

**Rockcastle Karst Conservancy
General Meeting – 9/29/2013 – GSP
Minutes – Final**

In Attendance:

Directors: Mary Gratsch, Werner Jud, Pete Stow, Tammy Otten, and Gary Bush

Others:

| | | | |
|--------------|----------------|-------------|----------------|
| Neena Jud | Howard Kalnitz | Pam Duncan | James Robinson |
| Dennis Green | Bob Yuellig | Pat Yuellig | Sean Cain |
| Bill Carr | Fred Ball | Pat Gibson | Chad Leeder |

32nd Meeting of the RKC was held at the Great Saltpetre Cave Preserve, Mt. Vernon, KY.
Called to Order by Chair Mary Gratsch at 10:05AM.



RKC agenda
-2013-09-29-draft1.p

Meeting Agenda is attached:

Announcements:

1. Thanks to everyone for attending the first meeting held at GSP.
2. There were two great cave trips yesterday to Misty Cave and to Smokehole Cave.

Secretary's Report: (Bush) Read summary of Minutes of Meeting of 6/23//2013.

Jud moved to accept the minutes. Seconded by Otten. Approved unanimously (5 votes For).
The final Minutes can now be posted on the website.

Treasurer's Report: (Jud)

Current Fiscal Year details are in the Jan. 1st -To- Sept. 29th Revenue & Expense and June 23rd Balance Sheets below:



RKC-Rev&Exp-2013-
09-29.pdf

Rev&Exp. – 1/1/13 – 9/29/13



RKC
BalSht-2013-09-29.pc

2013 Sept. Bal. Sheet

Summary of reports (Jan. 1 – Sept. 29, 2013):

Gross Profit = \$ 4,014.95
- Total Expense = (\$ 666.04)
Net Income = \$ 3,348.91

Total Current Assets = \$ 31,763.27 * * (Values corrected for 9/30/2013)
Total Fixed Assets = \$368,000.00
Total Liabilities & Equity = \$399,763.27

The Life Fund Allocation is currently \$11,435.62. Now need \$12,900 to fund the endowment (43 LM's).
Land Acquisition Fund is currently \$15,357.03.
Remaining General Fund is currently \$4,970.62.

Bush moved: "Vote to accept the Treasurer's Reports, as provided." Stow seconded.
Vote: Unanimously Accepted (5 votes For).

Committee Reports

(A) Membership Committee: (Pete Stow)

1. Total current membership = 106 (60 Individual, 43 Life, and 3 Sustaining members)
2. One member did pay on-line for the 3-month membership this spring. He was offered the opportunity to extend to a full year (2014) for the remaining \$7.50, but nothing heard from him.

(B) GSP Committee: (Chris Hacker – not present. Written report read by Gratsch) Highlights of Report:

1. Chris Hacker replaced Richard Duncan as GSP Committee Chair.
2. Recent instances of vandalism in the cave are being investigated.
3. The most noteworthy accomplishment was the inclusion of the cave into the National Register of Historic Places, based on work done by Neena Jud, Tim Hale and others.
4. Several new policies and goals are being developed and prioritized.
5. The Preserve is in decent shape as of this date.
6. Next GSP Committee Meeting will be October 10th at 7PM at the Groesbeck Library.



2013 Fall GSP
Committee Report.pdf

Full GSP Committee Report:

(C) Misty Cave Committee: (Stow)

Register replaced at start of walking passage. Neighbor down the road was contacted and has our contact information. Lawnmower is still there. There was a trip (Beau) at KOR and the path to the cave is still evident.

(D) Cornhole Cave Committee: (Gratsch)

No report, as haven't been there this year. Road needs work still. Register not yet replaced. Taxes have been paid. James Robinson offered to help with both Misty and Cornhole as needed.

