

**Rockcastle Karst Conservancy**  
**General Meeting – December 06, 2015**  
Approved Minutes

**In Attendance:**

**Directors:** Tammy Otten, Werner Jud and Sean Cain. (Pete Stow and Steve Gentry absent)  
(A quorum does exist)

**Others:** Neena Jud, Mike Wuerth, Bob Dobbs, Gary Bush, Bob Roth, Janice Gott, Howard Kalnitz and Jerry Brandenburg.

40<sup>th</sup> Meeting of the Rockcastle Karst Conservancy was held at the Main Branch Boone County Public Library, Burlington, KY. Called to Order by Chair Tammy Otten at 2:10PM.

Meeting Agenda Attached:

**Announcements:**

- This is a milestone meeting. The 40<sup>th</sup> meeting of the RKC Board. (S.Cain)

**Secretary's Report:** (Submitted by S. Cain)  
Read summary of Minutes of Meeting of 09/26/2015.

**W. Jud moved to accept the Minutes. Second by T. Otten. Approved unanimously (3 votes For)**

**Treasurer's Report:** (Submitted by W.Jud)  
Current Fiscal Year details are in the December 6, 2015 Balance Sheet and September 27, 2015 thru December 6, 2015 Revenue and Expenditures Report.

**S. Cain moved to accept the Treasurer's Report and Life Fund Report as provided. T. Otten seconded. Vote: Unanimously accepted (3 votes For)**

## Committee Reports:

### (A) Membership Committee: (T. Otten)

1. Membership movement since September meeting.
  - a) 113 Total Members per database.
  - b) 47 Lifetime Members
  - c) 3 New Members
  - d) 2 Renewals
2. A renewal letter must be created for the March 1<sup>st</sup> due date. Gary Bush will draw one up and send to Board.
3. Membership Cards are out to print, but have not been completed. Tammy will follow-up after Christmas.
4. Janice will create holiday greeting card to send to membership.

### (B) GSP Committee: (J. Brandenburg/ N. Jud)

1. Projects
  - a) Drainage System in place at main camping area. Some grading will be needed in spring to complete.
  - b) Neena has submitted a grant request for funding to fix the continued erosion issue with the gravel road.
  - c) Looking into upgrading the electric to the point.
  - d) Shower house has been winterized.
2. Camping fees will be increased for 2016. Change made do to increase utility cost.
  - a) Nightly - \$6, Scouts - \$7, Season pass - \$40, Family season pass - \$60
3. Central Ohio Grotto joining GSP management.
  - a) GSP Management Plan is being amended by Werner Jud.
  - b) Charter has been updated to reflect change.
  - c) Completed plan will be presented to Board for discussion at spring meeting.
4. Youth group field trips complete for the year.
  - a) 5 groups/19 classes/500+ students.
  - b) Park Service will donate 500 workbooks for future trips.
5. Scout trips continue to be strong.
6. Amber Yuellig will be doing a ground radar test inside GSC. Date to be determined.
7. Committee will be looking into remote meeting providers and cost. Currently meetings are conducted on Go to Meeting, which is donated. Committee will look at a cost sharing plan between GSP, GCG and RKC.

### (C) Misty Cave Committee: (Pete Stow-absent/T. Otten)

1. Werner Jud stated that there are still funds in the Misty Cave account.
  - a) Do we move to land acquisition fund?
  - b) Do we use it to pay insurance?
  - c) Do we maintain for future preserve improvements?
2. Membership will be surveyed to determine course.
3. A new Misty Cave Committee Chair is needed with Pete Stow's departure.
  - a) Sean Cain has agreed to assume the role of Misty Cave Committee Chair.

**W. Jud moved to place Sean Cain as Misty Cave Committee Chair effective on Pete Stow's departure. Second by T. Otten. Approved unanimously (3 votes For)**

### (D) Cornhole Cave Committee: (M. Gratsch – absent/T. Otten)

1. There was a trip in September and Matt Keller reported that everything looks good.
2. Taxes are paid.

### (E) Fundraising Committee: (T. Otten)

1. Wine basket raised \$99 at GCG auction. There is no wine left.
2. Craft sale in New Richmond raised \$108.
3. Winter Adventure Weekend will be the last weekend of January. Volunteers are needed for booth.
4. Bob Dobbs is working with the Bluegrass Commonwealth Foundation.
  - a) Several from the foundation have toured GSP.
  - b) Considering having a charity dinner in the cave.
  - c) Bob will continue communications to further this opportunity.

