

ATV Maine Meeting
February 22, 2014
Hosted by: Cambridge Cruisers ATV Club
“If you don’t speak, you have a mute point”

Call meeting to order @ 9:06 a.m.

Please turn off cell phones

Pledge of Allegiance

Introduction of Officers: Tami Kane, President – Real Deschaine, Vice President – Nadine Stover, Treasurer – Sherri Jordan, Secretary – Ken Snowdon, Central VP, Mike Lee, Western VP– Ray Archer, Eastern VP – Richard Willoughby, Southern VP – Dave Phillips, Central Rep – Maurice Sargent, President Emeritus - Danielle Barcelou, Alternate Web Master.

Secretary's Report: Sherri Jordan

Bev Sargent made a motion to accept the December 14, 2013 minutes as written; Faith Snowdon 2nd the motion. All in favor/no opposed.

Treasurer's Report: Nadine Stover

Copies of the Balance Sheet and Profit and Loss sheet were printed and made available. Nadine has completed the 990EZ and this has been sent in.

Vice President's Report: Real Deschaine has nothing to report at this time. This coming month, Real plans to meet with Irving and Ked Coffin.

President's Report: Tami Kane

Pineau Policy Associates for 2014 – Off-year contract - \$4000 will be the cost – contract signed in January and first payment has gone out already. There is a discrepancy in the records from December 2012 of \$1000. Nadine and Tami are working on this with Ed Pineau to find out what this additional \$1000 was. Carole Phillips made the recommendation of the contract for the Pineau’s be approved, even though it was dated January 11, 2014 and signed on January 16, 2014 – this contract is time sensitive, as it always falls during the month of January during an off-meeting month. Ken Snowdon made a motion to pay the Pineau’s \$4000 – Mike Lee 2nd the motion. All in favor/no opposed.

The money for the Pineau’s was not budgeted for 2013 and has not been budgeted for 2014. Nadine Stover wanted to meet in Bangor at the Trails Committee/E-board meeting in January but was unable to attend. Liane James shared she would be willing to help if we do not have enough people. Dave Phillips read the current Financial Policy to the room. Nadine suggested a short-term budget for March to June, to the end of the fiscal year. Mike Lee, Sue Lanouette, Tami Kane, possibly Ron Green, and Nadine Stover will form this committee. Nadine Stover stated she would rescind her resignation of February 28, 2014 because it was not voted on in December 2013. Francis made a motion to accept Nadine’s request. No 2nd was given and Francis Smith took back. Tami shared with the room she didn’t believe a resignation needs to be voted on. Maurice Sargent agreed and said Nadine Stover could reapply for the position if interested. Ray Archer made a motion to proceed as planned with the Budget Committee and separate the Treasurer Position from the Budget Committee; Mike Lee 2nd the motion. The question was on the floor if this was going to be a short-term or long-term; it was decided to be short-term to start. All in favor/no opposed.

Audit: Completed by AMM & Associated Inc. by Annette McKay out of Westbrook, Maine.

This was for the year 2013. Annette provided a portfolio with 4 findings.

1. Outstanding check for the Pineau’s for \$1000. Nadine has issued a stop payment on the lost check.
2. Treasurer should not be signing checks written to his/herself. President or designee should be the person signing the check.
3. Al Langley withdrawal of \$2,000 in January 2014; this withdrawal was for the 2 scholarship recipients written but hadn’t been entered by Nadine at the time of the audit.

4. Current liabilities account combined with High Mileage, Pot-of-Gold, Safety Trailer, and Trailer Advertising should be separated. Nadine is going to look into working with TD Bank to move forward without Pot-of-Gold guidelines incurring fee's for each account.

Maurice Sargent made a motion to have the President sign the checks to the Treasurer; Ken Snowdon 2nd the motion. Larry Daggett suggested the President should sign the checks to all officers. Nadine Stover shared both the President and Secretary have been approving her expenses as Treasurer. Ray Archer made the suggestion, any officer of the organization. Larry Daggett rescinded his amendment. Ray Archer also rescinded his amendment. All in favor/no opposed.

Unemployment: Tami has filed an appeal for unemployment and also an appeal deeming Alliance for Trail Vehicles of Maine as an employer. This case is currently under review as a Companion Case and could take several weeks. We will wait for the outcome.

D&O and liability insurance: Tami shared ATV Maine has incurred an increase. Tami questioned the increase and it has increased across the board. This year we paid \$780 and last year was \$678. Nadine Stover questioned if we could look into the cost of liability insurance because we have had no claims. The cost is \$32,805.50. Tami will look into this.