(E) Fundraising Committee: (Gratsch/Duncan)

1. A Cincinnati gallery offered to assist with philanthropic effort, but we don't fit their model. Will explore for future consideration.
2. Classes/kits for jewelry making – M Gratsch
 - Mary working on her workshop for future jewelry classes.
 - Pam will set up another class for glass jewelry making.
 - Pam & Howard checked out a winery for possible wine-making event for fund-raising for RKC. To be checked out further.
3. James Robinson suggested block party (carnival) to raise donations for RKC. Do anywhere. Also, see VolunteerMatch.com as possible help.
4. Bob Yuellig will start up the GSP raffle at GCG meetings again.
5. Fund Raising Committee will set up a fund-raising meeting to discuss future projects.

(F) Acquisition Committee: (Stow/Jud)

1. Pulaski property update
 - Chris Hacker sent email update.
2. Other Properties:
Singleton property is for sale (Ford & Weichert? Realty) – two split plots = house&barn, and field&hill on right of road with cave.

(G) Message Committee: (Otten/Coomer)

1. 'Spring' Newsletter – progress report:
Still underway. Targeting end of January, so we can remind everyone to renew memberships. Target date is now Feb. 1st, 2014.

2. Best way to contact membership???
Need to update RKC Yahoo Group, so only members can post
Had 2 banners printed for the raffle.
3. Historic Registry determination:
Neena offered to look into press releases boosting the RKC NHR award.
Will target the *Mt. Vernon Signal*.

Old Business:

(A) Review Our Strategic Plan:

WGB sent reviewed copy to Board. No responses yet.



RKC-StrategicPlan-2
013-Update.pdf

Updated SP copy for review:

Jud moved to postpone to next meeting. Stow 2nd. Unanimously passed.

(B) Insurance (M Keller/ B Yuellig):

D&O premium is due in October. Board will discuss.

(D) Status of Budget for next Fiscal Year

Treasurer Jud is assembling a tentative budget and will send it to the Board.

(E) Facebook Page Update (Pam Duncan)

If you are on Facebook, "Like" the RKC Facebook page to get regular updates on RKC events. Individuals should pass along notices to their "friends".

(F) NSS Conservancy Forum at the NSS Convention

Bush gave a report of the Forum roundtable discussion about "Outreach". RKC provided the only 'presentation' at the Forum. RKC outreach functions were more robust than most other conservancies..

(G) Offered Donation

Property that we can possibly rent out for fund raising has been offered to RKC. Gratsch will continue to investigate the issues surrounding the donation

New Business

(A) Election Nominations – 2 open positions (Bush & Jud)

Election Committee was selected: Tammy Otten & Neena Jud. Bush will send Election Guidelines to them. Nominations were opened: None were offered at this meeting. Bush does not plan to run again. Nominations will remain open through the next meeting in December.

Next Meeting: December 8th, 2013 at 2:00PM at a Boone County, KY library to be announced.

Adjournment: Motion to adjourn made by Bush, seconded by Otten, at 11:47 AM.
Vote: Passed unanimously (5 votes For)

Meeting Minutes prepared by W. Gary Bush, Secretary

Rockcastle Karst Conservancy - 9/29/2013 Meeting

(Great Saltpetre Cave Preserve)

Announcements

Secretary's Report - Gary Bush

Treasurer Report – Werner Jud

- 1) KOR raffle proceeds
- 2) Batty Glass/vest proceeds
- 3) Life Membership Savings Status

Committee Reports

1. Membership Committee – Pete Stow
 - a. New members
 - b. Members weekend at GSP
 - c. Emailed offer to turn ¼-yr dues into 2013-14 membership for additional \$7.50 -- no reply
2. Great Saltpetre Committee – Richard Duncan
3. Misty Committee – P Stow
4. Cornhole Committee – M Gratsch
5. Fundraising Committee – M Gratsch/P Duncan
 - a. Classes/kits for jewelry making – M Gratsch
6. Acquisition Committee – P Stow/W Jud
 - a. Pulaski property update
7. Message Committee – Tammy Otten/Rob Coomer
 - a. 'Spring' Newsletter – progress report
 - b. Historic Registry determination

