

Chemeketan Executive Council Meeting Minutes

February 1, 2017

The meeting was held at the Ike Box, 299 Cottage Street, Salem, OR.

Those present included: Susan LaTour, Fletcher Adelman, Ralph Hall, Ted Gaty, Mike DeLaune, Eileen Harder, Ann Hanus, Bruce Patterson and Craig Blanton

Guests: Mike Pennington, Gloria and John Petrie, Susan DeLaune, Theresa Conley, Allan King, Bill Wylie and Joanne DeMay

The meeting was called to order at 6:35 PM by President Susan LaTour

Susan LaTour acknowledged the years of service Joanne DeMay, Allan King, and Bill Geibel have put in as Chemeketan Bulletin Editors. Thank you.

The agenda was adopted with no modifications made.

The minutes from last month were approved with one correction made.

Chemeketan Council Membership Report

For the period 1/01/2017 – 2/01/2017

As of January 31, 2017 there were **555** active, paying members including **9** Life members and **8** junior members.

There were 95 membership renewals in January.

There were approximately 138 members not yet renewed.

There were 33 guest requests in January

There were 5 new adult member applications in January:

Angela Bailey

Mark Rowe

Ruth Hudgens

Tatiana Sikora

Suzanne Strite

Payments received during January for:

Dues: \$1966

Bulletin: \$20

Total: \$1986

Submitted by:

Bruce Patterson, Co-membership Secretary

The new members were unanimously accepted in a vote by the council.

The Chemeketans Treasurer's Report

February 2017

Respectfully submitted by *Mike DeLaune*, Treasurer

Presented to the board on February 1, 2017 (at council meeting and via e-mail)

1. **Club Assets:** See spreadsheet on next page.

2. **Main Club Revenues** for January, 2017:

\$343.00	On 1/9. \$323.00 membership dues and \$20.00 bulletin.
\$460.00	On 1/13. Membership dues.
\$843.00	On 1/23. Membership dues.
\$20.40	On 1/31 Checking Account Interest.
\$1,666.40	Total Revenue

3. **Main Club Expenses** for February, 2017. **Council Approval to pay these expenses is requested:**

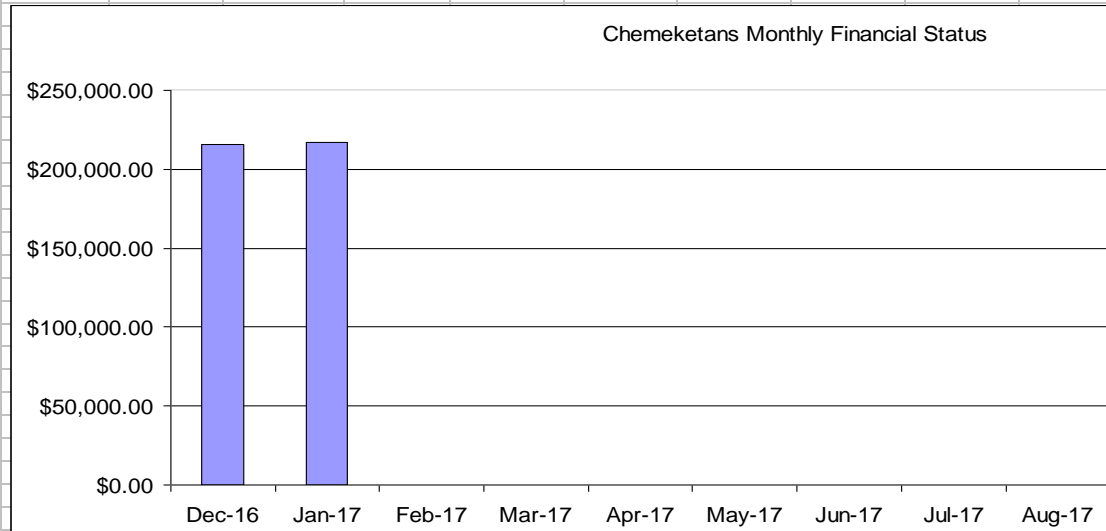
\$70.00	Reimburse Susan Latour for Tshirts (5) purchased as gifts from the club to retiring bulletin editors and treasurer at the Annual Meeting.
\$359.89	Check re-issue to Valley Mailing. The previous check was lost in the mail and will be voided.
\$10.00	Reimburse Steve Dougherty - Annual Meeting Financial Report printing at Postal Connections.
\$235.50	Reimburse Ted Gaty – annual meeting room rental – \$90.00 paid to Salem Alliance Church.
----	Reimburse Ted Gaty – annual meeting refreshments – \$95.50 paid to Broadway Coffee House.
----	Reimburse Ted Gaty – annual climber's meeting space - \$50.00 paid to IkeBox.
\$25.00	Stop payment Pioneer Trust Bank charge for Valley Mailing check re-issue.

