CALIFORNIA ALPINE CLUB

Board of Directors Meeting   Quarterly Meeting   Annual Meeting

Alpine Lodge, Saturday, _____ 4-27-19

Attendees: Board Members (please print)   Club Members (please print)

#	Board Members	#	Club Members
1	CBarnhill	1	Ernie Castiaux
2	Tim Warden	2	Ann Adams
3	Amy Pertschuk	3	Carroll PERA
4	JAY GUSTAFSON	4	Mary Cosgrove
5	Nancy Emerson	5	David Levy
6	JIM NIXON	6	Ellen Burkhart
7	MARK SAPIRO	7	
8		8	Ann Adams
9	~~Carroll Pearson~~	9	HARDY DAWAINIS
10		10	JIM HOGAN
11	~~Mark Sapiro~~	11	STEFAN BERLINSKI
12		12	Mary Larkin-Berlinski
13		13	ERNIE CASTIAUX
14		14	Jan Loshin
15		15	Madelyn Misite
16		16	TOM DEWEY
17		17	MARY COSGROVE
18		18	Maymee Harris
19		19	Renée Hamilton
20		20	CARROLL PEARSON
21		21	Diane Mickelson
22		22	Wendi Olmstead
23		23	BERYL KAY
24		24	Nuala Caulfield
25		25	Kenneth Judy
26		26	Lydia Smith
27		27	
28		28	
29		29	
30		30	
31		31	
32		32	

Barbara - phone (BoD)
Ann Managing - phone
BoD (mbrs mtg)

BoD

MEMBERSHIP

BoD mtg

Membership mtg

California Alpine Club Board of Directors Meeting Minutes
Alpine Lodge   Saturday, April 27, 2019

President Jay Gustafson called the meeting to order at 2:00pm

President Jay Gustafson – Present   Director Nancy Emerson – Present
V. President Ann Meneguzzi – Present by phone   Director Amy Pertschuk – Present
Treasurer Jeff Grimshaw – Absent   Director Dan Larson – Present by phone
Registrar Mark Sapiro – Present   Director Tim Warden – Present
Secretary Candy Barnhill – Present   Past President Jim Nixon – Present
Members present per attached attendee sign-in sheet.

Call to establish a quorum: The president ascertained a quorum was present.
Recognition of request to add item(s) to agenda: No items to add.
Motion to accept agenda: Approved unanimously.
Approval of updated March 16, 2019 BoD meeting minutes: Approved unanimously.

New Members for Board Approval:
Kristin Bumgarner, San Francisco, CA   Sponsors: Jennie Bruyn and Chul Hee You
Karen Halberg, Petaluma, CA   Sponsors: Kate Twain and Tom Coleman
Gerry and Estrella Huth and children, Woodland CA Sponsors: Hunter Merritt and Ken Patera
Julia Iliuk and Alex Lipendin, San Jose, CA   Sponsors: Jennie Bruyn and Graham Forder
Price Sheppy, San Francisco, CA   Sponsors: Tom Coleman and Jay Gustafson
Megan and Reed Skupny, Napa, CA   Sponsors: Tom Coleman and Nathan Fisher
Trigger Wagner, San Anselmo, CA   Sponsors: Jennie Bruyn and Robert Freinkel
Susanna Murphy, San Anselmo, CA   Sponsors: Jennie Bruyn and Melanie Facen

Reinstatements:
Susan Fenton-Olsen, Novato, CA   Sponsors: Carol Bodtker and Eva Libien
Will and Gale Herrmann, Folsom, CA   Sponsors: Sarah Davis and Tom Bradner (Now deceased)
    w/ students Christopher and Heather
Jeri Merritt, San Francisco, CA   Sponsors: Aurora Roberts and Claudia Hilligoss
Approval of new members: Moved by Mark, seconded by Jim. Approved unanimously

Communication: Written: None   **Oral**: None

OFFICER AND DIRECTOR REPORTS:
President (Jay), V.President (Ann), Sec'ty (Candy), Directors (Dan, Nancy, Amy) Jim N.: No updates.
Registrar (Mark) – 594 total memberships, 782 total individual members. E-report at end of minutes.
Director(s) – Tim reported the Tourist Club is interested in participating in the Memorial Day morning
    hike and afternoon BBQ. More details forthcoming via e-blast(s) to CAC members.

