

*Catskill Forest Association, Inc.
Regular Board Meeting Minutes for the meeting held on;
August 8th, 2019 at
CFA's Office in Arkville, New York*

Present: Porter, Bishop, Krickhahn, Kugler, Lynch, Maender, Miller, Winkler

Absent: Doig, Northcutt & Seegmiller

Staff Present: Trapani, Chadwick, Dolan (in late), Fox, MacNaught

Call to Order: Porter called the meeting to order at 4:05 pm

President's Message: read by Porter (**see attached*)

Following the reading of the President's Message, Winkler stated that Bonnie Seegmiller did a great job coordinating the volunteers for the Festival. The Board acknowledged her efforts, as well.

STAFF REPORTS:

July 2019 Membership Report- read by Chadwick (**see attached*)

August 2019 Financial Report- No Report

July 2019 Programs & Events Reports- presented by MacNaught (**see attached*)

OLD BUSINESS:

July 2019 Board Meeting Minutes- Porter (**see attached*)

Porter mentioned that the July 2019 Meeting Minutes were available to the Board prior to the meeting; therefore, the reading of the minutes could be waived by the Board. Bishop presented a motion to waive the reading of the minutes and approve the minutes, as presented. The motion was seconded by Krickhahn. All were in favor of the motion. Motion carries.

Treasurer's Report- presented by Lynch (**see attached charts & reports*)

Bishop proposed a motion to accept the Treasurer's Report. The motion was seconded by Miller. All were in favor of the motion. Motion carries. Lynch stated that he has looked into the Paid Family Leave premium calculation and although he doesn't agree with Shelter Point's calculation of the premium he is confident that Shelter Point is managing the premium for the coverage in a manner that is consistent for all of their policy holders.

Vehicle Committee Proposal- Miller stated that this would be discussed in the Executive Session immediately following the Regular Board Meeting, today.

Committee Reports: called for by Porter

Porter called upon the committee chairpersons to deliver their committee reports.

Forest Festival Committee: presented by MacNaught & Chadwick

MacNaught opened by stating that the Festival was extremely successful this year. He thanked everyone, including Daria Chadwick and the many volunteers that contributed to its success. He reported that the Festival Committee met at the CFA office at 3:15pm, today, where the committee members discussed following topics: Pros and Cons of how the Festival went. MacNaught mentioned that the Festival Committee would like to recruit one or two additional Festival Committee Members when the committee reconvenes next year. Chadwick presented a *preliminary* report; 2019 Forest Festival Income that shows a profit of \$1,218.00.

NEW BUSINESS:**Building Committee Report:** *presented by Kugler*

Kugler stated that he has contacted a local contractor to provide CFA with an Estimate to address the porch repairs. Fox stated that the contractor came to the office building to measure the areas that Kugler mentioned to him. She also stated that the contractor has not provided CFA with an estimate, yet. Kugler stated that the only other repair, or improvement that has been mentioned to the Building Committee is the sealing of the driveway and parking lot.

Bi-annual Program Review- *presented by MacNaught (*see attached)*

MacNaught presented a report; CFA 6-month Program Budget Review (January 1st – June 30th, 2019 for the Board. He noted that there is income from work done in 2018 that was paid to CFA in 2019 included in the numbers.

2nd Quarter Budget Review- *presented by Trapani & Fox (*see attached)*

Trapani stated that he and Fox would read every other line item on the 2019 Budget worksheet. He encouraged Board Members to ask their budget-related questions as he and Fox proceed. Trapani stated that for the most part the numbers look to be within a 50% benchmark at the end of the 2nd Quarter. He stated that due to the fluctuation in program participation throughout the calendar year, some programs appear to produce income in an amount greater than 50% of the budgeted amount, while other programs appear to be under 50% of the budgeted amount. He stated that he's confident that CFA will be close to the amounts budgeted for income & expenses by year end.

New Booklet & Rack Cards- *presented by Chadwick*

Chadwick presented the Board with the new Programs & Services Booklet, as well as the new rack cards. Miller stated that the Programs & Services Booklet was a very good idea. Trapani stated that CFA has recently received a great deal of positive feed-back regarding the booklet and rack cards. He noted that now people will know what CFA is and what we're about.

Open Discussion- *Board Members***Master Forest Owner visit referrals through Cornell Co-operative Extension-** *presented by Porter & Winkler*

Porter stated that he would like to establish a policy whereby Cornell Co-operative Extension Master Forest Owners whom visit a property and the property owner becomes a member of CFA they would receive a discount on dues for their first year. Winkler proposed a motion to set the dues at \$50 for property owners whom become CFA members following a recommendation of a MFO. The motion was seconded by Bishop. All were in favor of the motion. Motion carries.

Intern Isaac Urffer is leaving CFA- *reported by MacNaught*

MacNaught reported that Isaac has taken an internship in Tennessee with the National Wild Turkey Foundation, through the University of TN, that will carry him through the winter semester. Therefore, Isaac's last day with CFA will be Friday, August 9th. Porter stated that it was a pleasure to work with Isaac, and that he seemed to be a very motivated young man. Porter also stated that all of CFA's interns were present at the Festival this year.

Financial Reports- *recommended by Winkler*

Winkler stated that he would like to receive the ~~Financial Reports that are discussed at any given Board meeting approximately 30 days in advance of the meeting~~ **information on new projects, significant cost or change in policy, at least one week before the Board is expected to act.** All members present agreed with Winkler's recommendation. Fox stated that it would be ideal if the Financial Reports contained a date range on them.

Staff, except for Trapani, Director of Forest Services, were excused at 5:30pm

Executive Session began at 5:40pm.

Present: Porter, Bishop, Krickhahn, Kugler, Lynch, Maender, Miller, Winkler and Trapani

A motion to increase the reimbursement for mileage to \$.83/mile [Mileage Reimbursement \$.58/mile & Mileage Allowance \$.25/mile] was proposed by Miller. The motion was seconded by Bishop. All were in favor of the motion. Motion carries.

ADJOURNMENT: At 6:10pm, a motion to adjourn was made by Winkler.

Submitted; Kathy Fox, Office Administrator

(rev. 09-12-19)