

NORTHEASTERN CAVE CONSERVANCY, INC.

Minutes

June 4th, 2016, 10:00 AM Melrose, NY

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

Meeting called to order at 10:07

1. Introduction and greetings – Bob Addis
2. Attendance
Officers: B. Addis, V. Kappler, B. Folsom, C. Hay
Trustees: M Chu, k. Dumont , T. Engel, M. Berger, P. Woodell, M. Ingalls A. Traino, T. Rider, J. Morris-Siegel
3. Absent without Proxy
4. Absent with Proxy
Morgan Ingalls – John Dunham proxy
Tom Rider – Luke Mazza proxy
5. Nomination Report- Bob Simmons – Report in Attachment A
6. Addis moves to thank Kevin Dumont and Paul Woodell for their years of service to the NCC.
2nd by Berger
Passed unanimously
7. New and returning trustees will be seated. Welcome Paul Rubin and Christine Young.
8. President's Report – Bob Addis- Attachment A
9. Board moved into Executive session for Knox discussion.

Closed at 11:21
10. Vice President's Report –Vince Kappler – Attachment B
11. Treasurer's Report –Bill Folsom - Attachment C
12. Secretary's Report – Christa Hay Attachment D
13. NCC Membership Strategic Planning Survey Results – Peter Youngbaer
14. Addis moved to open the Committee of the Whole. The Vice President will preside. Items can be entered as new business.
2nd by Hay
Passed unanimously
 - T. Engel - Onesquethaw Management Plan Review –
 - Paul R – should we educate the members/public about what comes into our caves etc Others – could this upset neighbors etc? Peter – we should remember to look at our risk assessment., Christine – she will think about it more but we should probably not state issues. Paul – still should education in general on caves. Thom – we do sink hole cleanup, ant farm,
 - J. Morris-Siegel – Terraforma http://www.terraforma.org/how_it_works - Mitch should we join the land trust alliance - we might already have a motion to join, Christine – grants thru the alliance to help with purchase costs,etc, we are becoming a large land trust , Christine one litigation process can wipe out bank roll. Jacob you join in January for Terraforma.
 - M. Berger - wording change to standardize language on opening dates for preserves. DEC does not remember May 15th as an opening date for caves, discussion on bats and dates, should someone take the lead

and write a uniform statement on bats? Does uniform even work for opening? We should use a bat expert – Morgan and John

- Barn Dance – need help – committee needs assistance, Christine will help, Might be Oct 1, 50/50 , looks like moving towards community dance., promote on Helderbilger hills gaveback. 50/50 plus. Consensus is to change the format
- Non profit – vs not for profit - -our mission statement states not for profit. Are we good with that? Can discuss at next meeting.
- Bylaw change to eliminate student membership – put on agenda

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

2nd by Engel

Passed unanimously

16. Addis moved that the Onesquethaw management plan is approved as discussed (*and amended*) at the June 4, 2016 meeting.

2nd by Folsom

For Rest Abstained: Mazza

Passed

17. 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 Siegel-Morris

For: Rest, Abstain: Rubin, Engel

Passed

18. Kappler moved Mike Chu is appointed Technology Committee Chairman.

2nd by Folsom

Passed unanimously

19. Chu the NCC enter into an agreement with Jersey Nerds for up to \$1,400.00 to upgrade our website.

2nd by Folsom

For: Rest Abstained: Chu

Passed

20. Berger moved that the NCC join the Land Trust Alliance at \$350 for annual membership fee.

2nd by Siegel-Morris

For: Rest Abstain: Mazza

Passed

21. Informational Point: September board meeting will be Sunday September 11th at 10:00 am - Mass Wildlife District Office.

22. Informational Point: Executive committee meeting will be Sunday August 14, 2016 10:00am in Kerhonkson.

23. Informational Point: Executive committee meeting will be November 6, 2016 at 10:00 in (TBD).

24. Addis moved the NCC December Board meeting will be December 4th at 10:00 in (TBD).

2nd by ??

