Ski for Light, Inc.

Minutes of Annual Board Meeting

January 28, 2022

Meeting via Zoom

President McCorcle called the meeting to order at 1:04 p.m. Eastern Standard Time.

Roll Call

Present: Tim McCorcle; Julie Coppens; Krista Erickson; Brenda Seeger; Michael Evelo; Robert Hartt; Marion Elmquist; Renee Abernathy; Cara Barnes; Amy Brannan; Wendy David; Judith Dixon; John Elliott; Betsy Fischer; Lynee Forsyth; Andrea Goddard; Nicole Haley; Lauren Heine; Melinda Hollands; Bonnie O’Day; Laura Oftedahl; Sheri Richardson; Larry Showalter; and Karen Wood

Guests: Einar Bergh, Director Emeritus; and Ron Stubbings, Honorary Director

Tim welcomed everyone and thanked Ron and Einar for attending the meeting.

**Approval of Minutes**

* Summer 2021 Board Meeting Minutes. The minutes of the Summer 2021 Board meeting were adopted as revised.
* Fall 2021 Meeting Minutes. With no corrections requested, the minutes of the Fall 2021 Board meeting were adopted as distributed.
* Special Board Meeting Minutes. The minutes of the Special Board meeting (January 6, 2022) were tabled to allow Board members more time to read them as the initial draft was distributed just prior to this meeting.

**President’s Update**

Tim acknowledged that over the past year, we’ve lost some important community members. not wanting to forget to mention anyone, Tim did not name people individually but asked for a minute of silence to remember all the people who contributed to SFL and to our lives.

Tim thanked everyone for their contributions in time and creativity. Unfortunately, we are not meeting in-person today and we’re disappointed that we had to cancel the event but that was the best decision. So far, Tim has not received any negative comments about the decision to cancel -- our community understood the circumstances and many people were grateful that we made the decision taking having to make that decision out of their hands. Enthusiasm for Ski for Light is still strong. A large number of VIPs applied as well as 130 guides who applied to attend the 2022 event. Financially, we’re doing well and looking forward to meeting in-person. We’ve adapted to these challenges and we’re in good shape to thrive into the future.

**Board Election**

Tim thanked outgoing Board members Renee Abernathy, John Elliott and Lauren Heine for their service.

Amy Brannan, Board Development and Elections Committee Chairwoman, thanked Board members for submitting their ballots and announced that there was a valid election with well over half of the directors eligible to vote submitting ballots. All candidates elected received votes from a majority of the ballots cast. Reelected to the Board are: Judy Dixon; Marion Elmquist; Krista Erickson; Mike Evelo; Lynee Forsyth; Nicole Haley; Tim McCorcle; and Karen Wood. New Board members elected are: Marie Huston; Karen Ishibashi; Amy White; and Kevin Whitley. Amy asked that the election results be kept confidential until newly elected Board members are notified. The new Board members will be invited to Tuesday’s meeting. The new Board term will begin on Sunday, February 20, 2022. Tim thanked Amy and her committee for running the election and recruiting candidates.

**Treasurer’s report**

Brenda reported that SFL currently has $181,016.30 in checking and $59,763.90 in savings for total operating funds of $240,780.20.

The current market value of the Endowment Fund is $645,336.00.

Brenda is currently working with CBIZ to send out event fee reimbursements.

A question was raised of what account balances would be once all refunds were sent out. Brenda explained that check reimbursements will be about $90,000.00 and PayPal reimbursements are coming directly out of that separate account with no fee for issuing reimbursements through PayPal. Bob thanked Brenda and Tim for processing refunds.

**2022 Event Update**

Mike Evelo, 2022 Event Chairman, reported that the logistics of canceling the event are going well. The Murder mystery Company and the bar service caterer are holding SFL’s deposits for future events. Other evening program vendors did not require a deposit. We should be able to sell the event t-shirts and we’ll have to sort out what to do with other dated items such as the patches and metals. We’re planning to have a virtual event but it will be shorter than last year.

Bonnie thanked Mike for his efforts and doing all this planning as well as the rest of the planning committee -- next year may be easier because of all the work that’s already been done. Melinda thanked Mike for making the motion to cancel the event after chairing it. Mike thanked everyone who helped him work on planning the event and is confident that SFL will remain vibrant for years to come.

**Ridderrenn Update**

Marion reported that, as of this morning, the Ridderrenn is going ahead and will be held with restrictions applicable in the month of March. As of now, it is a go but we’ll have to make sure anyone traveling from the U.S. can get to and from Norway. Marion is coordinating SFL’s Ridderrenn team and has also contacted any additional people expressing interest in going this year. The dates are March 13-20.

Tim thanked Marion for coordinating the team and for keeping in touch with the Ridderrenn organizers in Norway.

**Virtual Event**

Tim thanked Bonnie for agreeing to serve as chair of the upcoming virtual event. Bonnie O’Day, chairwoman of the 2022 Virtual Event, reported that planning is just beginning. The event will be a smaller event than the virtual event held last year. Judy is working on an online auction which is scheduled for March 25th. Judy explained that the auction will be a live auction as in 2021 and that Ron Stubbings will serve as auctioneer. Some auction items have already been received. Judy requested any other auction items by March 1st, if possible, to allow enough time to photograph and catalog them.

Bonnie is not sure how many days a virtual event would be. Bonnie is thinking three days at most with a special Interest Sessions during the evenings with exercise in the mornings. The auction could be the final part of the virtual event. A comment was made that people requested a more advanced yoga class last year -- Bonnie will reach out to Marie Pacini.

Karen offered to help and asked how many special interest sessions would be needed? Bonnie will contact Karen. Julie volunteered to help with the virtual event. Julie asked if there would be a need for a ceremonial session or social opportunities such as virtual sing-alongs or a talent show. John asked what the participant count was from last year and if we have recorded sessions from last year that we could use again? Last year, there were 191 people at the opening night and about 150 people at the closing ceremony/banquet. Since the virtual event happened last year, there have been eighty-four views for John’s stretch class, people are still accessing that content.

Please send ideas to Bonnie. Bonnie asked for volunteers to help with Zoom hosting and Sheri, Tim, and Judy volunteered. Wendy an Melinda also volunteered to help.

**2023 Event**

Tim explained that the Executive Committee met this past Monday and considered what to do for 2023. There is interest in returning to Snow Mountain Ranch (SMR) for 2023 but The Board passed a motion to go to Rhinelander in 2023. No contracts have been signed with Rhinelander yet. The Executive Committee passed a motion recommending that the Board rescind the motion to go to Rhinelander in 2023, commit to going to SMR in 2023 and continue to work on developing Rhinelander for a 2024 event. Tim has communicated with SMR and room blocks are available Jan 26-feb 5 and also the week following in 2023. Judy pointed out that people have airline credits which may be limited to flying only to Denver so an event one day earlier than this year would be great for 2023.

Judy moved and both Wendy and Karen seconded a motion that the Board rescind the previously adopted motion to go to Rhinelander for 2023 and go to SMR for 2023 and continue to develop Rhinelander as an option for 2024. Tim asked Cara Barnes, Chairwoman of the Site Selection Committee, for input. Cara has contracts for Rhinelander waiting to be signed and expressed concern about the language in the motion referring to “continuing to develop” – Cara wants to be able to say that we’re definitely coming or that we might come in 2024. Bonnie proposed an Laura seconded an amendment to the motion that we will go to Rhinelander in 2024. A second on the amendment was determined unnecessary. Judy accepted the amendment.

A brief discussion ensued about Rhinelander as a possible event site. It would be unlikely that we’d sign any contracts now with Rhinelander. Bob explained that he and Bonnie were in Rhinelander and were impressed with the ski area and the hotels. Bonnie added that the skiing was wonderful but not challenging – we skied through woods. The walk between the two hotels was easy to make.

Mike explained that SMR may work better for 2023 as there will likely be pent-up demand from not having an event in two years. SMR has more capacity. The Rhinelander community is excited about SFL coming and has put in a lot of effort, time and financial commitment. Mike visited with organizations and hotels in Rhinelander and they were understanding about rescheduling to 2024.

John explained that the previous groomer has been rehired and is training the two new trail groomers at SMR. John was recently at SMR and the trails were in excellent condition. It is anticipated that SFL would have a contract with the same protections against having to cancel but may have to pay a larger deposit to SMR. SMR is currently holding SFL’s deposit and is willing to apply it toward a future event.

The question was called and Tim summarized the motion as committing to SMR for 2023 and Rhinelander for 2024. The motion carried unanimously.

Tim will let people know when this decision can/should be made public.

**Policy Updates**

Prior to the meeting, Krista distributed four proposed policy updates (Document Retention and Destruction Policy, Event Cancelation Policy, No Smoking Policy and Nondiscrimination Policy). (See pages 13-25 of these minutes)

Larry voiced a concern that the proposed event cancelation policy revision states that SFL’s normal event refund policy applies which is limited to an applicant canceling not SFL canceling an event so does not specify a full event payment refund if SFL cancels the event. A question was raised if this should be included in the existing Event Payment Refund Policy instead. Krista agreed to temporarily withdraw the proposed event cancelation policy and talk with Larry about how/where to best address his concern.

Larry moved and Judy seconded a motion that the Board approve the other three Policy revisions as distributed. A discussion ensued about why the Executive Committee recommended taking age out of the proposed revision to the Nondiscrimination Policy. Many places publish policies that state they don’t discriminate against age and it is understood that this does not apply to minors/including age in the policy would not force SFL to accept minors as event participants. Adding age back into the policy would not discriminate against any upper limit of age. Julie read the proposed policy update that includes age. Sheri proposed an amendment to Larry’s motion to adopt the proposed (second) version of the Nondiscrimination policy that includes age. Larry accepted the amendment. The motion carried.

* Code of Conduct Policy. Krista explained that a working group of Amy Brannan, Cara Barnes, Julie Coppens, Bob Hartt, Tim McCorcle and herself continue to work on revising the Code of Conduct Policy. The most recent draft was discussed at the November 22, 2021, Executive Committee meeting and was also reviewed by legal counsel in December. Legal counsel made several suggestions that the working group is still considering. Krista moved and Julie seconded a motion that the Board instruct the Code of Conduct Policy working group to continue its efforts and present a proposal for a revised policy to the Board sometime during 2022. The motion carried unanimously.

