

Rockcastle Karst Conservancy
General Meeting – June 3, 2018
Final Minutes

In Attendance 6/3/18:

Directors: Sean Cain, Werner Jud, Janice Gott (by phone), Bob Roth and Gary O'Dell (by phone).
(A quorum does exist.)

Others: Neena Jud, Gary Bush (by phone), and Mary Gratsch were present.

50th Meeting of the Rockcastle Karst Conservancy was held at the Boone County Library, Burlington KY.
Called to Order by Chair Sean Cain at 2:07 PM.

(Meeting Agenda at end of Minutes.)

Announcements:

Mary Gratsch is gathering raffle items for Karst-O-Rama.

Secretary's Report: (Submitted by J. Gott)

Read summary of Minutes of Meeting of 3/4/18.

MOTION: Motion to accept the Minutes of 3/4/18 (B.Roth, W. Jud 2nd, 5-0-0).

Election Eligibility and the By-Laws - Minors Voting Rights in RKC: There has been nothing in the RKC Constitution or By-Laws that prohibits minors (under age 18) from voting. Under Election Eligibility in the By-Laws, a clause should be added about minors. The Board is authorized to make any change to the By-Laws, but has to publish the clause in writing to the Board 45 days before voting on it. When voting, 4 of 5 Board members must be present. The motions were included in the draft minutes of 3/4/18 and distributed to the Board more than 45 days ago, and all 5 Board members are present.

MOTION: To add to the RKC By-Laws the underlined phrase under Chapter III. Membership, Section A: Sections 1, 2 & 3: members who are age 18 or older shall have the right to vote for the Board (W.Jud, J.Gott, 5-0-0).

MOTION: To add to the RKC By-Laws the underlined phrase under Chapter III. Membership, Section E. Voting Eligibility: Voting members of record on the 90th day prior to the Annual Meeting, who are age 18 or older, are entitled to vote in that year's election (W.Jud, J.Gott, 5-0-0).

Treasurer's Report: (Submitted by W. Jud)

RKC has one new life member. After the Spring Newsletter membership renewal drive, there are 42 active members. As directed last meeting, \$15/Life Member = \$795 was withdrawn from the Life Membership pool in the Fidelity Fund and put into the general fund. There is still about \$10,000 to go in replacing acquisition funds used for the Skylight Dome Preserve purchase.

MOTION: To accept the Treasurer's Report and Life Member Fund Report as provided (B. Roth, G. O'Dell 2nd, 5-0-0).

Committee Reports:

(A) Membership/Message Committee: (J. Gott/B.Roth)

1. The Spring Newsletter went out with renewal letters.
2. In our resolve to provide more than one newsletter a year, collection of articles and pictures is underway for the next newsletter. The size of a newsletter can be 2, 4 or 8 pages. The aim is for an early July publication. Topics could be the Misty survey, Open House, and KOR Skylight & Cornhole trips.

3. The RKC tri-fold flyers need to be revised, to include all four preserves. The last of the old flyers was handed out at Open House.
4. We had an RKC table at Open House, which brought in 7 new members and renewals.
5. Karst-O-Rama will have an RKC raffle.

(B) GSP Committee: (J. Brandenburg, N. Jud reporting)

1. The Roadway Flood Mitigation FEMA Grant work is almost complete. COG may bring in some plants to put around the new culvert to prevent erosion. Just before Open House it got a real test from the weather. It worked well, and the gravel did not get washed out. FEMA has not yet paid their promised funds. We may ask for more than the original amount to cover the total actual costs.
2. At Open House 3,801 guests went through the cave, a huge attendance.
3. The movie production for "Sinkhole" [later re-named "Skookum Hills"] paid GSP \$500/day for three days of filming in the cave, plus the cost of a port-o-let.
4. GSP needed another storage shed to store items from the Ticket House while it is being renovated. RKC was gifted the funds for the shed, which was passed through to GSP.

(C) Misty Cave Committee: (S. Cain)

1. S. Cain will be visiting Misty around KOR.

(E) Skylight Dome Committee: (Thor Bahrman)

1. There are several Skylight Preserve trips planned for KOR.

(D) Cornhole Cave Committee: (M. Gratsch)

1. Taxes on the property are paid for the year.
2. There will be a Cornhole trip during KOR.
3. It needs a culvert to keep the road from washing out.

(E) Fundraising Committee:

1. The Fundraising Committee still needs a Chair.
2. The raffle at KOR is looking for items.

(F) Acquisition Committee: (B. Dobbs)

1. Bob Dobbs sent in a report.

MOTION: To accept the Acquisition Committee Report as provided (W.Jud, B. Roth 2nd, 5-0-0).

Old Business:

- A. RKC Key Controls Policy (T. Otten) – The Board has reviewed S. Cain's draft RKC Key Policy. The Skylight management plan will need to be updated to incorporate the key lock box procedure. Gary Bush will put the new policy up on the website.