Passed

25. Addis moves to thank Mike and Cristina Chu for hosting the meeting.

2nd by Rubin

For: Rest Abstain: Chu

Passed

26. Addis moves to adjourn.

Meeting adjourned at 2:54

Attachment A President's Report

A. CAVE PRESERVE REPORTS

President's Note: I authored the Preserves Manual in the spring of 2015 to attempt to provide guidance and expectations. One major expectation was frequent visitations to each Preserve by its Manager. That was to suggest walking the boundaries when possible. And certainly Q2, the opening of our Preserves, is an important time for this thorough inspection after the winter and as the caves are being opened and other visitors are hiking our lands for the first time in a while.

For the largest majority, it doesn't read that way in the following Preserve Reports. Quite possibly it did occur and the Manager did not include in his or her report or I missed the inference. Please have the Preserve Manual at your side a few weeks before your quarterly reports are due. Read it, think about it or jot down what you need to do on inspection, and enter that in your report. Onesquethaw, Spider, Ella – You're excused – I know the three of you have been out there slugging the great distances around your vast Preserves, ever watchful!

Overall, this is an excellent group of Preserve Reports clearly showing caring stewards of the NCC properties. Keep up the good work and report it – you deserve the credit.

Thanks.

1. Bensons

Progress: Some trash along the R.O.W. was picked up during my visit on 5/13. Fallen branches were cleared from the trail. Trail and boundary markers and kiosk are holding up well. A group from the TAG area has been granted a permit to visit the cave in June as part of their Bat Fest plans.

Issues: The fallen tree across the trail near the Walk In entrance is still present. One piece is dangling into one of the entrance's skylights. I would have cleared it but my chainsaw is currently on loan.

Plans: I'll be returning to clear the tree, mow the R.O.W., and take down the DEC signs before the first scheduled cave visit in June.

2. Bentleys

Between 2/20 and 5/5 there were 5 people who signed the register. All but one of these explicitly mentioned that they were not visiting the cave, and were just walking around the property. I took down the Restricted Area sign and did some trail maintenance, clearing out a couple of logs and branches that had fallen onto the trail over the winter. I also smoothed out the driveway to make it easier to get up, and put in a small water bar to try to divert some of the runoff away from the driveway.

On 3/8 Jonah, myself, and four DEC members did a bat count in Bentley's. There were three bats observed - two little browns and one tri-colored. The big browns that were there during the previous bat count were not seen.

The cave entrance appeared stable. There is one rock above the entrance which is loose but not currently in danger of falling out; if it migrates at all in the future it should be dealt with. There was an active porcupine in the upper entrance. There was no water in the sinkhole in front of the cave, despite it having been raining for the past week, though it was muddy.

3. Clarksville

The DEC cave-closed signs have been removed. The one by the Ward entrance had a cave cricket behind it. (Clearly, he – no ovipositor – was waiting to enter the cave.)

The benches in the changing area have had "arm-rests" placed on them. The reason will be explained at the meeting.

A small, dead root ball has slid in front of the Gregory entrance. This needs to be removed. Reports from early season visitors into the cave are that there is little to no trash.

4. Ella Armstrong

Progress

The preserve has been inspected many times this quarter, Everything is in tip top shape at the preserve. Cleaning of the entrance sink continues, and really is looking good.

Problems

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

Plans

Schedule a work day for some time in June.

Cut and remove trees near the entrance.

Kiosk roof will be replaced soon also the addition of a cave register and new poster.

5. **Knox**

Progress:

o Mitch did trail maintenance and a full perimeter check of the preserve on April 16.

o We've issued 7 permits for the season.

o Unauthorized Crossbones visitation appears to have been mitigated, at least over the recent few months.

Issues:

o We still have not resolved the major damage issue discussed at the last several meetings.

o There's still a rope at the Great Divide of unknown age/origin.

o A question was raised about whether we open on May 1 or May 15. After discussion, two of the issued permits were for May 1, and it was reported that during that trip, 300-400 bats were seen in the Indian Passage. No further permits were issued for dates prior to May 15 (in fact, we denied 3 such permits). The topic of our closure dates and their relationship with the DEC-imposed NLEB closure dates should be discussed further at this meeting.

Plans:

o Periodic property inspection during the spring season.

o Possible graffiti removal in Knox, and investigation of methods.

o Remediation of the damage at Crossbones.

o Addition of trail markers and re-posting of property.

o Boundary marking.

o Removal of the Great Divide rope.

