971. The issue is does the sportsman law cover us or do we need insurance.? This is an ongoing issue. ***Vince will send the insurance information to the board so we can do a motion – maybe electronic or might wait until meeting.***

Attachment E
(converted from PDF)

MANAGEMENT PLAN FOR ONESQUETHAW CAVE

Version 2.2 – 05/14/2012

DRAFT

INTRODUCTION

The Onesquethaw Cave System (Onesquethaw Cave and Jordan Cave) is about 5500 feet long making it the second longest known cave in Albany County, NY and the 12th longest in New York. The Northeastern Cave Conservancy (NCC) owns and manages access to the Onesquethaw Cave part of the system. Onesquethaw Cave is a sinking stream cave system and it has a history of flooding.

The property containing the entrance of Onesquethaw Cave is about 1.35 acres. It is roughly trapezoidal in shape with 153 feet of road frontage. The back line is 154 feet. The west side is 354 feet long and the east is 407 feet long. The entrance to the cave is located in the back third of the property. A broad, shallow sink is developing about half way between the cave and the road. This shallow sink has a number of small holes about 6" to a foot in diameter that descend about 3 to 5 feet.

PURPOSE OF A MANAGEMENT PLAN

The purpose of a management plan is to describe what is on a property and how it should be managed. It is an operating manual for the preserve. A plan is not a static document that once written is placed on the shelf and forgotten. It is a document that is to be used and referenced on a regular basis. The property manager must follow the plan unless there is a compelling and overriding reason for doing otherwise.

HISTORY OF THE PROPERTY

The cave is named for the nearby creek. Onesquethaw is Amerindian for "corn field."

The cave is not mentioned in some of the older references on the area which do record nearby caves such as Clarksville Cave and caves at the base of Copeland Hill. The first mention of it comes from 1897. After that, there is no known mention of it until the 1950s when it was known as Tri-County Cave (presumably named after the Tri-County Grotto of the NSS which existed in the area at the time). It has also been known as Dewey Cave.

The cave entrance was, for many years, on the property of Helderlaan, the nearby farm originally settle in 1751. In the late 1950s the property was owned by the Dewey family. (The farm is now owned by the Mattenson family.) In 1960 the owner, Corinne Dewey, put the farm up for sale. Jack Child persuaded her to subdivide the land and sell him the portion with the cave. Ron Sloan bought the land from Child though the deed was apparently never filed. Due to high taxes and the difficulty of developing this property, Sloan decided to let the parcel go for taxes. In March 1990, Albany County foreclosed in the property and became owners of the cave.

In December 1990, a county road crew working where County Route 106 crosses the outlet from Lawson Lake, breached a beaver dam. The increase flow flooded the cave while a group from Syracuse University Outing Club was in the cave. The resulting rescue led the county to give the cave to the then Albany County Land Conservancy. Now known as the Mohawk-Hudson Land Conservancy, they transferred the property back to Albany County which then transferred it to the NCC in 2011.

RESOURCES

UNDERGROUND RESOURCES

BIOLOGICAL - One species of cave-adapted amphipod, *Stygobromus alleghensis*, exists in Onesquethaw Cave. No special precautions are in place to protect the amphipod as normal caving activities do not seem to have an adverse impact on its population. A small population of cave crickets, *Ceuthophilus maculatus* has also been noted in the cave.

Because Onesquethaw is a sinking stream system there are a number of accidentals found in it. Over the years there have been reports of catfish, eels, and frogs. These either get flushed through the system or die in the cave. Either way, they do not constitute a significant or important biological resource except as a food

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source.

Due to seasonal flooding a bat population has never been established in Onesquethaw Cave.

GEOLOGICAL & HYDROLOGICAL - The cave was the subject of an extensive study by A.N. Palmer which was published in the NSS Bulletin in 1972. A less technical version was published in The Northeastern Caver in 1971 and the following quote is from that article.

