

NORTHEASTERN CAVE CONSERVANCY, INC.

Minutes

October 2, 2016 10:00 AM Mass Wildlife District Office, MA

Management Plan Review Schedule

March 2015 Bentleys
June 2015 Clarksville
September 2015 Ella Armstrong
December 2015 Knox
March 2016 Merlins
June 2016 Onesquethaw
September 2016 Sellecks
December 2016 Benson
Spider to be added

Meeting called to order at 10:00

1. Introduction and greetings – Bob Addis
2. Attendance
Officers: B. Addis, V. Kappler, B. Folsom, C. Hay
Trustees: M Chu, T. Engel, M. Berger, M. Ingalls (conference call) A. Traino, T. Rider, P. Rubin, J. Morris-Siegel, C. Young
3. Absent without Proxy NA
4. Absent with Proxy NA
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 Attachment D
9. Electronic Votes
Addis moved the September 11th meeting be moved to October 2nd at 10:00 am at the Mass Wildlife Office due to EC not having a quorum for the September 11th date.

2nd by Hay

For: Rest No response: Berger, Chu, Engel

Passed

This vote is to amend the following act:

██████████ 06/06/15
The NCC will purchase the ██████████, Schoharie County, NY from ██████████
for no more than \$6000.00, subject to board approval of a management plan.

Addis moved the Northeastern Cave Conservancy will purchase the ██████████ area, approximately 3.15 Acres, for \$12,000.00 from ██████████ subject to an accepted Management Plan and final Board approval of the purchase on October 2, 2016. The Northeastern Cave Conservancy will pay for the land survey of this parcel, legal costs and other related fees.

Berger moved to table the discussion;

2nd by Engel

For: Rest Against: Morris-Siegel, Rider, Hay, No Response: Ingalls

Passed

10. Addis moved to open the Committee of the Whole. The Vice President will preside. Items can be entered as new business.
2nd by Engel
Passed unanimously
 - Morris-Siegel/ Berger- revisit TerraFirma - insurance policy that provides funding to defend our land from violations; have to be a member of the Land Trust Alliance (we are), \$375 to join and annual premium of \$60

per parcel, \$5k deductible. Costs for trespassing law suit could cost \$25k to fight. We need to deal with records retention and show that we are budgeting money for legal funds. We need a violation policy as well.

- Berger – Activities not covered by insurance – need to watch that we do not state we are caving guides,
- Berger – WVCC contribution and reciprocity –WVCC donated several items for barn dance raffle- we should reciprocate.
- Simmons / Engel Science projects – when do we really need a permit? There are times when maybe a permit is not necessary? Form a statement.
- Morris-Siegel – potential acquisitions should not be in any public document. Ideas – minutes available on request. only publicize projects that are final. Jacob and Christine will work on policy, recommendations for next meeting. Should I remove items now?? Yes, remove now.
- 40th Anniversary- Peter Y wants this as an agenda item going forward, President made an Ad hoc committee with Christa Hay as Chairman.
- Bat Hiberanculum -Board happy with committees work.

11. Kappler moved to close the Committee of the Whole.

2nd by Chu

Passed unanimously

All NCC members present can vote on the following bylaw change.

12. Kappler moved: Bylaw VI.4 – Removal of Officers is amended by <<inserting>> new text:

4. Removal of Officers. Any Officer that fails to attend two consecutive meetings, excluding special meetings, without notice or fails to execute the duties of office may be removed by a two-thirds vote <<of the Trustees>> at any Board of Directors meeting provided that the Officer to be removed is notified of the intention to take such action at least 21 days prior to the vote on removal.

Original:

4. Removal of Officers. Any Officer that fails to attend two consecutive meetings, excluding special meetings, without notice or fails to execute the duties of office may be removed by a two-thirds vote at any Board of Directors meeting provided that the Officer to be removed is notified of the intention to take such action at least 21 days prior to the vote on removal.

2nd by Folsom

For: Rest, Against: Engel, Abstain: Hay

Passed

13. Hay moved to accept the minutes of the June 4, 2016 board meeting.

2nd by Berger

For: Rest Abstain: Hay

Passed

14. Addis moved to accept the minutes of the March 2016 board meeting.

2nd by Chu

For: Rest Abstain: Hay, Rubin, Young

Passed

15. Engel moved: All science permits shall be given a specific expiration date. Unless otherwise requested by the investigator, this term shall be no more than two years from the date of issuance. The investigator may renew the permit. Such a request shall list those items in the original proposal that remain to be completed. After consulting with the Science Committee and preserve manager(s), renewal of the permit shall be by a vote of the board.