Old Business

- 1) Review Strategic Plan
- 2) Insurance comparison – Matt Keller
- 3) Status of Budget for 2014 fiscal year
- 4) Facebook Page update – P Duncan
- 5) NSS Convention Conservancies Forum
- 6) Offered donation

New Business –

- 1) Election Nominations – 2 open positions (Bush & Gratsch)

Next Meeting Date

Motion to Adjourn

October 19, 2013
Cash Basis

Rockcastle Karst Conservancy, Inc.
Revenue & Expenditures
January 1 through September 29, 2013

| | <u>Jan 1 - Sep 29, 13</u> |
|---|---------------------------|
| Ordinary Income/Expense | |
| Income | |
| 4 · Contributed support | |
| 4010 · Individual contribution | 391.50 |
| 4210 · Organizations, Businesses | 500.00 |
| | <hr/> |
| Total 4 · Contributed support | 891.50 |
| 5 · Petitioned revenues | |
| 5210 · Membership dues | 1,770.00 |
| 5220 · RKC Promotion | 1,353.45 |
| | <hr/> |
| Total 5 · Petitioned revenues | 3,123.45 |
| | <hr/> |
| Total Income | 4,014.95 |
| | <hr/> |
| Gross Profit | 4,014.95 |
| Expense | |
| 8100 · General Operating expenses | |
| 8135 · Communication campaigns | 588.17 |
| 8140 · Postage, shipping, delivery | 19.50 |
| | <hr/> |
| Total 8100 · General Operating expen... | 607.67 |
| 8600 · Business expenses | |
| 8680 · Transaction fees | 43.37 |
| 8690 · Recording fees | 15.00 |
| | <hr/> |
| Total 8600 · Business expenses | 58.37 |
| | <hr/> |
| Total Expense | 666.04 |
| | <hr/> |
| Net Ordinary Income | 3,348.91 |
| | <hr/> |
| Net Income | <u><u>3,348.91</u></u> |

12/05/13

Rockcastle Karst Conservancy, Inc.

Balance Sheet

As of September 29, 2013

| | <u>Sep 29, 13</u> |
|---------------------------------------|---------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1000 · Chase JPM | |
| 0100 · Life member Invst fund | 10,815.62 |
| 1000 · Chase JPM - Other | 11,692.01 |
| Total 1000 · Chase JPM | <u>22,507.63</u> |
| 1002 · Community Trust | |
| 1003 · Misty Funds | 288.10 |
| 1002 · Community Trust - Other | 8,457.91 |
| Total 1002 · Community Trust | <u>8,746.01</u> |
| 1010 · Petty cash | 96.90 |
| Total Checking/Savings | <u>31,350.54</u> |
| Other Current Assets | |
| 1120 · Inventory Asset | 339.70 |
| 1299 · Undeposited Funds | 73.03 |
| Total Other Current Assets | <u>412.73</u> |
| Total Current Assets | 31,763.27 |
| Fixed Assets | |
| 1140 · Real Estate Asset(GSP) | 350,000.00 |
| 1141 · Real Estate Asset (Misty) | 18,000.00 |
| Total Fixed Assets | <u>368,000.00</u> |
| TOTAL ASSETS | <u><u>399,763.27</u></u> |
| LIABILITIES & EQUITY | |
| Equity | |
| 3001 · Opening Bal Equity | 368,000.00 |
| 3010 · Unrestrict (retained earnings) | 28,414.36 |
| Net Income | 3,348.91 |
| Total Equity | <u>399,763.27</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>399,763.27</u></u> |

**Great Saltpetre Cave Preserve
Management Committee
Preserve status update for RKC Fall Meeting**

Members of the Board,

I present this status report via email as I will be unable to attend the RKC Fall Meeting due to employment scheduling. Presented is a brief summary of the state of the GSP Committee and Preserve.