(F) Acquisition Committee: (B. Dobbs)

1. Bob read the quarterly acquisition report.
2. Conservation Easement Committee Report was presented by Janice Gott.
  - a) RKC needs to create and implement the following to comply with Land Trust Alliance requirements.
    - \*Established records retention policy.
    - \*Conflict of interest policy.
    - \*Sale/transfer policy.
    - \*Defined process/criteria for land purchases.
  - b) Board members to look at Bogg Manual on the NSS website for policy templates.
  - c) Janice will research policies and report at spring meeting.
  - d) Tammy Otten and Sean Cain will collaborate creating an electronic documentation process.
  - e) Add to spring meeting agenda to create a resolution to adopt the Land Trust Alliance Accreditation Requirements.

**Old Business:**

(A) National Park Service (W. Jud)

1. All Board members had read the email communication between Werner and National Park Service Representatives concerning access to Waterfall and Goochland caves.
2. General discussion was had concerning email communication.

(B) Strategic Plan (S. Cain)

1. Tabled to spring meeting.

**New Business:**

(A) Election (T. Otten)

1. Nominations accepted.
  - a) Janice Gott was only nominee.

**Sean Cain moved to place Janice Gott on the RKC Board by acclamation. Seconded by Tammy Otten. (3 votes For)**

(B) Virtual Meeting

1. GSP is currently using Go to Meeting.
2. GCG has used Skype for business.
  - a) Has separate software for phone only use.
  - b) Requires paid account with Microsoft.
3. Go To Meeting is probably best option.
  - a) Tech Soup has for \$20 a month.
  - b) Would prorate based on number of meetings between RKC, GSP and GCG.
  - c) Approximately \$2.22 a month for RKC.

**Tammy Otten moved to participate in Go To Meeting with GSP and GCG. Seconded by Sean Cain. (3 votes For)**

(C) Amber Yuellig

1. Will be getting ground radar to look for artifacts without digging.
2. Tammy will email information from Amber.
3. Timeframe is summer.
4. Will be used for educational purposes.

**Next Meeting:** Will be held Sunday, March 20, 2015 at 2:00pm. Will be held Main Branch of Boone County Library.

**Adjournment:** Motion to adjourn made by S. Cain, seconded by T. Otten at 4:57PM

Vote: Passed unanimously (3 votes For)

Meeting Minutes prepared by Sean Cain, Secretary.

### **Action Items**

1. Board members to look at Bogg Manual on the NSS website for policy templates.
2. Janice will research policies and report at spring meeting.
3. Tammy Otten and Sean Cain will collaborate creating an electronic documentation process.
4. Add to spring meeting agenda to create a resolution to adopt the Land Trust Alliance Accreditation Requirements.
5. Board members to read and analyze RKC Strategic Plan.
6. Gary Bush to create a renewal letter prior to March 31<sup>st</sup> renewal date.
7. Janice Gott will produce a holiday card to be mailed to all members.
8. Tammy Otten will follow up on membership card production.

# Rockcastle Karst Conservancy – 12/6 /2015

(Main Library, Boone Co. KY Library)

## Call to Order

## Announcements

Secretary's Report – S. Cain -- Read / Review Minutes 9/26/2015

Treasurer Report – W. Jud

## Committee Reports

- 1) Membership / Message Committee – T. Otten / J. Gott
  - a) Membership renewal drive / Holiday greetings
  - b) Membership cards
- 2) Great Saltpetre Committee –Jerry Brandenburg or GSP representative
- 3) Misty Committee – P Stow
- 4) Cornhole Committee – M. Gratsch
- 5) Fundraising Committee – T. Otten
  - a) Grotto Meeting Wine Basket auction, NR Craft Sale
  - b) Winter Adventure Weekend January 29 – 31. Booth Help needed
- 6) Acquisition Committee – B. Dobbs
- 7) Land Trust Committee – J. Gott, M. Gratsch, N. Jud, W. Jud, H. Kalnitz

## Action List Update

- 1) All Board Members review bylaws for needed changes to accommodate COG membership to GSP.
- 2) Board to review Standards and Practices on LTS.org prior to special called meeting
- 3) T. Otten call special meeting to discuss LTS Standards and Practices.
- 4) All Board Members review bylaws concerning key controls of RKC properties prior to winter meeting.

## Old Business

1. Werner - NPS communications
2. Strategic Plan Review

## New Business

1. Elections
  - a. Positions to be elected
  - b. election committee and announcements
2. Central Ohio Grotto / GSP update
3. Virtual Meeting Software (multi-use)
4. Amber Yuellig research proposal

Next meeting date –

Motion to Adjourn