2nd by Traino

Passed unanimously

16. Engel moved: All currently issued science permits shall be deemed expired one year from the date this is passed. The Science Committee shall notify all current permit holders.

2nd by Berger

Passed unanimously

17. Folsom moved that the organization apply for a New York State Conservation Partnership Program Transaction Grant funded by the Environmental Protection Fund and administered by the Land Trust Alliance.

2nd by Young

Passed unanimously

18. Folsom moved that the organization create a stewardship fund dedicated for ongoing stewardship needs of the organization's preserves.

2nd by Young
Passed unanimously

Break at 12:50- 1:18

19. Traino moved the Sellecks Management plan is approved as submitted to the Board on September 21, 2016.

2nd by Morris-Siegel
Passed unanimously

20. Folsom moved to alter the membership categories as follows, taking effect as of January 1, 2017:

Life: go from \$300 to \$400
Family Life: go from \$100 to \$125
Benefactor: keep at \$50
Regular: go from \$15 to \$20
Family: keep at \$5
Institutional: keep at \$100
Student: drop entirely

2nd by Traino
Passed unanimously

21. Berger moved that the NCC join the Terrafirma Risk Retention Group, LLC at its next enrollment period. The Treasurer is directed to budget for fiscal year 2017 a registration fee of up to \$600 and for fiscal year 2017 and all subsequent years a fee of up to \$60 per preserve. The Risk Management Committee is directed to prepare all necessary motions, working with other committees as necessary, to meet the Terrafirma membership and Best Practices discount requirements for consideration at the next board meeting.

2nd by Berger
Passed unanimously

22. Traino moved for WVCC donation of a NCC hat and polo shirt for their annual banquet.

2nd by Young
For: Rest Abstained: Berger
Passed

23. Traino moved we move into Closed session

2^{dn} by Jacob
Passed unanimously

24. Chu moves to come out of closed session

2nd by Engel
Passed unanimously

25. Informational Point: Executive committee meeting will be November 6, 2016 at 10:00 in Kerhonkson.

26. Informational Point: Executive committee meeting will be January 21, 2017 in Kerhonkson.

27. Informational Point: Next board meeting will be December 4th at 10:00 at Speleobooks.

28. Addis moved the NCC spring board meeting will be March 5th at 10:00 in (TBD).

2nd by Traino
For: Rest Against: Traino Abstained: Hay, Morris-Siegel
Passed

29. Informational Point: Bob Simmons thanks Thom Engel for his time managing NSS Gage Preserve.

30. Addis moved to thank Jacob Morris-Siegel and the MASS Wildlife for hosting the meeting.

2nd by Berger
For: Rest Abstain Morris-Siegel
Passed

31. Addis moved to adjourn.

2nd by Morris-Siegel
Passed Unanimously

Meeting adjourned at 3:16

**Attachment A
President's Report**

**Addendum to President's Report 10/2/16
ROBERTS RULES OF ORDER
To "Lay on the Table"**

Let me make two points categorically clear:

- There is no motion in RRO called "tabling a motion" or "to table a motion". "Tabling or to table" is not a verb used in RRO. The motion is "To lay on the table". It is not debatable and must be voted upon at once.
- "To lay on the table" is a motion to be used only in **cases of emergency** as shown below.

I have found the following references online:

1. Under *Robert's Rules of Order Newly Revised* (the book used by most organizations), the [subsidiary motion to lay on the table](#) is properly used only when it is necessary to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and which must be dealt with before the pending motion can be properly addressed.^[9]
2. Under Robert's Rules, the subsidiary motion to **lay on the table** refers to temporarily setting aside a pending motion (or a series of pending motions) to take care of something else deemed urgent. The motion to lay on the table is less about the business being discussed than about the assembly needing to handle something else immediately. One such motion may be: "Madam President, because our speaker has arrived, I move to lay the pending motion on the table."
3. It's never in order to use the motion to **lay on the table** to kill a motion or to delay its consideration. If the motion is made with improper intentions, the presiding officer should simply clarify the motion based on the maker's intent.

And

Although the motion to lay on the table is not debatable, the [chair](#) can ask the maker of the motion to state his reason in order to establish the urgency and legitimate intent of the motion or the maker can state it on his own initiative.^[16] The motion to postpone can set a date to revisit it or not have any date.