6. **Merlins**

On May 5th Ramon Armen and I raked the parking lot and cleared the trails. Unfortunately we found that there has been a bunch of ATV use on the trails. They weren't using the trail from the parking lot up, but all the other trails were being driven on. Mike Telladira is in the process of trying to contact the abutting landowner whose property the ATV trail is coming through. Someone had also covered the entrance to Dragon Bones Cave with sticks and logs and there were a couple beer cans in the rock sink. I am planning on picking up a couple no motorized vehicle signs to place where the ATV trails enter the preserve.

Also in May for the first time in many years a dig took place at the Dome 12 Sink Hole. The hope is to dig at this sink several more times this summer. The plan is to have the Dome 12 digs open to anyone and we will announce future dig days on the NCC Facebook page.

7. **Onesquethaw**

The DEC cave-closed sign was removed. 5 Permits were issued.

The management plan has been updated and made available on Google documents. As of 5/9 I have received no comments on the modifications.

A branch fell into the changing area and damaged the bench beyond repair. Mike Chu and I have replaced the bench. I have also evaluated a design for a floor in the changing area. It would cost about \$100 to install. Is it worth doing?

A work day will be scheduled toward the end of summer or early fall.

The neighbor behind the parcel has questioned the location of the northwest corner. He feels it is 15 to 20 feet over on his property. I am 99% sure his evaluation is incorrect. It has been referred back to our surveyors via the NCC president.

I am working on posters for the kiosk.

(President's Note: it is the landowner's responsibility to supply proof of his claim to us in the form of a map done by a licensed land surveyor and/or recent deed descriptions following that map. To date, he has not do so.)

8. **Sellecks**

Progress: Preserve is in very nice shape. Trails are clear, well-marked and ready for the caving season.

Kiosk is also in good shape.

Problems: The trail near the kiosk needs some work getting muddy in spots.

Plans: To keep up with the grass in the parking lot. Levy's needs to be checked for changes. Would like to plant a few bushes near the sign on the road.

9. **Spider**

Progress:

The dedication ceremony for the preserve was held at the residence of Midge Carl on April 24, 2016. It was attended by approximately 30 people. After the ceremony, about a dozen people visited the cave entrance and many of them went into the cave to see the historic section. In the weeks prior to the dedication, the preserve boundaries were posted and the trail from Rt. 146 up to the cave entrance was groomed. Several unstable chunks of loose bedrock to the right of the cave entrance were dislodged and assisted down the hill to more stable positions in the streambed. Trash was picked up along Rt. 146 from the parking area up to Sellick Road. Since the dedication, at least two groups have visited the cave that I know of as they contacted me for clarification on location and parking. Since visiting the cave does not require permission, there is currently no way to accurately monitor visitation.

Problems:

The loose bedrock near the entrance will need to be monitored for an increase in instability. I have at least as much concern about visitors intentionally dislodging them as I have about them spontaneously coming loose.

Plans:

In addition to possibly dealing with the loose bedrock mentioned above, the signboard needs to be constructed and installed, which I plan to complete by early to mid-July. I also plan to create two loop trails this summer, one from Rt. 146 further north from the cave entrance that goes to the top of the escarpment, then along it to the south, and another along the base of the escarpment. The only real problem point for the trails will be in closing the loops in the vicinity of the cave entrance. If this proves to be infeasible, the trail along the top of the escarpment will dead end above the cave entrance.

B. OTHER COMMITTEES

1. Acquisitions

Since the last Board meeting the Spider Cave acquisition has been completed, with the deed recorded, trail to the entrance completed, boundaries posted, and an opening ceremony held. Other potential acquisitions are in the works.

