

Minutes

March 5, 2017 10:00 AM
Sam's Point Visitor Center
Cragmoor, NY

Management Plan Scheduled for Review: Bentleys (Postponed)

Meeting called to order at 10:00

1. Introduction and greeting - Robert Simmons
2. Attendance
Officers: R. Simmons, B. Folsom, V. Kappler
Trustees: M. Berger, M. Chu, T. Engel, M. Ingalls, P. Rubin, J. Morris-Siegel, A. Traino, C. Young
3. Absent with proxy – T. Rider: J. Dunham proxy
4. Absent without proxy – N/A
5. Officers' Reports
President: Attachment A
Vice President: Attachment B
Treasurer: Attachment C
Secretary: Attachment D
6. Electronic vote conducted December 16, 2016 via conference call -
Simmons moves: The Northeastern Cave Conservancy accepts the resignation of President Robert Addis effective December 16, 2016.
Second: Jacob Morris-Siegel
For: Engel, Berger, Ingalls, Traino, Rider, Rubin, Morris-Siegel, Young, Foster, Kappler, Simmons, Chu (via email)
Passed
7. Simmons moves to open the Committee of the Whole. The Vice President will preside. Items may be entered as new business.
2nd by Chu
For: All
Passed

Simmons moves to suspend the agenda to discuss CotW item 8 first.

2nd by Berger
For: All
Passed

Topics:

8. Thacher Climbing Coalition: Thacher Climbing Coalition (TCC) formed to expand climbing access in state parks. TCC entered into an agreement with Thacher Park to establish climbing routes on the escarpment in the vicinity of Hailes Cave. They have established about 35 routes, no top roping allowed, and done extensive trail work to access the climbs. They will also construct a kiosk at the trail leading to the climbing area. The park will issue permits and require waivers for individuals to climb. TCC will not be involved with the permitting process. TCC proposes that the NCC and TCC share information on management plans for their respective areas of interest.
 1. Advertising for open positions: Open NCC officer positions have been posted on the Land Trust volunteer board. We discussed placing vacancies in regional caving newsletters.
 2. Board of Trustees review process and criteria: An ad hoc committee, (Young- chair and Ingalls) was formed to formalize the review process
 3. Fortieth Anniversary: Hay stepped down as chair of the ad hoc committee. Traino will chair and evaluate options for holding a 40th Anniversary event.

4. Barn Dance: Long discussion on benefit of event vs. work required for it to be a success. Several board members committed to working the event and Simmons will contact committee chair.
5. Land Trust Standards and Practices: LTA policies have been updated and the NCC has been asked to review and consider adopting. Board will review and possibly take action in the future.
6. Nominating Committee/Board Elections: New chair of the Nominating Committee will be put on the agenda. Youngbaer will make extra effort to get members' dues current to be eligible to vote in the June elections.
7. Surprise Cave Committee: New chair of the Surprise Cave Liaison Committee will be put on the agenda
9. NCC representation at Caver Events (NRO, NSS, LTA, OTR, CLC, etc.): Very important for NCC to be a presence at events. Members committed to NRO, OTR, and CLC events. 2017 NSS Convention may be difficult because of timing and location.
10. Other Thacher Items: Engel: still working on Thacher – NCC agreement; Hailes will not likely be open to public caving this season but NCC field work (mapping in Hailes) will be permitted; the NCC permit to do karst studies has been renewed. Signage for the Thacher Visitor Center Kids Cave was reviewed and Thom will relay our suggestions.
11. Bat Hibernacula Committee: Board discussion on progress to get some of our caves off the “closed” list.
12. Member Appreciation: Can we do something as an annual (or semiannual) event to get membership and families together.
13. Kiosks: RLT has donated 4 kiosks to the NCC.
14. Surprise Cave: Rubin announced he was hired to do water quality study in area surrounding Surprise Cave.

