

California Alpine Club
Quarterly Membership Meeting
Alpine Lodge Saturday, July 22, 2017

Board President Jay Gustafson called the meeting to order at 1:10 PM.

Board Member attendance:

President - Jay Gustafson – Present
Vice President – Ann Meneguzzi – Present
Secretary – Dan Larson – Present
Treasurer – Jeff Grimshaw – Present
Registrar – Mark Sapiro – Present
Past President - Jim Nixon - Absent
Director – Nancy Emerson - Absent
Director – Amy Pertschuk- Absent
Director - Candy Barnhill – Present
Director - Pete Castelli- Absent
Director - Tim Warden – Present

Members attending: See attached list.

Call to establish a quorum: The president ascertained a quorum was present.

Recognition of request to add item(s) to Agenda:

A member requested we consider we consider approaching the County to have crosswalk markings added to the Panoramic Hwy from the Lodge to the trailhead.

Jay introduced Past President Betty McDonald. Betty shared some stories of her earlier days in the Club.

Jay also introduced long time member Marjorie Erickson who also shared some stories of her earlier days in the Club.

Jay announced the passing of long time CAC member Arnold Champagne. A moment of silence was taken in his memory.

Approval of Board Minutes from October 15, 2016 and April 29, 2017 meetings:

Jay requested this subject be tabled.

Communication:

Oral: Edie Nelson reported she had met the neighbor to the South of the South parking lot and during her discussion she learned they were an elderly couple on a fixed income and may be having difficulties maintaining their property. Edie requested the Board consider approaching the couple about leasing some of their property for additional parking. Edie also observed a tree branch hanging over the wires along Panoramic Hwy.

Officers Reports:

Jay G. spent some time explaining the difference between the California Club, the Alpine Lodge and the Echo Lodge.

Jeff G. reported all CACF funds have been dispersed, dues income is on track with last year and our highest two expenses are Insurance and publishing and distributing Trails.

Mark S. reported the 2nd dues letter will be sent in another week and 80 people have not responded to the first letter. Mark also reported the current membership is 536 including those that have not responded.

Tim W. reported the Alpine Lodge has replaced the two refrigerators and will be replacing the 4 burner stove soon.

Committee Reports:

Carroll Pearson reported for the Finance Committee with a copy attached. Copies of the current Dues Change History and Records Retention Schedule presented by Carroll are also attached.

Jay G. relayed for Renee Hamilton that the Outings Committee is working on some Fall Outings and some international trips for 2018 and also working with Sacramento State University PEAK Adventures for outings trips with trip management, guides and transportation.

Carroll P. reported the Publications Committee is still missing a chair but doing fine with editors scheduled through January 2018. There was some discussion about reducing the number of issues per year to reduce the work load. Carroll will discuss with the committee but voiced the opinion that Trails is the only connection with the club for many members so the preferred number of Trails issues is 10.

Alpine Lodge Report: Donata Mikulik reported the Trustees are working on replacing the major appliances and bedding. The Trustees are in the planning stage for repairs to the Tam Building basement. Donata also reported the key access to the Lodge is being updated there is a hook for the basement key in the kitchen. Donata also reported they are trying to increase the utility of the Lodge by revising the availability during private events as non-exclusive events.

Echo Lodge Report: Nick Gregoratos reported a delivery truck backed into the porch and has been repaired by volunteer labor. A copy of his report is attached.

CAC Foundation Report: Mary Cosgrove reported on the work of the Foundation with a report attached.

New Business:

- 1.) FWOC: Ann gave a brief history of the FWOC and CAC's involvement. She announced this year's FWOC meeting is August 25 – 27, 2017.
- 2.) Crosswalk: Tim will discuss with the Alpine Lodge Trustees and report.
- 3.) Neighbors Property: Tim will discuss with the Alpine Lodge Trustees and report.
- 4.) Tree Branch: Tim will discuss with the Alpine Lodge Trustees and report.

Meeting Adjourned at 2:20 PM.

Respectfully submitted,
Dan Larson
Board Secretary

CALIFORNIA ALPINE CLUB
BOARD OF DIRECTORS MEETING

QUARTERLY MEETING

ANNUAL MEETING

DATE: July 23, 2017

LIST OF ATTENDEES

NAME: BOARD MEMBERS (Please Print)

NAME: CLUB MEMBERS (Please Print)