MOTION: To accept the RKC Key Controls Policy as amended (text provided below) (W.Jud, J.Gott 2nd, 5-0-0).

New Business:

- A. Investment Fund – Mary Gratsch noted that the NSS has an investment program (NSF) for endowment funds like our Life Member Fund. RKC would invest their endowment in the NSF, and would then only get out the interest, without ever withdrawing the principal, which is how an endowment is supposed to work anyway. On the downside, RKC could NOT use those funds in an emergency, such as to buy property. The NSF does allow a group to request a grant from their own funds for property purchase, etc., as long as the principal does not fall below the initial amount invested. The NSF has a very good history of growth. Gott pointed out that this sort of security in endowment funds is good for an eventual Land Trust accreditation application. The Board is interested in hearing more.

B. Waivers – Bob Roth volunteered to file waivers (from KOR, GSP, Grottoes, etc.) all in one place. Gary Bush noted that this was more pertinent now with the new permanent waivers. Waivers could be scanned and made searchable. KOR guests pay a fee to attend, so those are a separate legal category. The Board is fine with Roth taking on this project.

Next Meeting: The Summer meeting will be held on Sunday, September 16th, 2018 at 2:00 p.m., presumably at the Burlington Library.

Adjournment: Motion to adjourn made by B. Roth, seconded W. Jud, at 4:01 p.m., Passed unanimously.

Meeting Minutes prepared by Janice Gott, Secretary.

Action Items

1. Summer Newsletter to be composed. – Bush, with input from all
2. Mail or email newsletter - Gott
3. Search for Fund-Raising Committee Chair.
4. Tri-fold brochure update.
5. Investigate details of joining NSF fund - Gratsch
6. Amend published By-laws and publish RKC Key Controls Policy - Bush
7. Collect and scan waivers - Roth

Key Controls Policy

Updated: June 3, 2018

Purpose

To establish a key control policy and process for all properties owned and operated by Rockcastle Karst Conservancy (RKC).

Responsibilities

Key control is needed to secure property and facilities. All Rockcastle Karst Conservancy keys will be managed, issued, duplicated, stored, controlled, returned, replaced and accounted for by the RKC Board and individual Preserve Managers. It is the responsibility of each Preserve Manager to keep a log of all issued keys and who is in possession.

Classification, Issuance and Replacement

Permanent Issuance

- The Board Chair of RKC should hold a master set of keys to any and all locked resources on RKC property to be updated when locks are changed PRIOR to the application of the new lock. This set of keys is not a loaner set and is to be held to ensure safety of the property and resources.
- The Preserve Manager of a property should also hold a master set of keys, to the preserve they manage, that are non-loan to ensure access without interruption.

Temporary Issuance

- Further sets of keys being held or loaned and the details there in are to be dictated by the management plan of each property, then approved by the RKC board.

Replacement

- Each property's management plan should include a regularly scheduled plan to replace keys. Key replacement is imperative for continued security and defense against any unauthorized duplication.

Returning Keys

All keys are the property of Rockcastle Karst Conservancy and its management committees. All keys must be returned to the RKC or Preserve Chair.

- Before or upon leaving the RKC Board.
- Before or upon leaving a Preserve Board or Management Position.
- Upon being banished from a preserve.
- Due to violation of key policy.

Key Audit

Each management committee will complete a key audit bi-annually by June 30th and December 31st of each year. This will ensure all keys are accounted for at each preserve.

*Rockcastle Karst Conservancy and its Board may modify this information at its sole discretion without notice at any time, consistent with all policies and bylaws



SUMMER 2018 MEETING AGENDA

Sunday, June 3, 2018

Main Boone County Library, Burlington, KY

- **Call to Order – Sean Cain**
- **Announcements**
- **Secretary’s Report – Janice Gott**
 1. Election Eligibility By-Laws Motions (see page 2)
- **Treasurer’s Report – Werner Jud**
- **Committee Reports**
 - A. Membership/Message Committee – Janice Gott**
 - a. Newsletter printed and mailed
 - b. Next Newsletter content?
 - c. RKC Table at Events
 - B. GSP Committee – Jerry Brandenburg/Neena Jud**
 - a. Open House
 - b. Roadway Flood Mitigation Grant
 - c. Memorandum of Understanding with ECU Geosciences Department
 - d. “Friends of Great Saltpetre”
 - C. Misty Committee – Sean Cain**
 - D. Skylight Committee – Thor Bahrman/Jerry Brandenburg**
 - E. Cornhole Committee – Mary Gratsch**
 - F. Fundraising Committee – Bob Dobbs**
 - a. Replacing Tammy Otten on this committee
 - b. Karst-O-Rama
 - c. Acquisition Fund Replenishment
 - G. Acquisition Committee – Bob Dobbs**
 1. Acquisition Report – Bob Dobbs
 2. Conservation Easement Committee Report – Janice Gott
- **Old Business**
 1. RKC Key Policy
- **New Business**
- **Next Meeting Date**
- **Motion to Adjourn**