2013 Wrap Up

The 2013 year saw a change in GSP Committee leadership. I put my name forward for consideration to GCG Chair Matt Keller. I was subsequently selected as Chair to follow Richard Duncan for the 2013-2014 term.

The Preserve saw the usual events occur, Open House, KOR and several caver related events, as well as the youth and scout groups. Special events included filming for a KET episode about the cave, the Preserve and its history, along with several other special events related to local landowners.

Several occurrences of vandalism occurred in the cave and are being investigated.

The most noteworthy accomplishment was the inclusion of the cave into the National Register of Historic Places, based on work done by Neena Jud, Tim Hale and others.

2014 1st and 2nd Quarter

My goal as GSP Committee chair for my term is to bring GSP into a rehabilitative mode. I would like to focus on three significant topics for the winter, 1) development and streamlining of policies, 2) prioritization of goals, and 3) efficiency and management plan compatibility reviews for event planning.

1) Development and streamlining of policies.

There are two working groups to develop policies for vandalism mitigation and security of the Preserve and Cave as well as archeological resource protection and exploitation. The GSP Committee also has a cumbersome and informal procedure for sale of trinkets during open house, as well as branded items through the website as well as special events. I plan on a flexible business plan to be developed that brings all GSP sales under a single strategy, which streamlines efforts.

I also plan on the development of a GSP Operations plan which collects all topical areas, (security, caretaker, sales, youth groups, maintenance, etc.) into a coherent and single document, which anyone can become familiar with the operating concepts of the Preserve.

2) Prioritization of Goals.

GSP has several issues it's facing regarding security and maintenance of the grounds. I plan on a summary of those issues being prepared for the top three significant issues facing GSP that can be mitigated in the next year.

3) Efficiency and management plan compatibility reviews for event planning.

GSP has a management plan in place, but there is no process which assures adherence to the goals and articles within the plan. I plan on empaneling a process which ensures a review with all GSP policies and the current management plan. I would also like this to be the framework for a system which allows GSP to gain a better grasp of statistical information regarding the utilization of the cave and preserve by cavers, scouts and other special interest groups.

The first and second quarters will also see planning for significant events that will occur later in the year. The regular annual events of Open House, KOR and such will occur, as well as a projected number of special events.

A noteworthy one, previously mentioned, is the listing of the cave on the National Register of Historic Places. Neena Jud will be working to develop the maximum public relations value for this designation. The Committee as a whole will be tasked for ideas on how to best make use of this designation for the local community, and how it can benefit the Preserve in the form of grants and contributions.

Grounds

The preserve and cave are in decent shape as of mid-September. Priorities expressed are to mitigate the gravel wash-outs that occur along the main road down the hill to the shelter. Several low cost, medium labor intensive ideas have been brought forth, and those will be considered for prioritization prior to the spring rains. Rutting of the lower fields has also been discussed and a mitigation suggestion has been moved forward, and is waiting on an adoption and implementation plan.

I plan on speaking with Bill Carr, Preserve Caretaker, in October regarding his ideas and concerns about the property. I also plan to recruit Carl Swanigan to assist in local coordination activities regarding security and other general activities.

Summary

In closing, most of the winter months at GSP will be devoted to rehabilitation of the property and cave, and the development of administrative procedures. Some restructuring of the GSP Committee is planned, but no major compositional changes are planned at this time.

The next GSP Committee meeting will be on October, 10, 2013, 7:00pm, at the Groesbeck Public Library branch.

Should there be any need for amplification or clarification, please contact me at your convenience.

Chris Hacker
GSP Management Committee Chair

Rockcastle Karst Conservancy Strategic Plan
Initiated March 27, 2011
Updated September 29, 2013

Mission Statement

Protecting Kentucky's karst environments and supporting access to caves in the Rockcastle County Region.

Vision Statement

Be the leading non-profit organization owning and protecting significant cave and karst resources.

