

*ATV Maine Meeting Agenda*  
**June 15, 2013**  
**Hosted by: Big Indian ATV Club, Skowhegan**

Call meeting to order @ 9:02 A.M.  
Please turn off your cell phones  
Pledge of Allegiance  
Introduction of officers

Nadine Stover made a motion for Sherri Jordan for Secretary Position. Ed Coleman 2<sup>nd</sup> the motion. All in favor – no oppose.

Secretaries Report:

- Bev Sargent made a motion to accept the meetings as written. 2<sup>nd</sup> Richard Willoughby all in favor - no oppose

Treasurers Report:

- Nadine Stover reported she needs all outstanding expense receipts from any meetings including travel vouchers, etc. This is the end of the year for the books for ATV Maine. These receipts need to be turned in to Tina White and she will get them to Nadine. Sue Lanouette made a motion to accept the Treasurers Report. Earl Oak 2<sup>nd</sup> the motion. All in favor – no opposed. Motion carries.

Presidents Report:

- There is a problem with the Pineau's. We pay them \$1000 per month for the year. Back in October we voted to pay them \$6000 for a half year. Dan signed the contract that read a full year. We need a motion to come up with the remaining \$6000. Sue Lanouette made a motion to pay the remaining \$6000 to the Pineau's. Bev Sargent 2<sup>nd</sup> the motion. All in favor and 1 opposed. Motion carries.
- Contract LD911 passed it is the Governor's office – this is on the Governor's desk right now to raise resident ATV registration \$5.00 that will go directly into the Trails Fund for ATV Recreational Management Fund. This does not affect Non-resident ATV Registrations. Ken Snowdon asked for anyone to make a call to the Governor's office in favor of the bill if you are in support of the bill. 207-287-3531 is the telephone. Real Deschaine shared this would be an additional \$350,000 put into that fund. Roger White said when we make the call make sure you tell them you are an ATV owner and are in favor of this increase.

Vice Presidents Report –

- Real Deschaine met with Mr. Coffin regarding Irving Land issue. Had an issue that came up to Real a couple months ago. Mr. Coffin gave permission to Allagash to ride on Irving Land without joining ATV Maine. The contract states the clubs have to be a member of ATV Maine. Mr. Coffin said he was sorry and would let it ride this year.
- There were some washouts on some trails. One washout in Van Buren and the cost of repair is \$42,000.00.

Business managers Report:

- Tina's office is very busy. Just go the newspaper put together and submitted to the publisher. Hopefully the paper will be out in the beginning of July.
- New Membership season for 2013-2014 begins on July 1<sup>st</sup>. The paperwork still reads June 01<sup>st</sup> but Tina didn't change it. Tina has received renewal paperwork

for 40 out of 92 clubs. Tina shared if you have a question on the paperwork while filling it out. Please feel free to call Tina and she will walk you through the process.

#### **Heather Matchett from American Life Insurance:**

- Heather came in place of Shane Knowles to speak about American Life and how the process was supposed to work. Members asked many questions from Heather and she answered to the best of her ability. Heather left her business cards for anyone to take who had additional questions that weren't answered today.
- Heather reminded all members American Life offers a Child Safety Kit and also a Health Service Discount Card.

#### **Ken Snowden called for a break @ 10 A.M.**

#### **Ken resumed the meeting at 10:12 A.M.**

#### **Regional Vice Presidents Report:**

- Northern – Real Deschaine:
  - There were some washouts on some trails. One washout in Van Buren and the cost of repair is \$42,000.00.
- Eastern – Ray Archer:
  - Next week Ray is meeting Grand Lakes Stream who is a new club joining ATV Maine. He also has a couple other clubs forming and will become ATV Maine members when they are big enough.
- Western – Mike Lee: Mike was not present.
  - Ed Coleman stated he and Mike are going to get together soon to scope out a new trail for the MATS system. Ed believes there is approximately 40 miles of trail.
- Central – Ken Snowdon
  - Working on a trail to Kokadjo. Bridge has been put in place. Excavator going in to work on the small section. Most of this trail is old logging roads. Trying to work to get through to Millinocket but that is going to take time. Good riding up in his area.
- Southern – Rick Willoughby Nothing to report

