

Rockcastle Karst Conservancy
General Meeting – October 19, 2014

Final Approved Minutes

In Attendance:

Directors: Mary Gratsch, Pete Stow, Steve Gentry and Sean Cain (Tammy Otten, absent)
(A quorum does exist)

Others: Neena Jud, Werner Jud, Howard Kalnitz, Bob Dobbs and Gary Bush

35th Meeting of the Rockcastle Karst Conservancy was held at the Scheben Branch, Boone County Library, Union, KY.
Called to Order by Chair Mary Gratsch at 2:01PM.

Meeting Agenda Attached:

Announcements:

- Email vote for Board positions were as follows(Gratsch)
Chair – Mary Gratsch Treasurer – Pete Stow Open – Steve Gentry
Vice Chair - Tammy Otten Secretary – Sean Cain
- RKC is celebrating its 10th anniversary this year.(W. Jud)
- Werner would like to recognize Shane Mullins for allowing his home address to be used as the official RKC address.(W. Jud)

Secretary's Report: (Cain)

Read summary of Minutes of Meeting of 3/16/2014.

An adjustment was made to the last meeting's draft minutes to correct the number of life members to 45. The mistake was in regards to Ellie Schiller who is no longer alive, but her money should be added to the Life Member Fund.

Gentry moved to accept the Minutes. Second by Stow. Approved unanimously (4 votes For)

Treasurer's Report: (Submitted by W.Jud on behalf of Pete Stow)

Current Fiscal Year details are in the October 20, 2014 Balance Sheet and March 17 thru October 20, 2014 Revenue and Expenditures Report below:

Summary of reports (Mar 17 – Oct 20):

Gross Profit	=	\$3,639.60
Total Expenses	=	\$3,230.66 (including other income)
Net Income	=	\$408.94

Total Net Assets	=	\$33,799.02
Total Fixed Assets	=	\$368,000.00
Total Liabilities & Equity	=	\$401,799.02

The Life Fund Allocation (restricted) is \$12,254.37

Land Acquisition Fund (restricted) is \$20,557.92

Remaining General Fund is \$487.53

Insurance and Taxes have been paid.

Gentry moved to accept the Treasurer's Report as provided. Stow seconded. Vote: Unanimously accepted (4 votes For)

Committee Reports:

(A) Membership Committee: (Pete Stow)

1. No report was available.
2. 32 members have renewed. (W. Jud)
3. It was noted that we have 3 Sustaining Members and 45 Life Members.
4. Gary Bush and Mary Gratsch suggested holding a reoccurring RKC member weekend at GSP with a coinciding September meeting.
Gentry moved to permanently make the September meeting at GSP, coinciding with an RKC Members Weekend, on the last full weekend. Cain second. Vote: Unanimously (4 votes For)

(B) GSP Committee: (Brandenburg-absent/N. Jud)

1. Sign installed for the NHR designation.
2. Jerry Brandenburg is new GSP Chair and is currently selecting committee members.
3. Kiosk is fixed thanks to Jerry.
4. Remote GSP committee meeting may not happen due to expense. J.Dixon researched and spoke with W.Jud.

(C) Misty Cave Committee: (Pete Stow)

1. Cave is good with no additional sign of dead bats.
2. Last trip was during the Caver Appreciation Weekend. There were 16 cavers on trip.

(D) Cornhole Cave Committee: (Mary Gratsch)

1. There have been no trips this year.
2. The property taxes are paid for the year.

(E) Fundraising Committee: (Pam Duncan-absent/H. Kalnitz)

1. Pam to be reimbursed for NSS Convention vendor space at \$25.00 and wine raffle expenses at \$11.05.
2. Ball Caps – Inventory of 19 was returned to M.Gratsch. Five have been sold, one was raffled.
3. Fleece vest and hats – Plenty are made and ready for an opportunity to sell. Contact Pam if willing.
4. Wine Baskets – Still have five bottles to make baskets with and raffle.
5. Pam will not be available the rest of the year to conduct raffles.
6. Still have two boxes of Ralph Mann collectables to make raffle packages. Anyone wanting to take this on should contact Pam.