CURRENT BUSINESS
Designation of back up individual for Registrar. For the immediate future Chris Krueger will
    assume this role including knowing where and having access to the CAC membership roster d-
    base, Registrar's documents and location of back-up files.
Innkeeper expenses reimbursement draft policy – Item deferred. **ACTION Item**: Jeff will continue to
    work on a draft policy, provide BoD w/ updates and a draft policy to BoD members before July mtg.
Update: Draft Outings Policies; FA or WFA training. The Outings Committee will reassess what
    they wish to present and anticipate having a complete package [financial, FA / WFA training, forms,
    reports] ready to present at the June BoD meeting. Jay and Dan will collaborate with Renee and
    Ernie as reference sources on behalf of the BoD.
Update: Feedback from Sunday Morning Hike Coordinators. Item deferred.
Planned Alpine Lodge major capital expenditures.- E-report filed by Tom Coleman attached at end
    of BoD meeting minutes. **ACTION Item** – Secretary to forward Tom's e-report to BoD members.

FY19/20 draft budget; projection monthly cash flow; Expenditures:Budget:Revenue. Item not discussed. April 25 e-mail from Jeff with attachments – "draft of the 2019 CAC Consolidated Financials and a sample of a few of the reports that are available in Quickbooks." briefly discussed. Reports of this type are appreciated and will be helpful to BoD and trustees for maintaining and growing the Club and lodges. Inquiry resolved - $6,000 payment included in one of the reports.

Membership management platform. Amy and Mark will provide a full report during today's Membership meeting. Nancy inquired why the on-line collection of member's annual dues, an original motivator for the consideration of implementation of a membership platform was not shown on slide #2. Amy reported that currently it is not known how many members will want to pay their annual dues online therefore it was not listed as a priority. Mark reported that they hope to have a pilot program ready to trial during next year's dues renewal period. Reminder: when considering platform and during trial(s) be sure to include Bev / needs of the Membership chairperson. Inquiry made if the Tech Team is looking at expandability capabilities of a membership platform – No, is too early in the investigatory process to look at this aspect of a platform yet.

NEW BUSINESS

Memorial Day (Tri-Club) Hike and BBQ – Tim and Jay reported plans are in the works, more details forthcoming via an e-blast to members.

Meeting adjourned at 2:45 pm.

Next BoD Meeting: Saturday May 18, 2019, 10:00 AM

E-mail from CAC Registrar: Sent: Fri, Apr 26, 2019 12:41 pm
Subject: CAC Membership Report - April 26, 2019 and more

 Here are membership counts as of April 26, 2019

Regular Memberships: 170
Joint Memberships: 126
Senior Memberships: 157
Joint Senior Memberships: 49
Life Memberships: 79
Joint Life Memberships: 13

Total Memberships: 594
Total Members: 782

And here are the counts of those 2018-19 non-life members whose 2019-20 dues I have not yet received and who have not informed me they don't intend to renew.

Regular Memberships: 62
Joint Memberships: 35
Senior Memberships: 39
Joint Senior Memberships: 6

Total Memberships: 142
Total Members: 183

They are not delinquent until July. Last year when I did a postal mailing at the beginning of June, there were 102 who hadn't yet renewed and ultimately over half of those did renew. We seem to be on a similar track for this year. Also, I initially sent 470 renewal letters in March so 328 of those have responded.

Finally, with Amy's help, I will be presenting a proposal for online membership and dues payment at the membership meeting, the slides for which are attached.

Mark Sapiro   CAC Registrar <registrar.cac@gmail.com>

From: TOM COLEMAN travmcgee@comcast.net   Sent: Thu, Apr 25, 2019 7:44 am
Subject: putting together a long term budget for Alpine

Wendi alerted me that the Board is requesting a long term budget report from the Alpine trustees. Below I have endeavored to list all the 'projects' that I think will need to be done in the next 1 to 5 years. If I have forgotten anything, please feel free to add your thoughts to this list.