**Constitution and Bylaws Committee**

Judy Dixon, Chairwoman of the Constitution and Bylaws Committee, explained that the Committee is recommending amendments to Articles V. and Vi. Of the SFL Constitution to authorize a third Director at Large when no Immediate Past President is available. (See pages 29-34 of these minutes) Judy read aloud the exact changes being proposed. A discussion then ensued about the proposed amendment. A question was asked if this has ever been an issue? It has been an issue in the distant past, historically SFL has found it is better to have seven not six people serving on the Executive Committee. It was explained that the reference to “distant past” referred to a time more than twenty years ago. Not having seven people has not created problems but it creates the potential for problems. The Executive Committee usually makes decisions by consensus and a question was raised of why/how six or seven people would change that process. A question was raised asking what the circumstances are prompting this now and it was explained that there are not exact circumstances causing this proposed amendment to be brought forward now but this has happened in the past and could happen again as it is possible that Tim may be elected to a different office. If that happens, this situation would apply and the amendment would allow for good representation of VIPs and guides as well as for future development with more people involved. A question was asked if the Constitution and Bylaws Committee supports this change – yes, the Committee wrote this change. A concern was raised that this change should not be considered so close to an election. However, it could be applicable whenever needed -- if it is not adopted now, we will potentially miss an opportunity. The election process for this position would happen only after the election of officers so the Nominating Committee would not be asked to recommend a candidate. If there was no Immediate Past President in that position and there were only six people, then there would be a call for nominations from the floor. A concern was raised that this would be a different process since anyone in this position would not have necessarily been interviewed by the Nominating Committee and it would be a very different process to elect this person. However, people can be nominated from the floor for other offices without being interviewed first. This hasn’t come up previously because there hasn’t been much movement in the Board. A concern was raised that this could discourage the value of the Immediate Past President role and we would not want to discourage people in that role.

The Committee moved and Larry seconded a motion recommending that the proposed change be adopted. A proposed Constitutional amendment requires a 2/3 majority vote and a roll call vote was held with results as follows:

Voting In Favor: David; Dixon; Elmquist; Fischer; Goddard; Hartt; Hollands; Oftedahl; Richardson; Seeger; and Showalter

Voting in Opposition: Barnes; Brannan; Coppens; Elliott; Erickson; Evelo; Forsyth; Haley; McCorcle; O’Day; and Wood

Voting Present: Abernathy

Absent for Vote: Heine

The motion failed with eleven (11) voting in favor, eleven (11) voting opposed, one (1) voting present and one (1) Board member absent for the vote.

* Code of Conduct Policy

Judy explained that the Constitution and Bylaws Committee received a proposal to amend the Bylaws (Bylaw 3, B) to Insert the following section 4 and re-number the subsequent section as 5. 4. Serve as the Compliance Officer as outlined in the Code of Conduct Policy and ensure that the SFL Board of Directors and Executive Committee receive all necessary training to implement the provisions of the Code of Conduct Policy; and”

(See page 34 of these minutes) The Committee is recommending that consideration of this proposed change be deferred if/until the Board adopts a final code of conduct policy. Bonnie seconded the Committee’s recommendation. Cara moved to amend the Committee’s recommendation to delete: “and ensure that the SFL Board of Directors and Executive Committee receive all necessary training to implement the provisions of the Code of Conduct Policy”. The Vice President is also the compliance officer for the Whistleblower Protection Policy and a question was raised about why one policy was mentioned and the other one was not -- guiding documents should match reality. Mike moved and Cara seconded an amendment leaving references to training out of the proposed Bylaws change. The motion carried with two (2) opposed.

Business then returned to the main motion to defer Section 4 without references to training. Krista moved and Sheri seconded a motion to change Section 4 to state that the Vice President “Serve as Compliance Officer as prescribed in the Policy Manual;”. The motion carried with one (1) opposed. The Constitution and Bylaws Committee then agreed to withdraw their main motion to defer the initially proposed Bylaws change and recognize a motion to accept the just adopted change. Judy moved and Bonnie seconded a motion that the proposed change to Section 4 “Serve as Compliance Officer as prescribed in the Policy Manual;” be accepted. The motion carried unanimously.

**Officers Election**

Brenda Seeger, Nominating Committee Chairwoman, explained that the slate for the election of officers will be sent out via e-mail to the Board prior to 7:00 p.m. on Sunday, January 30th. Officers will be elected during the meeting on Tuesday with opportunities for nominations to be made from the floor. Larry asked if there are nominations from the floor and a written ballot is required, how that would be handled if we’re all on Zoom? It was explained that the Nominating Committee has identified a neutral, third party to receive and count votes if needed. Larry asked if votes could be e-mailed to Brenda. Sheri asked if there are any prohibitions against using someone outside of SFL to tally votes submitted via e-mails and texts. Larry declared that it would not be “common sense” and any person counting votes has to be a Board member or prior Board member. It was pointed out that when voting is required in-person, there is no name attached to a handwritten (print or braille) ballot but when voting via e-mail, there is no privacy and a person who is a part of SFL knows everyone involved. A suggestion was made to vote using the polling feature in Zoom but concerns were raised that it may not be accessible. Tim recommended that the Nominating Committee ask a trusted person from within Ski for Light to assist with receiving and counting e-mail votes if necessary.

Prior to the meeting, Julie sent out an e-mail about the Zoom breakout sessions scheduled during the meeting on Tuesday -- please give the questions some thought.

Tim will send out a new Zoom link for the continuation of the meeting on Tuesday.

A motion was made and seconded by several people who did not identify themselves to adjourn the meeting until 8:00 p.m. Eastern Standard Time on Tuesday, February 1, 2022. The motion carried unanimously and the meeting was adjourned at 3:19 p.m. Eastern Standard Time.

Ski for Light, Inc.

Minutes of Annual Board Meeting

February 1, 2022

Meeting via Zoom

President McCorcle called the reconvened meeting to order at 8:02 p.m. Eastern Standard Time.

Roll Call

Present: Tim McCorcle; Julie Coppens; Krista Erickson; Brenda Seeger; Michael Evelo; Robert Hartt; Marion Elmquist; Renee Abernathy; Cara Barnes; Amy Brannan; Wendy David; Judith Dixon; John Elliott; Betsy Fischer; Lynee Forsyth; Andrea Goddard; Nicole Haley; Melinda Hollands; Bonnie O’Day; Laura Oftedahl; Sheri Richardson; Larry Showalter; and Karen Wood

Absent: Lauren Heine

Guests: Nancy McKinney Milsteadt (Director Emeritus and election judge); Marie Huston, (Director-elect); Karen Ishibashi, (Director-elect); Amy White, (Director-elect); and Kevin Whitley (Director-elect)

Tim welcomed everyone especially new Board members-elect Marie Huston, Karen Ishibashi, Amy White and Kevin Whitley. The newly elected Board members can observe but not vote on motions and will officially assume office on February 20, 2022 with the reelected Board members.

**Minutes of the Special Board Meeting.**

With no corrections requested, the minutes of the January 6, 2022, special Board meeting were considered adopted as distributed.

**Executive Committee Elections**

Tim thanked Nominating Committee Chair Brenda Seeger and the Nominating Committee for their work.

Brenda read the slate of officers that the Nominating Committee is recommending to the Board and offered each nominee two (2) minutes to address the Board. All nominees on the slate addressed the Board.

President. The Nominating Committee nominated Julie Coppens who accepted the nomination. There being no nominations from the floor, Brenda moved and Karen (Wood) seconded a motion to elect Julie Coppens as President by acclamation. The motion carried unanimously.

Vice President. The Nominating Committee nominated Marion Elmquist who accepted the nomination. Krista Erickson was nominated from the floor and accepted the nomination. Instructions were provided on how Board members would vote via e-mail with Nancy receiving and counting votes. After a round of balloting, Nancy announced that Krista had been elected.

Secretary. The Nominating Committee nominated Judy Dixon who accepted the nomination. Marion Elmquist was nominated from the floor but declined the nomination. Brenda moved and Amy (Brannan) seconded a motion to elect Judy as Secretary by acclamation. The motion carried unanimously.

Treasurer. The Nominating Committee nominated Tim McCorcle who accepted the nomination. There being no nominations from the floor, Brenda moved and Bonnie seconded a motion to elect Tim as Treasurer by acclamation. The motion carried unanimously.

Directors at Large: The Nominating Committee nominated Mike Evelo and Bob Hartt. Marion Elmquist was nominated from the floor and accepted the nomination.

While votes were being cast and counted, business continued with the policy updates and reports from committees and coordinators (see below).

After one (1) round of balloting, Nancy announced that both Mike Evelo and Bob Hartt had each received enough votes to be elected.

Tim welcomed the newly elected Executive Committee. Tim thanked Brenda and Marion for their many years of service on the Executive Committee and looks forward to continuing to work with them. Tim offered Brenda and Marion time to say a few words if they wished and both spoke briefly.

**Policy updates**

Prior to the meeting, Krista distributed a proposed update to the Event Payment Refund Policy and redistributed the proposed Event Cancelation Policy. (See pages 25-27 of these minutes) Krista and Larry conferred via e-mail and determined that the best way to address the concern Larry raised at the first session of the meeting to specify that SFL would fully refund paid event fees if SFL had to cancel an event would be to retain the proposed Event Cancelation Policy revision and add a specification stating the above to the Event Payment Refund Policy. Bonnie moved and Karen (Wood) seconded a motion that both policies be adopted as distributed. The motion carried unanimously.

**Committee and Coordinator Reports**

Tim thanked all committee chairs and coordinators for their work and offered any committee chair or coordinator an opportunity to bring any issues to the Board.

