California Alpine Club

QUARTERLY MEMBERS MEETING MINUTES

October 15, 2016 Alpine Lodge – Mill Valley

President Jay Gustafson presided and called the meeting to order at 3:15

The president ascertained a quorum was present (30 members)

Request for additional Agenda items – added website and Innkeepers status

CAC collaboration with GGNRA/TLC and One Tam

Bill introduced Mia Monroe, who was representing GGNRA, TLC – Tamalpais Land Conservancy, and One Tam.org organization. Mia thanked CAC for participation in the National Parks 100 year celebration. Coming up: a Science Summit on last weekend in October, Muir Woods Renaissance – addressing parking, salmon, trails/bridge maintenance program coming soon.

Desire to try to activate environmental committee discussed by Jay. Ann Adams interested in garden committee. Bill interested in getting committee going

Member Meeting Minutes

Approve member meeting minutes – Margy requested members approve minutes from the beginning of the year which were not able to be approved due to a lack of quorum in past meetings: January, April and July. Moved, approved: Ann/Candy

FWOC

Ann M. presented information about the 2016 meeting of Federation of Western Outdoor Clubs and approval of the Resolution for Park Heritage Protection CAC & CSPRA 9-1-16.

<u>Finance</u>

Presentation of Treasurer's Financial Report – Bill Mayers – Club in good financial shape – see attached documents.

Finance Committee – Carroll Pearson on records retention policy: need to have roster, chart of accounts, dues change records available

Website

Update report - Margy Eller: New web master Angela Kelley hired, member conversion to unique password going well.

Lodge Reports

Echo Lodge: Cindy Toran - roof not yet completed, electrical upgrades done at work party, replaced grill at no charge, host training Nov 4-6, winter calendar full.

Alpine Lodge: Tom Coleman – reported by Jay G – Alpine Lodge needs a new trustee by November. Work parties going well. New locks installed.

Discussion Items

Innkeepers Program: Jay G – Innkeepers are needed. Discussion of allowing Innkeepers to spend the night before for free. This has been available to Innkeepers but they need to have some host training to know where things are.

Volunteerism at Club – suggestion for Volunteer chair, promote through social media

Meeting Adjourned: 4:30

Next members' Quarterly meeting: 3:00 Saturday, January 21, 2017, Alpine Lodge

I certify that this is a true copy of the Minutes of the October 15, 2016 Member Meeting of the California Alpine Club

Respectfully submitted,

margy Eller

Margy Eller, Board Secretary

California Alpine Club Board of Directors Meeting Treasurer's Report September 30, 2016

Financial Activity Revenue from Operations

Fiscal year 2016 first half club revenue was just under \$100K. This is \$14K higher than last year mostly due to Echo Summit with revenue 36% higher than last year. We are at 60% of budget, so meeting the revenue budget seems likely, although there is always uncertainty.

Operating Expenses

Operating expenses were \$59K, \$14K lower than the \$73K for FY 2015 Q2. This was due to website expenses in 2015 (\$7K), and insurance expense timing (\$5K). As of Sept 30, we are at 49% of budget.

Budgets

The first half net income was \$13K, versus the full year budgeted loss of (\$16K). At this point we are tracking very well versus the budget for earnings and cash. Lodge improvement spending in the second half should not exceed budget.

Solvency

Cash and investments are higher than budget and prior year with a Sep 30 balance of \$484K. The prior year balance was \$474K and the budget for FY2016 is \$460K. Cash reserves appear healthy for the club.

