**River Hills Ski Club Board Meeting**

7/10/12

**Completed by:** Lori Constantine

**Phone Number:** 203-359-8607

 **Attendees** Board Members & Board Members Elect

**Name Position**

 John Olshan President

 Stephanie Evers Vice President

 John Swingler Outgoing Treasurer

 Tom Hughes New Treasurer

 Lori Constantine New Secretary

 Beth Cross Membership replacing Pat Sacilliano

 Anne Zaera Communications to replace Anne Olshan

 Anne Olshan Outgoing Communications

 Heather Lopresti Activities

 Kyle Eberts Assistant Treasurer

 Pat Siciliano Outgoing Membership

**Overall Recap:**

Decisions Made:

Change lodge rates for the summer immediately

RHSC Olympics 8/3 - 5

Transition to new board members

Approval to move $5,000 into the checking account

Review of outstanding items, long & short term priorities

* **Recap To Dos:**
	+ Budget committee to propose new rates/changes.
	+ Anne O. & Anne Z. review Constant Contact.
	+ Analysis of all coordinator reports*. ( Ed. By whom?)*
	+ Lori create Drop Box process doc.
	+ Budget committee meeting 7/12 for lunch at Zetas (John O, Tom and Stephanie)
	+ Set board meeting schedule for upcoming year.
	+ Communications to ‘blast’ Summer rates and Olympics asap

Recap of Roles & Responsibilities Overview:

* Vice President: Stephanie Evers to replace Mike Kellick
* Treasurer: Tom Hughes to replace John Swingler
	+ Financial records from P Buck have been mostly reviewed & organized. John still has one box to go through
	+ John S. has confirmed that tax returns have been submitted. No response from IRS on late returns – fines reduced or eliminated. Tom will be responsible for filing the 2011 annual tax return.
	+ All of the day-to-day documents have been uploaded to DropBox. Passwords to be updated –All responsibilities & description as to how he managed the finances.
	+ John will help Tom with the IRS return and guide day to day processes.
	+ An analysis of all coordinator reports (who went to lodge when, # of guests vs. members, kids vs. adults, etc.) Would be very helpful. Idea for technology committee if we automate the booking system.
	+ The warmest winter on record caused a bad 2012 ski season. Current finances may require an adjustment to the dues. Increase the required # of vouchers is another idea. At a minimum, member dues need to cover the operating cost of the lodge.
	+ Budget committee to propose new rates/changes.
	+ We have an immediate priority to move $5,000 into the checking account: At the discretion of the treasurer, funds will be moved from savings to checking account as necessary.
* Secretary: Lori Constantine to replace Anne Zaera
	+ Secretary’s responsibilities include maintain minutes, safeguard all of club documents.
	+ RHSC should have a document retention policy (what RHSC should keep & for how long).
		- Anne researched document retention for non profits – put these docs into the drop box.
		- Anne also put a policy statement for a non profit.
	+ We need to create Drop Box policy to be clear from the beginning on the Drop Box structure, procedure, naming conventions & hierarchy menus
* Membership: Beth Cross to replace Pat Siciliano
	+ Pat will remain involved to support Beth Cross in her new role
* Communications: Anne Zaera to replace Anne Olshan
	+ Anne O. to walk Anne Z. through Constant Contact.
	+ Anne Z is chairing the Technology Committee and the communications responsibilities dovetails nicely.
	+ We’d like to recruit more members to help with the Skizette.
	+ Technology looking into a club booking system. Great momentum at the beginning of the year that we need to capitalize on.

Details & Discussion:

Off Season Reservation Options Proposal Review:

Discussion of “buy out” or Lock out rate for the summer. No consensus at the last meeting so new board to address in time for this summer/fall season. Concern of buy out = precluding members from using lodge. However, reserving the whole lodge at current rates is expensive. Heather wrote up a proposal for the two options.

General consensus is that RHSC’s financial situation now requires immediate action. Historically the lodge has very little summer and fall usage, so we’re going to try to incent people to book the lodge during the off-season. As such, the following proposed fees were voted on:

For July 1st through October 31, (excluding Work Weekend) rates are:

* $300/night if you reserve the whole lodge
* $250/night of up to 30 reserved beds (to leave 10 spots open for members)
* 100% cancellation fee. If you book either option, you will need to pay the entire amount due for the beds/nights you committed for. Bear in mind that these discounted rates & rules apply for weekdays as well as weekends.

Member & guests should be aware that the lodge is cleaned 1/month. If a member would like for the lodge to be cleaned/freshened up before you arrive, you would need to coordinate this before hand. RHSC will pay for the cleaning after the event. Note: Fees would not include a cook for the weekend. Tracy’s fee for cleaning is $125, $50 to do the dishes per, replacing dish towels = $15.

Nightly rates for members and guests will be $15 through 10/31. Proposed & voted upon. Carried.

Motion voted upon & carried unanimously. *(Ed: redundant sentences?)*

Communication of this new fee structure needs to be sent to the whole membership asap.

RHSC Olympics – August 3, 4 & 5th -Summer Event at the lodge.

* Golf
* Tubing
* Biking – down Killington!
* Pig roast
* Something for everyone.

Fees to be determined

Lodge Maintenance:

* Bob shared his requested budget for the upcoming year. Bob has been very conservative, in reflection of the club’s current financial status.
* Work Weekends – we’re hoping to reduce the expenses of the work weekend, including the cost of meals.

Review Board Priorities:

Short Term:

* Fill remaining board positions:
* Add someone to the board who is a frequent weekday lodge user. This demographic is short on board now.
* Financial Situation needs to be addressed:
	+ RHSC needs to either move renewal process up (to July or Aug) or impose an assessment on the membership.
	+ The 2011/12 ski season proves that when we don’t have lodge usage, we don’t collect enough revenue to cover overhead.
* Membership drive

Long Term:

* Shore up club finances
* Continue efforts to foster community among all club members
* Continue transition to funding club operations through Membership dues
* Update underlying technologies of lodge operations and communications

**Next Meeting Tentative –Thursday 7/26 @ 7:30 location TBD**