2014 business plaque tags: The tags have been ordered. In a previous meeting, Richard Willoughby had suggested to send out to schools to see if a school may be able to help out with this. ATV Maine will look into this for the future.

Pot-of-Gold Guidelines: Nadine Stover had suggested at the December 2013 meeting to only enter the clubs present at the meeting for the drawing as opposed to the current way of drawing with all clubs. Tami Kane contacted Can-Am regarding this and they shared they have no issues with us doing the drawing this way as long as we stay in the dollar amount of \$300.00 for the year. Richard Willoughby believes we should keep the Pot-of-Gold the same as it has been to try to bring in more clubs at the meetings. Jim Butler believes Nadine's suggestion is a good one. Francis Smith made a motion to keep Pot-of-Gold as it is; Ken Snowdon 2nd the motion. All in favor/no opposed.

Jim Butler believes ATV Maine should have a Hospitality Person to go around to ATV Club meetings to explain what ATV Maine has to offer and explain the Pot-of-Gold. Tami Kane shared each of the Vice Presidents are currently visiting clubs in their area to promote ATV Maine. Real Deschaine shared each region needs to have a District Rep. There is only one current District Rep. in the Central Region. Bev Sargent shared each E-mail should be sent to the Director for ATV Maine and that person would be responsible for relaying the information to his/her club. Tami questioned if we should change the Application Form making the ATV Maine Director to be the focus of the contact for E-mail. Richard Willoughby believes there should be more than one contact person per club. Judy Butler stated it was up to each of us to contact members to remind them of events. Francis Smith made a motion to change the Membership Form to ask for two contact people for each club; Ken Snowdon 2nd the motion. Carole Phillips shared this motion should also include the request of any active member to be on the E-mail distribution list. All in favor/no opposed.

TD Bank: Tami wanted to let everyone know all bank accounts have been updated with signatures, including authorizing Tami to sign checks.

- **3rd ATV Maine trailer update:** Matt Jordan and Doug Kane searched for trailers. 7x14 side door and back ramp at Williamson Trailer in Winthrop was \$4699. Woody's can get us 7x14 with aluminum frame for \$4999. They both have electric brakes. This trailer is going to replace the smaller trailer Real Deschaine currently has and the smaller trailer will replace the Storage Unit to eliminate that cost. Matt & Doug would recommend the aluminum trailer as it won't rust and is considerably lighter to tow. The

company that lettered the other trailers would eliminate a setup fee. Maurice Sargent suggested to purchase the trailer because the money is there and it doesn't have to be put on the road immediately and worry about the lettering later. Ken Snowdon made a motion to purchase the \$4999 plus tax for the aluminum trailer from Woody's Performance; Ed Zilinski 2nd the motion. All in favor/no opposed. Carole Phillips thanked Matt Jordan and Doug Kane for doing the leg work for the trailers.

Committee Reports:

Recognition Committee Report: Carole Phillips - There next meeting is immediately following this meeting today. The committee is in full gear. Nominees in 3 out of 4 categories. They are ready for the April Banquet.

Pine Tree Camp -- Francis Smith – Met with Harvey at Pine Tree Camp. Harvey expressed appreciation for ATV Maine's involvement with the Christmas Cards. Cabin 3 is coming along excellent. Sometime in October, ATV Maine Members are invited to Pine Tree Camp for a non-political statewide fun day. Plenty of room to spend the night.

ATV Charity Team - Richard Willoughby – Calendar raffle is in the works for this July. He has gathered 15 items at this time. Richard Willoughby wants to make sure this raffle is going to be 100% profit. Richard wants to split the monies 50/50 to a Safety Program and to ATV Maine. The calendars will be available at the April Banquet for raffle in July.

Al Langley Scholarship Fund -- Liane James – December 31, 2013 ended with a balance \$8526.64. On January 23rd, 2014 Liane James submitted the checks to the scholarship winners from 2013 - \$1000 to each of the 2 winners, leaving a balance of \$6526.64 on January 31, 2014. Liane will speak to Danielle Barcelou to fix the website to ensure the Scholarship Application can be downloaded; currently this is not available. Liane has come up with an idea to raise money by doing a silent auction at the April Banquet. Liane E-mailed the active clubs this morning asking for donations for the ATV Maine Al Langley Silent Auction. The item for donation can be anything; no item is too small. Reminder all donations need to be pledged by April 5th, 2014. Cash and checks made payable to the Al Langley Scholarship Fund. Danielle Barcelou reported back to Liane James the website issue had been corrected during the meeting. Liane has applications available today if anyone would like one.

Job Description Committee -- Dave Phillips

The committee started out with a long discussion of how the committee should be structured. The committee agreed ATV Maine is a business and needs to be run like a business. The Committee's vision is:

President of ATV Maine needs to have everyone reporting to them.