8. Engel moves to close the Committee of the Whole.

2nd by Traino

For: All

Passed

9. Simmons moves to accept the minutes of the December 4, 2016 board meeting.

2nd by Berger

For: All

Passed

10. Kappler moves: Appendix E – Writing A Management Plan, paragraph four is amended: ~~<delete>~~ <<insert>>

One of the great values of preparing a management plan is that it encourages a careful inventory of the property's resources and identifies potential management problems. Periodic reviews keep this process going and that is why the NCC requires that each cave preserve manager review his or her management plan every ~~<two>~~ <<three>> years on a rotational basis established by the NCC Secretary and report recommended changes to the Board for their consideration as amendments to the plan.

2nd by Engel

For: All

Passed

11. Simmons moves: Bylaw VI.2 is amended: ~~<delete>~~ <<insert>>

2. Election of Officers. ~~<Officers shall be elected by the Trustees at the year 2000 annual meeting, and thereafter at each annual meeting.>~~ <<Commencing with the officer's elections at the December 2017 meeting, the President and Secretary's terms will increase from a period of one year to two years. Commencing with the officer's elections at the December 2018 meeting, the Vice President and Treasurer's terms will increase from a period of one year to two years. Commencing with those elections, no officer may be elected to more than three consecutive terms (six years total) in the same position, without taking an absence of at least one term from that position.>> All Officers shall be current members of the Northeastern Cave Conservancy, Inc.

2nd by Morris-Siegel

For: All

Passed

(If approved, this motion must be voted upon again at the June meeting where all NCC members in attendance may vote.)

12. Kappler moves: Kevin Dumont, Spider Cave Preserve Manager, requests that the revised Spider Management Plan, circulated to the Board on 2/16/17 and amended at the meeting, be approved.

2nd by Chu
Abstain: Ingalls
For: Rest
Passed

13. Simmons moves: Norm Berg is appointed Chairman of the Nominating Committee.

2nd by Engel
For: All
Passed

14. Simmons moves: Al DeMaria is appointed Chairman of the Surprise Cave Committee.

2nd by: Morris-Siegel
For: All
Passed

15. Informational Point: Next Executive Committee meeting will be April 23, 2017, 10:00 AM. Location TBD.

16. Informational Point: Next board meeting will be June 11, 2017 at 10:00 AM. Location TBD.

17. Simmons moves the fall board meeting will be September 24, 2017 at 10:00 AM. Location TBD.

2nd by Folsom
For: All
Passed

18. Simmons moves to thank Minnewaska State Park Preserve: Sams Point Area and staff for hosting the meeting.

2nd by Traino
For: All
Passed

19. Simmons moves to adjourn.

2nd by Ingalls
For: All
Passed

Meeting adjourned at 3:50 PM.

Attachment A President's Report

Cave Preserves: Preserve Management Plan Review Schedule

Year	March	June	September	December
2017	Spider	Clarksville		Bentleys
2018	Ella Armstrong	Knox		Bensons
2019	Sellecks	Merlins		Onesquethaw
2020	Spider	Clarksville		Bentleys
2021	Ella Armstrong	Knox		Bensons

2022	Sellecks	Merlins		Onesquethaw
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Presidents position needs to be filled, advertising has been placed.

CAVE PRESERVES:

1. Bensons

Progress: Visited the property on 02/10/17. Walked (postholed) the trail and saw no signs of activity on the property. Snow was too deep to do any extensive walking without snowshoes. The cave has been closed since 10/1.

Issues: No new issues have been noted.

Plans: See previous report for plans for the upcoming warm season.

2. Bentleys

No Report Received

We need to recruit a new Preserve Manager.

3. Clarksville

As noted before, the DEC closure signs are posted. There is one by Gregorys, Wards, on the kiosk, and on the changing area. Despite this a group entered the cave on January 22. When I spoke to them, they said they'd seen the signs, but since their friend had told them the cave was open, they went in. Same friend also told them all the decontamination requirements were not necessary. I explained the potential penalties of their entry, told them not to do it again, and told them to inform their friend that she is wrong. Cave had been set aside on May 7th for an OCR.