		CURRENT			
September 30, 2016	PRIOR YR	YR	BUDGET	DELTA	DELTA
	Year End	Second QTR		Prior vs	Budget vs
	FYE	FYE	FYE		
	3/31/16	9/30/16	3/31/17	Current Yr	Current Yr
CASH				•	
Echo Summit Lodge					
Checking	71,886	61,702	59,936	-10,184	1,766
Alpine Lodge Checking	101,948	121,480	102,058	19,532	19,422
Alpine Lodge Savings	75,903	75,938	75,949	35	-11
CAC Checking	44,974	45,367	41,570	393	3,797
CAC Savings (Reserve)	60,084	60,093	60,100	9	-7
TOTAL CASH	354,795	364,581	339,613	9,786	24,968
INVESTMENTS					
CAC American Century Fund	118,970	118,970	120,000	0	-1,030
TOTAL CACIL.					
TOTAL CASH +	172 76E	/02 EE1	459,613	0 796	22 020
INVESTMENTS	473,765	483,551	459,013	9,786	23,938

Finance Committee Report BoD Meeting July 16, 2016

Financial Activity

Bill Mayers, prepared a comprehensive Treasurer's report in addition to the Consolidated financial report for the first quarter of 2016.

Financial Health

Financials continue to be stable.

Records Retention

We have the draft of a list of records and the retention requirements. Committee is working on completing this list.

Future Actions Items for Finance Committee

1. Complete records retention list.

Submitted by Finance Committee: John Lillich, Carroll Pearson, Cindy Toran, Tom Coleman, Mike Vaggione, Bill Mayers, Richard Thornton, and Carl Duisberg

Records Retention (Draft)	Minimum	Location	Rationale
	Duration		
			Draft - WHM V3; CMP update V4
Membership Applications	3 yrs	Membership Chair	apadte v-i
Roster	Permanent	•	Questions: How long
			for prior rosters?
			Dynamic updating.
Meeting Minutes			
Membership	Permanent	Website & Tam Bldg	
BoD and Committee Reports	Permanent	Website & Tam Bldg	
Alpine	Permanent	Alpine Trustees	Could be on website
Echo	Permanent	Echo Trustees	Could be on website
Host Reports			Needed for tax
·			backup data
Alpine	7 yrs	Alpine Treasurer or	
·	,	Alpine Trustee	
Echo	7 yrs	Echo Treasurer	
Trails	Permanent	Website & Tam Bldg	
Quick Reference Guide	Current	Website	
By-Laws	Permanent	Website	
Resolutions	Permanent	Website	
Policies			
CAC	Permanent	Website	
Alpine	Permanent		Recommend website
Echo	Permanent		Recommend website
Incident Reports & Insurance Claims	7 yrs	CAC Treasurer	
Insurance Policies	5 yrs	CAC Treasurer	
Chart of Accounts	Current	CAC Treasurer	Recommend website;
			Needs update
Bank Statements			
CAC	7 yrs	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	

Approved: _____

Quick Books Files			
CAC	7 yrs	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	
Investment Statements			
CAC	7 yrs	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	
Consolidated Reports (annual)	Permanent	CAC Treasurer	Recommend website
UBI Reports (annual)	Permanent	CAC Treasurer	Recommend website
Expense Receipts			
CAC	7 yrs	CAC Treasurer	
Alpine	7 yrs	Alpine Treasurer	
Echo	7 yrs	Echo Treasurer	
Dues Change Record	Current	CAC Treasurer	Recommend website; Needs creation as far back as we can go.
Internal Audit Reports	3 yrs	CAC Treasurer	
Audit Reports	Permanent		
Tax Returns (need sub files)	7 yrs	CAC Treasurer	

CALIFORNIA ALPINE CLUB

Consolidated

STATEMENT OF CASH FLOW Current Quarter: 2

BEGINNING CASH BALANCE

Net Income (Loss)

Less: Improvements

Total Change in Liabilities

Total Change in Receivables

Transfers In/Out:

