

Chemeketan Executive Council Meeting Minutes

March 1, 2017

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

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

Those absent: Susan LaTour and Ann Hanus

Guest: Dan Hilburn

The meeting was called to order at 6:35 PM by Vice-President Craig Blanton

The agenda was adopted after removing item #9.

The minutes from last month were approved unanimously.

Legislative Proposal regarding Oregon Coast trail- Dan Hilburn

Dan Hilburn reported on the presentation of House Bill 3149 at the Oregon Legislature earlier today. This is the first big step towards completing the continuous trail from Fort Stevens to the California border.

Dan asked for the Chemeketan's support for HB 3149. Two hearings are expected to occur this Spring-the first in March and again in April. Ted volunteered to attend these hearings and support this bill.

Craig made a motion to have Ted and Ann Hanus support the bill on behalf of the Chemeketans. Bruce seconded the motion. The motion passed unanimously.

Chemeketan Council Membership Report- Eileen Harder

Membership Summary:

577 active adult members (18 and older)

8 active junior members (17 and younger)

9 Life Honorary and paid life members

594 Total active, Paying Members (adult+junior+life)

66 Guests are receiving a complimentary bulletin, but are not yet members

21 Complimentary bulletins are sent to businesses, agencies and libraries.

2 bulletins are exchanged with other outdoor clubs.

18 people submitted applications for membership between 1/28/17 and 2/27/17.

1. Annese, Kathleen (Adult)
2. Bissell, Bill (Adult)
3. Campbell, Pam (Adult)
4. Damuth, Monique (Adult)
5. Dennis Fritz, Maurice (Adult)
6. Gerold, Tom (Adult)
7. Landis, George (Adult)
8. McSween, Bob (Adult)
9. Mitchell, Douglas (Adult)
10. Nguyen, Thuy (Adult)
11. Parsell, Mark (Adult)
12. Rowe, Mark (Adult)
13. Rowell, Christopher (Adult)
14. Scott, Ruth (Adult)
15. Smith, Gayle (Adult)
16. Thompson, Eddie (Adult)
17. Vaughan, Dan (Adult)
18. Williams, Russ (Adult)

Total: 18

Fletcher moved to accept the new members. Mike DeLaune seconded the motion. The motion passed unanimously.

34 Renewals occurred between 1/28/17 and 2/27/17.

30 guests submitted requests for bulletins between 1/28/17 and 2/27/17.

Payments entered between 1/28/17 and 2/27/17:

\$20	Bulletin
<u>\$1060.00</u>	<u>Dues</u>
\$1080.00	Total

Chemeketans Treasurer's Report

March 2017

Respectfully submitted by *Mike DeLaune*, Treasurer

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

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

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

\$320.00	On 2/2. All membership dues.
\$460.00	On 2/21. \$440 membership dues and \$20 bulletin.
\$383.00	On 2/28. Deposit description pending.
\$17.93	On 2/28 Checking Account Interest.
\$1,180.93	Total Revenue

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

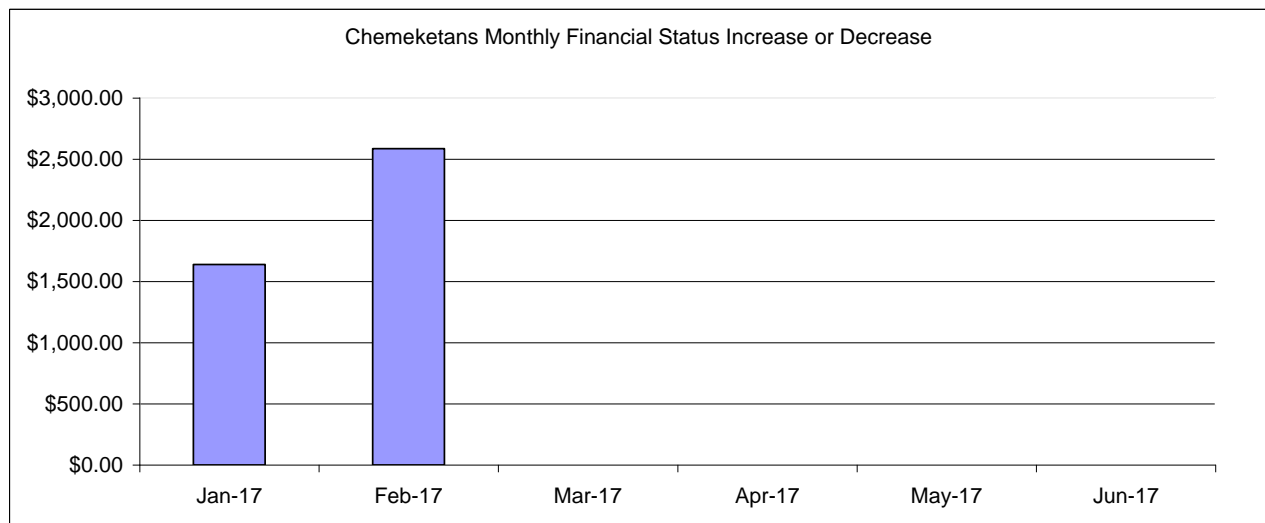
\$62.08	Postal Connections bill for February bulletin printing and mailing.
\$95.40	Reimburse Rob Kimmich for 2017 web hosting cost at HostGator.com
\$217.82	Reimburse Mike DeLaune \$5.00 for cost of obtaining a copy of the Articles of
*****	Incorporation from the Secretary of States office
*****	Reimburse Mike DeLaune \$12.92 for office supplies purchased from Amazon.
*****	Reimburse Mike DeLaune \$199.90 for annual QuickBooks Online subscription.
\$50.00	Membership renewal in Federation of Western Outdoor Clubs
\$123.75	Ascension Accounting for January bookkeeping services.
\$280.76	Valley Mailing Service for mailing 486 Roster and Prospectus 2017 booklets
\$ 829.81	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
Pioneer Bank - Checking (Main)	1/31/2017	\$115,544.83	\$116,988.11	\$117,468.65				
Vanguard GNMA Fund (Main)	12/31/2016	\$35,075.95	\$35,075.95	\$35,075.95				
Missouri Pacific RR Co. Bonds (Main)	12/31/2016	\$3,525.00	\$3,525.00	\$3,525.00				
Pioneer Bank - Checking (Climbing)	1/31/2017	\$4,867.86	\$4,867.86	\$6,728.21				
MAPS - Checking (Outing) *	1/31/2017	\$32,175.22	\$32,177.98	\$32,177.98				
MAPS - Savings (Outing) *	1/31/2017	\$1,000.45	\$1,000.47	\$1,000.47				
Fidelity Puritan (Outing)	1/31/2017	\$8,271.99	\$8,464.91	\$8,710.10				
Vanguard SP 500 Index Fund (Outing)	12/31/2016	\$8,120.06	\$8,120.06	\$8,120.06				
Fixed Assets Less Depreciation	12/31/2016	\$6,242.68	\$6,242.68	\$6,242.68				
Total By Month		\$214,824.04	\$216,463.02	\$219,049.10	\$0.00	\$0.00	\$0.00	\$0.00
Change From Previous Month			\$1,638.98	\$2,586.08				