The cave is developed in the Onondaga Limestone of Middle Devonian age at the eastern edge of the Helderberg Plateau, where the essentially flat-lying rocks of the plateau have been deformed by gentle folds and minor faults during the crustal disturbance that produced the folded structure of the Appalachian Mountains. The zone of cave development in the Onondaga Limestone that includes Onesquethaw, Ward-Gregory [Clarksville], and Leonard Caves, and the Slingerland Hellhole [Chatter-Stone-Hole] system, is bounded on the west by hills of the overlying Hamilton shales and sandstones and on the east by an escarpment formed by the exposed edge of the Onondaga and the underlying Esopus Siltstone. The limestone forms a rather flat bench sparsely dotted with small hills of glacial drift.

The origin and development of the cave is the result of progressive headward diversion of a tributary to Onesquethaw Creek. At present the cave-forming stream sinks roughly 1000 feet northwest of the Onesquethaw entrance, passes through the lowest levels of Onesquethaw Cave, and resurges at Jordan Cave to the northeast. The main passages of Onesquethaw Cave receive direct recharge from the

sinking stream only during periods of flooding.

The cave is formed on a thrust fault. The “bedding plane” at the ceiling of the entrance passage marks the fault. Between the end of the first crawl and the beginning of the Broken Room, the fault cuts down across the beds. Slickensides can be seen in the ceiling at the beginning of the Barnyard. The dip of the fault flattens here. In the Broken Room are several calcite boulders. These represent infilling on the fault surface.

Outside the cave, the fault can be traced north. It is the same thrust seen in Clarksville Cave and as far north as John Boyd Thacher State Park.

M.V. Palmer did an extensive study of the hydrology of the cave. She determined that the cave can flood to the ceiling throughout its entire length.

PALEONTOLOGICAL - The Onondaga Limestone is a reef limestone. As such several places in the cave (most notably near the beginning of the Barnyard) have excellent exposures of the Devonian age fossils. Due to the manner in which the cave floods, no paleontological resources of younger age have been found in the cave.

ARCHEOLOGICAL - No resources are known to exist in the cave.

HISTORICAL - No resources are known to exist in the cave.

SURFACE RESOURCES

BIOLOGICAL - The property contains no unique or unusual flora or fauna. The front 2/3 of the property is regularly farmed. Only the area around that cave entrance has been allowed to go back to natural vegetation. The primary early successional plants include gray dogwood, *Cornus* sp., and staghorn sumac, *Rhus typhina*. The most common tree on the property is the sugar maple, *Acer saccharum*. A few black cherry, ash, and American elm are also present. The wild grape, *Vitis* sp., is also common.

GEOLOGICAL & HYDROLOGICAL – A sinkhole is forming in the cornfield about half way between the entrance and the road. This sink is associated with the upper level passage that intersects the cave in the 2nd room and is east of the junction near the upstream end of this upper level passage. Additionally, as a result of Tropical Storm Irene, another hole has formed that is about 18" in diameter and 6 feet deep. This is located just east of the old apple tree. It seems that during the storm, the entire main

Page 2 of 5
sinkhole flooded and there was standing water out into the field. This water piped through the soil. This hole may be associated with the upstream end of the left-hand passage at the end of this upper level passage.

PALEONTOLOGICAL - No resources are known to exist on the property.

ARCHEOLOGICAL - No resources are known to exist on the property.

HISTORICAL - No resources are known to exist on the property.

ACCESS POLICY

Groups wishing to visit Onesquethaw Cave will be required to get a permit. To obtain a permit visitors should e-mail a list of the people on the trip and the date. A permit will be sent back via e-mail. The preserve manager may be reached at onesquethaw@necaveconservancy.org. Visitors wishing to obtain permission other than by e-mail, may contact the manager to make other arrangements.

Regarding the small sink that is forming between the cave and the road and the sixfoot deep hole near the apple tree, in the event that an entrance does form at one of these location (and processes should be allowed to proceed naturally) a gate should be installed somewhere in the upper level passage as the descent into the main passage from this upper level can be rather dangerous for individuals without proper experience. This gate should be designed so that it can be opened without a key from the inside.