* Publicity and Public Relations Committee. Committee Chairwoman, Melinda Hollands, reported that the Committee is working on putting representation together for SFL at the American Birkebeiner **(**Birkie) ski race later this month and possibly in 2023. SFL has a table reserved at the Birkie Expo and may participate at other events around the race such as the Parabirkie (formerly the Adaptive Birkie) and the Giant Ski. SFL would be present primarily to recruit guides since the 2024 event will be in that area. Please let Melinda know if you’re interested in helping/participating, there is a planning meeting tomorrow evening.
* Corporate Sponsors Committee. Committee co-chairwoman, Renee Abernathy, provided an update that she and Marion have been in contact with corporate sponsors to let them know that our in-person event has turned into an auction. Sponsors have been generous in their support. A question was raised about how we would send postcards to corporate sponsors as those are usually written out by hand during the in-person event. A brief discussion ensued. Judy volunteered to help with the labeling and mailing of postcards. Cara has a template for thank-you cards that could be used for postcards which can be printed on quarter-fold cardstock that she offered to share if anyone would like to use it. A brief discussion ensued about what photo(s) to include on postcards – a photo of an SFL Zoom gathering/meeting would be more accurate but sponsors prefer to see people in action, skiing. We usually send about one hundred (100) postcards but it may be more cost effective to print more than that amount.

Brenda offered to handwrite postcards and is willing to collect any messages people would want handwritten on postcards. Wendy offered to write postcards electronically. Renee will be e-mailing thank you notes to sponsors so we would need to send actual postcards to them. Renee will send out the list of sponsors and what each donated

* SFL Bulletin. Andrea Goddard, SFL Bulletin Coordinator, thanked Larry for his help producing the SFL Bulletin.

**Long-range Planning**

The long-range planning item on the agenda was table due to time constraints and technical difficulties with Zoom that made breakout rooms unavailable.

**Conflict of Interest Forms**

Prior to the meeting, Krista distributed the Conflict of Interest Disclosure Statement form and a copy of the accompanying policy to the Board. Please mail completed, paper forms to Krista by February 15th and direct any questions to Krista or Tim.

Tim thanked the Board for all their work.

Julie thanked Tim for helping SFL navigate through the past two years as President.

There being no other business, Judy moved and Brenda seconded a motion to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 9:05 p.m. Eastern Standard Time.

Document Retention and Destruction Policy

Background

Earlier this year, Tim and I reached out to Ms. Debrow (the attorney who has been helping us pro bono) and asked her to review our current Document Retention and Destruction Policy. The current Policy requires periodic review by “legal counsel or the organization's certified public accountant”. Ms. Debrow kindly returned an edited version to us which is immediately below, followed by the current Policy for your reference. Ms. Debrow recommended two minor changes:

* Deleting “Participant Event Emergency Data Forms 1 month after event concludes” at the end of Section II.; and
* In section V., clarifying: “Destruction of confidential or financial documents will be accomplished by shredding.” The current Policy lists only “financial documents”.

During the November 22, 2021, Executive Committee meeting, Krista moved and Julie seconded a motion to recommend that the Board adopt the revised Document Retention and Destruction Policy. The motion carried unanimously.

**Policy C20 - Document Retention and Destruction**

**I. Purpose**

This policy provides for the systematic review, retention and destruction of all records and documents received or created by Ski for Light, Inc., regardless of physical form. The policy is designed to ensure compliance with federal and state laws and regulations, eliminate accidental or innocent destruction of records, and facilitate efficient operations.

**II. Document Retention**

The Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

**Corporate Records**

* Articles of Incorporation Permanent
* By-laws Permanent
* Board Policies/Resolutions Permanent
* Board and Executive Committee Meeting Minutes Permanent
* Fixed Asset Records Permanent
* IRS Application for Tax-Exempt Status (Form 1023) Permanent
* IRS Determination Letter Permanent
* State Sales Tax Exemption Letter Permanent
* Annual Reports Permanent
* Contracts (after expiration) 7 years
* Correspondence (general) 3 years

**Accounting and Corporate Tax Records**

* Annual Audits and Financial Statements Permanent
* Annual Reports to Sec. of State/Attorney General Permanent
* IRS 990 Tax Returns Permanent
* Depreciation Schedules 7 years
* General Ledgers 7 years
* Stock, Bond and Investment Records 7 years
* Business Expense Records 7 years
* IRS 1099s 7 years
* Journal Entries 7 years
* Invoices 7 years
* Sales Records (sales room, auction, raffle) 3 years
* Petty Cash Vouchers 3 years
* Cash Receipts 3 years
* Credit Card Receipts 3 years

**Bank Records**

* Check Registers 7 years
* Bank Deposit Slips 7 years
* Bank Statements and Reconciliation 7 years
* Electronic Fund Transfer Documents 7 years
* Donor Records and Acknowledgement Letters 7 years
* Grant Applications and Contracts 5 years after completion

**Legal, Insurance, Safety and Other Records**

* Copyright Registrations Permanent
* Insurance Policies Permanent
* Trademark Registrations Permanent
* Roster of Life Members of Friends of Ski for Light Permanent
* Conflict of Interest Disclosure Statements 7 years
* Participant Event Applications 7 years
* Participant Waivers of Liability 7 years

**III. Electronic Documents and Records**

All records may be stored in electronic form, rather than paper form, provided that the electronic copy: (a) accurately reflects the substance of the original record in an unalterable format, (b) is accessible and (c) is in a form that is capable of being accurately reproduced for later reference, whether by transmission, printing or otherwise. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be moved to an "archive" computer file folder.

**IV. Emergency Planning**

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up from time to time and maintained off site.

**V. Document Destruction**

The Secretary is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of confidential or financial documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**VI. Compliance**

Failure to follow this policy can result in possible civil and criminal sanctions against the Organization and its directors and volunteers. The Treasurer will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

June 13, 2021

Policy C20 - Document Retention and Destruction

I. Purpose

This policy provides for the systematic review, retention and destruction of all records and documents received or created by Ski for Light, Inc., regardless of physical form. The policy is designed to ensure compliance with federal and state laws and regulations, eliminate accidental or innocent destruction of records, and facilitate efficient operations.

II. Document Retention

The Organization follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

• Articles of Incorporation Permanent

• By-laws Permanent

• Board Policies/Resolutions Permanent

• Board and Executive Committee Meeting Minutes Permanent

• Fixed Asset Records Permanent

• IRS Application for Tax-Exempt Status (Form 1023) Permanent

• IRS Determination Letter Permanent

• State Sales Tax Exemption Letter Permanent

• Annual Reports Permanent

• Contracts (after expiration) 7 years

• Correspondence (general) 3 years

Accounting and Corporate Tax Records

• Annual Audits and Financial Statements Permanent

• Annual Reports to Sec. of State/Attorney General Permanent

• IRS 990 Tax Returns Permanent

• Depreciation Schedules 7 years

• General Ledgers 7 years

• Stock, Bond and Investment Records 7 years

• Business Expense Records 7 years

• IRS 1099s 7 years

• Journal Entries 7 years

• Invoices 7 years

• Sales Records (sales room, auction, raffle) 3 years

• Petty Cash Vouchers 3 years

• Cash Receipts 3 years

• Credit Card Receipts 3 years

Bank Records

• Check Registers 7 years

• Bank Deposit Slips 7 years

• Bank Statements and Reconciliation 7 years

• Electronic Fund Transfer Documents 7 years

• Donor Records and Acknowledgement Letters 7 years

• Grant Applications and Contracts 5 years after completion

Legal, Insurance, Safety and Other Records

• Copyright Registrations Permanent

• Insurance Policies Permanent

• Trademark Registrations Permanent

• Roster of Life Members of Friends of Ski for LightPermanent

• Conflict of Interest Disclosure Statements 7 years

• Participant Event Applications 7 years

• Participant Waivers of Liability 7 years

• Participant Event Emergency Data Forms 1 month after event concludes

III. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

IV. Emergency Planning

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up from time to time and maintained off site.

V. Document Destruction

The Secretary is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VI. Compliance

Failure to follow this policy can result in possible civil and criminal sanctions against the Organization and its directors and volunteers. The Treasurer will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

October 18, 2011

No-Smoking Policy

Background

The minutes of the May 19, 2018 SFL Executive Committee meeting state: “A significant problem this year was the excessive presence of smoke in the hotel. Although we have a policy that says Ski for Light is a no-smoking event, it was agreed that the policy should be expanded to state that Ski for Light will be held at a no-smoking facility. Marion will make this recommendation to the Board.”

Since this may be an issue that we’re likely to encounter again in the future, we decided to propose the Policy revision detailed below. In drafting this revision, we obtained input from some Executive Committee members who were serving at the time of the vote as well as from the chairwomen of the current and previous Site Selection Committees.

During the June 9, 2021, Executive Committee meeting, the proposed Policy revision was discussed. Concerns were raised about enforcement. Julie moved and Marion seconded a motion that the Executive Committee recommend to the Board adopting the No Smoking Policy with the edit of deleting the sentence: “There shall be no smoking at all Ski for Light activities”. The motion carried unanimously.

* Proposed Policy Revision Recommended by Executive Committee:

A23 – No Smoking

Purpose

To maintain a safe, healthy environment for all Ski for Light attendees.

Policy

Ski for Light International Week shall be a no-smoking event. Ski for Light International Week shall be held at a no-smoking facility whenever feasible.

* Proposed Revision Presented to Executive Committee

A23 – No Smoking

Purpose

To maintain a safe, healthy environment for all Ski for Light attendees.

Policy

Ski for Light International Week shall be a no-smoking event. There shall be no smoking at all Ski for Light activities. Ski for Light International Week shall be held at a no-smoking facility whenever feasible.

* Current Policy:

A23 - No Smoking

Purpose

To maintain a safe, healthy environment for all SFL attendees.

Policy

There shall be no smoking at all indoor activities.

February 7, 1986

Non-Discrimination Policy

Background

SFL’s current non-discrimination policy is dated 1994. As language and times have changed significantly since then, we are proposing the below Policy update. Per Tim’s request, the entire ad hoc committee which revised the Policy Manual in 2015 were queried and no members of that committee were able to explain how/why the initial list of protected classes was selected or from where that list originated. As a policy with the stated purpose of ensuring that SFL abides by applicable law, the specified protected classes should come from a lawful and citable source. We, therefore, used the list of protected classes specified in the Minnesota Human Rights Act (revised 2020). The Minnesota Human Rights Act can be accessed at: https://mn.gov/mdhr/yourrights/mhra/

Under the Minnesota Human Rights Act, protected classes are listed as: race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, gender identity, familial status, and local human rights commission activity. The protected class of disability is partially addressed separately in this Policy, as well as elsewhere in the Policy Manual. The protected classes of public assistance, familial status, and local human rights commission activity were determined not to be applicable to SFL’s activities/programs and were excluded from the revised Policy.

