Ski for Light, Inc.

Executive Committee Minutes

Meeting via Teleconference

November 22, 2021

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

Roll Call:

Tim McCorcle, President;

Julie Coppens, Vice President;

Krista Erickson, Secretary;

Brenda Seeger, Treasurer;

Michael Evelo, Director-at-Large;

Robert Hartt, Director-at-Large;

Marion Elmquist, Immediate Past President.

All Executive Committee members were present.

**Approval of Minutes**

The minutes of the September 26th meeting were distributed prior to this meeting. Two minor corrections were requested.

**Treasurer’s Report**

Brenda reported that SFL currently has $98,629.54 in checking and $59,762.90 in savings for total operating funds of $158,392.44. The current value of the Endowment Fund is $683,599.00.

**Budget**

Bob Hartt, Chair of the Budget and Finance Committee distributed a copy of the budget prior to the meeting (not included with these minutes). Among other changes, the budget assumes a lower number of event attendees, an increase in the number of stipends awarded to event attendees, paying for airfares for the Ridderrenn team and an increase in professional fees due to some of the accounting being outsourced. Approval of the budget will be tabled so that accurate bar service catering numbers can be included.

**SalesForce**

Tim explained that several SFL Board members had a meeting with SalesForce two weeks ago. SalesForce may be a potential replacement for the donor database and hopefully will eventually include event applications. SalesForce estimates $25,000 for initial setup but customization and actual implementation will cost more -- Tim estimates that this amount may double. Marion explained that Larry is putting together an overview of our current database and a to-do list starting with database management and then moving on to application forms processing which will take more customization. A SalesForce rep is checking on the accessibility of their system and has provided names of other organizations who use SalesForce.

**2022 Event Update**

Mike Evelo, 2022 Event Chair, provided an update on event planning. Except for Norway Night, evening programs are scheduled. Airport logistics, providing boxed meals, guide gifts and bar service continue to be works in progress.

**Bar Service**

In late October, the caterer SFL has previously hired informed us that they would not be able to host bar service at the 2022 event as planned. Prior to the meeting, Krista distributed cost estimates for several bar service caterers. Most caterers will require SFL to sell drink tickets and procure/manage alcohol. After some discussion, a consensus was reached that SFL does not want to sell drink tickets or procure/manage alcohol. This decision limits us to one caterer. Krista will request updated quotes for beer and wine only and keep Mike and Tim updated.

**COVID Mitigation Plan**

Tim explained that a COVID mitigation plan has been distributed. There are multiple sites in Grand County for international travelers to get tested prior to their departures.

**Nominating Committee**

Tim explained that of the initial Nominating Committee selected at the September meeting, one person declined to serve and the person selected as chair declined that position but agreed to serve as a member of the Committee. Tim proposed a committee chair and a substitution for the person who declined to serve. Julie moved and Bob seconded a motion to revise the composition of the Nominating Committee to the individuals Tim proposed. After a brief discussion, the motion passed on a voice vote with six (6) votes in favor and one (1) opposed.

**Document Retention Policy**

Prior to the meeting, Krista sent out the proposed Policy update with an explanation of the exact changes (see Pages 5-10 of these minutes). Krista moved and Julie seconded a motion to recommend that the Board adopt the revised Document Retention and Destruction Policy. The motion carried unanimously.

**Code of Conduct Policy**

Prior to the meeting, the updated Code of Conduct Policy was distributed (see Pages 11-12 of these minutes). The proposed revision is currently being reviewed by legal counsel and we hope to get a final version distributed to the Board for review sometime in December. A discussion of the proposed revision ensued. Questions were raised about not compromising a criminal investigation, how SFL would provide training as stated in the revision, recordkeeping and the wording regarding review by legal counsel. Marion mentioned that she has read both the ACB and NFB’s code of conduct policies and likes the one adopted by the ACB. More than one person expressed the opinion that this version was an improvement but that the proposed revisions are an overreach compared to the current Policy.

**Birkie**

Mike provided an update about SFL having a presence at the 2022 Birkie to recruit guides. SFL will pay for lodging and possibly some meals. SFL has a booth reserved at the Birkie Expo for Thursday, February 24th and Friday, February 25th. Currently, we are planning to have three people at the booth at a time in two shifts each day. Projected costs are about $2,000.00 for the booth and lodging. Julie offered to work on a 2023 version of the guide recruitment flyer. A brief discussion ensued about obtaining SFL items to give away but a postcard may work better for the Birkie Expo. The group working on SFL’s presence at the Birkie plans to meet again after Thanksgiving.

Marion mentioned that in the recent issue of the Viking Magazine, there was an article about the upcoming SFL International Week and a note from Ron Stubbings mentioning SFL as a favorite volunteer opportunity.

Julie mentioned that the annual report for FY’21 is coming due soon and she needs photos and stories.

Brenda moved and Bob seconded a motion to adjourn the meeting. The meeting was adjourned at 9:51 p.m. Eastern Standard Time.

