



May 23, 2107  
Muriel's Kitchen

**ATTENDANCE:**

Board Members: Bob Arsenault, Roger Arsenault, Seth Fournier, Paul Jones, Cindy Kelley, Charlie Lever, Dick Lovejoy, Terry Richard, Dan Warner, Karen Wilson.  
Quorum met.

**MEETING OPENED:** 6:00 PM by Chairman Dick Lovejoy.

**SECRETARY'S REPORT:** Thank you to Cindy for doing the April minutes.

**Motion:** Paul made a motion to accept the minutes. Karen seconded the motion.

**Vote:** Motion passed to accept the Secretary's Report. Charlie abstained from voting.

**TREASURER'S REPORT:**

**Motion:** Cindy made a motion to accept the Treasurer's Report. Paul seconded the motion.

**Vote:** Motion passed to accept the Treasurer's Report.

**ELECTION OF OFFICERS:**

**Motion:** Charlie made a motion to elect the 2017-2018 Chisholm Ski Club Officers as listed:  
Paul seconded the motion.

**Vote:** Unanimous vote of those in attendance. Motion passed.

President:	Dick Lovejoy
Vice President:	Herb Adams
Secretary:	Terry Richard
Treasurer:	Cindy Kelley

**BUDGET:**

There was discussion to consolidate the number of budget categories, develop a better budget process, utilize better accounting practices (easier tax preparation/reporting) and develop a 5-year plan/budget to reflect a confirmed race schedule/income.

52 budget categories were consolidated to 14 categories, which included: Accountant/Accounting, Association dues (NCAA, USSA, NENSA, etc.) Banquet, Comfort Stations, Insurance, Post Office, Radios, Ski Hall of Fame ad, Skidoo-Track Sled, Telephone, Timing Equipment Repairs/Upgrade, Trail certification (every 5 years), Volunteer feeding, Webpage.

The remaining categories will be incorporated into a few categories with subcategories noted. Those categories included: Buildings, After-School Program /Coaching (now 1 category and develop a 5-year plan), and Alpine Timing Plan (5-year plan). It was noted we should create an "Unexpected Expenses" account for emergencies.

It was noted that the club is required to file a form to change the tax year with the IRS. The plan is to do a supplemental budget for the summer and then develop a budget for the calendar year. The budget will be based on a confirmed race schedule. Bob noted the race schedule would be finalized in November. Summer expenses for the supplemental budget include: Accountant, Trail Maintenance/Stadium Expense. Building Repair.

Check signing processes: If a check is greater than \$250, it needs to be signed by both chairman and treasurer and if greater than \$5,000 it would need to be approved by the board unless it is already a budget-approved item.

Cindy developed a form/invoice for transactions with Black Mtn. and a remittance form that will list checks and amounts. Roger noted he has a form for each event that lists expenditures and income.

Cindy recorded the discussions for the remainder of the line budget items including:

1. Bob made a motion to approve \$4,000 for coaching/youth programs (\$1,000 of the \$4,000 for this year).
2. Roger noted he talked to Skidoo about new set-ups for the track sleds that will retro fit our machines and we need to increase the track sled budget to \$2,000 to reflect the cost.

Motion: Charlie made a motion to add these 2 items for \$3,000 to the budget for 2018.

Paul seconded the motion.

Vote: Motion passed.

Motion: Charlie made a motion to approve budget line items that Cindy documented through December 31, 2017. Karen seconded the motion.

Vote: \$19,600 for budget was passed unanimously.

Motion: Charlie made a motion to approve \$600 for the Renaissance and Need to Ski Programs. Seth seconded the motion

Vote: Motion passed.

Motion: Roger made a motion to adjourn. Carlie seconded the motion

Vote: Meeting adjourned. Next meeting Tuesday August 15, 2017 6:00pm Muriel's Kitchen

Respectfully submitted,

Terry Richard

Chisholm Ski Club Secretary