



The Western Cave Conservancy, Inc.

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Minutes of the Board Meeting of July 20, 2003

This quarterly meeting of the board of directors of the Western Cave Conservancy was held, pursuant to notice duly given to the directors, on Sunday, July 20, 2003 at the home of Rolf and Denise Aalbu, 18 Sea Lion Court, Sacramento, California 95831.

ATTENDEES

Rolf L. Aalbu, Director/Vice-President
Robert C. "Martin" Haye, Director/Treasurer
Jerald J. Johnson, Director
Marianne L. Russo, Director/President
Daniel S. Snyder, Secretary

President Marianne Russo called the meeting to order at 2:45 p.m.

AGENDA (ATTACHMENT A)

The President noted that she would have a motion regarding the Rippled purchase at the end of new business.

The Secretary noted that the second motion, to approve a PR Committee budget for the remainder of 2003, should be removed for lack of such budget proposal.

The Secretary expressed the wish to discuss the upcoming LTA Rally in Committee of the Whole.

Agenda adopted as modified.

MINUTES (ATTACHMENTS B-1 AND B-2)

The minutes of the meeting of April 7, 2003 were adopted without modification.

The minutes of the special meeting of July 10, 2003 were adopted without modification.

REPORTS

President (Attachment C)

Vice President

Has received the donations funding the PR Committee convention budget and will deposit them shortly. Has also been active in the PR Committee.

Treasurer: (Attachment D)

Secretary: (Attachment E)

Nominating Committee

Nominates Heather McDonald to Public Relations Advisory Committee
Nominates Pat Helton to Public Relations Advisory Committee

Public Relations Advisory Committee (Attachment F)

Fundraising & Development Advisory Committee

No activity.

Land Acquisition Advisory Committee

No activity. The work of this committee has been carried on by the President and Central Pacific Acquisition Manager in their continuing negotiations with the owner of Rippled Cave.

Land Research Advisory Committee

No activity.

NEW BUSINESS

RESOLVED, that the recommendations of the Nominating Committee be adopted and the nominees listed therein be appointed to their respective committees.

RESOLVED, that the Public Relations Committee be authorized to apply on behalf of WCC as an exhibitor at the 150th anniversary celebration of the California Academy of Sciences in San Francisco, September 6-7. This presence shall consist of an 8-foot covered and skirted information table and two chairs. Up to \$100 may be spent on the exhibitor fee.

RESOLVED, that the Public Relations Committee be hereby directed to present its proposed budget for fiscal year 2004 to the board at its quarterly meeting October 12, 2003.

RESOLVED, that if the offer for Rippled Cave is accepted, the President be directed to prepare a grant application for the National Speleological Society's Pacific Slope Cave Acquisition Fund, to be voted on at the meeting of the NSS board of governors in August, for the purpose of securing necessary funds for the Rippled Cave purchase.

RESOLVED, that the Treasurer be directed to apply to the State of California for a California Welfare Exemption letter.

RESOLVED, that if the offer for Rippled Cave is accepted, that a Rippled Cave Management Committee be created with the following instructions:

1-The committee shall be comprised of any interested persons, up to a maximum of 15 people, and subject to the board's approval. Committee openings shall be advertised in local and regional caving publications and at the preserve (e.g., on flyers kept in the cave register)

2-The interim chair shall be Marianne Russo, until the second meeting of the committee at which time they shall elect from among themselves a chair who shall serve through the end of 2004. Subsequent committee chairs shall serve a one-year term corresponding to the fiscal year.

3-Recommend to the board a name for the preserve.

4-Develop a management plan that takes into account natural and cultural resources present on and adjacent to the property, existing and potential recreational uses, potential for habitat restoration,

and responsibilities such as dismantling the abandoned workshop (required by our prospective insurer), cleaning up the property, brush burning and fire code requirements, sanitary facilities, cost-sharing with neighbors for maintenance of Soke Springs Ranch Rd, etc. This plan should also include visitor tracking proposals (cave registers, permits, etc.).

5-Develop a job description for Preserve Manager, a volunteer position, and recommend candidates, preferably persons who reside in the area and are willing to inspect the property regularly.

RESOLVED, that the Western Cave Conservancy agrees to amend the Rippled Cave offer to indicate that the Conservancy will pay for title insurance.

RESOLVED, that the financial controls adopted by the board at its regular meeting April 7, 2003, be modified as follows:

(A) ~~Donations by check~~ *Check handling:*

1. *All checks must pass through the Treasurer before deposit.*
2. Treasurer receives a donation check.
3. *Treasurer photocopies check.*
4. Treasurer records donation in the records.
5. Treasurer sends the check to Vice President (or, if unavailable, the President).
6. Vice President (or, if unavailable, the President) records deposit in separate register.
7. Vice President (or, if unavailable, the President) deposits check in bank

(B) Cash donations:

1. *Cash donations must be recorded on numbered duplicate receipts, the original going to the donor, and the copy retained for the conservancy's records.*
2. *At the end of a shift, two persons count the cash, then fill out and sign a Cash Deposit Form. Cash must equal total of receipts. If not, provide explanation of overage or shortage.*
3. Cash may be converted to a *personal* check for mailing purposes.
4. Cash, *receipts*, and *Cash Deposit* Form are forwarded to Vice President (or, if unavailable, the President).
5. *Vice President (or President) checks cash against receipts.*
6. Vice President (or, if unavailable, the President) records deposit in separate register.
7. Vice President (or, if unavailable, the President) deposits cash.
8. Vice President (or President) forwards a copy of the Cash Deposit Form to Treasurer.
9. Treasurer records donation in records.

(C) Bills and expenses less than \$250

1. Treasurer receives bill or Expense Report.
2. Treasurer requests approval (via email) from President (or, if unavailable, the Vice President).

3. President (or, if unavailable, the Vice President) approves expenditure via email
4. Treasurer records payment in records.
5. Treasurer prints a payment check (but cannot sign it).
6. Treasurer prepares and puts postage on return envelope.
7. Treasurer sends envelope and check to Vice President (or, if unavailable, the President)
8. Vice President (or, if unavailable, the President) records check in separate register.
9. Vice President (or, if unavailable, the President) signs check and mails envelope.

(D) Bills and expenses \$250 or more

1. Treasurer receives bill or Expense Report.
2. Treasurer requests approval from Board via email or at meeting, *unless Board has previously approved or budgeted the expense.*
3. Board approves (unanimous via email, or majority at meeting).
4. Go to step (C)4.

(E) Bank Statements

1. Treasurer receives bank statement.
2. Treasurer reconciles bank statement against records.
3. Treasurer sends bank statement copies to President and Vice President.
4. Treasurer send list of deposits and payments to President and Vice President.
5. Vice President (or, if unavailable, the President) verifies that deposit and checks match registers.
6. President (or, if unavailable, the Vice President) reviews statement and list for obvious errors.

COMMITTEE OF THE WHOLE

ADJOURNMENT

The meeting was adjourned at 5:22 p.m.

7 attachments

I certify that the above is, to the best of my knowledge, the true and complete record of business conducted at the regular quarterly meeting of the Board of Directors of the Western Cave Conservancy held on July 20, 2003.



Daniel S. Snyder, Secretary