

APPROVED 5/6/20

**TIDEWATER APPALACHIAN TRAIL CLUB
BOARD OF DIRECTORS**

Monthly Meeting
April 1, 2020
(via Zoom due to Covid-19)

Members Present:

Douglas Cary, Rosanne Cary, Steve Clayton, Mark Ferguson, Greg Hodges, Bruce Julian, Ned Kuhns, Lee Lohman, Ellis Malabad, Suzanne Moss, Phyllis Neumann, Jim Newman, Tony Phelps, Kari Pincus, Dave Plum, Rosemary Plum, Sharon Salyer, Jim Sexton, Nathan Terault, Mark Van Zandt

Members Absent:

Bob Adkisson, Patrick Hayes, Bill Lynn, Kama Mitchell, Jim Moir, Tony Phelps, Juliet Stephenson

1. **Welcome and Call to Order:** The President determined the presence of a quorum and called the meeting to order at 7:15 p.m.
2. **Proceedings of Previous Meeting:** The minutes of the February meeting will be completed and sent to Board members for review before the May meeting. A meeting was not held in March due to the lack of a quorum.
3. **Finance Report:** Douglas Cary presented the February month-end financials. The March figures were not yet available from the bank.
4. **President's Report**
Rosanne Cary covered the following points:
 - According to the bylaws, all board members should be “members in good standing” meaning current in their club dues.
 - Due to Covid-19 guidelines issued by Governor Northam and the CDC, all in-person club activities and events are cancelled or postponed until further notice. Future board meetings may also be conducted via Zoom.
 - Online meetings with ATC and partner agencies are taking place.
 - Rosanne, Douglas and Jim Sexton attended the Central Virginia Partnership meeting. Ms. Cary signed the VSA for the NPS/BLRI.
 - Thank you notes have been sent for an anonymous donation as well as donations from CASK and Medic SOLO.
5. **ATC Report**
Ned Kuhns reported:
 - The Southern Partnership Meeting was cancelled due to Covid-19.
 - The Regular Partnership Meeting was successfully held via Zoom.
 - There have been numerous conference calls and communications to indicate all AT activities, events and trail maintenance should cease until further notice due to Covid-19.
 - The ATC plans to recommend to the Departments of Agriculture and Interior to close the AT.

- The financial audit report was completed by Ned and Bill Bunch with Douglas. The net worth of TATC is \$28,731.42. All financial records were found in order and accurate. There are two recommendations from this audit:
 - Some paper receipts needed to verify expenses have been missing, although all expenses were deemed appropriate. In the future, receipts should be provided before payment is made.
 - The Board has recognized and allowed for the possibility of Douglas and Rosanne Cary signing checks as husband and wife. However, when possible, another Board member should sign with Douglas or Rosanne.

A copy of the audit report submitted by Ned Kuhns will be provided as an attachment to these minutes.

6. Hikemaster Report:

Phyllis Neumann reported all events and activities have been cancelled through April due to Covid-19.

7. Trails Report:

Jim Newman reported Spring Trail Maintenance is delayed for Covid-19.

8. Chair's Reports:

- Cabin Committee: Each member present expressed their opinion about cabin use during the Covid-19 situation. Subsequently, a motion made by Kari Pincus and seconded by Nathan Terrault was passed to close the cabin until the Governor's Executive Order for Covid-19 is changed or expires. Greg Hodges recommended keeping the cabin open but stated he would abide by whatever the board decided.

A motion made by Rosanne Cary and seconded by Mark Ferguson passed to allow Carol Hodges and her friend to make a one-time, voluntary trip to the cabin on 4.2.20 to prepare, close and secure the cabin as required for to an extended closure. Lee Lohman dissented.

- Education Committee: Lee Lohman recommended, in an attempt to stay in touch with members, that we ask Josh Kloehn if he would be able to give a virtual presentation about trail maintenance. Lee volunteered to investigate this possibility.
- Local Trails: Dave Plum has a spread sheet for volunteer hours 2018-19. He asked for guidance on the criteria for awards, and was referred to Diane Leber for advice.
- Membership: Sharon Salyer reported 468 total members. Membership was directed to send membership checks to the Treasurer twice/month during this period of no in-person activities or meetings. Ms. Salyer noted that there was a 35 day grace period for membership renewals.
- Newsletter/Notices/Webmaster: Jim Sexton was authorized to purchase a slide converter for \$159 + shipping. This will be especially useful in converting 100s of club slides to a digital format in preparation for our 50th anniversary.
- Programs: Suzanne Moss reported speakers are confirmed for monthly meetings until March 2021. Kari Pincus suggested we consider holding virtual meetings with the speakers who are already confirmed for the next 2-3 meetings. Suzanne will investigate and determine what is possible.

5. **Adjournment:** The meeting was adjourned at 8:22 p.m.

TATC's Board of Directors:

On Wednesday evening, 19 February 2020, counselor Bill Bunch and I audited the TATC financial records and supporting documentation maintained by our treasurer Douglas Cary for the period 1 February 2019 to 31 January 2020 as required by the TATC By-laws. Counselors Mark Ferguson and Ellis Malabad were unable to attend. We found the records to be accurate, justified and in balance with the beginning and ending bank statements and records maintained by the treasurer.

Using the bank statements, as of 31 January 2020, TATC's net worth is \$28,731.42 comprised of the following accounts in the Wells Fargo Bank:

Wells Fargo checking account # 0621	
\$16,437.12	
Wells Fargo Certificate of Deposit (CD) #2006 (Life Members account)	
<u>\$12,294.30</u>	
	Total
\$28,731.42	

This is an increase of \$4,175.48 from the 2019 audit or an increase of 17.0% in the Club's net worth value due to a recent marketing grant from ATC. It should be noted that an additional ATC grant for Maupin Field fire rings and personal contributions totaling \$4,148.44 in February 2020 should increase our net worth even higher to \$32,879.86. The February 2020 bank statement was not yet available from Wells Fargo.

It was noted that the Pay-Pal account used to collect memberships on-line was closed in October 2019 when TATC instituted the new Wild Apricot computer program which collects membership dues.

As recommended in the 2019 audit report, funds in the Wells Fargo Life Members savings account #5948 were used to purchase a Certificate of Deposit (CD) which will generate a higher rate of return than the present savings account. Interest of only \$2.94 (0.05% return) was credited to the account in 2019.

The auditors verified all amounts and balances in the transaction register since the last audit held on 27 February 2019. Using a sampling technique, they analyzed a number of income and expense transactions each month to verify that receipts supported the deposits and check payments made, particularly those of high value and to Club officers.

It was noted that a few Club members failed to provide the treasurer with paper receipts to support their expenditures. Although these transactions were determined valid, it is recommended that the Board direct the treasurer to not issue a check until a proper receipt has been provided.

As directed in the TATC By-laws, the treasurer is ensuring that two Club officers sign all checks. However, to expedite check payments both the Club president and treasurer, who are married to each other, have been signing the same check. This was identified and discussed by the Board before elections were held and deemed not to be a problem. The audit disclosed no

problems to date. However, if possible and convenient, it is recommended that one of the other club officers sign checks with either the president or treasurer.

TATC remains in a superb financial position. Douglas Cary is to be commended for his dedicated efforts as the treasurer and his interest in maintaining outstanding financial records of Club accounts. His efforts contributed to an efficient financial audit.

If you have any questions concerning the audit, I will be glad to address them in advance or at the 4 March 2020 Board meeting.

Submitted:
Ned Kuhns