During the June 9, 2021, Executive Committee meeting, an update to SFL’s Nondiscrimination Policy was proposed and discussed. Concerns were raised about including age. Another policy (Policy B01 - Minimum Age of Guides and Participants) in the existing SFL Policy Manual, sets a minimum age for participants. There was a consensus, without everyone agreeing, in favor of deleting age from the proposed Policy revision.

Bob moved and Mike seconded a motion to recommend to the Board adopting the Nondiscrimination Policy with age removed. The motion carried.

* Policy Revision Recommended for Board Adoption by Executive Committee:

Policy B07 - Non-Discrimination

Purpose

To ensure that SFL engages in nondiscriminatory practices and abides by applicable local, state and Federal law.

Policy

Ski for Light, Inc. invites participation without regard to race, color, creed, religion, national origin, sex, marital status, sexual orientation, or gender identity.

Ski for Light will ensure that physical accessibility is present for all program activities.

* Proposed Policy Revision as Presented to Executive Committee:

Policy B07 - Non-Discrimination

Purpose

To ensure that SFL engages in nondiscriminatory practices and abides by applicable local, state and Federal law.

Policy

Ski for Light, Inc. invites participation without regard to race, color, creed, religion, national origin, sex, marital status, age, sexual orientation, or gender identity.

Ski for Light will ensure that physical accessibility is present for all program activities.

* Current Policy:

Policy B07 - Non-Discrimination

Purpose

To ensure that SFL engages in nondiscriminatory practices and abides by applicable local, state and Federal law.

Policy

Ski for Light, Inc. invites participation without regard to race, religion, gender, or national origin.

Ski for Light will ensure that physical accessibility is present for all program activities.

February 9, 1994

Event Cancelation Policy

Background

During the September 26, 2021 Executive Committee meeting, a proposed revision to the Event Cancelation Policy was considered. The proposed revision updates language and encourages holding a virtual event if an in-person event is not able to be held. Julie moved and bob seconded a motion to recommend adoption of the Policy update to the Board. The motion carried unanimously.

Proposed Revision:

Ski for Light shall make every effort to hold in-person International Week events, unless circumstances beyond the organization's control make traveling to the event site and/or gathering in person unsafe or impracticable for a significant number of participants. A simple-majority vote of the Ski for Light Board of Directors shall be required to cancel an in-person International Week event. Whenever feasible, a decision about International Week event cancelation shall be made before applications are available online. If the International Week event is canceled after applications have been made available online and applicants have been accepted to attend the event, Ski for Light’s refund policy (A06 Event Payment Refund Policy) shall be applicable. If an International Week event is canceled, Ski for Light shall make every effort to offer a virtual event online. Ski for Light International Week events shall not be canceled solely due to lack of sufficient snow for skiing. If skiing is not feasible, alternative activities shall be offered to all participants who are present at an in-person event.

Current Policy:

Policy A24 - Event Cancellation

Except for circumstances currently unimaginable, once applications have been accepted for an SFL event, it will not be cancelled. Every effort will be made to relocate the event if necessary, but the show will go on. If circumstances occur that make folks decide not to attend, our normal refund policy will apply. Alternative programming will be developed from among the on-site SFL community.

January 1990

Event Payment Refund Policy

Background

During the January 28, 2022 Board meeting, a concern was raised that the proposed revision to the Event Cancelation Policy did not address event fee refunds if SFL cancels the event. After discussion, it was determined that this concern would be best addressed by revising the existing Event Payment Refund Policy and leaving the proposed Event Cancelation Policy as submitted to the Board. The proposed revision, detailed immediately below, adds specific language addressing this situation/clarifying that SFL will fully refund event payments.

Proposed Policy Revision:

Policy A06 - Event Payment Refund Policy

• If an individual cancels prior to the payment due date, he/she will receive a refund of fees paid minus $25

• If an individual cancels after the payment due date up to one week Before the start of the event, he/she will receive a refund of fees paid minus $100

• If an individual cancels one week or less before the start of the event, because of a major medical or family emergency as determined by the President, he/she will receive a refund of fees paid minus $200

• If an individual leaves after the event has started, and the reason for early departure is a major medical or family emergency as determined by the President, he/she will receive a refund of fees paid for remaining days minus $200

• No refund will be given to individuals who cancel one week or less before the start of the event, or leave the event early, for other reasons

* If an event is cancelled by Ski for Light at any point in time, all event fees paid to SFL by accepted individuals will be fully refunded as soon as possible.

Current Policy:

Policy A06 - Event Payment Refund Policy

• If an individual cancels prior to the payment due date, he/she will receive a refund of fees paid minus $25

• If an individual cancels after the payment due date up to one week Before the start of the event, he/she will receive a refund of fees paid minus $100

• If an individual cancels one week or less before the start of the event, because of a major medical or family emergency as determined by the President, he/she will receive a refund of fees paid minus $200

• If an individual leaves after the event has started, and the reason for early departure is a major medical or family emergency as determined by the President, he/she will receive a refund of fees paid for remaining days minus $200

• No refund will be given to individuals who cancel one week or less before the start of the event, or leave the event early, for other reasons

October 18, 2011

# Ski for Light, Inc.

# Constitution and Bylaws Committee Report

# January 15, 2022

The Constitution and Bylaws Committee is composed of Judy Dixon, Chair, Sheri Richardson, and Larry Showalter. The committee remains on-call to the Ski for Light President and the Board of Directors throughout the year to ensure that any decisions or actions that may arise do not conflict with the Bylaws of the organization.

In addition, the committee remains available to evaluate suggestions and recommendations for change in the Bylaws by the Board or individual Board members.

The Constitution and Bylaws of Ski for Light, Inc. are available to Board members on the board page of the SFL website at www.sfl.org/board. An online html version and a MS Word version are both linked on that page. A copy of the Bylaws is also available to the public on the "Important Organizational Documents" page of the website.

The committee has one set of revisions to recommend to the Board for approval at the upcoming annual meeting. This is to authorize a third Director-at-Large in those years when there is no Immediate Past President to serve on the Executive Committee. This recommendation is attached.

The Committee has no other revisions or changes to present for discussion at this time.

Respectfully submitted by

Judy Dixon, Chair

SFL Constitution and Bylaws Committee

Ski for Light, Inc.

Constitution and Bylaws Committee Recommendation

January 15, 2022

The Constitution and Bylaws Committee recommends that Article V Officers and Article VI Executive Committee be modified to authorize a third Director-at-Large in those years when there is no Immediate Past President available to serve as a member of the Executive Committee. This change would ensure that the size of the committee remains at seven members in all years, a size that has proven effective and suitable historically for SFL.

Two revisions of Article V Officers and one revision of Article VI Executive Committee are necessary to authorize this change:

1. Section V Officers Article 1 Principal Officers must be modified to authorize a third Director-at-Large in those years when there is no Immediate Past President.

2. Article 2 Article V Officers election must be modified to identify the process for nominating and electing the third Director-at-Large.

3. Article VI Executive Committee Section 1 Membership must be modified to authorize a third Director-at-Large as a member of the Executive Committee when there is no Immediate Past President.

ARTICLE V. OFFICERS

Section 1. Principal Officers.

Current:

The Principal Officers of Ski for Light, Inc. shall be a President, a Vice‑President, a Secretary, a Treasurer and two Directors‑at‑Large. The Board of Directors at any meeting may, by resolution, elect or appoint additional Officers, and determine their terms of office, however, no such Officer shall be a member of the Executive Committee nor have any other rights or privileges due an Officer except as provided in these Bylaws or as directed by the Board. No person shall hold more than one (1) office at the same time.

Proposed Revision: Replace the first sentence of Section v Article 1 with:

The Principal Officers of Ski for Light, Inc. shall be a President, a Vice‑President, a Secretary, a Treasurer and two Directors‑at‑Large, except that in the case where there is no Immediate Past President available to serve on the Executive Committee, a third Director-at-Large shall be an additional officer.

Section 2. Election.

Current:

Officers shall be elected by ballot, in a confidential manner, at the Annual Meeting in even‑numbered years by majority vote of all members present at the meeting, except as otherwise provided in these Bylaws. For uncontested positions, a voice vote is acceptable. There shall be no voting by proxy or absentee ballot.

No less than sixty (60) days prior to the Annual Meeting, the President shall announce, in writing, to all Board members, the composition of a Nominating Committee, as selected by vote of the Executive Committee, composed of a Chair and four (4) other members, all of whom shall be Board members not seeking election, and at least two (2) of whom must be visually impaired. If a member of the Nominating Committee decides to run for office, and the office is contested, he/she must resign from the Nominating Committee and a replacement shall be appointed by the President.

At the time that the Nominating Committee is announced, all Board members shall be invited to communicate, in writing, any interest in being considered for Office to the Chair of the Nominating Committee.

It shall be the duty of this Committee to evaluate the needs of the Organization and the qualifications of candidates, to determine if each candidate is willing to serve if nominated and elected, to nominate one (1) person for each Office, to communicate the list of nominations to the Board, and to manage the election process.

Between the date when a candidate makes known his/her interest in being nominated for office, and the selection of the final slate of candidates, each prospective candidate for office shall be interviewed, either by telephone or in person, by at least two (2) members of the Nominating committee.

No less than fifteen (15) days prior to the Annual Meeting, the Nominating Committee shall meet, via conference call, to discuss confidentially among themselves the needs of the Organization and the qualifications of candidates. The list of eligible candidates shall include current Board members whose term of office is not expiring and all persons included on the ballot for election to the Board at the upcoming Annual Meeting

The Nominating Committee shall identify one or more possible nominees for each office, holding this list of potential nominees confidential among themselves. If the list of potential nominees includes persons who have not previously expressed interest to the Chair in running for office, the committee may approach such person(s) to determine interest in running, if nominated, prior to the Annual Meeting, with the understanding that the communication does not guarantee nomination. All persons consulted by the Nominating Committee should be requested to keep their discussion confidential.