4. Ella Armstrong

Progress:

I have visited the preserve many times over the last quarter. On Sunday January 21th, I found that the kiosk was on the ground. The main support had snapped and the whole kiosk fell forward. Plans were made during the following week, to make repairs to the kiosk.

January 28th I was joined by Chuck Porter, Charlene Sandonato, Devon Hedges, and Craig Cantello . We replaced the plywood and the shingles on the roof, made repairs to the mount brackets and have a new 4x4 beam supporting it. Need to mount the beam to the ground in the spring. But other than that, it looks great. Thank you to everyone that helped!

With all property boundaries checked. Everything looks to be in great shape at the preserve. Cleaning of the entrance sink may continue over the winter months, 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 and closure signs have been placed at the Kiosk and at the Cave entrance,

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

- a. Continued cleanup of the sinkhole
- b. Remove dead trees near the entrance.
- c. Continued monitoring for trash along roadside.
- d. New hole has opened up on the property. Large, 10 -12 ft. deep Details at the meeting.....
- e. Replace poster and Plexiglas.

5. Knox

Progress:

Progress:

DEC conducted a bat count January 3. Mitch attended.

Surface checkup happened the same day; no signs of trouble.

Issues:

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. Thom and I plan to investigate once the weather gets warmer.

Plans:

Periodic property inspection during the winter season.

Possible graffiti removal in Knox, and investigation of methods, once we reopen.

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 the Spring.

6. Merlin's

There is very little to report. I have only visited the preserve once since the last meeting. On this visit there appeared to be no recent use of the property. All of the cave closed signs were still in place and there was no recent ATV use on the trails either. We are planning on doing a bat count in conjunction with NY DEC in Merlins Cave at some point this winter.

7. Onesquethaw

██████████, our neighbor behind the preserve disputed the location of the NW corner as placed by Lawson surveyors. ██████████ surveyor, ██████████, has now formally sent the dispute to Lawson by letter dated 19 January 2017. ██████████ claims Lawson's placement is about seven (7) feet too far from the road. The original subdivision deed for ██████████ says the distance is 354.7 feet horizontal. Lawson determined the distance to be 357.02 feet. This makes some amount of sense since the line is not horizontal. ██████████ claims that the line should be 350.6, which makes no sense at all. BTW, the original deed misses closure on the loop by only 0.12 feet. So, there's no big error there. In any event, per our contract with Lawson, this should not cost us anything further.

8. Selleck's

Progress:

Preserve is in very nice shape. Trails are clear and well-marked. Kiosk is also in good shape. All property boundaries and trails have been checked. Everything is in good shape for the only NCC preserve open. Very quiet this quarter.

Problems

Nothing noted

Plans:

Continue to monitor for trash along roadside over the winter. All clear.

9. Spider

Progress: The revised Management Plan has been sent to the Board for review and comments.

OTHER COMMITTEES (PRESIDENT):

10. Acquisitions

██████████ property has not sold, Chuck to contact owners from time to time to monitor situation. ██████████ discussions continue.

No other reports.

11. Nominating

Positions need to be filled. President Ad is being run. Secretary Ad being run several other openings have been included in the spring 2017 Newsletter.

12. Risk Management

Progress: Terra Firma application and fees have been sent in, awaiting reply.

13. Torays ad hoc

No updates since December meeting. I will be co-hosting a presentation on environmental due-diligence with Paul Elconin of Weantinog Heritage Land Trust at the CLCC Conference in March.

14. 40th Anniversary Ad hoc committee

No updates at this time

15. Bat Hibernation Ad hoc committee

Problems; Lack of progress

Plans; keep on pushing DEC

Progress; Meeting with local USFWS and DEC at recent Northeast Bat Working Group Meeting. Asked them to discuss the issue of opening Onesquethaw Cave between them and report back to us.

