

VASA Board of Director Minutes  
April 1, 2024  
VASA HQ

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

### **Roll Call**

**BOD Present:** Steve Mosher, Gordon Pirie, Bob Cruickshank, Jay Potvin, Brian Benoit, Mike Coleman, Tom Nazzewski, George Barton, Bruce LaBounty, Steve Bean, Mike Small, Fred Elliot, Mike Smith, Lloyd Church, Melissa LaBounty, Doug Stone

### **BOD Present Online:**

Ian MacKenzie, Joe Pelkey, Spencer Leggett, Bartholomew Howes, Chris Hill, Laura Champagne, Maynard Earle, Matt Frechette, Bill Huff

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

### **Secretary's Report:**

-are there any additions or corrections to the report?  
-Motion made to accept the report by Steve Mosher seconded by Fred Elliot, all in favor, none opposed, motion carries.

### **Treasurer's report:**

Bill Huff states that there was a meeting with the accountant, Jeremy & Tommy and they discovered that there is a quickbooks version that is free for non-profit organizations. Jeremy has already acquired that software which means we will be able to cancel our online subscription that costs money. We will be able to access the data for the old one for a year. The process will begin to start "rebuilding" from July 1st, 2023 Fiscal year entries.

Jeremy adds that he has set up the new subscription and given access to the accountant for rebuilding.

Tommy adds that they have begun the process of rebuilding the chart of accounts and its impact on ease of use and automation.

The new provider for QuickBooks Plus will result in a \$1200 cost savings.

Bill mentions that this change will take time to implement and requests patience from the group. Jeremy highlights the anticipated efficiency improvements in accounting processes once the changes are in place.

-Motion made to accept the Treasurer's Report by Steve Mosher, seconded by Bob Cruickshank, all in favor, none opposed, motion carries.

Tommy raises the issue of old policies and the need for restructuring to ensure compliance in reference to mileage checks needing to be approved by the board before being disbursed.  
-Motion made to accept the Mileage check report by Fred Elliot, seconded by George Barton, Gordon Pirie asks what we are paying per mile? –\$0.67 per mile, federal rate. all in favor, none opposed, motion carries.

## **Staff Reports-**

### **Directors Consultant:**

TAD sales have been picking up as expected with a total as of 4/1/2024 of 510 with a total income of \$21,499.00. In the packet, he included a chart showing last year's TAD sales which showed the increase of sales to happen soon in the months of April and May. Lloyd and his wife have offered to come to the VASA office and help stuff envelopes when that rush happens. Club reports are being prepared and will be distributed to each club shortly with the money distributions to follow soon after.  
He mentions that he added some budgetary charts to the packet.

### **Trails Coordinator:**

**VTMP;** As soon as it dries out, he plans to get out and look at some of the areas where projects need to be done to determine materials that will be needed to get them delivered in a timely fashion. Most aggregate plants will not reopen until mid April.

**Equipment updates:** The 2010 C50 track truck is in the shop getting serviced. It only needs some lights replaced and filters changed. The filter order from NAPA has been received as of the Friday before the BOD meeting. The equipment replacement schedule is in process. It looks like 4,000 hours on a piece of equipment is the general rule for replacement. He feels that our equipment should last longer than that based on the fact that we take good care of them

**Other updates:** Law enforcement schedule forms were sent out. He is available to help clubs with any questions. Tommy and Ethan spoke to Fish & Wildlife, they did not like the idea of having a schedule to follow. They want to go out when they are available & bill us when they do. He is also working with Roger Gosslin from VAST and GMATV to put together an emergency response strategy for trail accidents. He also reached out to Polaris Ride command to see if they had any thoughts on this and they liked the idea. They plan on having meetings with their team on how they can incorporate emergency response into their app.

Fred Elliot asked about GPS points for trailheads on Polaris RideCommand... Ethan states that they should already be on the app.

### **Frank Stanley gave a report**

#### **Executive Directors report:**

The month of March was full of updating and reviewing VASA operational policies and procedures. The plan is to be able to assist the policy committee with their work to update VASA's policies and procedures and get information distributed as soon as it is available. The other work has been focused around the financial software changeover and working with the accountant and Jeremy to get quickbooks in order.

He has participated in meetings with the Vermont Trails & Greenways Council as he was recently named as a member of their Board of Directors. The meetings are crucial to understanding the landscape of trail networks across the state and to work on combined efforts in the state house.

The other work for this month was supporting the revamp of our internal staff documents. Several of the documents were out of date and need to be revamped. The combined effort of all the staff provided new documentation that will better serve the staff today and into the future. In April we will be participating in several statewide initiatives around the Move Together, the Forest Legacy Program and SCORP. These conversations focus on land use, conservation, trail building & maintenance and much more. Participation in these meetings will ensure we have a seat at the table and can get VASA's voice @heard.

He was asked to testify again at the Senate Committee of Transportation to discuss ATV / UTV safety. VASA's primary focus is that we are a safety and education association.

### **Budget discussion:**

**First he would like to Thank Bart and Bill for their input on the budget along with Jim for offering different presentations to help understand the budget.**

Two months ago a Budget was proposed for the 2024 /2025 year.

He explains that he envisions the budget working as a guideline. It's never perfect. It is supposed to help us identify where we're spending our money as a trail organization, but also where we can be flexible moving things. But particularly the emphasis with this one is keeping the BOD informed as this was lacking in previous years. So this document, we wanted to do exactly what Bill Huff keeps bringing up. We're going to review it every month. Then going into the 2025 / 2026 cycle, thinking that far ahead, because that's how these work will be able to create an even better budget, a cleaner one, a more efficient one.

He adds that we did receive temporary approval on the VOREC grant for \$317,000 over 2 years. Two more approvals need to be received (risk assessment & State of VT auditor approval).

-Motion made by Steve Mosher to approve the 2024 / 2025 budget as presented, seconded by Jay Potvin, all in favor, opposed = none, motion carries.

### **2025 Event Participation Proposals (included in the packet):**

-\$197.00 annual commitment to joining Central VT Chamber of Commerce Organization

-attending the Yankee Classic Show

-attending the Springfield RV / Camping show

Mike Coleman makes a motion to vote on the approval of the 3 proposals, seconded by Brian Benoit, all in favor, opposed = none, motion carries.

**Jeremy Sneed has sent out two new responsibility emails for the Board of Directors and Executive Board of Directors for review. He has also put together a new employee handbook.**

All of this is being done in hopes to get the 'Green Book' up to date with accurate policies and procedures for club / VASA operations.

Ethan asks if we want to have a set Trail Opening date or have a set date that we can't open earlier than a specific date. He notes that State Highway access has dates of operation from May 1st to October 31st.

-Fred Elliot makes a motion to set the open date to no earlier than May 15th, seconded by Gordon Pirie, approved = 8, opposed = 5, motion carries.

Lloyd – Do we want to set a closing date? It was decided to revisit that at next month's meeting.

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A motion made to adjourn by Steve Mosher, seconded by Fred Elliot, meeting was adjourned at 7:25 pm.