After the conclusion of the session of the Annual Meeting in which the election of Directors has been completed, the Nominating Committee shall meet to select one (1) nominee for each office. All nominees must be members of the newly‑constituted Board.

The slate of nominees shall be distributed to all current Board members present at the Event, in writing, no later than 7:00 p.m. on the Sunday immediately following the first session of the Annual meeting.

At the next session of the Annual Meeting, the Chair of the Nominating Committee shall conduct the election of Officers in the following order: President, Vice‑President, Secretary, Treasurer and Directors‑at‑Large, with the two offices of Director‑at‑Large being elected in a single election process.

Prior to the elections of the President, the Vice‑President, the Secretary and the Treasurer, the chair of the Nominating Committee shall announce the name of the Nominating Committee's nominee, call for additional nominations from the floor, make additional calls for nominations from the floor until no nominations have been made in response to three (3) consecutive calls, declare the nominations closed, and proceed with the election. Voting for President, Vice‑President, Secretary or Treasurer shall continue until one (1) nominee receives a majority of the votes cast. If no nominee receives a majority of the votes cast in the first round of balloting, a second round of voting shall take place with the same nominees on the ballot. If, after the second round of voting, no nominee has received a majority of the votes cast, and if the same nominee has finished last in each of the first two rounds of voting, then the nominee who finished last in the first two rounds of voting shall be dropped from the ballot and a third round of voting conducted. This process shall continue until a single nominee has received a majority of the votes cast. A nominee may remove his/her name from the ballot at any point in this process by withdrawing his/her name from consideration.

Prior to the election of the two Directors‑at‑Large, the chair of the Nominating Committee shall announce the names of the Nominating Committee's two nominees, call for additional nominations from the floor, make additional calls for nominations from the floor until no nominations have been made in response to three (3) consecutive calls, declare the nominations closed, and proceed with the election. Each voting member shall be entitled to vote for a maximum of two (2) nominees if both Director‑at‑Large positions have not yet been filled, except that no ballot may contain more than one vote for a single nominee, or to vote for a maximum of one (1) nominee if only one Director‑at‑Large position remains to be filled. Voting for Director‑at‑Large shall continue until two (2) nominees receive votes on a majority of the ballots cast. If only one (1) nominee receives votes on a majority of the ballots cast in the first round of balloting, a second round of voting shall take place to fill the second Director‑at‑Large office. The nominees who did not receive votes on a majority of the ballots cast in the first round of voting shall be on the second round ballot. If no nominee receives a majority of the votes cast in the second round of balloting, a third round of voting shall take place with the same nominees on the ballot. If, after the third round of voting, no nominee has received a majority of the votes cast, and if the same nominee has finished last in both the second and third rounds of voting, then the nominee who finished last in the second and third rounds of voting shall be dropped from the ballot and a fourth round of voting conducted. This process shall continue until a single nominee has received a majority of the votes cast. A nominee may remove his/her name from the ballot at any point in this process by withdrawing his/her name from consideration.

Proposed Addition:

After the President, Vice President, Secretary, Treasurer and the two Directors-at-Large have been elected, if it is evident that there will be no Immediate Past President available to serve as a member of the new Executive Committee, the chair of the Nominating Committee shall announce that elections will continue with the election of a third Director-at-Large. The chair of the Nominating Committee shall call for nominations from the floor, make additional calls for nominations from the floor until no nominations have been made in response to three (3) consecutive calls, declare the nominations closed, and proceed with the election, following the same procedure as the election procedure for the election of President, Vice President, Secretary and Treasurer.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 1. Membership.

Current:

The Executive Committee shall consist of the President, Vice‑President, Secretary, Treasurer, two Directors‑at‑Large and the Immediate Past President. If the Immediate Past President does not remain a member of the Board, or assumes another office which grants him/her membership on the Executive Committee, the position of Immediate Past President on the Executive Committee shall remain vacant.

Proposed Revision to the last sentence:

If the Immediate Past President does not remain a member of the Board, or assumes another office which grants him/her membership on the Executive Committee, the position of Immediate Past President on the Executive Committee shall remain vacant, and a third Director-at-Large will assume membership on the Executive Committee.

Addendum to the Report of the Constitution and Bylaws Committee

The following proposed amendment to Bylaw 3, Duties of the Officers, is being submitted as required by our Bylaws. The committee recommends that this be deferred until such time that the Code of Conduct policy is modified to require such language.

Current Version:

Bylaw 3. Duties of the Officers

B. Vice President. The Vice President shall:

1. Perform the duties of the President in the absence of the

President, or if the President is unable to perform the presidential

duties;

2. Assume that office if it becomes vacant;

3. Chair the Long Range Planning Committee; and

4. Discharge such other duties and exercise such other powers as may

be conferred upon him/her or delegated to him/her by the President,

the Executive Committee or the Board.

Proposed Change:

Insert the following section 4 and re-number the subsequent section as 5.

4. Serve as the Compliance Officer as outlined in the Code of Conduct

Policy and ensure that the SFL Board of Directors and Executive

Committee receive all necessary training to implement the provisions

of the Code of Conduct Policy; and

5. Discharge such other duties and exercise such other powers as may

be conferred upon him/her or delegated to him/her by the President,

the Executive Committee or the Board.

**Ski for Light, Inc.**

**Site Selection Committee Report**

**January 28, 2022**

The Site Selection Committee consists of myself (Cara Barnes), Marie Huston and Jim Steele. While the core committee is small, the intent is to involve others for site visits as needed. The committee has struggled this past year due to continued COVID issues. Quarantine and travel restrictions last winter made site visit plans impractical.

**Site Visits**

In January, 2020 the Executive Committee recommended a site visit to North Conway, NH which has still not been accomplished. Marie Huston is monitoring the snow conditions and the current plan is for Marie and Tim McCorcle to make a site visit this winter.

There are two Nordic ski areas near Camden, NY which Marie and Tim have also been asked to visit. The nearest lodging is Turning Stone Resort Casino. While the distance between Turning Stone and the ski areas is further than ideal, the Resort has submitted a proposal for 2024 and is willing to discuss Nordic trails on one or more of their five golf courses. The Resort however, does not have grooming equipment or any current staff with grooming experience.

Cara, Marion Elmquist and/or Jim Steele plan to visit two parks in the Minneapolis area this winter if there is enough snow. Theodore Worth Regional Park, the home of the Twin Cities Loppet, and Elm Creek Reserve both have some snow making capability.

**2023 Event**

In July, 2021 the Board voted to hold the 2023 event in Rhinelander, WI following a recommendation from the Executive Committee. Site visits were made to Rhinelander in 2017 and 2019. Initial contracts have been received from both the Quality Inn and the AmericInn.

**Future Events**

Anyone with ideas for a future event venue is encouraged to complete the following short Google form. <https://docs.google.com/forms/d/e/1FAIpQLSdlJyP6hLhYjogfEpK6AlnwpPhOySo_5MJSsDeRkX3yGkFq8Q/viewform?vc=0&c=0&w=1&flr=0>

Respectfully submitted by Cara Barnes

2022 Board Development and Elections Committee Report

Amy Brannan, Krista Erickson and Cara Barnes

Board Development

A Welcome meeting was created for new board members in 2020 with 3 of the 5 attending the call. We would like to offer the meeting for new board members for the 2022 election and going forward. The goals are to welcome our new members, have the president talk about the organization, and hear from them about any areas of interest as well as to answer questions.

The SFL President and Board Development Committee Chair led this meeting with the agenda guide below.

1. Welcome! We are happy to have you join the board and excited to see your areas of passion for SFL come to fruition in the following months and years. Thank-you for offering your support as we navigate new terrain and continue serving our SFL mission.
2. A few words on Committees – what they are. Any areas we need help?
3. Finding your areas of interest, passion and skill on committees. Please let SFL President know.
4. Your Time - What questions do you have? Observations, insights on being a new member? What would help to support you as a new board member?

A SFL Board of Director Survey has been created for gauging our board areas of expertise and development ideas. The survey is ready to send out should the newly elected Executive Committee want to send this out as we begin a new group of elected members.

BOD Elections

All of the correct ballots have been returned and the outcome of our election will be announced during the January 28 Board of Director Annual Meeting. Thank-you to Krista and Cara for their involvement, ideas and review of the process.

Respectively submitted,

Amy Brannan

Guide Recruitment Report

Similar to last year over 75 emails were sent to existing and the new contacts developed last year for Nordic ski clubs and organizations with an attachment of our event flyer.

Our flyer was also posted on 9 facebook sites of Nordic Clubs with a potential of over 10k people seeing this information through their membership to the sites.

An email was sent out on November 11 to all guides that had not yet applied. Many guides stated the pandemic as reasons for not attending this year and one also mentioned the requirement to wear a mask as a reason for not attending.

Amy was asked to provide a guide zoom meeting specifically targeting new and 2nd year guides. This was done on November 17 with Tim McCorcle, Melinda Hollands, Sherri Richardson, Julie Coppens and Lars Johanson also representing the SFL Community.

Respectively submitted,

Amy Brannan

SFL VIP Recruitment Committee Report  for 2022

Chair: Melinda Hollands

Members: Renee Abernathy

James Brown

Audrey Farnum

The number of VIP applicants varied as people accepted and then withdrew applications as plans changed due to the pandemic. At our highest point, we had 115 accepted  VIP applicants and 31 of them were first timers. That is 26.95%, which exceeds our 25% goal of first time VIPs. The final count at the time the event was cancelled was 90 VIP accepted applicants and 20 of them were first year VIPs.

The VIP Recruitment Committee sent shortened News Releases  to the following agencies and publications.

-NFB Braille Monitor

NFB state Presidents surrounding  Colorado

ACB state Presidents surrounding Colorado

ACB Braille Forum

National Industries for the Blind…77 affiliated agencies

Guide Dog Schools

Second Sense in Chicago

American Printing House for the Blind Visionawares website

National Sports Center for the Disabled in Winter Park, Colorado

Delta Gamma

Blind Perspective on-line magazine

To capitalize on the success of our 2021 Virtual event, we used the zoom platform to schedule two informational sessions for new or returning VIPs. A zoom session was held on November 18 to  explain how the week goes, instruct people as to what to bring and wear, guide people in resources for getting in shape, and answer questions.  The meeting was facilitated by VIP Recruitment Chair (Melinda Hollands), VIP Application Coordinator (Sheri Richardson) and President (Tim McCorcle). We had   over 20 people in attendance at that zoom event and most seemed to feel it was helpful. . We had another zoom event scheduled for January 19, but it was cancelled when the event was cancelled.