Cave Preserve Reports

1. Bensons

Progress: Visited the property on 9/2. Mowed the R.O.W. and cut up and cleared the 2 fallen trees spotted during the last few visits that were across the trail near the Walk-in entrance. Pulled some fallen debris from the top of the pit entrance. Walked the boundary and found everything in order. 8 permits have been issued since the 6/4 meeting. One of those groups did not visit that I'm aware of.

Issues: A few big pieces of one fallen tree are hung up at the top of the skylight near the Walk-in entrance. They were too large and precarious for me to manipulate/cut them, and since it's not a proper entrance to the cave I don't think anything needs to be done with them and it won't have an impact on visitors. An increasing amount of water appears to be running off of the eastern field and into some fissures along the far side of our trail. This doesn't correspond to any change in conditions in the field, and it isn't affecting the trail so far, and probably only runs during heavy rains. Like the above nothing needs to be done currently.

Plans: The property should see at least a few visits during the Fall NRO in Central Bridge.

2. Bentleys

It has been a fairly quiet summer in terms of contact about the property - there have been no emails soliciting information about the cave or preserve - but there has been a decent amount of visitation. Between May and August there were 29 people who signed the register.

I went up with Jacob Morris-Siegel shortly before the cave opening in May to do some preserve maintenance. We cut back the growth and raked back the leaves around the parking lot, raked down the gravel to smooth out the gradient somewhat, and put in a small water bar to divert water down the side of the driveway instead of going down the middle of it. We also cleaned up the trail going to the cave. There was a porcupine residing the upper entrance who was unappreciative of visitation.

In early June I went through the cave, and it appeared that there had been some graffiti added in places since last fall. There is still significantly less than there was before the cleanup at the beginning of 2015, and much of it was in less

obvious parts of the cave, so there is no immediate need for another dedicated cleanup, though worth continued monitoring. I also walked the property to check boundary and trail signs. I added and replaced a few trail signs that had been lost or damaged. The property boundary signs were in good order.

The erosion above the cave entrance seems to have stabilized, as it did not look to have significantly changed as a result of winter thaw off. There are a couple of larger rocks that for the moment are holding more debris back. If those rocks were to move there could be a problem, but they do not appear in imminent danger of doing so.

It has been fairly dry over the summer. Several visitors to the cave have commented in surprise at how dry the stream crawl was, and the sinkhole pond near the entrance has remained relatively low.

As President, I coordinated and attended a joint caving trip with our partners, the Rensselaer Land Trust on August 13. Ten were on the trip; four were NCC members including two new members. It was a pleasant surprise and a welcome to our guests to find the parking lot freshly mowed and the kiosk and trails in good shape.

3. Clarksville

Earlier in the summer someone brush-hogged the edge of our parking area. They did destroy one tree that was being nurtured in Irene, but otherwise didn't do a lot of damage.

Trash seems to have been a lesser issue this year on the surface. There was a "party" in the upper lot which yielded \$1.20 in returnables. Some wood removal is needed at the entrance to the Gregory Parcel. I contacted National Grid about a tree hanging on the wires there, but so far that doesn't seem to be a priority with them. It should go without saying, but the NCC should NOT attempt to remove the branch hanging on the wires.

EMS from Bay State medical caver in Clarksville had what some thought was a bat bite but it was a spider bite.

4. Ella Armstrong

Progress:

This preserve has been inspected many times this quarter, with the property boundaries checked twice this quarter. Everything looks to be in great shape at the preserve. Cleaning of the entrance sink continues, with continued improvements to the entrance. All trails are clear and very well mowed as is the parking lot. All bolts in the cave have been checked and look to be in good shape.

Problems:

There are still a few fallen trees and a few dead trees near the entrance sinkhole I will be removing soon. I would also like to clear up some of the fallen logs on the property.

Plans

- 1 Continued cleanup of the sinkhole
- 2 Remove dead trees near the entrance.
- 3 Kiosk roof will be replaced sometime this fall
- 4 Continued mowing and weed whacking of trails and parking areas.
- 5 Continued monitoring for trash along roadside.

5. Knox

Progress:

- Mitch did a surface check of the preserve on July 17 and trail maintenance July 24.
- We received a report of an aggressive hornet's nest attached to the kiosk that attacked a group on August 21. Mitch killed the nest August 28 and Peter Haberland removed it later in the week.
- Trail maintenance including use of a new weedwacker was also done on August 28.
- In-cave checkup was done by Mitch on September 18.
- We've issued 29 normal permits for the season, plus a handful of blank ones for use at NRO.
- Unauthorized Crossbones visitation does not appear to have been an issue this past quarter.