Ingalls and Dunham assisted on a bat count in Hailes on 2/16/17. Approximately 4000 bats were counted which is up from the 1500 observed during the previous count. Some evidence of WNS was observed during the count.

Attachment B Vice President's Report

EC Meeting

The EC met at Bill's apartment in Manhattan on January at 10 AM. The meeting lasted for about X hours. Mitch and Morgan joined the meeting remotely via conference line.

- Postponed Bentleys MP Review as we have no manager in place
- RWS will print agendas/reports for 3/5 meeting
- Discussed the Presidents vacancy ad
- Updated the discussion on the NCC/NSF agreement
- NY, MA & CT Land Trust summit attendees/representation
- New Brochures, printing and kiosk holders
- Fundraisers: NRO Auction
- Discussed staggering officers terms for continuity (motion)
- Discussed Secretary's position
- CLC Contacts, possible movement on Indian Oven Cave
- Knox ongoing issues (pins, boundaries, neighbors). RWS to discuss issues with surveyor, do site walk, possibly meet with neighbors
- Update preserve contact info/emergency info
- RWS to contact NSS AVP/Preserves manager to offer discussion on the future relationship between NCC and NSS Preserves
- Should work on an equipment policy (storage, maintenance, etc.).
- Hydrogeologic model (possibly do a video of model in action, rather than move model around)
- Life membership certificates (up to date)
- Develop more formal review process with goals, metrics, etc.
- Update COI policy to include personal relationships
- Business cards
- Terra firma application

The meeting lasted for a few hours.

VP Committee Reports

1. Bylaws Committee

Joe Levinson, Chairman

No report received. Joe has looked over the proposed changes to bylaw VI.2

2. **Education** – I have received the second announcement of SAGE, the STEM event held at Shenendehowa.

3. Science Committee

R. Laurence Davis, Ph.D, Chairman

No report received

4. **Special Use** – As of 2/5 we already have 20 reservations for the year. The bulk of these – 85% – are for Clarksville. The year-end report for 2016 is attached.

5. Surprise Cave Committee

Bob Simmons, Chairman Need to have a new Chair. I have approached Al DeMaria about taking over the lead as he has expressed an interest previously.

6. Thacher Park

The Thacher Park manager has asked the NCC to manage the caves in the park. This will include Hailes Cave. Except as noted below, the basic plan is that all caves in the park will be open from May 1 through September 30 without permission. The exceptions will be Hailes Cave and those caves on the Indian Ladder Trail except the Bridal Chamber a.k.a. Crevice Cave. (Yes, an exception to the exception.)

- Hailes will continue to be open per the NCC permit. For reasons unrelated to caving, Hailes will not be open to non-NCC survey trips others until the 2018 season.
- A first draft of the management plan has been sent to Parks for their review. I would like to get it to a point where Parks is happy with it before bringing before the NCC board.

**Attachment C
Treasurer’s Report**

NCC Treasurer Report

Progress continues on updating the NSF/NCC investment funds contract, with comments/questions being compiled by all 3 EC members. Vince stood in for me at the January meeting in PA with NSF Treasurer Bert Ashbrook when a storm prevented safe travel from Manhattan. Thank you, Vince for the copious and complete notes from that meeting. We are currently awaiting answers to our questions from Bert.

In Technology progress, I spent about 4 hours poring over the new website and sent detailed comments to Mike Chu.

