

VASA Board of Director Minutes

February 12, 2024

VASA HQ

Lloyd Church calls the meeting to order at 6:00 pm

Roll Call

BOD Present: Maureen & Steve Mosher, Gordon Prie, Chris Hill, Brian Benoit, Tom Nazzewski, George Barton, Steve Bean, Mike Small, Fred Elliot, Lloyd Church, Bill Huff, Melissa LaBounty, Doug Stone, Frank Stanley

BOD Present Online:

Scott Jenness, Joe Pelkey, Joe Berard, Tim Joyal, Maynard Earle, Matt Frechette

Staff (Non-voting) present: Tommy O'Connor, Jeremy Sneed, Ethan Hill & Jim Dwinell

Secretary's Report:

-are there any additions or corrections to the report? George Barton added that he was present online for the last meeting.

-Motion made to accept the report with the addition by Steve Mosher, seconded by Tom Nazzewski, all in favor, none opposed, motion carries.

Jeremy Sneed updates that he has finished all the recategorization needed to transfer to quickbooks online version. The numbers still show an overage but will be closer to zero as he continues with the next update. He has reached out to someone to help get the books in order, from July 1st going forward. Hoping to have squared away & back to zero by March's meeting. He is hoping to meet with this person next week, and add her as the accountant on the quickbooks account so that she can go through everything we have plus receipts that have not been entered yet. We are currently looking for approval to use her services. She has 3 offers for assistance.

1- She could just review it then tell us how to fix it but does not put in the work to fix it.

2- She has a “coaching” option where she can spend an hour at a time with Jeremy, for up to 3 times a week, which costs \$150 an hour.

3- She could just take the books and review them herself for \$85 an hour (estimates that it could take up to 6 hours). She could then keep control if we wanted her to or she can hand control back to Jeremy & then continue with coaching as necessary.

Fred Elliot makes a motion to hire her on with the \$85 an hour option & allow her to keep control to guide us through as needed. Seconded by Tom Nazzewski. All in favor, none opposed, motion carries.

Jeremy apologizes that credit card statements were not attached to the email with the Agenda packet. He will take care of it next month.

Tommy adds to Treasurers report that if you are looking at first part (pages 1 + 2) of profit & loss statement - on the bottom of page 2, you will see a nice large net income, obviously expenses are down due to winter, with all the migration changes we were able to fix the backlog issues with State reimbursement. They have come through.

Bill Huff asks for clarification on multiple line items. There are still migration tagging issues that are carrying over in this report.

Tommy clarifies that 7000's entries are State entries & 6000's are VASA side entries

Treasurer's report:

Fred Elliot makes a motion to accept the Treasurer's Report, seconded by Steve Mosher, all in favor, none opposed, motion carries.

Staff Reports-

Directors Consultant:

TAD sales have been coming in at about what we would expect for the off season, 183 as of today.

He has reformatted the reports. The charts have been built to provide a quick visual recap of the

numbers coming in from TAD sales, stepping away from the text-only reports of the past to now include graphs. The club sheets have been built with the same format. The plan is to send a PDF copy along with the monthly sheets recapping the club sales for the month. Hopefully these updates will be easier to follow. There are a lot of moving parts, please let him know if there is something he needs to look at.

Another addition for 2024 is a “Thanks for Volunteering” email to members who marked that they were available to volunteer on their TAD application, similar to the “Thanks for Donation” messages we send.

Jeremy addresses the importance in updating the Club representative information as requested via email by him. This helps VASA get the club numbers to the reps in a timely manner.

Trails Coordinator:

VTMP Updates;

RTP PROJECTS:

-CATT - Wright Farm Rd

-BLRR - Bailey Hazen Rd

-NEKW - Sutton powerline project

Club Projects:

-NWVW - Abbey Restaurant trail

-TOW - Horn of the moon

-NEKW -Flag trail reroute

-TVW - Powder springs - Caldwell, territory Rd, Zion Hill Rd

-SVTR- new loop off Rt 100

-LNAC - Belcher Ridge

-JPP - depending on timeline

-WRASC - mowing Danby

These are projects to be done, in no particular order. He would like to get the RTP projects finished first so that those are off our plate. The rest of the projects will be based on the weather.

He would like to start north to south because that is where the RTP projects are located but

weather and dry conditions will be the deciding factor in how it will be executed. If you don't see your project on the list, contact him ASAP. The list above will take a very large portion of the season to complete.

Equipment updates: He has started doing machine maintenance for the season. A spreadsheet with filter inventory has been created and the required filters will be purchased in February during NAPA's filter sale. The Hitachi excavator has had its annual maintenance performed. It did not include the stick rebuild by A&L Machining. The C30 mini track truck had new tracks installed and a few other minor repairs have been made. No filters were changed on this due to lack of hours put on it this season.