Core Values

Manage cave resources to support continuing enjoyment by the community through wise stewardship and ownership.

Tag Line

Protecting Kentucky's Interior

Strategic Plan

Objectives (*and goals*)

1. Acquire and manage cave properties
2. Control properties through special agreements
3. Raise funds
4. Increase membership (workers)
5. Become known

Present situation

1. RKC owns two properties (worth \$350,000) and has a lease on a third property
2. RKC has \$20,000 cash reserves available in the bank
3. RKC has 100 members
4. RKC has had a steady decline in membership since 2008
5. RKC has written management plans for GSP, Misty, & Cornhole Preserves
6. RKC has a number of talented, dedicated workers in the organization
7. RKC has a website with prominent donate and membership buttons
8. RKC has a newsletter/annual report
9. RKC has 501(c)(3) designation
10. RKC needs a stronger fundraising plan
11. RKC needs intelligence gathering about cave properties
12. RKC needs a list of high priority targets
13. RKC desires stronger grotto relationships
14. There is a perception that RKC is rich outsiders (fears)
15. RKC needs to develop a way to continue the organization – informal & formal training of future leaders and workers

Implemented *Action Plans (prioritized) with goals*

1. Develop several standard messages for outreach, member recruitment, land acquisition & public
 - Goal: Form Message Committee – Tammy Otten, Rob Coomer co-chairs
 - Goal: Renewing and Prospective members *by March 15, 2011*
 - Goal: Grottos and Cavers *by June 1, 2011*
 - Goal: Realtors *by March 31, 2011*
 - Goal: Landowners *by May 14, 2011*
 - Goal: General Public *by May 14, 2011*
 - Goal: Basic message & drill down for all the above
2. Increase membership and become better known
 - Goal: Form Membership Committee – Bob Yuellig, Howard Kalnitz co-chairs
 - Goal: Present the new message for renewals *by March 25, 2011*
 - Goal: Prepare a Poster for use at Open House and MIM
3. Develop a comprehensive fundraising plan
 - Goal: Form Fundraising Committee – Mary Gratsch, Pam Duncan co-chairs
 - Goal: Implement different forms of fundraising *by March 2012*
 - a. Merchandise sales
 - b. Events
4. Develop a land acquisition plan
 - Goal: Form Land Acquisition Committee – Pete Stow, Werner Jud co-chairs
 - Goal: Target properties by putting out feelers
 - a. Utilize the message for an introduction to a realtor's office *by June 1, 2011*
 - b. Prepare a one page hand-out for landowners - introduce RKC, utilize message
 - c. Introduce RKC to Sheriff

Proposal Action Plans (prioritized) with goals

1. Develop several standard messages for outreach, member recruitment, land acquisition & public
 - Goal: Powerpoint presentation for Roadshow *by November 1, 2013*
 - Goal: Business cards *by November 1, 2013*
 - Goal: Upload these to a “Toolbox” for use by others
2. Increase membership and become better known
 - Goal: Take Roadshow to nearby Grotto meetings or send on DVD *by April 1, 2014*
 - Goal: Ask Grottos to include “We support RKC” in their newsletters
 - Goal: Continue development of web site
 - Goal: Utilize business cards
3. Develop a comprehensive fundraising plan
 - Goal: Implement different forms of fundraising
 - a. Bequests & gifts *by November 2013*
 - b. Grants *by December 2013*
4. Develop a land acquisition plan
 - Goal: Investigate what documents other organizations are using
 - a. Contact Nature Conservancy for tools *by November 1, 2013*
 - b. Contact Land Trust Alliance for tools *by November 1, 2013*
 - Goal: Develop standard documents for discussion with Realtors & Landowners
 - a. Right of Last Refusal Agreement *by November 1, 2013*
 - b. Conservation Easements *by November 1, 2013*
 - c. Standard Lease Agreement *by November 1, 2013*
 - Goal: Upload these to a “Toolbox” for use by others *by December 1, 2013*