#### **Reports from committees:**

- Al Langley Scholarship Fund - Liane James
  - Date was extended to June 1<sup>st</sup> to submit your application for the scholarship. The committee consisting of Francis, Hazel and Liane met on June 6<sup>th</sup>. Liane was very impressed with the applications received this year. A total of eight applications were received. We should be proud of these kids. Two \$1000.00 scholarships were awarded this year. Darren Jandreau from the Madawaska Club and Brett Whittemore from the Wellington Wheelers Club. Liane will have the donation can for Al Langley Scholarship Fund donations at all events. The scores for the winners were 210 for Darin Jandreau and 198 for Brett Whittemore.
  - Hazel thanked everyone.
- **ATV Maine Charity Team** – Francis Smith or Richard Willoughby
  - June 29<sup>th</sup> the Annual Chicken BBQ at the Smithfield Fire Department. The ride from Smithfield to the Pine Tree Camp and meeting with the campers. Then the ride will return back for the Chicken BBQ. Francis believes the cost will be about \$10 per person.
  - Cianbro has sponsored Pine Tree Camp to build five new camper/cabins. This is going to start sometime in September when the campers leave.

- Harvey has opened the camper/cabins up and all you need to bring is your sleeping bag. They have a BBQ pit and pig cooker. A ride can be planned into Canaan and Somerset County. Francis is looking at a State wide event.
- Francis reminded everyone about the Pine Tree Society.Org and the cards Pine Tree Camp sells. The monies raised will go directly to the Pine Tree Camp. These can be purchased to send to your clubs Landowners during the Christmas Season.
- Calendar Raffle:
- Richard and Deb Willoughby have graciously taken this over. Richard will have something for the ATV Maine meeting. Richard has selected the Nami Association and ATV Maine Safety Program for the Raffle.
- Francis Smith requested Ron Greene

### **By-Laws/Rules & Regulations Committee – Dave Phillips**

- Policy committee met last night with the E-Board. Revisions will be made accordingly.
- High Mileage Club: Dave Phillips reminded members to get there applications and payment in to take part in the High Mileage Club. Get out and ride. 66 machines rode over 86,000 miles last year.
- Recognition Committee: Carole Phillips reported the Recognition Committee has been active for 16 months. They are a committee that gathers to put together some type of award to recognize those working their heart out for their ATV Club. You have from now until the second Saturday in November. The Committee is looking for nominations for those who are doing outstanding things in the ATV community and gives 150%. We all know someone who fits this description. Please see the information on the ATV Maine Website for the categories. The first year the committee gave out four awards. This year the committee issued only one award.
- What's At: Reminded everyone to get out and ride!!
- Safety Officer: Ken introduced Stan Walker from Monmouth. Stan is a member of the Turner Timberland ATV Club.
  - Bev Sargent made a motion accept Stan Walker as the Safety Officer. Ed Zelinski 2<sup>nd</sup> the motion. All in favor – no opposed. Motion carries.

### **Old Business:**

- Internal/external Audit report Nadine Stover:
- 501C-3 Application report – Dan Mitchell:
  - Nadine reported she doesn't know what is going on with the 501C-3. Nadine and Dan Mitchell have been in contact with each other regarding this. Nadine is going to get in contact with our lawyer to see if she has heard anything regarding the 501C-3. This was mailed in December 2012.
- New web-site up-date report - Roger White had to leave due to an emergency. Ken mentioned it is looking good. Roger White is getting paid \$150 per month until new contract is approved. The new contract is \$600 per year.
  - Liane asked what time frame one should expect after submitting something for the website is the proper way to submit anything. Some things are getting posted and some are not.

- Question came up of the correct way to send an e-mail. Ken shared to send submission to both Tina White, Business Manager and Roger White, Web Master. Webmaster e-mail address is [atvmaine@gmail.com](mailto:atvmaine@gmail.com).

### **New Business:**

- MATS Trail up-date and RTP Grant UP-date – Ed Coleman:
  - Ed has not attended these meetings. He has had no correspondence and he has nothing to report.
- Voting:
  - Dan Mitchell to Executive Director
  - District Reps: Dave Phillips
- Budget Committee
  - Nadine is the only one who is left. Sue Lanouette and Mike Lee have volunteered to be on the budget committee.
- Recognition Committee:
  - Carole Phillips, Kate Colters, Judy Butler, Deb Willoughby, Faith Snowdon.
- Policy Committee:
  - Dave Phillips, Roger White, Maurice Sargent, Dave Colters and Terry James
- Web Master
  - Roger White, Web Master
- Safety Officer
  - Stan Walker

Francis Smith made a motion to renew all the names. 2<sup>nd</sup> by Mike Lanouette. All in favor – no opposed.