Issues:

- We still have not resolved the major damage issue discussed at the last several meetings.
- There's still a rope at the Great Divide of unknown age/origin.
- There's a bunch of poison ivy, and possibly poison parsnip along the trail.

Plans:

- Periodic property inspection during the fall season.
- Possible graffiti removal in Knox, and investigation of methods, once we reopen.
- Remediation of the damage at Crossbones.
- Addition of trail markers and re-posting of property.
- Boundary marking.

- Removal of the Great Divide rope.
- Investigation of troublesome plant species with Thom in October.

6. **Merlins** The preserve was lightly used this summer. Only there were only three permitted trips into Merlins Cave. After a several year hiatus members of B.A.D.Ass. continued the dig at Dome 12 sinkhole. The ATV use on the preserve trails that was noted this spring seems to have stopped. Other than the ATV use there has been no changes to the property condition and there is no encroachment or any other issues currently on the preserve.

President's Note: I have been coordinating a joint surface walk and talk with the Columbia Land Conservancy on October 22. Some CLC members have been requesting this, and a local bat expert will be presenting.

7. **Onesquethaw** Without permission someone chose to "clean" the stream bed upstream of the entrance. The rocks were stacked up against the east bank below the changing area. Presumably the same people removed the fence at the top of the sink. Thus. they created a liability – a vertical face where there wasn't one before – and removed the fence that would prevent access to the vertical face.

The fence will be replaced – it's called for in the management plan. The wall could be removed but I think it is best to allow it to collapse, which it will likely do in the next 3 to 5 years.

Four observations: One, people wishing to work on a preserve should always contact the preserve manager. They should also read the management plan and do **only** those things outlined in Future Plans.

Two, the stream bed now looks, in my opinion, deeply unnatural. Preserves should be left in as natural a state as possible. There is no need for a preserve to look pretty or park-like.

Three, removal of the rocks lowers the roughness coefficient of the streambed. This would increase stream velocity. It is unclear what impact this will have.

Finally, this is a class C(t) stream. Even though the work was done in the dry, as it was done without a permit from DEC, this may be a violation of Title 5 Article 15 of the Environmental Conservation Law. If anyone had bothered to ask me about doing this work, I would have explained this to them.

I am working on posters for the kiosk.

8. **Sellecks** Preserve is in very nice shape. Trails are clear and well-marked. Kiosk is also in good shape. Cave has been well visited this quarter. With dive trips and lots of digging on or near the property with landowners permission, the preserve has seen a lot of action this summer. I have walked property boundaries and trails several times. Everything looks very well marked.

Problems:

The trail near the kiosk which is normally muddy is now dry, this would be a good time to place some large flat rocks in the muddy spots.

There is a wasp nest in the kiosk.

Plans:

- 1 Removal of the wasp nest as soon as possible.
- 2 Work on placing rocks in "wet" areas.
- 3 Continued mowing and weed whacking of trails and parking areas.
- 4 Continued monitoring for trash along roadside.

9. **Spider**

Progress: Since the preserve has been open for visitation since the spring, I have received a few emails with questions pertaining to the cave itself, access, and directions. I have responded to these on a case-by-case basis. I visited the preserve in August 2016 and found everything to be in order. I performed minimal trail maintenance and further assessed the location for a kiosk.

Problems: None to report.

Plans: The signboard is still in need of being constructed and installed, although Mike Chu has provided me with the Photoshop file. I have assessed various options in terms of materials and designs and favor a simple approach. I hope to install the signboard sometime in the next several months, certainly by spring 2017.

Other Committee Reports

Acquisitions

1. **Nominating** I will be talking with Danny Brass tonight at the CCG meeting and we will iron out some Nominating postings for the next issue of the newsletter. I'll throw that out on the various Facebook pages as well. I will also email the 2016 Board Candidates list to see if any of the unsuccessful candidates would like to explore an officers slot. Officers candidates ad in newsletter. Will run on social media sites soon. Some sitting officers have confirmed desire to sit for another term, waiting to hear from rest. Still looking for other candidates.

As always, if there are folks out there that you'd recommend for a position, please get me their name and contact info and I'll run them down!

Other than Fundraising Chair, are there any open slots I should be trying to fill?

2. Risk Management

Progress:

Most Board members filled out the forms related to the Conflict of Interest Policy at the last meeting. Our insurance policy renewal was completed, and the final document was delivered to the Office Committee for filing.