**Northeastern Cave Conservancy Inc
Profit & Loss Budget vs. Actual
January 1 through February 15, 2017**

02/15/2017

	<u>Jan 1 - Feb 15, 17</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Donations		
Auction Donations	0.00	2,400.00
Donations - Other	1,305.62	5,805.00
Total Donations	<u>1,305.62</u>	<u>8,205.00</u>
Interest Earned	1.39	10.00
Membership Income	370.00	4,300.00
Total Income	<u>1,677.01</u>	<u>12,515.00</u>
Expense		
Acquisitions	0.00	2,000.00
Bank Charges	2.16	85.00
Donations-outgoing	0.00	200.00
Dues	0.00	350.00
Education	0.00	50.00
Executive		
President	0.00	100.00
Secretary	0.00	50.00
Treasurer	0.00	50.00

VP	0.00	50.00
Total Executive	0.00	250.00
Insurance	1,370.00	3,025.00
Legal Fees	0.00	1,000.00
Licenses & Permits	0.00	50.00
Meeting Expense	0.00	100.00
Meetings & Conferences	85.00	170.00
Membership Expenses	0.00	100.00
Miscellaneous	0.00	100.00
Office Expense	0.00	100.00
Postage	9.60	100.00
Preserves-Maintenance		
Bensons	0.00	250.00
Bentleys	0.00	600.00
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	100.00
Spider	0.00	175.00
Total Preserves-Maintenance	0.00	1,825.00
Printing	0.00	1,000.00
Promotion	30.00	1,300.00
Publishing		
Mailings	0.00	50.00
Website	0.00	60.00
Total Publishing	0.00	110.00
Sponsorships	0.00	300.00
Taxes on Properties	112.64	300.00
Total Expense	1,609.40	12,515.00
Net Ordinary Income	67.61	0.00
Other Income/Expense		
Other Income		
In Kind donations	0.00	0.00
Net Gain or Loss from NSF Fund	-308.25	0.00
Volunteer Value	10,981.00	0.00
Total Other Income	10,672.75	0.00
Other Expense		
In Kind Out	0.00	0.00
Volunteer Value Exp	10,981.00	0.00
Total Other Expense	10,981.00	0.00
Net Other Income	-308.25	0.00

Net Income

-240.64

0.00

Fundraising Committee – Chair Vacant:

Christine Young submitted the Land Trust Alliance Grant application to reimburse us for the Spider Preserve acquisition. Christine also completed and submitted the SEFA application that will allow NY State employees to choose the NCC as a recipient for donations deducted from their paychecks. At this time we are awaiting word on both applications. Thanks Christine!

Barn Dance Subcommittee - Emily Davis & Mike Warner:

Problems: Committee changes, not sure if I want to continue working this committee without my core volunteers. Will determine this by the June meeting.

Plans: Discuss with core volunteers

Progress: None

Membership Committee – Peter Youngbaer:

Progress:

Membership Renewals and New Members: Once again, we broke a new record for membership – now at 209 as of the writing of this report. We saw a nice bump in new Life Memberships at the end of the year – now 59, up from 51 in the last report - with people taking advantage of the opportunity prior to the dues increase.

All renewal notices for memberships up through February 28 have been sent. All new memberships and renewals have been acknowledged and entered into the data base. It is current as of today, February 13.

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

February 13, 2017	April 22, 2012
Life: 59	Life: 18
Family Life: 9	Family Life: 0
Benefactor: 8	Benefactor: 10
Regular: 105	Regular: 88
Family: 20	Family: 16
Student: 0	Student: 0
Institutional: 8	Institutional: 3
TOTAL: 209	TOTAL: 135

Membership Brochure: I've worked with the Publications chair on proofreading the Membership Brochure update on the dues section, so that it now reflects our current rates. She is having 600 copies sent to me for mailing out to all our current members so they can see their dues at work, but, more importantly, have a couple copies to give out as ambassadors.

Life Member Certificates: Have been working with Christa and Bill to research our history with giving out Life Member Certificates. We have a template, which will need updating for the President's signature. What we have not yet been able to ascertain is exactly where we left off in mailing these certificates out. We think it's somewhere in the Life Member 30 area. **Anyone who has a Life Member certificate with a number in the 30s, please let me know.**

Problems:

Dues: Active cavers and regular NCC members continue to lag in sending in their dues. Please urge your colleagues to get current. Thank you.