The Mentor Program was not used again this year due to the cancelation of our event. We will try again next year!

Respectfully submitted,

Melinda Hollands

Ski for Light Publicity and Public Relations Committee Report

January 28, 2022

Chair: Melinda Hollands

Members: Marian Elmquist, Cara Barnes, Krista Erickson,  Julie Copens, Sonja Elmquist

Members of the P and PR Committee have supported other SFL committees and leaders in promoting our  SFL International Event for 2022 and SFL in general. This committee’s functions overlap with the Social Media Committee led by Julie Copens and she has facilitated a majority of media outreach.

Our committee assisted with the production of the 2022 Fact Sheet and News Release and  our annual advertisement in The Son’s of Norway Viking magazine. We responded to requests for presentations submitted to the SFL website by recruiting committee members and other SFL participants to speak at in person and virtual presentations throughout the country. These include but are not limited to   NFB meetings and conventions in Wisconsin and Oklahoma, a Lion’s Club in South Dakota, and we are working on speaking at a VI support group in New Jersey.

After the success of SFL’s virtual event in 2021, SFL      planned to host three zoom sessions to prepare participants for our 2022 event. The Guide Recruitment Coordinator hosted a session for guides and the VIP Recruitment Coordinator led one for VIPs in the Fall of 2021. The follow up final zoom was scheduled for January 2022, but was cancelled when our event was cancelled. Thanks to Bonnie O’Day for organizing these sessions.

The Executive Committee contacted the P and PR Committee requesting involvement with the 2022 American Birkibeiner in Hayward, Wisconsin in February 2022. Plans are underway for SFL representatives to host a table at the Birkie Expo, participate in the Birkie Giant Ski, and the ParaBirkie ski race. This will be an opportunity to recruit guides and maybe VIPs and MIPs due to the large volume of cross country skiers that attend this event. Birkie officials and SFL participants are watching covid protocols and at the time of this report the plan is still moving forward.

Thanks to all who contributed to this committee work!

Respectfully submitted,

Melinda Hollands

2022 Report of the Liaison of the SFL International/Regional Organizations

Karen Wood via groups.io<karenawood58=icloud.com@groups.io>

Fri, Jan 14, 2022 at 1:34 PM

Reply-To: sfl-board@groups.io

To: sfl-board@groups.io

Hello fellow board members.

below please find my report as the liaison for the   International/Regional Ski For Light organizations:

Upon becoming appointed liaison for the International/Regional Ski For Light organizations I proceeded to contact each regional organization via email or phone to introduce myself as being newly appointed to this position. I gave each organization my contact information and encouraged them to contact me at any time to share any information about their organizations. I  told them to contact me if I could help them in any way.  I also asked each of them to look over the information about their organizations which is posted on our website and to let me know if there were any updates or corrections which they would like for us to make on the website. I told them that I was looking forward to hearing from them.

I asked them to send me the name of a contact person and contact information for that person. I only heard back from three organizations: New England, Pennsylvania and Black Hills.

 New England asked me to update some of their information on our website. I sent the updated information to Larry and he promptly took care of it. Previously New England had asked me what insurance company the International SFL used. I put them in touch with Rich Milsted as he was our Risk Management coordinator at that time and he had the information.

  Pennsylvania replied and said that all was fine and they needed no changes.

 Black Hills was slow in responding and neglected to give me a contact person so I responded and asked again for this information. They did not reply. Before being appointed to this position someone from Black Hills had asked me if they could use our guide training video to train their guides. I told him I would check with our president. I asked Tim and he said that that would be fine and that they could access it on our website. I forwarded this information to the person who had asked.

I hope to keep the channels of communication between our organization and the Regionals alive as I believe that it will be mutually beneficial.

Respectfully Submitted

Karen Wood.

Budget and Finance Committee Annual Report

For The Ski for Light Board of Directors Meeting

January 28, 2022

The members of this year's Budget and Finance Committee have been Betsy Fischer, Mike Evelo, Brenda Seeger and Bob Hartt. Due to the pandemic and cancelation of our in-person events in Fiscal Year 2021 and our current unfinished Fiscal Year of 2022 (July 1 2021 to June 30, 2022), our budgeted and actual revenue and expenses for program operations will be very different and hard to compare with past events. That being said, I would like to highlight a few items below.

The event fees paid for this year's canceled event are in the process of being refunded, so there will be no program income generated by event fees this year.  There will be expenses for such things as event planning activities, fees we absorb for those who paid by credit card and other costs currently being discussed with Snow Mountain Ranch. At this time such expenses are expected to be less than outlays during a normal year, and our income raised through fund raising should absorb most of these costs.

With seven months behind us in the current fiscal year, fund raising income received to date is $72,201. The total fund raising income received by the end of our last fiscal year on June 30 was a very healthy $151,657.  This was primarily due to a very generous Flatley Foundation donation of $75,000 and a strong response to our virtual auction last January.  The auction raised $11,999.  This was a big increase over the $6,387 raised the year before, and it sets up quite a challenge to see if we can match this level of generosity in the next virtual auction we are planning for March!

Regarding the investments in our endowment funds managed by Bankers Trust, the value of our unrestricted funds on December 31, 2022 was $130,792.  When this is added in with our other endowment funds, the total value was $673,000.  This compares with $663,148 on June 30, 2021 at the end of Fiscal Year 2021 and $497,641 on December 31, 2020.  A meeting with Bankers Trust will take place in February or March, when asset allocations and the performance of these investments through the end of calendar year 2021 will be reviewed.

Attached for your review is our Statement of financial Position and Statement of Activity as of the end of our most recent fiscal year on June 30, 2021. Please let me know if you have any questions.

In addition to thanking all the committee members for serving with me this year, I want to give a special thanks to Tim McCorcle and Betsy Fischer for their assistance.  As the former Budget and Finance Chair and with his past experience in finance, Tim has helped make the budget spreadsheets accessible for my speech software, and he has given me much helpful feedback as I worked on developing a full SFL budget for the first time.  Betsy, with her previous business experience working with spreadsheets, has also provided much valuable advice on my budget drafts and made very helpful edits to improve their visual appearance.

As we look ahead to the completion of Fiscal Year 2022 in June and, hopefully, alive event in 2023, I am pleased to report that our financial position is strong, and I extend a big thank you to the Ski for Light family members for their financial support!

Bob Hartt, Chair

Budget and Finance Committee

**Corporate Sponsors Annual Report**

**January 19, 2022**

Marion Elmquist attended the Summer Outdoor Retailer show in August at the convention center in, Denver, Colorado. Marion was able to meet several of our donors. However, she noted that many of our regular donors were not present at the show. Since the purpose of the OR show for the exhibitors is to sell their products to retail buyers, it is always encouraging that they are willing to take their time to speak with us about SFL.

We believe there is value in attending the show as we have, over the past few years, brought in some new donors, including Kuhl, Spyderco, Lodge Cast Iron, Glerups and Black Diamond.

JanSport has been a generous and loyal sponsor for close to 20 years. They have created the annual event’s logo design for the event shirts that they donated and our annual program journal cover. In addition, they provided the guide thank you gifts, a gift for the event chair and packs for the Ridderrenn team members. We have been somewhat unsuccessful in our contacts with Jansport over the past year. Marion did have a meeting with a new JanSport contact in early October at their offices in Denver. He was very enthusiastic about the relationship, so we wonder what the disconnect is. Marion is continuing to seek communication from the new team members.

We continue seeking a “big ticket” item to put into a live auction, and will continue to pursue that.

We are also investigating other options for our event shirts.

Borton Overseas continues to be a good friend in providing airfares for the Ridderrenn team. Marion will continue to nurture that relationship.

Below are the companies from whom we have received items for the 2021 Live Auction.

Many thanks to Marion for all help and support and post-show follow up.

**Corporate Sponsors. 2021**

Black Diamond

Blue Ridge Chair

Borton Overseas

Clif Bar

Crazy Creek

Dansko

Glerups

Haiku

Kavu

Kuhl

Leki

Lodge Cast Iron

Mountainsmith

Spyderco Knives

Ruffwear

Travelon

Wigwam

Wallaroo

Foundation Committee Report

Bonnie O’Day

Below is a list of the donations we have received from foundations. All but the large gift from Flatley were in response to applications or requests I have submitted.

Giving from Foundations, other than from the Flatley Foundation, was down last year due to the Pandemic. However, our expenses for the virtual event were down as well.

The Flatley Foundation, $75,000 on January 19, 2021

Delta Gamma Service for Sight, $3,500 on February 25, 2021

The Foreseeable Future Foundation, $1,250 on October 18, 2021

The Gibney Family Foundation, $2,000 on December 8, 2021

The Thistle Foundation, $3,000 on December 28, 2021

Total, $84,750

Total minus Flatley Foundation, $9,750

**Report to SFL Board of Directors**

**Individual Giving**

January 28, 2022

**Financial Appeal Coordinator**

Two appeals went out in 2021. One in the Spring and one in the Fall. I used to assemble and send out the mailings, but we switched to having the printer do this, saving us quite a bit of money.

**Donor Response Coordinator**

I have served as Donor Response Coordinator (sending acknowledgement letters) since July 2020. In 2021, I generated approximately 300 letters. A new database system will streamline this process.

**Major Donors Committee**

Laura Oftedahl, Chair; Marion Elmquist; Michael Evelo

SFL has an excellent donor base to work with, but the format of the database is old, and not usable for many people.

In the fall, Amy White, guide, volunteered to help with major donors. Since then, we have established a relationship with SalesForce, which seems to be the only CRM (Customer Relations Management) platform that is usable with screen readers. A small committee of Larry Showalter, Judy Dixon, Tim McCorkle, Marion Elmquist, Amy White and me have been meeting with SalesForce. We have much work to be done, including defining the scope of the system, and figuring out who is going to do the work on our end.