We received an updated endorsement to last year's policy to address a procedural error made by the insurance company when Spider was added to the policy.

Issues:

o We need to be cognizant of what our coverage includes, and avoid engaging in activities that we lack protection for. This will likely be discussed further in the Committee of the Whole.

Plans:

- o Assemble the rest of the Committee membership.
- o Pick up other issues that were in-progress with the former ad-hoc committee.
- o Handle addition of n to our insurance policy if that acquisition proceeds.
- o Investigate a quote for Directors & Officers insurance.
- o Consider the issue of joining the Land Trust Alliance's Terrafirma program with the Board at this meeting.

Ad hoc Committee Reports

1. Bat Hibernaculum

We submitted information about Onesquethaw Cave circumstances to the state in expectation that some sort of reconsideration would take place. I am checking with Carl about the status of this but am not optimistic. We are also supposed to have new signs from the DEC. Checking on that as well. As far as a plan for Clarksville, while we have worked closely with Carl at DEC there is no clear path forward. Part of this may be our level of expertise in dealing with regulatory matters and the labyrinth of Fed & State interactions. Part may be the State's lack of interest in exploring options in this direction. I've copied Al Hicks on this as one possible source of expertise and are exploring other options. Emily and I feel that we have reached a limit to our personal abilities in this regard and are most likely stepping down or at least in need of working closing with a new member or members on the committee with greater expertise in federal regulatory affairs.

Update: They will continue to serve at the pleasure of the board.

2. Tory Cave We had a meeting with CT DEEP and WHLT on Monday. Outcome is that cave will stay closed at least until next season. Looking into short and long term measures to better control access during closures including design and installation of a bat gate. Norm Berg will swap out monitoring system in cave on 10/1.

The cave has been closed all summer due to the identification of two CT Endangered bat species during the winter survey and the emergence acoustic monitoring this spring. We are having a meeting this coming Monday, the 26th, with Weantinoge Heritage Land Trust and CT DEEP Wildlife to go over issues, with the impending hibernation season upon us. Will provide an update after the meeting.

Norm Berg has had a visitation monitoring device deployed (light data logger) all summer and will be retrieving the operational unit and replacing it on October 1.

Attachment B Vice President's Report

EC Meeting

The EC met at Bill's home on August 14 at 10 AM. The meeting lasted for about 2.5 hours and we had two members call in to discuss areas of interest/concern. Streamlining the MP review process and moving any executive sessions to the end of the agenda were discussed at length and we'll likely see changes in those areas. An inquiry from a Merlins neighbor about easements related to our preserve caused the EC to direct the Preserve Managers and the Office Committee to gather more information and initiate a dialogue on how best to respond to the inquiry.

I volunteered to develop a new schedule for the review of management plans. Starting with suggestions from several board members, the new process is designed to minimize time spent on plan review during meetings and place more emphasis on board input prior to the plan being presented for approval. The new plan was circulated to the board and managers on 8/17. It will probably require a few meeting cycles to tweak the process and achieve the desired result of 1) presented a plan for approval that has been reviewed by the board, 2) does not need edits, and 3) will be ready for a "yes" or "no" vote with very minimum discussion.

VP Committee Reports

Bylaws, Education, Science, Special Use, Surprise Cave, and Thacher Park Committees are assigned to the VP. Reports are included below as received with VP comments or additional information in *italics*.

Bylaws Committee

Joe Levinson, Chairman

The proposed bylaws change by Vince Kappler looks fine, since I have seen no modifications to it. Otherwise, I have seen no other proposed bylaws.

Education Committee

Thom Engel, Chairman

Nothing to report.

Science Committee

R. Laurence Davis, Ph.D, Chairman

No report received.

Between early June and late August, I was Cced on email exchanges between Dr. Espinasa, the Science Committee and Clarksville managers. Dr. Espinasa was requesting permission to camp on the Clarksville Preserve to conduct 24 hour surveillance of amphipods as a follow-up to his previous research there. The Science Committee agreed that the additional study was worthwhile and the managers granted the requested camping permits. A draft report on the research was attached to one email for review by Dr. Davis. I will have a copy available at the meeting.

Special Use Committee

Thom Engel, Chairman

As of September 20, we had a total of 164 reservations. 134 or 82% were for Clarksville Cave. The 2nd most visited cave was Schoharie with 6%. There was a total of 10 denials (compared to 18 last year). Most of these were for groups that required prior submission of waivers and failed to submit them. One notable exception was a well-known group from downstate that managed to get all its waivers sent in a timely fashion and all properly completed.

