



The Western Cave Conservancy, Inc.

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Minutes of the Annual Meeting of the Western Cave Conservancy, held Sunday, January 23, 2005

Pursuant to notice duly given to the directors and the public, the annual meeting of the Western Cave Conservancy was held on the above day and date at the Great Valley Museum Annex Building, 1100 Stoddard Ave., Modesto, California. The Board wishes to thank the Great Valley Museum for providing these facilities and the Stanislaus Speleological Association and Matt Bowers for arranging for their use.

CLOSED SESSION

ATTENDEES

Rolf Aalbu, Director/Vice President
Joel Despain, Director
Don Dunn, Director
Robert "Martin" Haye, Director/Treasurer
Jerry Johnson, Director
Bruce Rogers, Director
Marianne Russo, Director/President
Dan Snyder, Secretary

President Marianne Russo called the meeting to order at 10:20 a.m.

AGENDA

Agenda approved by general method.

COMMITTEE OF THE WHOLE

Seated at 10:23 pm.
The committee rose at 12:15 p.m.

STAFF LUNCHEON MEETING

President Marianne Russo called the meeting to order at 12:45 a.m.

STAFF ATTENDANCE

Denise Aalbu
Eileen Belan (Mailout Manager)
Matt Bowers (Webmaster)
Bill Frantz (Conservation Easements)
Peri Frantz (Website Content Coordinator)
Morley Hardaker
Pat Helton
Heather McDonald (Newsletter Editor)

The staff meeting was adjourned at 1:03 p.m.

PUBLIC MEETING

GUESTS

Dale Hartwig
Greg Hartwig
Sherry Hartwig
Ben Robinson

President Marianne Russo called the annual public meeting to order at 1:12 p.m.

AGENDA

The agenda was approved as written.

MINUTES OF NOVEMBER 21, 2004

The minutes were approved as submitted.

OFFICER REPORTS

President
Vice President
Treasurer
Secretary

COMMITTEE REPORTS

Public Relations/Fundraising Advisory
Land Research Advisory
Land Acquisitions Advisory
Property Stewardship Advisory
Nominations

SPECIAL REPORTS

Volunteer Coordinator

The board recessed at 2:03 p.m.

COMMITTEE OF THE WHOLE

Seated at 2:29 p.m.
The committee of the whole rose at 4:54.

NEW BUSINESS

Elections:

Rolf Aalbu and Joel Despain were unanimously elected to three-year terms as directors, expiring at the 2008 annual meeting. (A2005-01-01)

Resolved, to nominate and appoint Heather McDonald to the Land Research Advisory Committee. (A2005-01-02) (Rogers)

Resolved, that the name of the Nominations Committee be changed to the Human Resources Development Advisory Committee, and further, that the position of Volunteer Coordinator be incorporated into this committee's sphere. (B2005-01-01) (Russo)

Whereas the need has been expressed to improve communication between and amongst committees and the board, resolved that the Conservancy hereby adopts the following procedure entitled "System for Accountability and Follow-Through":

1. Committee chair calls a committee meeting, including the board in the meeting notice.
2. If officers or directors notice that no meeting of that committee has met in a long time, they contact the committee chair to call a meeting. The President is responsible for monitoring committee activity, but the directors should remember that it is they who ultimately bear responsibility for the actions of the Conservancy.
3. The committee holds a meeting.
4. Minutes of a committee meeting should be provided promptly to all committee members and to the board of directors, preferably in an email sent within minutes of adjourning the meeting. The minutes should be concise and to the point, addressing items discussed, decisions reached, and task assignments.
5. Committee chairs report quarterly to the Board of Directors, but should also send the report to all members of the committee, preferably enough in advance that the committee can comment before presentation to the board.
6. When a board meeting occurs, its minutes and committee and officer reports should be distributed to the directors and committee chairs promptly after the meeting (i.e. within minutes after adjournment.)
7. Committee chair reviews the minutes for items pertaining to their committee and incorporates these into their next agenda.
8. Directors expect that instructions to committees will be dealt with by those committees, and should hear something about progress on those instructions in the next committee report. Between board meetings, the President can and should check for follow-through.
9. Repeat starting at step 1.

(B2005-01-02) (Haye)

Resolved, that the next quarterly meeting of the board of directors shall be held on Sunday, April 3, 2005.

ADJOURNMENT

The meeting adjourned at 5:46 p.m.

I certify that the above is, to the best of my knowledge, the true and complete record of business conducted at the quarterly meeting of the Board of Directors of the Western Cave Conservancy held on January 23, 2005.

A handwritten signature in black ink, appearing to read "Daniel S. Snyder". The signature is fluid and cursive, with a prominent initial "D" and "S".

Daniel S. Snyder, Secretary