Benefactors and Life/Family Life Members: This is a repeat request from my last report. We don't really offer anything as incentive for anyone to give at the Benefactor level, except for a thank you. I would suggest we come up with some token of our appreciation for someone giving us an additional \$30 above the Regular dues. Perhaps something as simple as one of our lanyards or a patch. We'd still make money on the deal, and it would be an acknowledgment and may generate additional funds. Once we catch up on the Life Member Certificates, we should focus on this.

Plans:

Membership Brochure Mailing: Will snail mail the updated version to all our members as an outreach effort prior to the spring caving season.

Life Member Certificates: See above. Once we clarify where we stopped sending, we can create and catch up with new ones. Would like to get this done prior to the June meeting.

Office Committee Report - Emily Davis & Mike Warner:

Problems: Being away from the office for just under 3 weeks

Plans: catch up on mail within the next week

Progress: none

Publications – Christa Hay:

Progress:

Newsletter: was sent out 2/17/17.

- The Editor is reminding people to please respect the deadline for newsletter.
- The Editor will not solicit articles as he first stated when accepting the job. We tried getting each preserve manager to write an article when the management plan was due. That has somewhat worked but a few managers ignore the request. I will be sending emails to committee chairs and the board to ask for articles.

Brochures have been updated with the new membership costs. Brochure sent to printers and 5000 will be produced. 600 are being mailed to the Membership Chair and should be mailed out no later than February 17th. The rest will take 3-4 weeks and might possibly be ready for the meeting. They will be mailed or delivered to the Office Committee.

Checking on pricing for new shirts and hats. Getting button vendor information from Speleobooks.

Membership emailing on resignation and search for President.

Plans:

Still checking on Iron Rangers.

NCC items will be ready for NRO.

Count items we already have once I get clearance from doctor.

Problems:

Always tough getting articles for the newsletter.

Technology Committee Report – Mike Chu:

Progress: New website development still underway. Good chance it will be up by the March board meeting; just working out the final details now.

Problems: Website designer still having family health issues, taking up a lot of his time. Little is left to do now, so I am hopeful it will be complete in the very near term.

Volunteer Value Committee – Vince Kappler:

Progress:

It has taken only eleven years of volunteer effort for our members to accumulate over one half million dollars of value supporting the NCC Mission. Many thanks to all who have reported the hours they worked for the preservation of karst in the Northeast.

VOLUNTEER VALUE STATS

	Hours	Miles	Dollar Value
2006	1389.5	20,862	\$29,955.00
2007	1571.5	14,607	\$35,542.00
2008	1680.5	14,143	\$36,926.00
2009	1440.5	10,442	\$39,564.00
2010	1234.0	10,949	\$42,211.00

2011	1546.0	14,118	\$54,684.00
2012	1483.5	13,951	\$51,605.00
2013	1916.5	20,522	\$70,268.00
2014	1481.0	18,621	\$48,757.00
2015	1634.75	15,664	\$58,450.00
2016	1563.25	12,303	\$52,341.00
			\$520,303.00 TOTAL

2017 VV totals to date: \$10,981.00

Plans:

The IRS has decreased the mileage rate from \$.54 to \$.535 for 2017. This will slightly reduce the amount we can claim as a contribution when we calculate our VV dollar totals.

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

Problems:

None at this time

**Attachment D
Secretary's Report**

**EC Meeting Notes
1/22/17**

10:00 AM – 2:05 PM

Bill, Bob, and Vince

Mitch via phone

Morgan via phone for approx. 45 minutes

Bentleys MP is up for review:

Bob will be looking for member to take over as manager;

Minor conflict about bat closure noted in the posted Bentleys MP, V will fix and send corrected file to MC to post.

EC recommends we switch to a 3 year cycle for plan reviews. Motion to make that change will be on March agenda.