Executive Director's position; this person should focus on governmental relations.

Public Relations – change to Public Relations and Marketing and focus on clubs, public, landowner relations and marketing.

Business Manager will report to the President.

Francis Smith would like to make a motion for the Job Description Committee to continue on the path they are currently on. Tami Kane would like to suggest the Business Manager title to Consultant; Ken Snowdon 2nd the motion. All in favor/no opposed.

Trails Committee -- Ed Coleman absent: MATS Contract. Tami spoke on this. Contract has been submitted to Brian. Meeting scheduled for Thursday, February 27, 2014.

Department of Agriculture, Conservation, and Forestry (DACF): Brian Bronson – Brian handed out paperwork to discuss. ATV registrations are staying around 62,000 machines. ATV Registration hasn't seen

growth but has not seen the drop like the snowmobiles have. If anyone would like a copy of any of these forms, an electronic version can be sent.

Trail Cost Summary (report shows 1998-2013): The following is based on 2013: 132 projects club/municipal grants. Less mileage as previously thought because trails have been GPS'd. Percent of payout was 68%; they would like this around 70%. Brian wants to recommend an increase to club grants of \$500 per category. The reasoning is 75% of clubs overspent their grants but 25% underspent, leaving money in the account. Brian reported a new club currently being established in Lee and also making a trail connection here in Guilford. Brian encourages everyone to do their part to prevent others from getting burnt out.

The list of handouts from Brian were as follows:

1. ATV Registration Fee Distributions as of January 25, 2014
2. ATV Recreation Management Fund
3. ORV Rail Trail
4. Maine ATV Registrations
5. ATV Trail Cost Summary

Regional Vice Presidents Reports:

Northern Region -- Real Deschaine – Real has nothing to report

Eastern Region -- Ray Archer – Too much snow and cold to do much riding. Come spring, 100 plus miles of MATS trails Downeast.

Central Region -- Ken Snowdon – Nothing new up north.

Western Region -- Mike Lee – Still trying to connect with 3 clubs in his region to get MATS trails started.

Southern Region -- Richard Willoughby: Nothing for his area to report.

Richard Willoughby brought up the fact of memberships. Richard would like to look at an incentive program for clubs. For example: A club with 150 plus members, no charge for Club to join ATV Maine and also have ATV Maine pay for the clubs insurance. This would be an incentive to build up membership for clubs –This is not something Richard wants done today but have it as an Agenda item. Jim Butler would like to add this is a good idea but would like to suggest for any club joining for the first time and not charge the \$50 membership to that club. Carole Phillips believes this should be brought to the Finance Committee first to see what ATV Maine can do financially before any numbers are given out. Earl Oak asked how many clubs are not currently active with ATV Maine. Currently we have 90 active clubs, leaving 50 not active with ATV Maine. Brian Bronson shared ATV Maine may consider offering a discounted price for club members; the more members you have, the less the club would pay per member – a tier payment. Earl Oak believes if ATV Maine wants to get the bigger clubs into ATV Maine, we need to give the clubs something in return. Nadine Stover shared we have a lot of clubs who do not send in their business members.

Lunch: 12:01pm

Meeting back in session 12:46pm

Old Business:

- **501(c)(3) Application Update:** Tami Kane shared after the December meeting, she reached out to Attorney Jennifer Kreckel. Attorney Kreckel sent ATV Maine an E-mail with a letter attachment to print off, have members' sign at the January E-Board meeting and send out to Representative Mike Michaud, Senator Susan Collins, Senator Angus King and Representative Chellie Pingree. Senator Michaud's office responded and asked for Tami to sign a release for his office to contact the IRS to find out where the 501(c)(3) stands. The results are December 07, 2012 application was received and determined more information was needed. The IRS is currently reviewing applications received in October 2012. Angus King's office is getting ready to send ATV Maine the same release to try to gather more information. Nadine Stover provided Tami Kane a copy of the application sent in for the 501(c)(3). Tami will review the application.

- **Website update:** Tami is aware of the comments regarding the website and not seeing the webmaster. Tami clarified to the room regarding the individual clubs having the ability to update the information for their own club page that is now available. Tami met with the Web host company. They spoke about the coloring of the wording, as it was green or red, and have been in the process of changing the color to white. ATV Maine has not paid in full for the website as it is not complete. Tami mentioned she has viewed Tread Lightly's website and it is very clean. Tami would like to change the theme on the website.

ATV Maine would like to thank the Kitchen Crew for the lunch and the flexibility for making the change work.

- **RTP Grant update -- Ed Coleman:** Ed Coleman not present. No update.
- **MATS Trail update -- Ed Coleman:** Ed Coleman not present. No update.