Kudos to Peter Haberland who handled the NCC mail whilst the office committee was away.

Clarksville usage in July and August accounted for 60% of all visits.

Surprise Cave Committee

Bob Simmons, Chairman

I have done very little with this over the summer months; only have stopped by twice since the last report. I have had no contact with DEC other than to report the cave as unsecured. Have not heard back from DEC on my reports. I have not spoken with Stanley Janeczko since earlier this year, but will check in later this fall as a courtesy.

Heard back from DEC on latest communications, confirming they got it. Got OK for Paul Rubin to do surface geology at preserve.

Thacher Park Committee

Thom Engel, Chairman

Three survey days were scheduled: June 25, August 6, and August 27. The first date was well-attended and some good survey work was done in Hailes. The Comfort Loop was surveyed yielding 460 feet of new survey. A blowing lead was also found in the Loop. Another group pushed, but did not survey, the Left-Hand Passage. They reported hearing flowing water ahead, but did not reach it.

The other two dates had only three attendees each including me. One small cave was surveyed. Some leads on the LIDAR images were also followed up.

With October 1, caving will cease in the park. I may try to schedule a LIDAR lead day (surface only) later in the season.

I met with the exhibit designers and builders and talked about and showed them typical karst in Thacher Park.

Attachment C Treasurer's Report NCC Treasurer Report

September 20, 2016

Our Federal tax forms (990EZ etc.) have been filed for FY2015. Thanks again to Ayzha Wolf for her accounting expertise in filling these out.

**Northeastern Cave Conservancy Inc
Profit & Loss Budget vs. Actual
January 1 through September 20, 2016**

09/20/2016

	<u>Jan 1 - Sep 20, 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Donations		
Auction Donations	1,451.00	2,400.00
Donations - Other	14,517.67	4,600.00
Total Donations	<u>15,968.67</u>	<u>7,000.00</u>
Interest Earned	9.53	10.00
Membership Income	3,800.00	3,200.00
Total Income	<u>19,778.20</u>	<u>10,210.00</u>
Expense		
Acquisitions	4,454.90	2,000.00
Bank Charges	94.29	75.00
Donations-outgoing	0.00	200.00
Dues	350.00	0.00
Education	0.00	50.00
Executive		
President	0.00	150.00
Secretary	0.00	75.00
Treasurer	0.00	75.00
VP	0.00	75.00
Total Executive	<u>0.00</u>	<u>375.00</u>
Insurance	1,441.13	1,600.00
Legal Fees	400.00	1,000.00
Licenses & Permits	0.00	100.00
Meeting Expense	0.00	100.00
Membership Expenses	92.50	50.00
Miscellaneous	0.00	100.00
Office Expense	27.00	100.00
Postage	100.00	100.00
Preserves-Maintenance		
Bensons	50.00	100.00
Bentleys	50.00	600.00
Clarksville	50.00	300.00
Ella Armstrong	0.00	100.00
Knox	50.00	100.00
Merlins	50.00	100.00
Onesquethaw	1,800.00	100.00
Sellecks	40.00	250.00
Total Preserves-Maintenance	<u>2,090.00</u>	<u>1,650.00</u>
Printing	134.80	500.00
Promotion/Fundraising	1,020.32	1,300.00
Publishing		
Mailings	0.00	50.00
Website	0.00	60.00
Total Publishing	<u>0.00</u>	<u>110.00</u>
Sponsorships	0.00	500.00
Taxes on Properties	11.57	300.00
Total Expense	<u>10,216.51</u>	<u>10,210.00</u>
Net Ordinary Income	<u>9,561.69</u>	<u>0.00</u>

Other Income/Expense
Other Income

In Kind donations	0.00	0.00
Net Gain or Loss from NSF Fund	2,283.61	0.00
Volunteer Value	35,487.00	0.00
Total Other Income	37,770.61	0.00
Other Expense		
In Kind Out	0.00	0.00
Volunteer Value Exp	35,487.00	0.00
Total Other Expense	35,487.00	0.00
Net Other Income	2,283.61	0.00
Net Income	11,845.30	0.00

Fundraising Committee – Chair Vacant:

Between Thom Engel and the rest of the caving community, a total of \$11,000 is on hand to support construction of the new caving display to be installed @ Thacher State Park's new visitor center.

Barn Dance Subcommittee - Emily Davis & Mike Warner:

Problems: The Board has failed to come through in our request for every board member to find a donation. We do have many of the EC and board assisting with set up and running of the event.