(F) Acquisition Committee: (Pete Stow)

1. Pulaski County property
*Two adjacent properties are still in land owner possession.
*Bob Dobbs will become the single point of contact for conversations concerning these properties. Bob will make initial contact on October 31, 2014.
2. A Rockcastle property may be for sale again. Werner Jud will investigate and present findings at December meeting.
3. Howard Kalnitz question property for sale on Hwy 1955. Mary Gratsch has inspected with no caves found.
4. Bob Dobbs confirmed property above GSP has been sold. New owner has a feed store in Livingston. Land is currently being turned into pasture. We should have a good relationship with owner with possible access to caves.

(G) Message Committee: (Tammy Otten-absent/Rob Coomer-absent)

1. Mary Gratsch commented that the newsletter was never printed. Amber Yuelling mentioned she would complete. Mary will pursue completion. Bush offered to edit the Newsletter. He already has the template and feels he could get the Newsletter out in January.
2. Neena Jud suggested more members need to be emailed about RKC issues, not just Board.
3. Werner Jud suggested that first draft of minutes should be sent to all meeting attendees, not just Board.
4. Mary Gratsch stated that more and complete information is needed for expense reimbursement.

Old Business:

(A) Life Membership Fund (Mary Gratsch)

1. Mary Gratsch has been in contact with Roger McClure with the National Speleological Foundation to discuss how it could benefit RKC.
2. Gary Bush had attended a seminar at the NSS Convention held by NSF. The following facts were obtained.
 - *NSF is an endowment fund.
 - *Funds would receive a 5% return equaling the \$15 yearly dues per lifetime member.
 - *Any dollars gained by investment returns over 5% would be added back into the initial investment.
 - *If yearly RKC membership dues increase, the payout will increase at the same rate.
 - *We can borrow up to 50% against the principle investment. Must repay with interest the money would have made during period.
 - *The grants from the NSF that we could apply for would probably be funded from our excess interest or growth of principal. Confirmation of this concept is necessary as part of the negotiations.
3. Many ensuing questions were asked. Mary Gratsch took all questions and will submit to Roger McClure by email.
4. Howard Kalnitz questioned if we would want to lose complete access to the money or invest on our own. Howard wanted to know how many conservancies were part of NSF.
5. Werner Jud commented that the question before us is "Do we want an investment or an endowment?"
6. Gary Bush will forward example contracts with NSF for Board to read.
7. Sean Cain will consult endowment expert and Fidelity Investments concerning other options. Will report findings by email to board and attendees.

(B) Elections (Mary Gratsch)

1. Proposal to add verbiage to RKC election rules stating that each prospective candidate must submit a biography and platform statement to the election committee, in writing or by email, before December 15th in order to be considered a Board Member candidate. This verbiage was submitted by Gary Bush. Gentry moved to accept proposal. Cain seconded. Vote: Unanimously accepted (4 votes FOR)

New Business:

(A) Nominations for open Board positions currently held by Mary Gratsch and Tammy Otten.

1. No nominations were received.
2. Pete Stow will email request for self-nominations no later than December 14, 2015.
3. Suggestion was made by Howard Kalnitz that all nominees for Directors must be NSS members. Stow moved to make it mandatory to be a NSS member to be nominate to be a director. Cain second. Vote: Unanimously accepted (4 votes For)
Gary Bush will add to current election rules and email out.

(B) Gary commented that conservation easements needed to be established on each property. Werner Jud will pursue.

(C) Gary Bush offered to do an audit of RKC finances. This should be done periodically. He is currently conducting one for the GSP Committee. His offer was accepted.

Next Meeting: Will be held Sunday, December 14, 2014 at the Main Branch of the Boone County Library.

Adjournment: Motion to adjourn made by Stow, seconded by Cain at 4:58PM
Vote: Passed unanimously (4 votes For)

Meeting Minutes prepared by Sean Cain, Secretary.

proposed

Rockcastle Karst Conservancy - 10/19/14 Fall Meeting

(held at the Scheben Branch, Boone Co. KY Library)

Call to Order

Announcements

1) email vote for Board positions were as follows:

Chair – Mary Gratsch Treasurer – Pete Stow Open – Steve Gentry
Vice Chair - Tammy Otten Secretary – Sean Cain

2) other announcements?