2. Nominating

Schedule for the Board elections this year:

1. Notify candidates to submit platforms, provide sample of previous platforms: via email 4/20/2016
2. Receive Platforms no later than May 15, 2016
3. Membership cutoff date for eligibility: May 17th, 2016
4. Send out ballots by email May 18th
5. Close election May 29th
6. Notify Board May 30th, candidates May 30th
7. Report of election results to Board June 1st

CANDIDATES:

- Mitch Berger
- Paul Rubin
- Marcia Middleton
- Jackie Turnquist
- Dennis Wischman
- John Loz
- Christine Young
- Francois Errandonea

Election Results:



Northeastern Cave Conservancy - 2016 Elections

Mitch Berger	John Loz	Christine Young	Paul Rubin	Dennis Wischman	Francois Errandonea	Jacqueline Turnquist
34	10	36	28	15	14	11
Write In's:						

http://www.necaveconservancy.org/database/vote_tally.php

1/1

3. Risk Management

Progress:

- o Updates to our Conflict of Interest Policy to address the New York Nonprofit Revitalization Act were approved at the last meeting.
- o New Conflict of Interest Disclosure Form related to those changes should be available at this meeting.
- o Coverage for the Spider Cave Preserve was added to our insurance policy.

Issues:

- o Our insurance policy will be up for renewal shortly after this meeting.

Plans:

- o Handle renewal of our insurance policy.
- o Assemble the rest of the Committee membership.
- o Pick up other issues that were in-progress with the former ad-hoc committee.

C. ad hoc COMMITTEES

Torys ad hoc Committee

1. MOU: Draft sent to NCC Board and WHLT for comment March 8th. A few comments/questions received from NCC so far.
2. Outreach/work day on June 18th including relocation of trail and kiosk with New Milford Youth Services.
3. Visitation survey (by Norm Berg) using light data loggers was done over the winter and documented several unauthorized trips into the cave during the winter closure.
4. CT DEEP bat acoustic monitoring identified multiple species using the cave including tri-colors (also confirmed during hibernation survey) and little browns; possibly big browns.
5. Will be assisting WHLT with "tours" of the cave as part of the Housatonic Heritage Walks in cooperation with the National Park Service the third weekend in September (weekend after Fall NRO). Will be doing a conservation message.
6. Trying to schedule a sinkhole clean up day with CCG to remove excess wood and fallen rock to help stabilize the entrance area.

Attachment B Vice President's Report

NCC Manual

Ten pages of the manual were updated to include the pertinent actions taken at the March meeting.

EC Conference Call

The EC conference call was held on May 11 at 7:30 PM. The agenda was relatively short and we concluded the call after approximately forty-five minutes.

Correspondence

Although I was traveling most of April and without reliable internet access, I still received and read well over 400 emails this quarter. Most were multiple exchanges on simple yet important topics. Ex.: Spider Cave: trash cleanup, kiosk, trail, dedication; or NRO planning: new tent, auction, advertising and promotion, etc.

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

I received a bylaws change from Vince yesterday (12-May-16), which I will review this coming weekend; otherwise there have been no other proposed bylaws changes.

Education Committee

Thom Engel, Chairman

I represented the NCC at SAGE (Shenendahowa Advocates for Great Education), a STEM event, on 15 April 2016. Mike Martuscello provided able assistance.

At the request of the Knox Conservation Advisory Council (CAC), I gave them a presentation on karst in Knox. The CAC is interested in identifying other stream sinks and doing a dye-tracing program to better understand where water is going in the town. (They've already done a lot of this.)

Science Committee

R. Laurence Davis, Ph.D, Chairman

There has been no research activity in our caves since the last report. This is partially due to the WNS closures and partially due to the fact that all but one of the on-going projects are either completed or abandoned. I have received no inquiries nor applications for research since the last report.

We have received very few of the required reports from the researchers involved with our projects. I propose to contact each of them individually and ask them to address the current status of their projects. I will remind them that they are supposed to be submitting regular reports to the Science Committee and the cave managers. I will prepare a status update for each of the projects that will be available at the next Board Meeting.

Special Use Committee

Thom Engel, Chairman

As of May 10, I have issued 13 group permits for Clarksville and 1 for Onesquethaw. There is an additional 75 reservations. Most of these, 61, are for Clarksville.

Surprise Cave Committee

Bob Simmons, Chairman

I met with new contact person for the cave [REDACTED] at DEC New Paltz on April 1, 2016. Here are a few notes from that meeting:

1. He is not very interested in the cave or caving, though he was very cordial.
2. He reiterated that the primary focus of the state's ownership of the cave and the Bashakill WMA are for wildlife habitat and recreation is only a secondary consideration. We cannot expect to get the cave opened for regular visitation for recreational caving anytime soon. He had not read the latest WNS guidance on visitation to caves and mines. It was also the day they announced WNS had reached Washington State.
3. He was interested in things we might do to assist, in particular how to solve the gate issue.
4. He was not too interested in the rescue training concept "why would we train to rescue people from a place they are not supposed to be?" I went over the fact that people are not only breaking in to the cave, but researchers are also going in from time to time, and then described the zoo that took place the last rescue. He saw the point on that.
5. Going forward, we can work the gate and rescue issues.