1	JAY GUSTAFSON	1	Marjorie Erickson
2	Dan Larson	2	Betty McDonald
3	Larry Barnhill	3	Aime Fagan
4	JEFF GRIMSHAW	4	Maar Harms
5	MARK SAPIRO	5	Jessica Kachian
6	Timothy Warden	6	Donata Mitenlik
7	Ann Meneguzzi	7	CARROLL PEARSON
8		8	Mary Cosgrove
9		9	Glenn Westreich
10		10	Nancy MacDonald
		11	Betty Anderson
		12	Debbie
		13	LINE SHANKS
		14	Nancy Wootrich
		15	Craig Dahl
		16	Nada Campbell
		17	Helena Trach
		18	DARRELL SCOTT
		19	Rich Weyand
		20	ERIC DONEY
		21	Yathuk Wany
		22	John Mullen
		23	VALERIE HEARN
		24	TED OLIVARI
		25	Glen Siskind
		26	Lillian Schmitt
		27	Fred Turner
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ECHO SUMMIT LODGE REPORT
CAC QUARTERLY MEETING – JULY 22, 2017

- At the Spring Work Party one of the primary tasks is to cut logs into rounds and split wood to dry for the next winter season. However, this task could not be done since the snow was still too deep for access to the wood area behind the shed. We have scheduled a special mini-work party for this purpose August 8-11, and we need about 6-8 volunteers. Contact Bob if you can help: 707-829-3728. Fall Work Party is scheduled for Sept. 14-17. Again contact Bob Henry to volunteer.
- New Mattresses for second floor: The 19 new mattresses were delivered and installed. They are very comfortable and I am sure members will enjoy a good night's sleep on them. Unfortunately the delivery folks backed their truck into a post on the left side of the lodge supporting the 2nd floor decking. Tim Seeley replaced the post and the delivery company has agreed to pay for the materials.
- New carpet for the Great Room: Trustee Cindy Toran has been investigating the options with 3 separate suppliers. To purchase a high quality wool carpet for the great room, upstairs hallway, and both stairways will more than double the original estimate. The current estimate is about \$14,500 and includes extra carpeting for the stairs between the first and second floors since that wears most quickly. We had hoped to complete this project this summer but it looks like it will shift farther out to Fall.
- The summer schedule is fairly full and all fall weekends are filled. However, we do need a host for the Thanksgiving holiday time.
- The next Echo Trustee Meeting will be Wednesday, August 23rd, 5 pm, by teleconference.

Here is the report of the CACF grants distribution:

In Marin:

Marin Audubon: \$1300 to buy plants for wetlands restoration

Friends of Corte Madera Creek watershed: \$100 for wildlife camera

Pt Reyes National Seashore Association: \$1000 for sleeping bags for use on summer backpacking trips

Slide Ranch: \$2000 to help fund schoolchildren's trips to Slide Ranch

Watershed Alliance of Marin: \$1000 for educational materials on the health of Marin's creeks

At Tahoe:

Eldorado National Forest Interpretive Association and Desolation Wilderness - \$1000 for DW tools, ENF Leave No Trace materials

Center for Sierra Nevada Conservation: \$1000 for boulders to protect certain areas.

Tahoe Institute for Natural Studies: \$915 for educational supplies plus \$100 for speaker at Echo

Tahoe Rim Trail Association: \$1500 to support an online outreach and education program

TOTAL: \$9,915

Finance Committee Report

BoD Meeting July 22, 2017

Financial Activity

Jeff Grimshaw, our new CAC Treasurer, has converted the CAC financial records to the Quick Books system. Now the three treasurers are using the same system of accounting.

Financial Health

Financials continue to be stable.

Records Retention

Records Retention list is on the website.

We have decided not to attempt a consolidated chart of accounts as the present system is working well for the three treasurers.

Carroll Pearson captured the Dues Change History with known information going back to 2001. Someone with more historical data could add to this record. File will be placed on the website.

Mark Sapiro confirmed that there are copies of past rosters on his computer and in the cloud. This capture goes back to around 2000.

Actions remaining are for the Trustees to place records on the website for storage. Process is to send the files to Holly White-Wolfe at shwolfe1@gmail.com. She will post on the website.

Jeff Grimshaw needs to review the Tax records to determine what should be stored where.

Records retention list is highlighted where actions remain.

This closes the Finance Committee action to create the Records Retention list.

Submitted by Finance Committee:

John Lillich, Carroll Pearson, Cindy Toran, Tom Coleman, Mike Vaggione, Jeff Grimshaw, Richard Thornton, and Carl Duisberg

Dues Change History			
Year	Membership Category	Amount	Comments

2014	Regular	\$100	Family memberships eliminated
	Joint	\$170	
	Senior	\$65	
	Joint Senior	\$110	
	Student	\$20	

2012	Regular	\$100	Regular Dues increased by \$10
	Joint	\$170	
	Family (1)	\$100	
	Family (2)	\$170	
	Senior	\$65	
	Joint Senior	\$110	
	Student	\$20	
	Family Children	\$10	

2010	Regular	\$90	
	Joint	\$155	
	Family (1)	\$90	Family membership introduced
	Family (2)	\$155	
	Family Children	\$10	Junior changed to Family Children
	Senior	\$60	
	Joint Senior	\$100	
	Student	\$20	