Through Bob Hartt, I have talked with an NIB (National Industries for the Blind) affiliated agency, BOSMA Enterprises in Indianapolis. Many blind and sighted people use SalesForce there. And members of their IT department offer consultation on setting up a system. They’ve used it for seven years.

Amy and I are also analyzing giving data so that we can reach out via phone or better yet, Zoom, to thank selected donors for past support, and to learn more about them. Via Zoom, we would like to show the SFL video from 2020 to those donors who have never been to an SFL event.

Respectfully submitted: Laura Oftedahl

Report of The Database Coordinator

Ski for Light, Inc.

Report of the Database Coordinator

January 28, 2022

This provides for Board members an overview of the main SFL database and how that data is used. This topic has been on the agenda for at least one recent Board meeting, but our shorter pandemic meetings and the complexity of this topic have caused the subject to always be put off until some future date. It is not expected that this topic will be discussed in any detail during the January 28 Board meeting, for these same reasons. But this report is being prepared and forwarded so that Board members will have at least a passing understanding of the topic as the organization pursues a new database system with Sales Force in the months ahead. This will involve a one-time setup expense as well as some level of ongoing financial support, and the involvement of additional people with portions of the project.

Attached are the following three files that comprise the totality of this report.

1. An overview of mainsfl.dbf, the current Ski for Light database. Included are descriptions of the structure and  composition of the database, the upkeep and maintenance required to keep the database current, and how and by whom the database is used.

2. A small sample database file, sample.dbf, that you can open and examine in Excel, by changing the file type to "dbf".

3. The List of Donors that will be included in the upcoming FY 2021 Annual Report. The data in this report is extracted each year from mainsfl.dbf, and it serves as a good example of the uses of the database. This particular report should also be of interest to Board members so as to better understand the donors who support Ski for Light.

Larry

An Overview of Mainsfl.dbf

I. Introduction

This is to give you an overview of the structure, composition, upkeep and maintenance, and major uses of the current Ski for Light database.

The SFL database is a Dbase file, mainsfl.dbf, first created back in the 1980's and heavily modified and expanded in the nearly 40 years since. Judy Dixon managed the database for many years, and transferred it to Larry Showalter in 2004. He have managed it since then.

Dbase runs only in DOS, not in Windows. That greatly limits the number of people, especially blind people, who can use Dbase today. The backup is that Dbase records can be imported into Excel. A really proficient Excel user could learn how to maintain and use the data in the file in a way similar to the way mainsfl.dbf is used. If mainsfl.dbf is not largely replaced by Sales Force in the months ahead, it should be replaced with Excel, and management of the file transferred to a proficient Excel user.

At the moment, mainsfl contains 1,375 records. Each record contains 62 data fields. That works out to 85,250 individual pieces of data in the file.

A sample file, sample.dbf, is attached, containing only two data records, for anyone interested. This is for a fictitious couple, and illustrates what is in the file.

II. Upkeep and Maintenance

There are two types of tasks involved in the upkeep and maintenance of mainsfl:

A. Existing files and data are updated, and new records created as necessary, approximately 700 to 800 times per year.

1. Approximately 300 financial donations are received via postal mail or online donation in an average year. The details of each of these, including the contact information of the donor, is updated and/or created as necessary in mainsfl. This happens about every two weeks, as new donations are received.

2. There are at least 300 individual applications for each SFL event. The information in each application is received via e-mail. The contact information and certain preferences for each applicant who is already in mainsfl is vetted for changes, and a new record is created for applicants who are not already in the system. These applications are steadily received from about August to the start of each annual event.

3. In late fall each year, Sons of Norway headquarters provides updated information about the identity and mailing address of the current president of each of their approximate 300 local lodges. Mainsfl contains this information for the approximate 100 local lodges who annually donate to SFL and this information is updated as the new information is received.

4. At least 30 times a year SFL mail is returned by the post office with information about a forwarding address for the intended recipient, or an indication that the recipient mail cannot be delivered. Each return is used to update mainsfl as necessary.

5. Database entries that indicate who is to receive the mailings of the SFL Financial Appeals, the Annual Report and each issue of the SFL Bulletin must be reviewed and updated as necessary based on the receipt of new information and records, above, before each of these mailings.

6. Information about which applicants actually attend the upcoming event, and which cancel, is entered into mainsfl as these changes occur to keep the attendee list current and accurate.

7. At the conclusion of each event, the information about the attendance history of each attendee is updated. In addition, the recipients of the major SFL awards and honors, and the composition of the newly elected SFL Board, is entered in mainsfl as necessary.

8. Annually, and generally at the conclusion of each event, the database needs to be purged of records which have fallen out of the general five-year window for donations and event attendance. This generally leads to the deletion of about 100 records each year, and keeps the total size of mainsfl manageable.

B. For the data in mainsfl to actually be usable for anything, care must be taken to tag each record in such a way as to make retrieving it and similar records easy and straightforward. In addition to tagging each record, an output format for each task must also be created. The only way that mainsfl data can be extracted in a usable form is to create a "label" form that specifies which of the 62 data fields is to be exported, in which order, and on which line of the label. This output is in text form, and must be then massaged and formatted with a word processor to make the output of the data understandable and usable.

III. Who and What is in Mainsfl?

Most of the records in mainsfl (1,209 of 1,375) are for individuals who have either attended an event, donated to SFL, or applied but did not actually attend an event, all within the past five years. They can be sub-divided behaviorally into six groups, as follows:

A. 388 guides, vips, mips or other attendees who attended at least one SFL live event from 2016 through 2020, but who did not donate financially during that time.

B. 159 guides, vips, mips or other attendees who attended at least one SFL live event from 2016 through 2020, and who also donated to SFL during that time.

C. 250 people who donated at least once since the beginning of 2016, but did not attend an SFL event in this time period.

D. 179 people who registered for the 2021 Virtual event, who had not attended an event from 2016 through 2020, or donated to SFL since the beginning of 2016.

E. 96 people who have applied to attend the 2022 event, but have not attended an event since at least 2016, or donated to SFL.

F. 137 people who applied for at least one of the past five events, but then cancelled.

The remaining 166 records in mainsfl are for foundations, corporations, organizations, and Sons of Norway lodges and leaders, all of whom have supported SFL one way or another in the past.

The 1,209 individuals in the above mainsfl sub-groups can also be segregated by attendee or non-attendee type, as follows:

517 vips

25 mips

354 guides

313 donors

IV. How Mainsfl is Used

There are three major ways as to how the information in mainsfl records is used by the organization.

A. Fund-raising, Publicity and Outreach

Each year SFL makes two appeals for financial support directly to our supporters and other prospects via postal mail. The activities, programs and financial health of the organization are publicized to both our supporters and to prospects with a mailing of the SFL Annual report, and with the distribution of three issues of the SFL Bulletin, or newsletter.

The role of mainsfl in each of these mailings is to serve as a repository of contact information about program supporters and those who have expressed an interest in the organization in the past, and to then provide mailing addresses and salutations for those selected to receive each publication. This output, in text format, is then massaged and mail merged with personal letters from the SFL President to each recipient to make for a personal appeal.

B. Financial reporting, analysis and management

Mainsfl creates a record of each financial donation received, and then sends this formatted information to the SFL Treasurer for inclusion in QuickBooks, and to others in the organization with a need to know. A separate record of each donation is also sent to the SFL Acknowledgements Coordinator, who prepares and mails each donor a thank-you letter/receipt for their donation.

Mainsfl also provides for each Annual Report a list of all donors of $50 or more for the preceding year, by recognition category, unless requested not to do so by the donor. A copy of this information for Fiscal Year 2021 is attached for your information

Mainsfl records are also used to create for each Annual Report and/or Event Program Book lists of donors to the Endowment Fund, new Life Members of Friends of SFL, the composition of the SFL Board, and donating Sons of Norway lodges.

C. Event analysis, Management and Reporting

By creating an up to date record of which individuals have applied to attend the next SFL event, plus information on which applicants cancel their application, mainsfl is able to provide for the Board and Event Planning Committee lists of applicants by category and summarized details on the number of applications received for each category, and the outlook for additional applications based on history.

Mainsfl is also used to generate an attendee list of all people who are attending the next event, for distribution to participants just before the event.

In addition to the three types of tasks listed above, mainsfl is also used on a special project basis to generate information for the managers of SFL and the SFL event. These can be as simple as a list of the guides attending the next event who live in a particular state, to a more detailed list of applicants who have not been a member of the SFL Ridderrenn team in the past, who live in the U.S. and who will be attending at least their third event this year.

V. Archival and Other Information

Mainsfl is in a sense a living document, with steady additions, changes and deletions. In order to maintain an archive of historical records, a copy of the current mainsfl is archived on January 1 of each year, and is easily available in Dbase if and when desired. These archival copies of the database go back to 2005.

There is one more important note about data management. Because mainsfl can contain information about only the most recent financial donation to the organization, it is not usable by itself to generate reports or records about donors for the most recent fiscal year, as required for each Annual Report. To do so would exclude all but the latest donation from the many individuals and organizations who donate more than once in each year to SFL.

The information needed for the Annual Report is created by copying the records containing the details of each new group of donations to a separate file, donate21.dbf, for example. This fiscal year file can then be massaged as necessary to create the information needed in the Annual report.

Note that should a Sales Force or other structure be desired that contains more than just the most recent financial donation, the information about the older donations will most likely need to be entered manually from the donatexx.dbf files as desired.

Larry

Contributors

We gratefully acknowledge all the generous individuals, foundations, corporations and Sons of Norway lodges that helped us with general operating support between December, 2020 and December, 2021.