I have done routine visits to the cave area to check the gate, most recently on May 4th and found the gate to be unsecured. I reported it to the DEC but have not heard back that it was taken care of.

I have kept in communication with the cave owner, [REDACTED] including checking up on the house across from the cave that was his parent's summer place.

Thacher Park Committee

Thom Engel, Chairman

I had a phone conversation with the exhibit designers. This has resulted in a better design for the Kid's Cave. I have also

provided comments on the karst model, which will likely be some kind of interactive video display. There was a conference call of the entire geology exhibit committee in which I participated.

I am trying scheduled dates for NCC project days in Thacher. I am waiting for the park manager to get back to me. Things that need doing include, but are not limited to surveying the two loops in Hailes, pushing and surveying the left-hand lead upstream of the Comfort Loop, surveying UHll Be Cold Cave, revisiting Novemberkill and Eft Caves to see if there maps are correct, GPSing a bunch of stuff, surveying Dannys Cave, and more.

Thacher Work days June 25, August 6, August 27 – remember they have to be members

Discussion on land next to Thacher – Wynd and Livingston cave. Livingston cave would be in the parcels that are possible being purchased and donated to Thacher. Something to keep in mind

Attachment C
Treasurer's Report
NCC Treasurer Report
May 18, 2016

The paperwork to remove the Spider Preserve property from the tax rolls has been submitted and confirmed by the Town of Wright tax assessor.

The new NCC slide presentation is “complete” but can always be improved of course. Please send any nice photos etc. to me and I can update it. Keep in mind that the slide show can easily be modified for presentation to audiences other than cavers. I recently showed it to both Met Grotto and NNJG. Bob Simmons showed it to CCG and Thom Engel showed it to HHG. It will also be available at events (Spring NRO debut) playing in “kiosk” mode on an iMac donated to the NCC by Chuck Porter.

Northeastern Cave Conservancy Inc

Profit & Loss Budget vs. Actual

05/18/2016

January 1 through May 18, 2016

	<u>Jan 1 - May 18, 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Donations		
Auction Donations	0.00	2,400.00
Donations - Other	6,332.43	4,600.00
Total Donations	6,332.43	7,000.00
Interest Earned	4.67	10.00
Membership Income	1,545.00	3,200.00
Total Income	7,882.10	10,210.00
Expense		
Acquisitions	4,297.27	2,000.00
Bank Charges	54.40	75.00
Donations-outgoing	0.00	200.00
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	0.00	375.00
Insurance	34.26	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	2,090.00	1,650.00
	Printing	50.00	500.00
	Promotion/Fundraising	0.00	1,300.00
	Publishing		
	Mailings	0.00	50.00
	Website	0.00	60.00
	Total Publishing	0.00	110.00
	Sponsorships	0.00	500.00
	Taxes on Properties	11.57	300.00
	Total Expense	7,157.00	10,210.00
	Net Ordinary Income	725.10	0.00
Other Income/Expense			
	Other Income		
	In Kind donations	0.00	0.00
	Net Gain or Loss from NSF Fund	277.27	0.00
	Volunteer Value	21,600.00	0.00
	Total Other Income	21,877.27	0.00
	Other Expense		
	In Kind Out	0.00	0.00
	Volunteer Value Exp	21,600.00	0.00
	Total Other Expense	21,600.00	0.00
	Net Other Income	277.27	0.00
	Net Income	1,002.37	0.00

Fundraising Committee – Chair Vacant:

As of 5/20, the matching grant total for the Thacher Park educational display was \$ 4,285.10. A poster has been prepared for display at Spring NRO to help get us to the \$5,000 goal. Thom Engel has indicated that we should aim to close the fundraising by 9/1 and I am confident we will reach the target amount. Note that most of the region's grottos have kicked in significant donations.