### **Web Master Job Description:**

- Please see page 6 for Web Master Job Description.
- Ron Greene made a motion to accept the Web Master Job Description. Ed Coleman 2<sup>nd</sup> the motion. All in favor - no opposed.

### **Safety Officer Job Description:**

- Please see page 7 for Safety Officer Job Description.
- Ron Greene made a motion to accept the Safety Officer Job Description. Mike Lanouette 2<sup>nd</sup> the motion. All in favor – no opposed.

### **Maine Forest Service for Land Owner Appreciation Clean-Up Day**

- Ken announced the Maine Forest Service for Land Owner Appreciation Clean-Up Day. Saturday, September 14<sup>th</sup>. E-mail address for any clubs who would like to participate [cleanmaine2013@gmail.com](mailto:cleanmaine2013@gmail.com) .

### **Ride Insurance:**

- Mike Lanouette shared a notice needs to be posted on the Web Site to inform clubs of correct process to submit information. Nadine stated she would take care of this.

**ATV Maine Search and Rescue:**

- Ken received an e-mail from Roger White regarding a Search and Rescue Team. Roger received an e-mail with 2 men that would like to be on the team. Ken doesn't know anything about this team and asked if anyone new anything about it. Terry stated on the old website it contained that information. Also Ken was directed to call the Maine Warden Service to get more information as well.

**Ron Greene made a motion to eat lunch and get out of here. Deb Willoughby 2<sup>nd</sup> the motion. All in Favor – No opposed**

**Pot of Gold Drawing** – Director, Alternate Director or Primary Member of the club must present to win.

- Big Indian ATV Riders Club were the winner. They won \$100.00. Francis Smith and were present. Congratulations.

Southern Maine ATV Club is going to have a charity ride for the Make A Wish. This ride is scheduled for July 13<sup>th</sup> in Berwick at Hatfield Pond. For more information on the ride, please visit Southern Maine ATV Club web-site for more information.

Denise Murchison –Canaan has opened an access trail into town. You can come to Canaan for lodging, gas and food. Information on table with listing of what businesses you can visit in Canaan.

**50/50** = Larry Lowe was the winner of \$85. Congratulations.

**Helmet Drawing** – No helmet for drawing

**Next ATV Maine meeting: August 17<sup>th</sup> Hosted by the Caribou ATV Club**

Richard Barter made a motion to adjourn the meeting at 11:31AM. Real Deschaines 2<sup>nd</sup> the motion. All in favor – no opposed.

## ATV Maine Webmaster – Job Description

Position Title: **Webmaster**

Reports to: President

Position Status:  Hired  Stipend  Volunteer (Voted)

Appointed/hired by: Board of Directors

Term Limit: Yearly

Salary/Stipend: \$600.00 per year

### General Qualifications:

- To protect the integrity of the organization
- To attend all regional, annual, and any other meetings that the Executive Board deems necessary
- Must have excellent diplomatic and communication skills for the level of the position
- Must be a self-motivator
- Must be a member of an ATV Maine affiliated club
- Must have advanced computer skills

The Webmaster will effectively present the philosophy of ATV Maine through the Internet

1. Able to and will design and maintain a creative, functional and interactive website.
2. Responsible to coordinate web links, both informational and advertisements, that go onto the website
3. Stay abreast of the current trends and technologies being used in web design and management
4. To establish and maintain effective working relationships with other recreational organizations, associations and the general public.

# ATV Maine Safety Officer – Job Description

Position Title: **Safety Officer**

Reports to: President

Position Status:  Hired  Stipend  Volunteer (Voted)

Appointed/hired by: Board of Directors

Term Limit: Yearly

## General Qualifications:

- To protect the integrity of the organization
- To attend all regional, annual, and any other meetings that the Executive Board deems necessary
- Must have good leadership skills and the ability to delegate tasks
- Must have excellent diplomatic and communication skills for the level of the position
- Must be a self-motivator
- Must be a member of an ATV Maine affiliated club
- Must have basic computer skills

The Safety Officer shall coordinate ATV Maine Safety trailers

1. Responsible to assure trailers and equipment are maintained properly, maintaining records of said maintenance and inventory of equipment
2. Responsible for coordinating and scheduling of trailer use and completion of paperwork with the registering club
3. Responsible for coordinating ATV Maine Safety Course Training and documentation of the training
4. See that there is a Safety Trained person at any safety course presented by an ATV Maine club
5. Maintain a list of Safety trained personnel for all clubs