USE CONFLICTS

Normally, use conflicts in cave management are caused by conflicts between recreational caving and preservation of an in-cave resource such as hibernating bats. Onesquethaw Cave is a sinking stream that drains about 1.4 sq. mi. including Lawson Lake (about 40 acres in size). Due to high water problems at the lake it is, on occasion, necessary of lower the water level. Such a step would likely cause the cave to flood. Events of December 1, 1990, clearly indicate that if this lowering of water levels were to occur when cavers are in Onesquethaw Cave, the results could be disastrous.

To remedy this problem, it will be necessary to coordinate cave access and water releases; not permitting access when releases are planned and not making releases when people are in the cave. Individuals lowering the water level must check with the cave manager(s) first to make sure nobody is in the cave. In an ideal situation, a schedule of lake lowerings could be worked out in advance for a given period. To minimize use conflicts, lake

lowerings should be scheduled for weekdays only — preferably Tuesdays, Wednesdays, or Thursdays. The use of a specially-designed culvert invert has greatly reduced the affects beavers have on the culvert.

RESEARCH RULES

All research carried out on the NCC preserve must meet the following criteria:

- 1 The goals and objectives of the research must be clearly defined.
 - 2 The research must not duplicate research already carried out. This does not preclude appropriate follow-up studies designed to detect changes or to supplement previous work.
 - 3 There must be a clear beginning and end to each project, with the exception of longterm monitoring studies.
 - 4 The work must not cause permanent damage to any caves, natural features, biota, or historical resources nor interfere with natural hydrologic or chemical processes.
 - 5 The research plan must assure the maximum safety of all concerned.
 - 6 The work must not interfere with the “experience” of other property visitors.
 - 7 Unless specifically authorized by the NCC Board, researchers must operate within the confines of the established management plans for each property.
- Those wishing to conduct research on the preserve must submit a proposal to the preserve manager. He, in consultation with the Science Coordinator, will make the decision to approve, deny, or ask for changes to the proposal. The proposal must follow the form laid out in the Format for Research Proposals.

The results of all research on the Preserve must be shared with the NCC.

EXPLORATION RULES

While Onesquethaw Cave has pretty much been explored from end to end, new passage does on occasion, turn up. However, because some potential does exist the following simple rules to govern exploration are recommended:

1. The exploration party should be explicit in indicating what part of the cave will be explored when they ask for permission to enter the cave.
2. Any digging projects will have to be approved by the preserve manager. Persons proposing a dig project shall submit a plan to the manager detailing where they plan to dig, how long they plan to dig, and where they plan to dispose of the spoils. Plans should also include how the diggers plan to remediate the dig should it be abandoned. Projects that include potential passage modification require specific approval from the preserve manager. Any dig that is not worked on for more than six months shall be considered abandoned and any subsequent work in the same area will require manager approval.

PUBLICITY POLICY

The cave is not publicized in magazines or newspapers of general circulation. Caver's publications like *The Northeastern Caver* and the *NSS News* may contain information on the latest discoveries. Some grotto publications may also have information, but again these have limited circulation and usually do not give locations.

SURFACE MANAGEMENT

Much of the 1.35 acres is leased for farming. Normally, the northern two-thirds of the preserve is planted in either corn or alfalfa. The farmer uses a no-till method of planting. The western edge of the property is mowed by the western neighbors. In return, they use the property to access the back of their property. Over the years, the width of the mowed area has been gradually enlarged. The width of the mowed area should be reduced so as to be no more that 20 feet from the western property line.

No camping is allowed on the preserve. **No vehicles may be parked on the property for more than 24 hours.**

Parking is allowed only within 20 feet of County Route 301.

It was recently discovered that Snowmobile trail S75 went across the property. In 2007 Albany County delisted these trails, but the trails are still shown on some maps. Contact should be made with the NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) to assure the trail is removed from subsequent editions of their snowmobile trail map. The trail also appears in *All outdoors Atlas & Field Guide – Eastern New York* put out by Sportsmen Connection. They also need to be contacted to assure the trails are removed from subsequent editions of their atlas.