NCC Life Member Matt O'Donnell has produced a beautiful softcover compilation of the four 2015 issues of the Northeastern Caver that will be available in exchange for a \$20 donation to the NCC. These will be available at the NCC tent during NRO.

Barn Dance Subcommittee - Emily Davis & Mike Warner:

Progress: None, too early to set the date.

Plans: Bill Folsom to contact the band and Pokorny's to try and find an early date. Must not conflict with NRO.

Problems: The committee needs some assistance. The same folks have been doing this since the first dance. All are willing to continue but feel we are not getting enough support from the board. Issues include: Will more of the board commit to attending? Do we have anyone to help gather prizes and auction items? (Geared toward the general public rather than the caving community? This is a serious need. We cannot expect Leslie and Emily to do this alone EVERY year.) Will one or two more board members show up to help set up the tent? Will someone take over the entrance and auction station so Emily may have a chance to at least participate in one dance?

Membership Committee – Peter Youngbaer:

Progress:

Membership Renewals and New Members: NCC membership continues at an historic high level. My last report listed 196 in all categories at the time of filing; this report has 197. In the interim days between filing the last report and the NCC quarterly meeting, we hit 200. I expect we'll be over that number by the coming meeting. Why? Primarily because of the timing of the Spring NRO. We've had 22 members lapse so far in 2016 (18 Regular and 3 Family), including 11 just in the month of May. Most of those have renewal dates May 13-16, which correspond to an earlier NRO, when they initially signed up. However, with our election cutoff of May 17, we technically lost most of them. I expect most will renew at the NRO, and maybe some new ones.

All renewal notices for memberships up through June 8 have been sent, with particular emphasis on the election cutoff date. New memberships and renewals have been acknowledged and entered into the data base. It is current as of today, May 17. We continue to send second reminders and lapsed notices, which have proven successful in retaining memberships.

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

May 17, 2016	April 22, 2012
Life: 46	Life: 18
Family Life: 7	Family Life: 0
Benefactor: 9	Benefactor: 10
Regular: 106	Regular: 88
Family: 22	Family: 16
Student: 0	Student: 0
Institutional: 7	Institutional: 3
TOTAL: 197	TOTAL: 135

Membership Brochure: I worked actively with the Secretary in reviewing and revising the first draft of the brochure, and then minor revisions to the updated draft. As of this writing, I just saw the final version that is ready for the NRO and am very pleased and excited about it.

Membership Strategic Planning Survey: With the editing assistance of the Board, created and mailed a six-page survey to all individual members – men, women, and children – of all membership categories. The Institutional members did not receive it. A few people were emailed the survey after their snail mail came back, and several international travelers received it that way, as well. 190 were mailed, and we received 57 back, representing 60 people – an excellent return rate, in my opinion. There is a wealth of information contained in the replies and extensive comments, and I am preparing a presentation for the June NCC Board Meeting.

Membership Article for the NCC Newsletter: In preparing the mailing of the survey, I was struck by how widely spread geographically our membership actually is. I thought that information would be of passing curiosity to our membership, so wrote a short piece for the recent newsletter.

Problems: As a result of the membership survey being sent via snail mail, we discovered a number of out of date addresses. This allowed us to update member information in the database, including emails once contact was re-established. The survey also identified a number of people who had not been receiving communications from the NCC – newsletters, ballots, meeting and workday notices, etc. We will need to investigate the interface of the database with our outgoing communications to ensure people who should be getting things are getting them; and people who should not (i.e. lapsed members) do not.

Plans: Follow up on suggestions received from the Membership Strategic Planning Survey.

Office Committee Report - Emily Davis & Mike Warner:

Status Quo

Publications – Christa Hay:

Newsletter was delivered to members.

Brochure: The final edits and photos were sent to brochure designer. The final draft will go to the board for any minor edits. At the request of the professional brochure vendor the board was to only get the final draft. The membership chair reviewed the document as well. Prints were made for NRO and more will be made for preserve managers and others. This will be done through a professional printer. This should be made available on our website as well. The due date of brochure was set for NRO and it was ready. Waiting for invoice and printing recommendations.

Spider Cave Press release was written and sent out to the local newspapers by deadlines. I searched and not sure it was picked up by any of the papers which would be a first.