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

** Data provided by the Outing Treasurer*



February 2017 Treasurer Activities (Information Only)

- George Adkins and Mike DeLaune now have online access to Outing's Fidelity Puritan account. The process to gain access to the Vanguard account is in progress.
- Met with 2016 Auditor Susan Watkins.
 - The review of Main club and Outing records is complete. Climbing review is almost complete. The final audit report will be shared with council at the April meeting.
- Met with bookkeeper Gloria Petrie. Discussion topics:
 - I requested a change to the year-end closeout process. This will resolve part of the missing 2015 data problem. Also, Gloria will request some data from our current CPA needed to update some data in QuickBooks.
 - Discussed the role of the bookkeeper.
 - Asked for a description of some categories in QuickBooks.
 - Discussed Quicken vs QuickBooks.
 - Discussed billing process for bookkeeper services.
- Received guidance from the Marion County Assessor that Chemeketans may be required to pay personal property tax on equipment owned by the club. Sent emails to the Outing and Climbing

committees requesting an inventory of their equipment.

- Tax-exempt Reinstatement Status:
 - I met with Vicki Holland, CPA. She will be assisting us with our IRS issues and preparing our tax forms this year. I am scheduled to meet with her again on March 2.
 - The reinstatement process requires an official, signed copy of Chemeketans Articles of Incorporation. This document was not in the safe deposit box and was not held by the club historian. I ordered and received a certified copy of the document from the Oregon Secretary of State at a cost of \$5.
 - Form 1024 "Application For Exemption". This form is used to request reinstatement of tax-exempt status. I began the process of collecting the needed information and filling out this form.
 - Removed some Treasurer records from IkeBox storage for use in describing the club's financial history.
 - Researched and wrote a document that describes and analyzes Chemeketans revenue-producing activities to determine which of them are taxable.
 - Researched and wrote a compilation of information related to Chemeketans tax-exempt status.
 - Club financial records in QuickBooks have been altered to track all gross revenues separately for members and nonmembers. I am working on re-characterizing our 2015 and 2016 revenues in QuickBooks into member/nonmember subcategories, so we will be able to use the correct numbers for our 990-T tax forms.
 - If nonmember gross receipts exceed 15% of total gross receipts, then the club is not eligible for non-profit status. It appears that nonmember receipts exceeded 20% in 2015 and 2016, so we need to make some changes to reduce the receipts from nonmembers.

Fletcher moved to accept the Treasurer's report, including the reimbursements. Craig seconded the motion. The motion passed unanimously.

Mike DeLaune asked for someone to take the lead for gathering the inventory for the Marion County Tax Assessor. Craig will coordinate with the climbers, Ralph will coordinate with the rest of the club and gather information from Craig before submitting to the Marion County Tax Assessor.

Mike has met with the internal auditor, Susan Watkins.

Investment Committee report and discussion-Mike DeLaune and Bruce Patterson

The committee now has access to the Fidelity account. After they gain access to the Vanguard account, the committee will consolidate the money.

Reapplication for Non-Profit Status- Mike DeLaune

Mike is making progress. The club needs to track the non-member revenue. Mike is planning a meeting with council members, climbers and outing representatives re: the reinstatement of the non-profit status.

Club Insurance- Craig Blanton

Craig moved to continue the insurance-General Liability and Directors and Officers- to cover all club activities for the next 3 years.

Discussion ensued and the motion was amended- to continue the current insurance at \$5233 rate quoted for 2017 with the climbers to reimburse the general club ½ of the premium. Mike seconded the motion. Six members voted in favor of the motion, one was against.

Mike will contact John Petrie to purchase the insurance.

Meeting Room Payment process- Ted Gaty- tabled until April meeting.

Orchard Heights Park support tabled.

Oregon Department of Transportation 2017 TLC Wellness Fair- ted and Eileen will represent the Chemeketans.

The Chemeketans will be represented at the Salem Library "Ask an expert" event by Eileen, this Saturday.

Goal Setting and Prioritizing for 2017 was tabled.

This meeting was adjourned at 8:00 pm.

Minutes are respectfully submitted by Fletcher Adelman