Secretary's Report - 3/16/14 meeting notes – posted to RKC website by Gary Bush
6/1/14 meeting cancelled

Treasurer Report – Pete Stow; Werner Jud temporary Treasurer

Committee Reports

1) Membership Committee – Pete Stow

a. new members from Open House

b. Members Weekend at GSP – **too late for this year, needs to be put on a schedule at the winter meeting as this is an important event!**

2) Great Saltpetre Committee – Chris Hacker or GSP representative

3) Misty Committee – P Stow - status of White nose and trips in 2014

4) Cornhole Committee – M Gratsch

a. no trips that I know of so far this year

b. property taxes are paid for this year

5) Fundraising Committee – M Gratsch/P Duncan

a. Open House – Batty Glass (Saturday only) 1 piece sold

Hats & vests – TO - several fleece vests and hats sold

b. Speleofest – PD - wine basket raffle netted \$150

some Batty Glass sold

c. Chick Fest – PD – 4 fleece vests & 4 hats sold plus some Batty Jewelry

d. KOR – PD – wine basket raffle netted

main raffle netted

Batty Glass, fleece products & RKC merchandise

e. NSS Convention – \$35 was spent for a table

wine basket raffle

Batty Glass sales

f. baseball caps – PD selling for \$15

1 was raffled, ? have been sold

g. Pam Duncans ideas for fund raisers

Wine Basket Raffle at both CRF Thanksgiving Expedition & GCG Christmas Party.

Batty Glass & Fleece sales at Museum Center during Bat Fest in October

TAG Fall Cave In.....is anyone going? Would be another opportunity.

Planning to do another on line raffle leading into the CGC Christmas Party, just like she did last year.

Was very successful in getting our name out there plus making about \$300

6) Acquisition Committee – P Stow/C Hacker

a. Second Pulaski property - update by Chris Hacker

b. Singleton Property/Endless Cave – It was brought to our attention at Open House that the Singleton tract containing the cave was taken off the market. It may be worthwhile to find out who the owners are and approach them about sale or lease to RKC

c. Stull property; Breckinridge, KY - SG/Jeff Gillette

7) Message Committee – Tammy Otten/Rob Coomer

a. Newsletter – progress report – Amber Yuellig?

we need to get the Newsletter out, with renewal info, before March 2015

Old Business

1) Life Membership Savings – MG I have been in email contact with Roger McClure

He has asked us to forward our questions/concerns to him and the NSF legal committee so that they might be answered instead of a face to face meeting, however, he is very willing to meet with us

2) Elections – add clarification wordage to election rules stating that each prospective candidate MUST submit a biography and platform statement to the election committee, in writing or by email, before December 31 in order to be considered a Board Member candidate

New Business – Open election for Board Position(s), solicit nominations

Next meeting date – should be January/February

Motion to Adjourn

December 5, 2014

Rockcastle Karst Conservancy, Inc.
Revenue & Expenditures
March 17 through October 20, 2014

	<u>Mar 17 - Oct 20, 14</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Individual contribution	155.00
4210 · Organizations, Businesses	<u>1,000.00</u>
Total 4 · Contributed support	1,155.00
5 · Petitioned revenues	
5210 · Membership dues	630.00
5220 · RKC Promotion	2,207.00
5250 · RKC Merchandise	<u>119.60</u>
Total 5 · Petitioned revenues	<u>2,956.60</u>
Total Income	4,111.60
Cost of Goods Sold	
5000 · Cost of Goods Sold	<u>72.00</u>
Total COGS	<u>72.00</u>
Gross Profit	4,039.60
Expense	
8100 · General Operating expenses	
8135 · Communication campaigns	124.74
8140 · Postage, shipping, delivery	<u>34.05</u>
Total 8100 · General Operating expenses	158.79
8600 · Business expenses	
8605 · Liability Insurance	3,042.41
8680 · Transaction fees	19.46
8690 · Recording fees	<u>25.00</u>
Total 8600 · Business expenses	<u>3,086.87</u>
Total Expense	<u>3,245.66</u>
Net Ordinary Income	793.94
Other Income/Expense	
Other Income	
5900 · Temporary holding	<u>15.00</u>
Total Other Income	15.00

	<u>Mar 17 - Oct 20, 14</u>
Other Expense	
8700 · Temporary expense/loss	<u>0.00</u>
Total Other Expense	<u>0.00</u>
Net Other Income	<u>15.00</u>
Net Income	<u><u>808.94</u></u>