Carole Phillips inquired if there was any update on the trail to be in Bill Lombard's Memory. Glenn Dow has a Board of Directors meeting this week and will ask Jeff Ireland.

New Business:

- **Safety Officer:** Stan Walker has officially resigned as Safety Officer at this time, due to other commitments. The job description for this position was done last spring and does not need to be updated. Matt Jordan offered if no one else is interested. Ken Snowdon made the motion to make Matt Jordan the Safety Officer; Carole Phillips 2nd the motion. All in favor/no opposed.
- **Treasurer:** Nadine Stover had given her resignation as of February 28, 2014. Nadine Stover gave Tami Kane a note today stating she would like to be considered for the Treasurer as of today. This is an elected position. The E-Board may appoint an interim person to fill the vacant position until a vote is held at the next regular meeting in April.
- **Webmaster:** Roger White resigned on January 19, 2014 as Webmaster. Nadine Stover made the motion that our Alternate Webmaster, Danielle Barcelou, who has done a good job and answers all kinds of questions, move into the position and become our Webmaster; Ken Snowdon 2nd the motion. All in favor/no opposed.

Richard Willoughby brought up the way to reach the younger generation, Facebook would help with that.

Liane James would like to make a motion for Danielle Barcelou to get the current website to where we need it before exploring other media avenues; Nadine Stover 2nd the motion. All in favor/no opposed.

- **Executive Director:** Tami shared this has been a difficult situation in itself. 2013 was not a very active year in respect of attending meetings and such. On January 20, 2014, Tami Kane sent an E-mail to Dan Mitchell requesting a response by January 24, 2014. Tami received no response. Mike Lee made several attempts to contact Dan Mitchell on January 25, 2014. ATV Maine received an E-mail from Dan Mitchell on January 25, 2014 stating he had told Ken Snowdon he was done in November 2013. At this time, ATV Maine is not filling this position until the Job Description Committee has reviewed this job description.

The room sang Happy Birthday to Judy Butler and Sherri Jordan.

Richard Willoughby asked if ATV Maine would like to do a ride as a group from Solon to Greenville.

Deb Willoughby questioned the E-mail address on the banners. Tami shared we can link the info@atvmaine.org. Nadine Stover read over the Rules and Guidelines regarding the meeting time for the Annual Banquet. Nadine Stover would like to see the Banquet begin at 10AM instead of 9AM. This would enable members to be able to view the Silent Auction items and visit with other members. Dave Phillips shared the start time of 9AM was to be consistent across the board for meetings.

Carole Phillips wanted to share the Mt. Washington Ride is going to be September 21, 2014. The Website is nhatv.com for more information.

Kim Ward brought up the Business Manager position. At this point, Tami Kane and Sherri Jordan will continue covering these duties. Liane James asked Tami Kane if she could notify members if help is needed in any way.

Richard Willoughby thanked Tami Kane and Sherri Jordan for what they both have been doing for the organization.

Helmet Award: Ed Coleman (winner of the helmet at December's meeting) donated the helmet back for this meeting. Eddie Farrar was the winner of the helmet.

Pot-of-Gold Drawing: 2 Drawings at this meeting.

1st Drawing will be for the December Meeting - \$150.00 Haynesville Wood Trail Riders were drawn. Not present at the meeting in December.

2nd Drawing was \$200. Turner Timberland ATV Club was drawn. Matt Jordan was present and accepted the \$200.00

50/50 winner for a total of \$101. Winner was Anne Deschaine.

Door Prize Winners:

Richard Willoughby – a jar of Honey from Breeze Hills Bees
Liane James - \$20 Gift Certificate to the Lumber Jack Lodge
Faith Snowdon – Cambridge Cruisers Club Hat
Eddie Farrar – Cambridge General Store Gift Certificate
Anne Deschaine – Make A Wish T-Shirt
Vicki Eastman – 3 piece Travel Bag
Francis Smith – Cambridge Cruisers Camo Club Hat
Earl Oak – Cambridge Cornfield Ride Hat
Ken Snowdon – Make A Wish T-Shirt
Lawrence Dyer – Cambridge Cruisers Club Hat
Mike Lee - Bottle Holder

Adjournment: Richard Willoughby made a motion to adjourn the meeting at 2:20pm; Earl Oak 2nd the motion. All in favor/no opposed.

Respectfully Submitted by,
Sherri Jordan, Secretary

Next ATV Maine meeting will be the
annual banquet, April 19, 2014
Jeff's Catering, Brewer

ATV Maine
PO Box 14
Jefferson, ME 04348
207-754-2843
info@atvmaine.org