March Board meeting schedule for reports, printing:

V will be going on vacation. Committee reports will be due earlier than usual.

Bob will print agenda/reports for the meetings.

Advertising for Pres:

Job description is done but will be circulated to the board one more time before being sent to members;

Bob will appoint ad hoc President Search Committee;

We will inquire about posting to volunteer "job boards".

NCC-NSF Contract:

Bill is satisfied with draft contract but is awaiting final comments from NSF. There is no rush to conclude talks.

Land Trust Conference:

Bill is going and Mitch is interested while Bob will attend but is sponsored by his employer.

EC will try to get updated business cards for those attending.
Bob will check on polo shirts with the NCC logo.

Brochure printing:

Confirming quote for 5K brochures to be printed.
We'll order a dozen weather proof brochure holders once the print order is finalized.

Fundraising – auctions

NCC will formally request permission to conduct auctions at NRO meets from the host grotto.
Auctioneer - Bill will solicit candidate to conduct auction.

Terra-Firma:

Mitch will work on finalizing TF application which is due Feb.2.

The 12/16/16 conference call:

Issues that have been brought up that we should think about in the not-so-distant future:

- Clarify language in board manual to address what happens when a member of the EC officer resigns unexpectedly
EC concludes *current Bylaws seem to be sufficient; further discussion necessary?*
- Possibly implement term limits for EC officers
Bylaw amendment will be proposed at the March meeting
- Staggered EC officer terms
Will be addressed in above bylaw amendment
- Nominate and appoint a new secretary as Vince is supposed to be interim
Still looking.
- Address specific issues that Bob A. was currently working on or involved with (CLC, NSF, and Knox, emergency contact numbers for preserve managers, contacting NSS re: their Schoharie Preserves, new Bentleys PM MP review scheduled for 3/17.)
CLC walkabout on Merlins Preserve - MPs to be primary contact. Bob S. to remain contact for CLC-Indian Oven talks, NSF - talks underway, Knox - Mitch and Bob to try a meet & greet with Bushes; meet with CT Male re:hardening survey point in field and recommendation for pinning corners on north parcel. Emergency contact numbers to be requested when preserve reports due. Bob to write letter of inquiry to NSS about their preserves. Bentleys MP to be postponed until new manager appointed.
- Come up with a policy on the care and storage of NCC owned equipment, swag, educational materials, etc. and how they are handed off when that becomes necessary
Bob collecting info on what we have and where stored.
- Catch up sending out Life Membership certificates
In progress.
- If board decides to continue a review process, it should be in September to give the board time to discuss before acting in December
Topic for COTW followed by a possible motion.
- Consider implementing a policy concerning relationships and officers/trustees
Possible to address through conflict of interest policy?
- Get NCC business cards produced for the new VP and others
In progress.
- Adopt and implement a more formal Trustee/Officer progress review

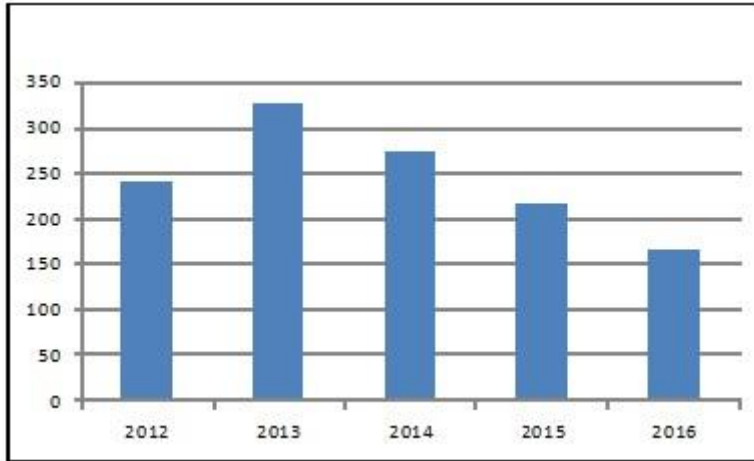
See "review process" above

Other:

Draft minutes of the were circulated to the board about December 15. The and sent to the web a few days

Six sets of meeting minutes web were located, formatted thanks to the board members asked if they had old copies of minutes.) We are still missing June 2013 meeting.