12/05/14

Rockcastle Karst Conservancy, Inc.
Balance Sheet
As of October 20, 2014

	<u>Oct 20, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Chase JPM	
0100 · Life member Invst fund	12,254.37
1000 · Chase JPM - Other	11,338.63
Total 1000 · Chase JPM	<u>23,593.00</u>
1002 · Community Trust	
1003 · Misty Funds	288.10
1002 · Community Trust - Other	9,273.22
Total 1002 · Community Trust	<u>9,561.32</u>
1010 · Petty cash	74.85
Total Checking/Savings	<u>33,229.17</u>
Accounts Receivable	
1110 · Accounts receivable	15.00
Total Accounts Receivable	<u>15.00</u>
Other Current Assets	
1120 · Inventory Asset	454.20
1299 · Undeposited Funds	500.65
Total Other Current Assets	<u>954.85</u>
Total Current Assets	34,199.02
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>402,199.02</u></u>
LIABILITIES & EQUITY	
Equity	
3001 · Opening Bal Equity	368,000.00
3010 · Unrestrict (retained earnings)	32,804.55
Net Income	1,394.47
Total Equity	<u>402,199.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>402,199.02</u></u>

Rockcastle Karst Conservancy

Board of Directors Election Committee Guidelines

Approved 10/19/2014

The Election Committee shall consist of an Election Committee Chairman and minimum of three additional members appointed annually by the RKC Chair. If possible, at least one Committee Member should be picked from each of the three 'Member Grottoes' being GCG, BGG, and DUG. All members of this committee shall be RKC Members. The Election Committee shall be responsible for the process of the election of Directors in strict accordance with the Election Committee Guidelines. The Election Committee Guidelines are promulgated from time to time by the Executive Committee.

Only RKC Members may vote or hold office. All Individual, Sustaining, and Lifetime members are considered full members for voting purposes and can vote. Benefactor and Honorary have no voting rights.

Rules for the General Election

The Election Committee shall accept nominations, prepare the ballots, mail the ballots to the RKC Members (for a General Election), count the returned ballots, and announce the officers in accordance with the Election Committee Rules. Because this is a mail-in process, it is important that the correct address is used for each RKC Member. Pursuant to Chapter III, Section E of the RKC Bylaws, only voting members of record on the 90th day prior to the Annual Meeting are entitled to vote in that year's election.

Nominations

- Nominees for the Board of Directors must be members in good-standing of the National Speleological Society.
- It is the responsibility of the Election committee to solicit nominations. Nominations can be accepted from any current RKC member in good standing.
- Nominations will be opened at the September General meeting of RKC.
- Nominations can be accepted through the December General Meeting of the RKC.
- Nominations can be made by mail or Email application. Nominations can be made by the candidate, or others. If not made by candidate, the nomination must be agreed to in writing by the candidate nominated before the December meeting
- Seconds will not be required for nominations.
- Candidates will be required to provide biographical information as well as a statement as to why they would like to be elected to Director, only for sharing with the general members to help the selection process. This information may not exceed 500 words in length. If such information is not received by the Election Committee by December 31st, the candidate's nomination will be nullified.

Preparing the Ballots and Envelopes

The Ballots shall be prepared and mailed to each eligible RKC Member on or before January 10.

- Ballots shall be printed on colored paper with instructions that include how to mark, how to return, and where and when to return the ballots.
- The ballot shall have a check box for each candidate.
- The ballot and a return envelope shall be placed in a business letter size envelope and mailed to each RKC Member. The biographical information and the statement as to why they would like to be elected to Director will be included in this mailing.
- The Election Committee shall apply address and return labels for both envelopes.
- The return address label for the RKC Member shall include their return address

Voting

- Only the number of boxes equal to the number of open positions may be checked for an office.
- Partial ballots WILL be counted.
- Ballots with more than the specified number of votes WILL be disqualified
- Write-in votes shall not be counted.
- The ballots shall be folded in the envelopes so the printing does not show through.
- Ballots must be returned in the return envelope.
- There shall be only one ballot per return envelope.
- If two or more RKC Members live at the same address, their individual sealed returned envelopes may be mailed in a larger return envelope for convenience.
- The ballot, in the returned envelope, must be **received by February 10** or it will not be counted.