Progress: have some donations, Christa is on board for food. Bob Simmons, Mitch Berger, Mike Warner on board for setting up NCC tent. Emily on board for bringing the framed Knox items from her house. Band locked in and invoice in hand. Leslie on board for raffle. Bob Simmons on board for picking up Gunbarrel. Mike or Emily drop off Gunbarrel if we can fit it in one of our cars. Posters put up in Knox by Amy Pokorny. Facebook post on line. Christa has tickets for raffle. Emily and Simmon's family on board for admissions.

Raffle items in hand;

\$30 Honest weight (leftover from last year)

\$100 assorted Stewart's certificates

\$25 Apple Barrel certificate

Lunch for two at Schoharie Valley Farms

\$10 Your Way Cafe

Lunt Binoculars, 11 x 70mm

\$200 support Kappler family

\$100 Price Chopper sponsorship

Plans: Have the barn dance! No silent auction this year, Knox display in its place.

Membership Committee – Peter Youngbaer:

Progress:

NCC membership stands at an even 200, with all data from the summer, OTR, and Fall NRO now entered and current as of 9/20/16. We have a number of regular and active members whose dues have lapsed over the summer and should catch up in the near future, including two long-standing grottos (HHG and VCA). All have had at least two notices.

I prepared updated membership spreadsheets for use at the OTR and the Fall NRO, which were clearly helpful in gaining renewals. Peter Lenahan became our newest Life Member - #56. I also signed off of the final new membership brochure draft, with the caveat that the board needed to decide if it was going to act on raising membership dues in response to the strong support for doing so from the membership survey.

Our current membership stands as follows, compared to the baseline of April 22, 2012:

September 20, 2016		April 22, 2012	
Life:	48	Life:	18
Family Life:	8	Family Life:	0
Benefactor:	9	Benefactor:	10
Regular:	105	Regular:	88
Family:	23	Family:	16
Student:	0	Student:	0
Institutional:	7	Institutional:	3
TOTAL:	200	TOTAL:	135

Problems: I don't know what the Board intends to do with the recommendation to raise membership dues, following the strong support for doing so in the membership surveys. I've sent a proposal to the EC and hope there will be a motion at the coming meeting to put this in place for 2017, so we can give the membership fair warning and perhaps use it as an incentive to garner more Life members. It will also need to be decided before a large printing of the new brochure takes place, as the membership section would need to be edited with those changes. I also would like to see a motion to

abolish the Student membership category. I've made this suggestion before, as we've only ever had three of these in the history of the organization – and none for several years.

Plans: Continue with membership notices and reminders. Explore with the board ways to widely distribute the membership brochure to encourage new members, both in the caving and non-caving public. I'd like to see weatherproof brochure holders ordered and installed on all our kiosks and have our materials there constantly during the active caving season. I recommend this be included in the budget building for 2017.

As another follow up to the membership surveys, I'd like the Board to discuss, under the Committee of the Whole, putting a standing agenda item on the Board agenda between now and the event, a 40th Anniversary event planning discussion. There were many excellent ideas put forth by our members in the survey for acknowledging this landmark for the NCC. I see it as an excellent opportunity to build our membership within and outside the caving community, including invitations to simpatico organizations (e.g. land trusts, TNC, NYDEC and similar agencies from neighboring states, etc.). This will take some sustained thought and planning, and, in my opinion, should be a regular agenda item for the Board between now and then.

Office Committee Report - Emily Davis & Mike Warner:

Problems: none

Progress: assisted membership at OTR, completed OTR report

Plans: assist with auction at NRO

Publications – Christa Hay:

Progress:

- Printed out 100 brochures for events over the summer at no cost. For large batch printing the price should be included for next years budget. Have a quote from Vicks (Matt O'Donnell) for:

Quantity:	Unit Cost:	Total:
5,000	\$0.178	\$889.84
10,000	\$0.117	\$1,167.67

1,000 digital for \$500 at \$0.50 each.

- Sent out press release for the Barn dance and information to add to local community calendars.

Plans: For next budget will have information on promotional items and possible online "store".

Problems:

- Content for newsletter is an on-going problem. Each issue is supposed to highlight an NCC preserve which is not always happening.
- Speaking with some members I found out they are not receiving emails. The emails must be going to SPAM folder. I will send out a regular email asking members to add mailchimp to their contacts. This problem is probably also adding to the issue of articles for the newsletter since requests for members trips and photos etc. go out via mailchimp

Technology Committee Report – Mike Chu

Have been in communications with the website designer on and off since July. His wife had some unexpected heart issues starting mid-summer which has delayed the site a few weeks. The plan is to have a draft ready in time for the 10/2 board meeting, and the site done by the end of October, if not sooner.