Other updates: Ethan has been working on the law enforcement contracts for the 2024 riding season. He would like to see it go as follows:

-VASA creates a contract with the Sheriff's Dept, establishing a set rate. Then, once the rate is established, the clubs that are interested in law enforcement will be given a set amount of money from VASA to spend on it. Anything spent outside of the allotted amount will be a club expense to pay out of their own accounts. Each club will need to take the dollar amount allotted and create a schedule for law enforcement to follow. As an example, we want law enforcement at this location on this date for this number of hours until that money is spent. This will give the clubs a better idea of the cost and when and where LE will be in their areas. He also highly recommends that the clubs share the schedule with their local selectboards (if you have road use) to keep them informed of our efforts to manage our use in their towns. (10 contracts have been created so far).

Tommy added that the ones that they have met with so far liked the idea of having a schedule, hoping that it will create a more positive experience and better presence.

Jeremy has created a generic law enforcement letter that Tommy approved, essentially an intent to operate letter, to be sent to the emergency services like local police departments etc.

informing of our schedule times of use (open & closing dates etc).

Chris Hill thanks Ethan for all his hard work on the law enforcement contracts.

Frank Stanley:

Frank provided update from the State House.

Executive Directors report:

It has been a busy month with a lot of work accomplished. Main focus was spending time hosting a booth at the Yankee Sportsman's Classic.

Tommy extends a big THANK YOU to Jeremy Sneed, Bill Huff, Ethan Hill and Chris Hill for spending time in the booth & interacting with guests.

They spoke to a lot of people and even those that wanted to share negative views. Those were the greatest conversations as they were able to spin many of their views from negative to positive. They also spoke with so many of our riders and several ended up sharing how they want to get more involved and we were able to help navigate them to their respective clubs. Some of the people shared their locations, primarily from Addison, Chittenden, Franklin & Orleans counties (were the only ones that shared their info). Also spoke to people from Texas, Connecticut, Massachusetts, New York & Montana. A case of maps was distributed. We were asked to return next year by the event director. After the event was over, the group that attended felt it was definitely something VASA should be part of next year.

Next event is the Springfield Camp & RV Show. A few campgrounds that will be at the event have reached out to the office for information that they can also share at the event at their booths.

Tommy will continue to be at the State House on Thursdays. He has been able to speak to several legislators while there. This has been positive as we are getting better information about the talking points and questions that arise in each committee. The questions that legislators like to ask helps us in the future by planning how we communicate once we are given the opportunity to testify.

He was also there on February 7th at 1:30 pm, testifying in front of the House Committee of

Agriculture. It was a joint testimony with other members of VT Trails & Greenways Council. Nick Bennette (VMBA) & Tommy were the primary presenters to recommend support of the H673.

This is to support funding towards the VTGC and efforts to improve the recreation sector.

At the end of February, Tommy will be working fully remote as he has some family issues to deal with in Florida. He is taking some personal / vacation time also while there for a little over a week. He has his phone with email if needed.

Spring will hopefully bring a round of new grant opportunities. He will apply for any that are worth the effort for VASA.

New Business:

Budget Overview- getting this information out there for review to hopefully generate questions that can be reviewed again at March meeting then earliest vote be either in April or May to be in place & ready to roll well before July 1st.

VASA budget is designed to be a blueprint / guideline on how our budget should operate, with the plan to be a little bit tighter than previous years. Chris wants transparency and Board involvement, and encourages questioning any info in the budget.

Tommy points out a few spots that should always zero out (club fees / income, State budget).

He explains the State side vs the VASA side of the budget, State items begin with 7 and VASA's begin with 6. Every expense on the State side is a reimbursement.

Explains some of the stuff on the VASA side of the budget;

-Yamaha Grant received and reflected in this budget but a good chunk has been spent.

-The annual meeting \$1500 in income is a goal working towards getting "annual style sponsorship".

-VASA expense explanations, they are budgeted in categories but can be moved around as they are not expenses reported to anyone like State expenses - so if not needed for equipment can be moved to trails for example.

It is very important for the Board to be involved and to voice opinions.

Bill Huff asked about the Equipment lines of budget, is that a good estimate number? Is it possible for a non-profit to have a capital equipment reserve fund? Should we be contributing X

amount to that in case of a need for equipment to arise that we did not plan on? Is it too late in this process to look at adding that reserve fund?

George asks if we have closed out everything with last year's annual meeting process? SVTR is still willing to host the event.

Lloyd thanks the office staff for all the positive changes that have been made in the organization and that we are on the right track.

A motion made to adjourn by Steve Mosher, meeting was adjourned at 8:01 pm.