Roofs: Tam building roof looks good for at least the next 5 years. I will need to inspect the Alpine roofs and, if they are in poor condition, I will let the Board know. I estimate the L&M for new roofs at Alpine to be at $40K to $50K, permitted.

Painting: Both the Alpine and Tam buildings need to be painted: As a retired general contractor and painting contractor, I have entertained the notion that I could have both buildings scaffolded and netted, send out a Trails request for volunteers, and use those volunteers for the prep and painting. Scaffold rental for both buildings for one month would be @ $30K, adding another $8K for a second month. Materials for painting both buildings would be @ $10K. The second option is to get 3 bids from painting companies, and have professionals do it. This would add @ $50-$60K to the estimate. I would do one building at a time; Alpine needs painting right away, and would be first.

Volunteers: Materials and rentals- $48K done over 2 years.
Professionals: $98K-$108K

Interior painting: The interiors of both buildings look good at present. I'd estimate not needing new interior paint for at least 6-7 years.

Landscaping: I believe the walkway from Alpine to Tam should have a rail for people to use, especially at night. The rail/walkway at the entrance to the Tam building is not to code and is dangerous.
New galvanized rails and a new rail system at Tam entry need to be installed sooner rather than later.
Estimate for L&M for this job done professionally: $7,500.00 to $10K
Other landscaping work is primarily done by volunteers, including water-system.

Projects discussed by trustees that will be done over the next 1 to 5 years:
Alpine kitchen: We are doing a 'clean-up' at the Alpine kitchen instead of a 'remodel' of the kitchen. We've already replaced fridges and stoves, and we're in the process of replacing the 2 deep sinks with 3 shallow sinks. We wanted to have the same wash, rinse, clorox rinse system that Echo has had for about 15 years (shout out to John Hannum and his crew!!!). We are also replacing the leaky, hard to figure out how to use sanitizer. Wendi Olmsted is handling this project, and we expect this work to be done in the next few weeks. I don't have Wendi bid numbers in front me, and will forward them when I can.

Other kitchen projects: Axel Schmitt is working with a lighting engineer CAC member to upgrade kitchen lighting and lighting throughout Alpine/Tam. We would be using volunteers to do this job. The engineers estimate for replacement lighting materials is@ $1,000.00

We're looking at doing something with the old cabinetry/drawers and pantry. All input is appreciated. Most of this work would be done by volunteers. We could be looking at little as $10K to as much as $30-40K, depending how extensive a remodel we decide to undertake.

Great Hall is in good shape. Some windows in Alpine have wood rot, including in the Great Hall. Some wood rot can be repaired. If the rot too extensive, we may have to replace windows. I would include window repair/replace while the exterior painting is being done. Cost: Materials-$500.00 to repair up to $10K, depending on how bad the wood rot is and how many windows are affected.

Carpeting and flooring are in good shape, and I don't believe we need to budget anything for this work for at least 5 years.

We will need to replace the water heaters in the next 5 years. I would replace existing with 50 gallon heaters/$800.00 each. Labor @ $1,000.00 each

Furnace: I'll have a furnace contractor come out and give an estimate to replace. I estimate replacing each furnace L&M @ $10K

Tam building lower bath remodel: We would use volunteers to do most of the demo and have a 20-25 yard dumpster on site. I believe we have enough talented members that we could do the rough carpentry ourselves, with my direction. We would hire a plumber and electrical contractor to do rough and finish plumbing and electric. I believe we have volunteer members who would be able to do flooring, sheetrocking, tiling and grouting under my direction. Obviously this would be a longer than normal bath remodel, but using volunteers would save the CAC thousands of $$$'s.

Professional contractor remodel: L&M (standard finishes)- $50-60K.

Volunteers/Plumbing-Electric contractors remodel: L&M   "   " $25-30K

Please note: Tom Coleman will happily run this job, and is willing to put in the time to make it happen. The the thing that Tom Coleman is NOT willing to do is deal with the Marin County Permit Department. A heroic volunteer is needed for that part of this project.