I worked with the EC and the President's and descriptions. The President's to the Publicity Committee to the membership on February



December meeting and posted to the web manual was updated later.

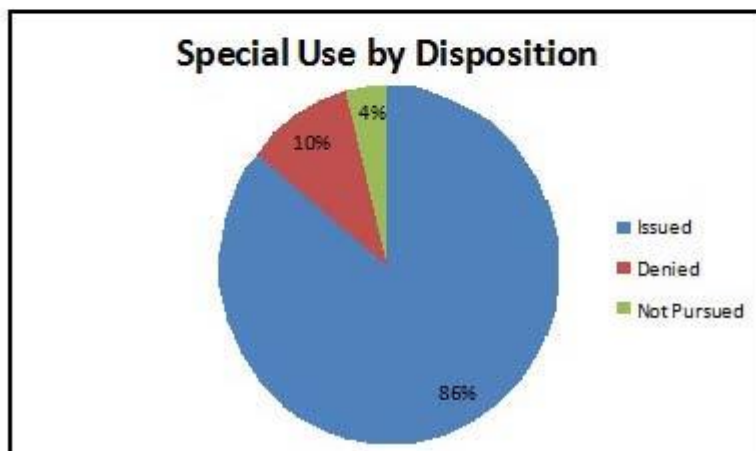
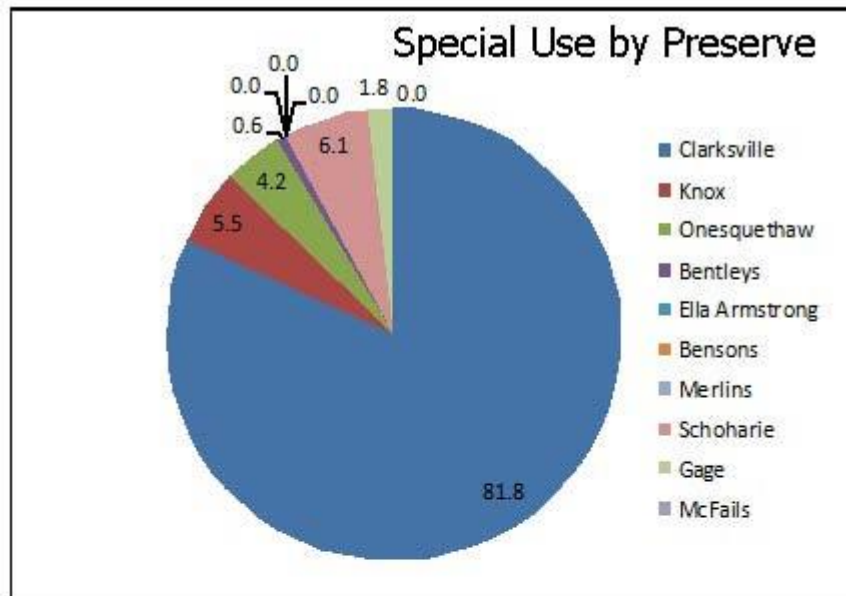
that were not on the and posted. (Many who responded when agendas or draft the minutes for the

Christine to finalize Secretary's job description was sent be mass emailed to 2.

Special Use Report – CY 2016

Total reservations processed = 165. Last year it was 216. This is a 31% decrease.

Trips requested during closure have be included in the count of denials.



CFP = Cave for Pay. includes incarceration churches, and youth services. include both private schools. **Scouts** boy, and venture

Other schools, municipal **Schools** and public include girl, scouts.