Alpine Lodge Echo Lodge CAC

Total Transfers

ENDING CASH BALANCE

TOTAL	Qtr Ended	Qtr Ended	Qtr Ended	Qtr Ended	TOTAL	Budget	Actual vs.	Current Yr
3/31/2016	6/30/2016	9/30/2016	12/31/2016	3/31/2017	FYE 3/31/17	FYE 3/31/17	Budget	vs. LY
317,233	354,796	367,008	364,582	364,582	354,796	354,796	0	37,563
			_	_			(5 (55)	(= ===)
46,747	13,495	27,520	0	0	41,015	44,118	(3,103)	(5,732)
(12.475)	0	(27.051)	0	0	(27.051)	(60, 200)	22.440	(14.276)
(13,475)	0	(27,851)	0	0	(27,851)	(60,300)	32,449	(14,376)
4,291	(1,284)	(2,095)	0	0	(3,379)	999	(4,378)	(7,669)
7,291	(1,204)	(2,093)	U	0	(3,379)	999	(4,370)	(7,009)
0	0	0	0	0	0	0	0	0
(18,407)	(6,000)	(8,102)	0	0	(14,102)	(18,000)	3,898	4,305
(9,305)	0	0	0	0	0	(9,300)	9,300	9,305
27,712	6,000	8,102	0	0	14,102	27,300	(13,198)	(13,610)
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0	0	0	0	0	0	0	0	0
254.706	267.000	264 502	264 502	264 502	264 502	220 642	24.060	0.706
354,796	367,008	364,582	364,582	364,582	364,582	339,613	24,968	9,786

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Check:

Cash Per Bal Sheet Difference (should be zero)

354,795	367,008	364,581	0	0	0	339,613
0	0	0	364,582	364,582	364,582	0

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ECHO SUMMIT LODGE REPORT CAC BOARD OF DIRECTORS & QUARTERLY MEMBER MEETING – OCTOBER 15, 2016

- New Roof Project: The new roof on the main lodge is nearly complete. A couple of panels blew off in a storm a couple of weeks ago. The contractor had to order new panels and some trim pieces, which should be ready to install any time now. No leaks are reported so far in the current rain storm. We still expect the cost to be about \$40K with the usual overruns.
- The next project will be to replace the great room carpet, which was badly stained at some time over the summer followed by heavy cleaning that put additional wear on the fabric. We expect this will be a Spring 2017 project and have budgeted \$6.4K.
- A problem with the gas supply from the propane tank was finally repaired on Thursday. The copper supply line was clogged and had to be blown out to clear it. From Monday there was no gas to the lodge resulting in no hot water nor cook stove. The hosts were very creative in working around this situation. We were not happy with the delay in service for such a simple fix.
- The Fall Work Party was in mid-September, which included many small projects besides the usual cleaning and filling the basement with wood for the winter. An article will be published in November Trails. Thanks to all who attended!
- The BBQ was replaced after almost 2 years as it was deemed a potential fire risk.
 Costco issued a refund on the old one. A new sturdy Weber grille with a solid design and easier access to the grease trap was purchased and installed. Cleaning instructions will be posted and reiterated to hosts.
- Host Training is scheduled for November 4-6. So far there are 24 attending.
- The Echo calendar is already fairly full for the Fall/Winter with hosts scheduled for all weekends from Christmas through March. Mid-week time is still available, of course. Bring on the snow!
- The next Echo Trustee Meeting will be Wednesday, October 19th, 5:30 pm, by teleconference.

CALIFORNIA ALPINE CLUB

BOARD OF DIRECTORS MEETING QUARTERLY MEETING

□ ANNUAL MEETING

DATE: 10/16/16

LIST OF ATTENDEES

(Please, please print!)

NAME: BOARD MEMBERS	NAME: MEMBERS
1 Tim Warden	1 Renee Hamilton
2 Mark Saptro	2 Condy Toran
3 Margy ETLEY	2 Condy Toran 3 CARROLL PEARSON
4 Bill Mayors	4 Chin C. adams
5 Jan Gusta From	5 EANIE CASLIACK
6 Jun Vixon	6 Steve Gainer
7 Candy Barobill	7 Ken Judas
8 Ann Menegyzzi	8 Rill Faul Kner
9 Price Beable	9 Nicole Hill
10 Heidi FAURNEY	10 GWIETT HILL
11 GRETA GORDON -	11 Da Greta (gordon)
49	12 HA Devision
	13 Man Cossove
	14 VICKI DOLDS
	15 HARDY DAWAIMES
	16 Lutz Heinnich
	17 TOLLY SMITH
	18 TOM MCNICHOLAS
	19 FOREST STEARNS
	20 KINER STEARNS
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