Processing and Counting the Ballots

The sealed returned envelopes are to be mailed back to arrive at the designated location by February 10. The envelopes will remain sealed and stored in a secure location. No envelopes will be opened until a meeting called by the Election Committee Chairman, on or after February 10, for the purpose of validating and counting the ballots. The meeting will follow these directives:

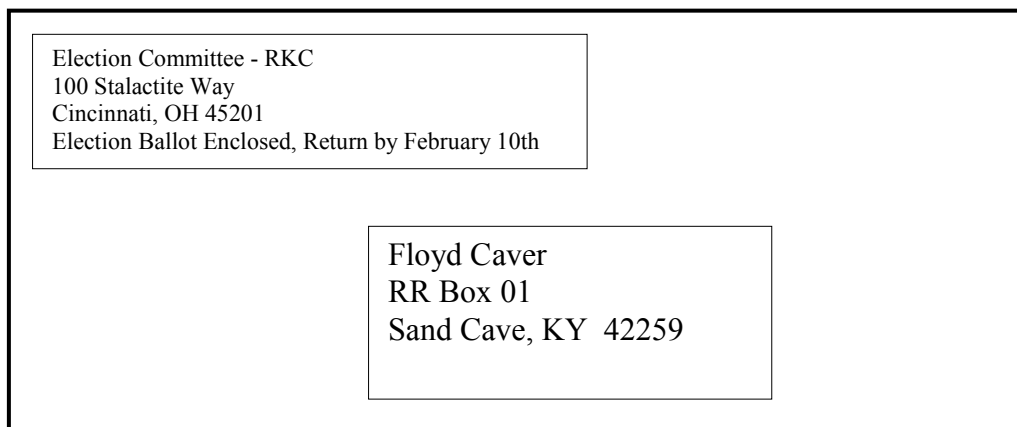
- The Election Committee Chairman and a minimum of three additional Election Committee Members must be present.
- Only Election Committee Members will be present and participate in this process.
- The Chairman will explain the seriousness of this meeting and will insure full participation by the Election Committee Members present.
- The Election Committee Members are there to participate and check the action of the other Committee Members, so that the general membership can be assured of a fair and accurate election.

- The name and return address on the sealed envelopes are to be checked against a list of RKC Members of record on the 90th day prior to the Annual Meeting.
- Only sealed envelopes from eligible RKC Members are further processed. Letters without return address WILL be disqualified
- The Committee determines that there is not more than one envelope for a given RKC Member. If so, BOTH will be disqualified
- Checked envelopes are then opened and the folded ballots are separated and removed without looking at the marked portion of the ballots.
- Two or more Election Committee Members watch as the votes are then counted by two Election Committee Members.
- The votes are counted again by two different Election Committee Members.
- The tallies must agree or the votes will be counted again until all Committee Members are satisfied of the count.
- After ballots are counted, the Election Committee will notify the candidates, the Board, and the members, in that order, of the results **at least one week** prior to the spring RKC meeting.
- The actual counts are not to be revealed outside the Election Committee to avoid embarrassment to candidates.
- The return envelopes and the ballots will be stored in a sealed container and kept in a safe place should the need arise for a recount due to a challenge to the election.
- The ballots and envelopes will be destroyed in June.
- In the event of a tie for the last position, the two candidates will meet with the Board for a coin toss. The coin will be tossed by any Director not a candidate in the current election.
- In the event a position is not filled, for any reason, the position will be filled per Article IV.A.4 of the By-Laws.

Announcing Results and Transition

The current Officers run the March General meeting. During that meeting the Election Committee will announce the results of the election. The newly elected Officers take effect upon the Announcement.

Example of Envelope mailed to RKC Member



Example of return envelope mailed to Election Committee

Floyd Caver RR Box 01 Sand Cave, KY 42259	Election Committee RKC 100 Stalactite Way Cincinnati, OH 45201
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Sample ballot

Rockcastle Karst Conservancy
Official General Election Ballot (Draft)

Instructions:

- In order to vote, you must be a RKC Member.
- Check only X boxes
- Write-In Votes are not counted.
- There is no need to sign the ballot.
- Fold the ballot so that the printing is inside the fold.
- Only one ballot per return envelope.
- Ballots must be returned in enclosed return envelope.
- Ballots must be **received by February 10** or they will not be counted.

Director of the RKC

- Candidate One
- Candidate Two
- Candidate Three
- Candidate Four
- Candidate Five

CHECK ONLY X BOXES