# Ski for Light, Inc.

# Executive Committee Meeting

# Saturday, May 19, 2018

# St. Paul, Minnesota

# Minutes

Welcome. Marion Elmquist, President, called the meeting to order at 8:30 A.M. Central Time on May 19, 2018.

Roll Call. Judy Dixon, Secretary, called the roll.

Present:

Marion Elmquist, President

Tim McCorcle, Vice-President

Judy Dixon, Secretary

Brenda Seeger, Treasurer

Nancy McKinney Milsteadt, Director-at-Large

Amy Brannan, Director-at-Large

Scott McCall, Immediate Past President

Approval of Minutes for January 7 and January 18, 2018. Nancy moved and Scott seconded approval of the minutes from the January 7 and January 18, 2018 meetings. The motion passed unanimously.

Treasurer’s Report. Brenda reported that currently the checking account has a balance of $23,000 and savings is at $29,700. Last year, we had about $16,000 more in operating funds than we have now. The Endowment fund is at $364,911.36 up slightly from last year. At the 2018 event, we talked about investing our Wells fargo savings in Capital One where we would get 1.6% interest but we subsequently found that it is not available to businesses, only individuals. The primary reason for the lower operating funds this year is the higher-than-expected cost of the 2018 event.

Review of 2018 event. Tim reported on the 2018 event held in Sparks, Nevada with skiing at Tahoe Donner Cross Country Ski Area in Truckee, California. With marginal weather conditions, we are fortunate to have had a successful event. Many costs were higher than anticipated. the higher than anticipated event costs can be attributed to more people attending than estimated, longer transportation times due to weather and driver unfamiliarity with the travel route, Tahoe Donner’s refusal to negotiate a lower group trail pass rate, and significant expenditures on A/V and Storage and Transportation.

The principle variances between the event budget and actuals were:

\* An error in the budget calculation for meals and lodging costs resulted in an underestimate of nearly $21,000.

\* The budget estimated 233 participants whereas the actual folks in attendance exceeded 250. This resulted in a volume variance in both event fee revenue and meals and lodging expenses. We also had a volume variance in trail pass expense due to the larger than expected turnout.

\* We assumed a daily trail pass fee of $15, but Tahoe Donner would not budge from its published group rate of $17.50 per person per day. This caused a significant rate variance in the neighborhood of $6,000.

\* We budgeted $14 per person per day for lunches but had to abandon our plan for Tahoe Donner to cater the meal. Going with THE Nugget for box lunches resulted in spending more than $14 per person per day as did expanding the options beyond tuna or chicken salad.

\* We had a nearly $4,000 transportation spending variance mostly due to longer transport times.

\* The A/V and Storage and Shipping budget estimates were based on prior events and ended up significantly understated. A/V costs were embedded in The Nugget’s master bill, and, therefore, contributed to the Meals and Lodging variance. There was a $4,500 Storage and Transportation variance.

\* The Silent Auction brought in more than 4,500 than was budgeted.

It was agreed that we need to tighten our contracts with facilities to reduce the possibility of last-minute changes and to be compensated if they occur.

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.

It was also agreed that job descriptions need to be updated for many event positions to include the necessary required skills and that these job descriptions need to be shared with those being asked to fill position so that they have a complete and accurate picture of what to expect. Amy offered to help create job descriptions for significant event positions.

Tim agreed to draft a set of requirements for the best ways to facilitate the exchange of data among various coordinators. These requirements would also include the best ways to archive the data in accordance with our document retention policy.

Site Selection. Nancy discussed possible locations for future events. The pros and cons of various site features were discussed at length—multiple hotels, limited meeting space, long transportation times, altitude, golf course skiing, and regional airports. It was agreed that selection priority should be given to looking at Casper, WY, Houghton, MI, and Winthrop, WA; further looking at Rheinlander, WI, and touch base with Brainerd, MN; Provo, UT. Amy will check to see if there have been any substantial changes in Bend, OR.

Stipends. The current policy for stipends was reviewed. Concern had been expressed that some stipends may be too large. After extensive discussion, it was agreed that the VIP and MIP stipends would be capped at 50% unless there is a compelling reason to do otherwise. It was also agreed that no change to the stipend policy would be recommended.

Leadership development. Marion will continue to make efforts to put people on committees who are interested in the program to assess their leadership potential. Continuing to recruit new guide trainers is also a good way to interest more people in leadership. It was suggested that people in leadership should tell their story to the group during the event.

Fitness awareness. The Ad Hoc committee on fitness awareness chaired by Bonnie has met and is pursuing its goals. Results will be available later this year.

Sons of Norway Update/NAHA archives. Marion reported that Sons of Norway is now in their temporary quarters and will be there for two years. She is continuing to work with the Norwegian American Historical Association (NAHA). This is an ongoing project of indefinite duration. The Sons of Norway biennial international convention will be in Minneapolis in August. Marion will attend.

Guide Race. There has been an expression of interest for an informal race between guides. The pros and cons were discussed. It could possibly be held on Friday Fun Day. Nancy will discuss this with the Race Rally Coordinator.

Biathlon. The future of the biathlon activity at the event was discussed. Should it become a permanent part of the program? If it is not specifically underwritten, should general operating funds be used to hire outside people to manage it? Can we manage it ourselves? It was agreed that future biathlon activity would be contingent on funding.

Annual Withdrawal. The average fund value for the past 12 quarters is $379,652.78. 5.5% of that is $20,404.20; 4.5% of that is $16,694.34. Judy moved and Scott seconded that we take a withdrawal of 5.5% rounded down to $20,000. The motion passed unanimously.

Review of Improper Conduct policy. The improper conduct policy was reviewed. Amy suggested that the response to a reported incident should be easy, confidential, and consistent and this would help to decrease SFL’s potential risk. She suggested expanding the who and how someone would report to from Vice-President to any Executive Committee member. She also suggested that we remove the requirement of “in writing.” Amy also recommended a revised process for investigating a complaint. Amy suggested that at the beginning of each Board meeting, directors should be reminded about the improper conduct policy. Key members of the planning committee also need to be made aware of our policy. Amy will circulate her revised draft to the Executive Committee.

Room Assignment Plan for SMR. It was agreed that as in previous years, room types would be available on a first-come, first-serve basis.

Adjournment. The meeting was adjourned at 3:05 P.M.