**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

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• 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

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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

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October 18, 2011

**Ski for Light Code of Conduct Policy**

*Proposed revision, November 2021*

Ski for Light, Inc. (“Ski for Light” or “SFL”) seeks to establish a safe, healthy, and welcoming environment for all participants, including skiers with disabilities, instructor/guides, other volunteers, and guests. The success of Ski for Light depends on trust—the trust between skiers and guides, as well as among our wider circle of friends and supporters—and maintaining that trust is everyone’s responsibility. Therefore, all individuals attending Ski for Light events have an obligation to conduct themselves in accordance with the highest standards of ethics and equality, and in compliance with all applicable federal, state, and local laws.

This Policy is intended to enable any person involved with SFL to raise serious concerns internally, so that SFL may address and correct improper conduct. Examples of improper conduct include, but are not limited to, bullying, endangerment, unwelcome verbal or physical conduct of a sexual nature, abusive language, or other behavior detrimental to the best interests of SFL. Any person found to have violated the expectations outlined in this Policy may be subject to a range of consequences, up to and including assignment of a different skiing partner or roommate, removal from the event with no refund of event fees, and/or exclusion from attendance at future SFL events. The principles and procedures outlined here will guide the SFL leadership as we seek to keep our community healthy and safe, to treat everyone with fairness and respect, and to uphold our integrity as an organization.

1. Anyone involved with SFL who believes they have witnessed or been subjected to improper conduct is strongly encouraged to report the incident promptly to an SFL Executive Committee member. The Executive Committee includes the positions of President, Vice President, Secretary, Treasurer, two Directors-at-Large and the Immediate Past President.

2. Upon receiving a complaint of potential misconduct, the Vice President will take the lead in a process of inquiry and assessment. If the reported incident involves the Vice President, the Executive Committee member who received the report/complaint of alleged improper conduct will lead the process. SFL will respect the privacy of all parties involved and will make every reasonable effort toward a safe, confidential, and fair resolution.

a. If the incident being reported involves a potential or actual violation of law, SFL will strongly encourage the complainant to file a report with the appropriate authorities and will cooperate with the appropriate authorities as needed. While working independently to ensure the safe continuance of SFL activities, SFL will take no action that may compromise a criminal investigation.

b. If the incident being reported requires a formal investigation or other response beyond the expertise of SFL leadership, resources outside of SFL may be called upon to help ensure the best possible outcome for all involved.

3. The Vice President (or other designated SFL Executive Committee member) will work with one (1) other Executive Committee member to assess the complaint; determine whether a violation of SFL policy occurred; and submit a report to the Executive Committee, recommending any restorative actions that may be appropriate.

4. The Executive Committee will endorse or modify the recommendations of the report, taking appropriate action to address the current improper conduct and to prevent similar improper conduct from occurring in the future. The Vice President (or other designated Executive Committee member in charge) will inform the complainant, the accused, and any other relevant people involved in the incident how the situation has been resolved.

5. The Vice President will file a digital record—including the initial report, assessment process, and resolution—to a limited-access “cloud” directory, for future reference solely by the SFL Executive Committee, except that any individual recused from the inquiry/assessment/resolution process will not be provided access to any such information. Any decision made by the Executive Committee will be noted in the next relevant Executive Committee meeting minutes in a manner that protects the privacy of the individuals involved.

6. Policy awareness, distribution, and implementation will be as follows:

a. Event Participant Applications

Beginning with the event applications for the 2023 Ski for Light International Week, and continuing annually thereafter, all International Week event participant applications will include a numbered item containing a link to the entire text of this Code of Conduct Policy. All applicants will be required to check a box indicating their agreement to adhere to the expectations set forth in the policy.

b. Reminder of Policy to all International Event attendees

Beginning with the 2022 International Week, and annually thereafter, the SFL Vice President will coordinate with the SFL President, Event Chair and Event Vice Chair to ensure that no later than one (1) week prior to the start of the International Event, an e-mail is distributed to all registered attendees providing a reminder of the Code of Conduct Policy. The e-mail will include the names and positions of all current Executive Committee members.

c. Annual Policy Notification and Training for SFL Board of Directors

Effective immediately, and every year thereafter, the SFL Vice President will ensure that a reminder of this Code of Conduct Policy (and any related policies) is provided to the SFL Board of Directors during the annual Board meeting scheduled prior to the start of the International Week. In addition, the Vice President will ensure that SFL leaders receive training on how to implement this Code of Conduct Policy, on an annual basis, as appropriate to their role.

7. This Policy will be reassessed for effectiveness and clarity no less than every three (3) years, or sooner if implemented resulting in either the imposition of serious corrective actions or involvement of law enforcement authorities. Any substantive changes to this Policy will be approved by legal counsel prior to final adoption by the Ski for Light Board of Directors.

*Date (adopted by SFL Board)*