I know I'm forgetting other budgetary items that will need to be dealt with over the next 1 to 5 years. Please send me your thoughts, and I will make them part of ongoing budgetary estimates ongoing.

Yours,

Tom Coleman, Alpine Trustee

ONLINE DUES PROCESSING

USING AN ONLINE SYSTEM TO MANAGE CAC'S MEMBERSHIP DATABASE AND PROCESS ANNUAL DUES.

Why Implement an Online System?

- **Eliminate Single Point of Failure** for CAC database

- **Centralize access** to roster for CAC leadership

- **Make it easier** to recruit and train new registrars

- **Expandable for future** needs

Make Life Easier

Registrar Wish List:

1. Allow non-techies to serve as registrar (& backup)
2. Streamline process– renewal notices & reminders
3. Reduce time spent processing dues
4. Provide access point for Committee Chairs

- Finance
- Membership
- Communications
- Publications
- Volunteer

Reduce Workload

Member Wish List:

4

1. Give members option to pay online

2. OR → continue to pay by check

3. Provide secure access for updates to member contact info & volunteer skills

4. Password protected and private

Flexible & Secure

How do we know if online is right for us?

Three Phase Evaluation Process

1. Technical Review

2. Operational Review

3. Test Trial

Evaluate:
Review & Test

Tech Group: CAC members familiar with databases, finances & reporting to evaluate top level functionality as well as financial reporting and accounting requirements.

Meets our needs?

- Mark Sapiro
- Carroll Pearson
- Jeff Grimshaw
- Amy Pertschuk
- Mary Cosgrove

Define Needs & Evaluate

Ops Group: CAC members familiar with Club services and systems to evaluate impact on CAC operations

Makes life easier?

- Finance (Carroll & Jeff)
- Membership (Bev)
- Registrar (Mark)
- Publications(Lenora)
- Communications(Jim)
- Volunteers (Nancy)
- Website(Margy)
- Treasurers (Mike & Susette)
- CACF (Arlin)

Test Drive System

- Test Trial by the membership
- Receive feedback from membership

September 2020 BoD go/no go decision
Valued by members?

- Continue with system? If "Yes"
- Determine how to pay for costs & fees

What are membership system costs & fees?

**1) Fixed costs: $278 per year
for database management system**

2) Processing fee for online payments:
$4.00/$6.00/$10.00 per transaction for $65/$100/$170 dues

If 10% - 30% renew online
- Total cost would be <$1,200

If 60% - 80% renew online
- Total cost would be between $2,200-$2,800

Who pays for the System?

Based on "Use Trends" from 2020 trial period, BOD will decide if an online system should be implemented in 2021.

If "Yes", BoD will consider how to pay for the system.

Possible options (based on use trends)

- "Level One" fixed costs budgeted as CAC admin expense?
- "Level Two" If 10% - 30% pay online, Processing charged to members?
- "Level Three" If 60% to 80% pay online, dues increase?

3+ Payment Options

Why should I pay more if I still pay by check?

1) Database management system benefits all members.
Fixed costs ($300) should be shared.

- Improves workflow
- Streamlines processing
- Easier to recruit & train registrars
- Flexible & secure

2) Online payment offers options.
Fees could be shared?
  As are other member benefits used
  by some and paid for by all.

Flexible System
Benefits ALL!

Review: Evaluation Process & Timeline

Tech Group Apr – Aug 2019	Ops Group Sept – Dec 2019	Test Trial Jan – Aug 2020	September 2020
Tech Group Define needs, establish requirements & evaluate **Meets our needs?**	**(Go/No Go)** Train Ops Group to "Test Drive" & evaluate operational impact **Makes life easier?**	**(Go/No-Go)** Implement 1 year Trial of Payment Processing System **Valued by members?**	BoD Review member usage during 2020 renewal period and associated fees **(Go/No-Go)**

ONLINE DUES PROCESSING

QUESTIONS?