A changing area has been constructed to the left of the trail into the sinkhole. Some sort of a floor needs to be placed in it. This might be as simple as a couple of wood pallets. Additionally, the location of this area has resulted in cavers accessing the cave via the steep

mud bank adjacent to it. A fence should be placed to direct cavers back to the main trail into the sink.

A kiosk should be constructed where the main trail meets the spur to the changing area.

As noted the northern b of the property is primarily in either corn or alfalfa. Roughly in the center of this is a newly developing sinkhole. This sink, while it has "rabbit holes" off the bottom appears to be stable and at the last corn harvest vehicles drove over it without any apparent impact. The newer opening near the old apple tree has been marked to prevent vehicles from driving into it.

MONITORING

To know whether a plan is working, requires monitoring. This may be as simple as driving by the preserve on a routine basis or more complicated strategies involving data-loggers and more.

At Onesquethaw Cave one of the concerns is the status of newer openings that have formed in or near the corn field. These should be observed on a regular basis to ascertain what is happening with them.

Additionally, it is recommended that a light monitoring datalogger be placed in the cave. Location can be determined later, but just before the 1st room or in the 2nd room would seem to be logical locations.

RESCUE CONSIDERATIONS

There has been only one known rescue at Onesquethaw Cave. Primary dangers in the cave result from flooding and from the climbs into the upper level passages in the first and second rooms.

In the event of a fall and the need for a rescue, it appears that a sked-type stretcher could be taken out through the winding entrance passage without too much difficulty. The only problematic area might be at the downstream end of the entrance passage where it enters the first room. In fact, despite the large amount of crawling in the cave, moving a stretcher through most of its length would not appear to be too difficult. The most difficult area to negotiate would probably be the Duck-Under, the fissure and wet crawl between the Barnyard and the Otter Slide.

Flooding is another problem. As noted above, M.V. Palmer determined that the cave can flood to the ceiling along its entire length — the cave quite literally filling like a bottle. If someone is trapped in the cave, all they can do is move to the highest ground and hope the water recedes before it gets there. This is what happened in the December 1, 1990 rescue. No attempts should be made at rescue until the water levels drop and it is safe to enter the cave.

One of the problems with the cave is that the first place in the cave to flood is the first crawl off the second room. This crawl, beyond which the majority of the cave lies, acts like the elbow in a drainpipe. At one time, the inward end of this crawl was quite a large room (by northeast standards). In less than 20 years, this room was filled to within a foot of the ceiling. It has since been re-excavated and a 6-foot climb is now present. In all events, the size of this room and the climb vary from season to season and from year to year. Cavers caught beyond this crawl have as their only viable option to climb the fissure at the end of this crawl. With some passage enlargement, this might permit a caver to reach the first room via the upper level, though it is unclear how they would then get down.

The Barnyard and the Duck-under can also act as water traps. The only feasible way around these are the two extremely tight crawls that lead from the top of the Otter Slide to the upstream end of the Barnyard. Some study of these should be made to see if they could be enlarged.

FUTURE PLANS

1. The top of the slope by the changing area should be fenced to discourage visitors from accessing the cave from there.
2. Some sort of a floor should be placed in the changing area.
3. A small kiosk should be constructed just west of the changing area, on the trail into the sinkhole.
4. Place stakes to redefine the size of the mowed area.
5. Contact the Albany County Department of Public Works to assure they remember to contact the NCC before work is done on County Route 109 at the outlet of Lawson Lake.
6. Regarding former snowmobile trail S75, contact should be made with the NYS Office of Parks, Recreation, and Historic Preservation (OPRHP) to assure the trail is removed

from subsequent editions of their snowmobile trail map. The trail also appears in *All outdoors Atlas & Field Guide – Eastern New York* put out by Sportsmen Connection. They also need to be contact to assure the trails are removed from subsequent editions of their atlas.