Racers ($2,500 and beyond)

Bob Buchanan (from his estate)

Ronald Goldberg (in honor of Tim McCorcle)

Susan Hooker (from her estate)

Becky Prosser (in memory of Inger Moen)

Svein Thorstensen

Delta Gamma Foundation

The Flatley Foundation

Sons of Norway Foundation

The Thistle Foundation

Double Polers ($1,000‑$2,499)

Maureen Campbell (in honor of daughters Melinda Hollands and Wendy Radaz)

Lee Coleman (in honor of Lynn and Jerry Cox)

Larry Frank (in honor of Lee Coleman)

Kathy Gaskins

Marilyn Gerhard (Goodfellow fund)

Marilyn Gerhard

Karen Lukacsena (Goodfellow fund in memory of David Lukacsena)

Astrid Mullen (Goodfellow fund in honor of Andrea Goddard and Judy Chapman)

Stanley and Pat Smith

The Foreseeable Future Foundation

The Gibney Family Foundation

Wergeland Lodge 2‑021

Gliders ($500‑$999)

Karen Anderson

Anonymous (in memory of Inger Moen)

Michael Brady

Gregory Cox (in memory of Suzanne Brown)

Anita Doyle

Robert Hartt

Carlton and Lauren Heine

lars and Marita Johanson

Betty Johnson (in memory of Karin Jespersen)

Robert Lacey (in memory of Laurinda Lacey)

Patrick Larson

Lee Lowry (via the Blackbaud Giving Fund at Wells Fargo)

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Siw Anita Rostad (in memory of Absjorn Rostad)

Judith Sneed

John and Marsha Soucheray

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Network for Good (anonymous FaceBook donations)

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James Allen

James and Patience Barnes (Goodfellow fund)

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John Birdsong

Thomas Bishop

Doug and Lynda Boose

Elaine Bowman (via the Pew charitable trust)

Luther Branting

Mika Brewer (in memory of Charlotte Brewer)

Nancy Brown

Thomas Burgunder

Carolyn Burley

Mike Cain

Judith Chapman (in honor of Astrid Mullen)

Dede Chinlund

Tordis and David Combs (in memory of Donald Combs)

Linda Cooley

Julie Coppens

Gerald and Lynn Cox (Goodfellow fund in honor of Jean Replinger)

Liv Dahl

Elizabeth Doane (Goodfellow fund)

Gary Earnley

Donald Eddy

John and Lynnie Elliott (Goodfellow fund in memory of Theresa Fancher)

Donald and Judy Evans

Michael Evelo

Sandra Fisher

Silas and Olivia Ford

Lynee Forsyth (in memory of Bob Stevenson)

Robert Gerhard

Frank Gibney

Morris Gjessing

Kathleen Goelz

Karin Grossman (Goodfellow fund)

Barbara Guinn (in memory of Olav Pedersen)

Julia Hally

Sunny Hartman

Wegard Holby

William Holcomb

Joan Holcombe

Barbara Howie

Leslee Lane Hoyum (in memory of Bud Keith)

William and Chris Jansen

Trond S. Jensen

Tiffany Jessen

Kristen Johnson (in memory of Tor Dahl)

JoAnne Jorud (in memory of Dennis Tiede)

JoAnne Jorud (in memory of Lowell Berning)

Linda Kirk

Jeff Knox (Goodfellow fund in memory of Velma McMeekin)

Darlyne Koretos

Mary and Ken Kozy (in memory of Art Bunn, Liv Markle and Asbjorn Rostad)

Marit Andol Kringstad (Goodfellow fund in honor of Leif Andol)

Marit Kristiansen (Goodfellow fund in memory of Bob Stevenson)

Severt and Mary Kvamme

James Laffan

John and Shelley Lamoreaux (in honor of Larry Behne)

Esther Levegnale

Marvin Liewer

Richard Lipsey

Karen Longfellow (Goodfellow fund in honor of Betty Johnson)

Sheree MacRitchie (Goodfellow fund)

Leslie Maclin (Goodfellow fund)

Scott Marshall (in honor of Judy Dixon)

Scott and Marilyn McCall

Helen McIntyre

Charles McManus (in honor of Patrick McManus)

Deanna McVeigh

Carolee Miller (Goodfellow fund)

Geoff Miller

Harvey Miller

Scott Miller (Goodfellow fund in honor of Carolee Miller)

Mark and Gina Monteverde

Marlys Moore

Allyn and Joyce Mosher (in memory of Haakon Pedersen)

Bernard Newman

John and Cynthia Olnes

Steve and Rachel Paula (Goodfellow fund)

Suzanne Pedersen (in memory of Haakon Pedersen)

Don Perlman (Goodfellow fund in memory of Eileen Goff)

Erik Peters (in memory of Kay Peters)

Richard Peterson

Kent and Martha Petrie (in memory of Suzanne Brown)

Carol Powell

Timothy Power

Sarah Presley

Jean Replinger (Goodfellow fund in honor of Cara Barnes)

Gunvor Satra

Holly Schmaling (Goodfellow fund)

Bob Schurter

Krista Schweppe

Jean Snuggs (Goodfellow fund)

Alan and Karen Sommerfeld (Goodfellow fund)

Nancy Stevens (Goodfellow fund in memory of Ron Stevens)

John Still (in memory of Lloyd Jordan)

Virginia Stillman (Goodfellow fund)

Suzanne Swaffield (in memory of Bob Buchanan)

Michael Tarnow

Jon and Gloria Tehven (Goodfellow fund)

Sonja Thorsen‑Baker (Goodfellow fund)

Joyce Waite (Goodfellow fund in memory of Bob Waite)

Grethe Winther (Goodfellow fund)

Charles Wirth (Goodfellow fund)

Romelle Wojahn (Goodfellow fund in memory of Melvin Wojahn)

James and Sue Woodburne

Susan Zak

Synnove‑Nordkap Lodge 1‑008

Sagatun Lodge 1‑018

Kristiania Lodge 1‑047

Midnatsolen Lodge 1‑058

Fedraheimen Lodge 1‑059

Granlund Lodge 1‑240

Kong Sverre Lodge 1‑482

Bemidji Lodge 1‑500

Fjordland Lodge 1‑508

Elvidal Lodge 1‑509

Solglimt Lodge 1‑547

Vestland Lodge 1‑601

Lillehammer Lodge 1‑633

Storelva Lodge 1‑655

Leif Erikson Lodge 2‑001

Harald Haarfager Lodge 2‑011 (in memory of Asbjorn Rostad)

Oslo Lodge 2‑035

Odin Lodge 2‑041

Poulsbo Lodge 2‑044

Bernt Balchen Lodge 2‑046

Columbia Lodge 2‑058

Arctic Viking Lodge 2‑117

Edmonds Lodge 2‑130

Vesterdalen Lodge 2‑131

Fredheim Lodge 3‑242

Norden Lodge 3‑407

Washington Lodge 3‑428 (in memory of Ardis Morton)

Pleasant Point Lodge 3‑439

Troll Lodge 3‑476

Gulfstream Lodge 3‑514

Hampton Roads Lodge 3‑522

Bondelandet Lodge 3‑612

Southern Star Lodge 3‑630

Gyda‑Varden Lodge 4‑021

Lodsen Lodge 4‑138

Wergeland Lodge 4‑247

Smaa Fjell Lodge 4‑557

Polar Star Lodge 5‑472

Christian Radich Lodge 5‑568

Roald Amundsen Lodge 6‑048

Norseman Lodge 6‑091

Vestafjell Lodge 6‑146

Storfjell Lodge 6‑169

Friends ($50‑$99)

Peter Abraham

Larry Behne (in memory of Art Bunn)

Joan Brady

Donna and Thomas Cole (in memory of Olav Pedersen)

Harold and Randi Cruze

William DeMaio

Jennifer Fitz‑Roy

Kathleen Grotemeyer (in memory of Haakon Pedersen)

Chris Guiton (Goodfellow fund)

Hans Gunderud (Goodfellow fund)

Michael Hainsworth

Shirley Andol Halverson (in honor of Leif Andol)

Robert Hartley (in memory of Bob Buchanan)

Maria Hatcliffe (in honor of Amy Brannan)

Jeannette Henrikssen (in memory of Tor Dahl)

Barbara Johnson (in memory of Tor Dahl)

Dean and Patricia Johnson

JoAnne Jorud (in memory of Haakon Pedersen)

Sarah Ketchum ( in memory of Suzanne Brown)

Marcia Kleven

Mary and Ken Kozy (in memory of Tor Dahl)

Barbara Lewis

David and Gayle Lindeblom (in memory of Asbjorn Rostad)

Sharon McKinley (Goodfellow fund)

Bryan and Elizabeth McKown (in memory of Bob Buchanan)

Craig Middleton

Don Morrow

Sally Neely (in honor of Melinda Hollands)

Elaine Nelson (Goodfellow fund)

Theresa Nettles

Marvin Nevala

John Ofstehage

Carolyn Peduzzi

Barbara Rostad (Goodfellow fund in honor of Asbjorn Rostad birthday)

Catherine Sandell (in honor of Jean Replinger)

Pat Slauson (in memory of Bob Slauson)

Rolf Smeby (in memory of Julie Smeby)

Reiko and Byron Watanabe

Christina and William Witzke

James and Sue Woodburne (Goodfellow fund)

Larry Wright

Amazon Smile

Tis Best Philantrophy

Leif Erikson Lodge 1‑032

Haarfager Lodge 1‑040

Valdres Lodge 1‑503

Stavanger Lodge 1‑538 (in memory of Melvin Wojahn)

Vennelag Lodge 1‑546

Restauration Lodge 1‑548

Vennskap Lodge 1‑554

Elvesvingen Lodge 1‑582

Norskfodt Lodge 1‑590

Elvedalen Lodge 2‑129

Skaugum Lodge 3‑468

Tampa Bay Lodge 3‑515

Bla Fjell Lodge 3‑646

Nordmanns Vis Lodge 4‑542

Bitterrootdalen Lodge 4‑656

Loven Lodge 5‑029

Valhall Lodge 5‑168

Sognefjord Lodge 5‑523

Scandiana Lodge 5‑600

Nordahl Grieg Lodge 6‑052

Snowshoe Thompson Lodge 6‑078

Vigeland Lodge 6‑155

Fjelldalen Lodge 6‑162

The Goodfellow fund

Donations earmarked for the Goodfellow fund are used for guide stipends, guide training and other guide‑related activities. The fund was created in 1990 in honor and memory of Marilou Goodfellow, a longtime guide at the Puget Sound Regional and the International Ski for Light programs. Goodfellow's life ended too soon, the result of a tragic accident. Among the many lives she touched was that of Nancy McKinney Milstead, her niece, who began guiding at her suggestion and eventually went on to become Ski for Light president.