Volunteer Value Committee – Vince Kappler:

Progress:

Year to date totals: 1083 hours of volunteer work for NCC projects for a total value of \$35,487.00. Volunteer hours were reported by the Bensons' manager, the Thatcher Project, as well as the Secretary, Treasurer, and the Office and Web Page Committees.

Plans:

I will send periodic VV reminders to the membership and monitor data collection.

Problems:

None at this time

Attachment D Secretary Report

- Applied for grant through Golub Foundation and received \$100 for Barn dance.
- Bulk scanning – I checked with the print room manager at my office and they charge \$0.14 per page. I asked if they had researched it and he said yes and it's about average or less. It was decided that the Office Committee will keep waivers for 2 years and then shred. No need at this point to scan.
- Board Manual updated.
- Attended the EC meeting and responded to general emails.

- Reminded new board members to send in bio for website.
- Printed brochures for OTR, NRO and Barn dance.
- NCC display for OTR and NRO and Barn dance.
- Researching Iron Rangers for possible donation collection on preserves. Will gather cost information to allow for decision making for 2017 budget.

Executive Committee Minutes

Bob Addis., Vince Kappler, Christa Hay , Bill Folsom., Bob Simmons, Jacob Morris-Siegel
 August 14, 2016
 10:00

Barn Dance: October 1st. Tent outside will have exhibit items for Knox. Free for outside and pay to go into the barn for the dance. Christa putting in for grant from Golub Corporation. Kevin Dumont and family will be helping with setup. Need to advertize – will get the poster to Leslie, Emily. Bill has posted the information to the Heldeberg Hilltowns Facebook page and received positive feedback. Bob will send out Bills call for help from the board.

NRO: Looking for auctioneer. Looking for items for auction. I will send out mailchimp and bill will post to facebook. Tent will be there. Slide show and will have the pull up display. Bob will email to NCC preserve managers to see who wants to have a work day to offer to NRO attendees.

Waiver retention: how long should the office committee hold on to the NCC waivers? At this point NCC waivers will be retained for two years. Christa will check on cost of bulk scanning. Moving forward work with office committee for digital process.

Management plan streamline: (need to add spider to the update schedule – double on on the two years.) We need to make sure that the discussion at the board meeting is reduced greatly. All edits should be completed for voting on at the meeting. Bob will check on Roberts Rule for limiting debate. Vince will send out email to the board etc. In the future maybe have a committee for the

Nomination: process not started yet for officer. Bob S should talk to Peter Y on the membership report – who showed interest in board. Bob S – revisit the retreat for future planning as the NCC grows. Vince – maybe have 20 min discussion at each meeting. We need to think about the future.

Brochure: One final review. Need to find out from Peter. Getting more quotes from printers. Will have prints for OTR.

Transitional Grant: NYS has grants under EPA. Christine has been successful with getting these grants to help with some costs of acquisition. Looking to do it for spider. \$4200 was the cost. Christine is willing to write the grant. During the October meeting need to have a motion for doing the grant. We will ghost write a motion for her.

Housekeeping: board manual – get it updated. Need it up on the internet. We should be able to put up DRAFT minutes. Secretary should be able to upload. Going forward I will publish the draft minutes.

For the missing minutes from the past look for the agendas and send to mike C.

Christine and Paul need to get bios on the website – I will contact them again.

Management plans - need to get this up on the website all the old ones are still up. Need to make sure management plan being used to update is the most recent plan. This will all go along with sticking with the boards planning time line.

Closed Executive session should be moved to the end of the meeting.

Amending the bylaws – NSS does not have the members vote to amend bylaws. They can do them at the meeting with $\frac{3}{4}$ agreement with those present. Maybe we should do as the NSS handles bylaws?

40 years 2018. Let's do a banquet. April?? (time – spring breaks watch) Get a speaker (VERY GOOD ONE) Bob Holt? Check on speaker lists – Conservation – how important it is. DEC Commissioner, Thacher park commissioner etc someone big in the state. OSI president. Check with CLC. I will contact SUNY Cobleskill. Get other Land Conservancy. I will do the time line on accomplishments

Bob to contact Ramon if he is ok with continuing on the Bentleys preserve.

Bat Hibernaculum Committee – the DEC signs need to be redone on wording to say Cave is closed and not the full property.