\$ 700.39 Total Expenditures (Subject to Council Approval)

Chemeketans 2017 Financial Status

	Last Update	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17
Pioneer Bank - Checking (Main)	1/31/2017	\$115,544.83	\$116,988.11							
Vanguard GNMA Fund (Main)	12/31/2016	\$35,734.00	\$35,734.00							
Missouri Pacific RR Co. Bonds (Main)	12/31/2016	\$3,525.00	\$3,525.00							
Pioneer Bank - Checking (Climbing)	1/31/2017	\$4,867.86	\$4,867.86							
MAPS - Checking (Outing)	12/31/2016	\$32,175.22	\$32,175.22							
MAPS - Savings (Outing)	12/31/2016	\$1,000.45	\$1,000.45							
Fidelity Puritan (Outing)	12/31/2016	\$8,271.99	\$8,271.99							
Vanguard SP 500 Index Fund (Outing)	12/31/2016	\$8,120.06	\$8,120.06							
Fixed Assets Less Depreciation	12/31/2016	\$6,242.68	\$6,242.68							
Total By Month		\$215,482.09	\$216,925.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Change From Previous Month			\$1,443.28							

Note: Some account values are updated quarterly or annually. See the "Last Update" column.



Treasurer Activities This Month (Information Only)

- The Club Treasurer met with the Outing and Climbing treasurers. Topics: 2016 audit and periodic reporting.
- Climbing and Outing 2016 financials are integrated into the main club QuickBooks account.
- The 2017 club Treasurer now has access to the club Quickbooks online account.
- The 2016 and 2017 club Treasurers met with the 2016 auditor (Susan Watkins) and turned over 2016 main club and outing hardcopy records for audit. Climbing records were provided directly to

the auditor by the Climbing treasurer on 1/30/2017. The Auditor has completed her review of the main club and outing records and is currently working on the climbing records. I will share the audit report with council via email when it is completed, and should be prepared to discuss it at the March meeting.

- The check signature update process is completed. The 2017 President, Treasurer, and Recording Secretary are now authorized to sign checks on the club main checking account and access the club safe deposit box.
- 2017 Treasurer draft goals write up is completed.
- A generic email has been established for the Treasurer position: treasurer@chemeketans.org. Email to this address will be forwarded to the current club Treasurer.
- The Treasurer's Duties document is being rewritten to update it to current practices, policies and procedures, and to emphasize the important deadlines for submitting tax forms. Upon completion the document will be provided to previous club Treasurers for review and comment. When that is completed, the document will be shared with council for approval.
- Tax-exempt Reinstatement Status:
 - Met with a person who has done a reinstatement previously. Received advice and guidance. Guidance was that we only need to file form 990-EZ, not 990-T. Advice was on how to fill out form 1024, the reinstatement form, how to write the required "Reasonable cause" letter, and that we need to update our Articles of Incorporation.
 - Need to determine if Chemeketans have "Unrelated Trade or Business Income". Affects whether we need to file a form 990-T. In the 2015 990-T this "Unrelated Trade or Business Income" was cabin rental and climb school income.
 - Need to file 2015 990-EZ. Prior to that, need to check the numbers given to the accountant for prep of that form as there may be some inaccuracies. If so, we would need to update the 2015 990-EZ.
 - If we did not need to file the form 990-T and related Oregon form 20 in previous years, we need to figure out what to do about this as it may affect our reinstatement. We may seek advice from the "Oregon Non-Profit Association".
 - Need to fill out 19 page form 1024.
 - Need to write a "Reasonable Cause" statement explaining what happened and what changes we have made to prevent it happening again.

Ann Hanus moved to accept the Treasurer's report, including the expenses, Ted Gaty seconded the motion, it passed unanimously.

Susan LaTour moved to make Mike DeLaune the local administrator for online services at Pioneer Trust Bank with full access. Ann amended the motion: Mike Delaune as the local administrator with Susan LaTour and Fletcher Adelman as appointed by the local administrator to also have access to the account online. Bruce seconded the motion. This motion passed unanimously.

Reimbursements were covered in the Treasurer's report.

Club Insurance: Theresa Conley and John Petrie

Theresa recapped the recent history of insurance with the Chemeketans (the past few years) and presented her rationale for the need for insurance.

John Petrie gave a presentation and left the council with an insurance proposal to think about.

Theresa and John are hoping for a decision from the Council by Mid April.

Reapplication for Non-Profit Status was covered in the Treasurer's report. Mike will keep the council posted on the progress.

Ann Hanus moved to authorize Mike DeLaune to select a new CPA and spend up to \$500 for consultation and preparation of forms to reinstate the non-exempt status. Ted seconded the motion. The motion passed unanimously.

Approval of additional Articles of Incorporation: Mike DeLaune

- 1) The Corporation is a mutual benefit corporation.
- 2) The Corporation shall have members.
- 3) Upon dissolution of the Corporation, assets shall be distributed to members in good standing.

Susan LaTour moved we accept these 3 additional articles of incorporation. Ralph seconded the motion. It passed unanimously.

Mike and Fletcher will make sure the additional articles of incorporation are filed with the State Department and added to the club records.

Legislative Proposal regarding the Oregon Coast Trail: Ann Hanus

Ann provided information to the council re: Oregon Coast Trail. Ann will draft a letter to The Oregon Legislature asking for support of this Act. The board will view the letter and vote at that time on whether to send it to Congress or not.

This meeting was adjourned at 8:50 pm.

Minutes are respectfully submitted by Fletcher Adelman