2007	Regular	\$90	
	Joint	\$155	
	Senior	\$60	
	Joint Senior	\$100	
	Student	\$20	
	Life	\$1,180	
	Joint Life	\$2,156	
	Junior	\$10	

2005	Regular	\$75	
	Joint	\$130	
	Senior	\$50	
	Joint Senior	\$85	

	Student	
	Life	
	Joint Life	
	Junior	

2003	Regular	\$65
	Joint	\$110
	Senior	\$39
	Joint Senior	\$66
	Student	
	Life	
	Joint Life	
	Junior	

2001	Regular	\$50
	Joint	\$85
	Senior	
	Joint Senior	
	Student	
	Life	
	Joint Life	
	Junior	

Records Retention as of 7/20/2017	Minimum Duration	Responsibility	Location	Rationale
				Draft - WHM V3; CMP update V4; CMP Update V7
Membership Applications	3 yrs	Membership Chair	Membership Chair	
Roster	Permanent	CAC Registrar	In Cloud and on Registrar's computer	Past versions of the roster since shortly after 2000 are maintained in the cloud. There are also backups on the Registrar's computer. People with update access to the roster database are Mark Sapiro, Torie Beedle, and _____.
Meeting Minutes				
BoD and Committee Reports	Permanent	CAC Secretary	Website & Tam Bldg	
Alpine	Permanent	Alpine Trustees	Alpine Trustees	Recommend website
Echo	Permanent	Echo Trustees	Echo Trustees	Recommend website
Host Reports				Needed for tax backup data
Alpine	7 yrs	Alpine Treasurer or Alpine Trustee	Alpine Treasurer or Alpine Trustee	Need to confirm that this data is available from the Trustees.
Echo	7 yrs	Echo Treasurer	Echo Treasurer	Need to confirm that this data is available from the Trustees.
Trails	Permanent	Publications Chair	Website & Tam Bldg	
Quick Reference Guide	Current	Carroll Pearson	Website	
By-Laws	Permanent	CAC Secretary	Website	
Resolutions	Permanent	CAC Secretary	Website	
Policies				
CAC	Permanent	CAC Secretary	Website	
Alpine	Permanent	Alpine Trustees	Alpine Trustees	Recommend website
Echo	Permanent	Echo Trustees	Echo Trustees	Recommend website

Incident Reports & Insurance Claims	7 yrs	CAC Treasurer	CAC Treasurer	
Insurance Policies	5 yrs	CAC Treasurer	CAC Treasurer	
Chart of Accounts	Current	CAC Treasurer	3 treasurers maintain their own Chart of Accounts	Decision not to consolidate the Chart of Accounts. System working well for 3 treasurers. 2016
Bank Statements				Carl Duisberg, Finance Committee member, reviews the bank statements quarterly for oversight. Banks maintain records as well.
CAC	7 yrs	CAC Treasurer	Banks	
Alpine	7 yrs	Alpine Treasurer	Banks	
Echo	7 yrs	Echo Treasurer	Banks	
Quick Books Files				
CAC	7 yrs	CAC Treasurer	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	Echo Treasurer	
Investment Statements				Carl Duisberg, Finance Committee member, reviews the bank statements quarterly for oversight. Banks maintain records as well.
CAC	7 yrs	CAC Treasurer	Financial Institutions	
Alpine	7 yrs	Alpine Treasurer	Financial Institutions	
Echo	7 yrs	Echo Treasurer	Financial Institutions	
Consolidated Reports (annual)	Permanent	CAC Treasurer	CAC Treasurer	Recommend website
UBI Reports (annual)	Permanent	CAC Treasurer	CAC Treasurer	Recommend website
Expense Receipts				

CAC	7 yrs	CAC Treasurer	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	Echo Treasurer	
Dues Change Record	Current	CAC Registrar	Website	Capture of dues changes back to 2001 as best as we have it. It is on the website.
Internal Audit Reports	7 yrs	CAC Treasurer	CAC Treasurer	
Audit Reports	Permanent	CAC Treasurer	CAC Treasurer	
Tax Returns (need sub files)	7 yrs	CAC Treasurer	CAC Treasurer	Review with Jeff Grimshaw
Libility Forms/Reports				
Outings	3yr	Outings Chair	Outings Chair	Form on Website; Reports in folder at Alpine
Alpine Led Hikes	3yr	Hike Leader Chair	Hike Leader Chair	Form on Website; Reports at Alpine
Echo Led Hikes	3yr	Host - Submit with Report	Host - Submit with Report	Form on Website: Reports with Host report
Vendor Contacts and ID/passwords	Permanent	Margy Eller	Google Docs	Access by Margy Eller, Mark Sapiro, Bill Mayers, Jeff Grimshaw, Angela Kelly, Mary Cosgrove, and Carroll Pearson