# EXCOM MEETING AGENDA

**NEW HAMPSHIRE CHAPTER**  
**YOUR CONNECTION TO THE OUTDOORS**  

Date: 06/01/17  
Location: Holiday Inn, Brown Ave., Manchester  

<table>
<thead>
<tr>
<th>Name</th>
<th>Officer</th>
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| Bill Warren     | Chair               | x  
| Frank Miller    | Vice Chair          | x  
| Rick Desmarais  | Treasurer           | x  
| Wanda Rice      | Secretary           | x  
| Wayne Goertel   | Past Chair          | x  
| John Mullens    | Regional Director   | x  

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee</th>
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| Doria Harris    | Biking               | x  
| Hiel Lindquist  | Biking               | x  
| Paul Hopkins    | Con/Ed               |  
| Liz Wyman       | Con/Ed               |  
| Kevin Rooney    | Excursions           |  
| Beth Zimmer     | Excursions           | x  
| Jen Fairchild   | Membership           |  
| Matt Christians | Membership           | x  
| Michelle Beadle | Mountaineering       |  
| Johannah Hunter | Mountaineering       |  
| Tom Sintro      | Mountaineering       |  
| Brett Billings  | Newsletter           |  
| Mike Hocevar    | Paddling             | x  
| Joe O'Neil      | Paddling             |  
| LuAnn LaQuerre  | Programs             | x  
| Debbie Marcus   | Programs             | x  
| Teri Wilson     | Programs             | x  
| Paul Pinkham    | Ski                  | x  
| Valerio Viti    | Ski                  |  
| Richie Holstein | Trails               | x  
| Bill Foster     | Trails               | x  
| Denise Carter   | Trails               | x  
| Paul Berry      | Website              | x  
| Jamie Gillon    | 20’s & 30’s          | x  
| Anne Hudnall    | 20’s & 30’s          |  
| Kathy Ellis     | Communications       |  

*Note: The table indicates the responsibilities and roles of the New Hampshire Chapter's EXCOM members.*
6:30 PM Dinner provided by Biking
7:00 PM Call to order            Introductions/Announcements

1. Approval of April meeting minutes                  Secretary Wanda Rice
   Motion to approve, all in favor.

2. Review of Treasurer’s Report                         Treasurer Rick Desmarais
   Quiet, down around $12,000. Expecting an allocation of around $14,000. Money
   earmarked for specific purposes now shows as such on the balance sheet. Funds are
   in good shape.

3. Next meeting date: 9/7/17                  Location: TBD
   Food provided by: Conservation

4. Chapter Finances & How the AMC manages finances   Presented by: Karl Fries,
   AMC
   2017 Club goals: Hold Treasurer webinar covering the Finance & Administration
   Manual. Fixed asset and capital planning. Meet with chapter’s leadership to help
   answer chapters’ finance questions.
   AMC funding sources: $10.9M lodging revenue, $2M merchandise and publications,
   $2.5M program fees, contracts etc., $13.4M philanthropy (includes membership
   dues of $3.1M). AMC reserves protect against variability in revenue and expenses.
   Operating surplus fund is composed of annual surplus and bequests. Safety net of
   $1.5M is the target of the board of directors.
   Chapters’ financial observations: overall improved financial conditions in recent
   years along with a buildup of cash & reserves. Currently working on determining the
   appropriate level of chapters’ reserves.

5. Spring Retreat IT update                         Presented by: Bill & Frank
   The Activities database will be getting some much needed work. Club indicates that
   Chapters’ many concerns will be taken to the Board based on the chapters
   committee meeting. The Club claims that 50% of problems are related to user error.
   It is unclear how they arrived at this number or how much of this is related to true
   user errors vs. difficulties related to website problems. There has been some
turnover in IT & web staff which may have contributed to some current problems. Website improvement will be a slow process. Everyone is encouraged to report suggestions and problems to Susannah Hatch (shatch@outdoors.org). Corporate headquarters’ move to a new location may impact the pace of work over the summer.

6. Bylaw review                                                               Presented by: Wayne
   Please review the draft previously sent out by Wayne and contact him with any questions or proposed changes. We expect to vote on these at the September meeting.

7. Chapter Finance Policy                                                      Presented by: Rick
   Emailed out by Rick prior to meeting. Highlights: talk to committee treasurers if your committee has one, all checks to be made payable to the appropriate chapter entity, W9 forms must be obtained from independent contractors the amount to be paid is over the threshold, be cognizant of data security when handling participants’ financial information. Motion to approve. 2 abstentions, balance in favor.

8. Committee Inventories                                                      Presented by: Frank & Wanda
   We have info from Mountaineering, Ski, Paddling, Trails and Excursions. 20’s & 30’s & Programs still need to get theirs in.

9. Future of NH Chapter                                                        Presented by: Bill
   a. From March meeting
      Our committees are our strength.
      Ideas from March meeting. Reduce barriers between club & chapters. Promote use of lesser used trails. Communications committee for outreach. Share with other chapters. Reduce the burden on committee chairs (up to committees). Share committee management ideas between committees.

10. Doria asked for help recruiting new leaders. Biking needs some new leaders. Becoming a bike leader requires reading the safety book but you don’t need first aid since usually calling 911 for serious emergencies is a viable option. Prospective leaders must ride with a co-chair to demonstrate skills. Rick Silverberg volunteered to help write a “cross walk” for how to become a bike leader when you are a leader for another committee.

8:50 Adjourn and breakout discussions/ad hoc committees