Along with working on a possible online "store" for NCC apparel and items I am getting prices on design for new "logo" - as incorporating our current logo (logo will not change) for apparel in a fresh way. This is along the lines of the NCC with the bats flying out of the first C as I designed years ago.

Prepare posters and display items for NRO.

Activities: working on future activities and events for bringing in new members and community involvement. I have been talking with other organizations. Could be one or two planned for this year but the main push will be for next year. Ideas? Please forward to me.

Photo Gallery on web: I send photos to Technology Committee for publication when appropriate.

Logo – From Danny Brass "...the logo that is there now is one of the nicest ones in cavingdom and it lends a sense of recognition and identity to the publication." As I was the designer of the logo (won during a contest) it was very nice to hear a compliment such as this.

Newsletter Subcommittee – Danny Brass:

Information will be coming for photo dimensions, resolution and subject matter for possible use as the cover for the newsletter.

Copyrighted material will not be put in the newsletter (e.g. anything simply extracted from the web or from another publication) without explicit permission from the author, editor, etc.

Technology Committee Report – Mike Chu

-Testing "Slack" for a collaboration tool

-Migrating to "Google Docs" for collaborative document edits

-Website development in hold mode; starting to get quotes for having the site design developed at a cost by a 3rd part - internal people appear too busy. Anyone else want to help? Anyone have suggestions as to who may be interested in quoting web development? Many sources have not come through.

Volunteer Value Committee – Vince Kappler:

Progress:

Year to date totals: 693 hours of volunteer work for NCC projects for a total value of \$21,600.00. Volunteer hours were reported by the Onesquethaw, Spider, Merlins and Benteleys managers as well as the Secretary and the Membership, Office, and Treasurer Committees.

Plans:

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

Problems:

None at this time.

Attachment D Secretary Report

- Trail markers ordered and stored at Speleobooks. I decided to order three colors to help mark multiple trails on one preserve.
- Attended the EC meeting and responded to general emails.
- I printed and framed the Spider cave photo by Kevin Dumont for presentation to the Carls at the Spider Cave ceremony.
- Created the Spider Cave display board for NRO and packed the NCC promotional items.
- Researching Iron Rangers for possible donation collection on preserves. Will gather cost information to allow for decision making for 2017 budget.
- Helped during the Spider Cave road cleanup.
- Research cost for presentation posters at events for 2017 budget.

Executive Committee Minutes

Bob A., Vince, Christa, Bill F., Bob Simmons

May 11, 2016 7:30 PM

Bylaw Change: Article VI.6 Vince would like to change to Trustees are the ones that elect the officers so the bylaw should be changed to just the trustee making the vote and not the officers. Make sure to have the bylaw change in the next newsletter must be 21 days before the following meeting. Addis says he and Mike W setup the bylaws of the NCC in 1999 and they paralleled the NSS. An officer is voted in yearly so if an issue can be dealt at the next trustee vote.

Conflict of Interest: Bob Simmons will send out the policy to the people nominating for upcoming. Mitch will bring forms to the meeting for all to sign as they are new forms.

Member survey: Peter has asked for 15 minutes at the meeting to show the results of the survey.

Acquisition: Bob, Chuck and Christa are working on this. Will take the new owners on a trip and discuss the process.

NRO: The new tent will be arriving for NRO. Both tents will be set up and the old one will be auctioned off. The roll up display will be there and some other items. Bob – should we have the newsletter printed out? There will also be Northeastern Caver for \$20 available as a donation for the NCC. This is being worked on by Matt. NCC doing the auction – Bob will be auctioneer. Bob will forward the information on the will to Bill. Christine Young is offering a will for the auction.

Brochure: Final comments from Peter and Christa sent to Julie. Final formatting is happening. Will print some for NRO and a large printing to pass out to preserve managers and others as promised at previous meeting.

Nominating: 6 candidates ... diversity. On board for having all platforms by May 15. Deadline for membership for voting will be may 17th. Bob S will inform the board and the candidates of the outcome. Working on some kind of orientation for new board members. We send out previous minutes and links to the board manual.

Events: Christa is working on setting up events with other organizations to help bring in membership and more community involvement. More to come. Ideas: maybe have a cleanup before the caves open etc.

8:18pm