



AMC Maine Chapter Executive Meeting

Minutes

January 30, 2021

Present:

Bill Brooke	Chair
Jerry King	Vice Chair
Cindy Caverly	Past Chair
Janet Roderick	Treasure
Jeanine Libby	Secretary
Open	Membership
Open	Outings
Denise Fredette	Past Outings
Paul Hahn	MWI/Nominating
Phil Coyne	Trails
Chris Franklin	Conservation
Tom Ianello	Communications - Absent
Carey Kish	Newsletter - Absent
Noelle Koch	Youth Member Co-Chair - Absent
Steven Profaizer	Young Member Co-Chair
Christo Sedgewick	Programs – Absent
Whitney Plasket	At Large
Kimberly Watson	Leadership Development Committee
Karen Brace	Guest
John Mullens	Regional Director
Eliza Townsend	Maine Conservation Director
Hanna Hergenrather	AMC Volunteer Relations Manager

1. Call to Order at 9:06 a.m.
2. Approve Minutes from November 12 meeting
 - There was a glitch and it's being worked on
3. Leadership Development Committee Charter
 - Kim Sanders sent the Leadership Development Committee Charter to the ExCom for their review earlier in the week. Kim asked if anyone had questions or comments. She mentioned that a lot has already been happening under the committee, just now we are naming it as a new committee. The Leadership Development Committee members include Phil, Steven, Jerry, and Paul. Paul Hahn made the motion, Phil seconds and all-in favor. No opposed.
 - Kim thanked everyone for working on this and getting it going. She mentioned that there was a meeting with the leaders and that the Maine Chapter would reimburse the leaders when they completed their 2021 Wilderness First Aid Class. According to the COVID Guidelines, the AMC is in phase II.
4. Nominations - Membership Chair



AMC Maine Chapter Executive Meeting Minutes January 30, 2021

- Karen Brace applied for the Membership Chair position. She lives around the Camden area. She has experience with membership, engagement and recruitment. She was the Membership Director at the Penobscot Chamber, and she has organized many volunteer events. Leading group gathers as well as introducing speakers. Worked for a public television show called Anything Wild. Her role was related to membership and PBS shows. Her most related experience was from her past role as Community Development. Karen stated that you are developing a community of people in common who want to be outdoors and wants to find others with that interest. Karen has a lot of ideas on ways to bring people together for the Maine Chapter.
- Karen contact Paul as chair of the nominating committee to find out about this position. She submitted her resume and Paul forwarded it on to the ExCom. Paul stated that we have a very excellent candidate here to manage the position of Chair of the Membership Committee. Paul nominated, Bill second, and all-in favor. No opposed. Karen is looking forward to this exciting new position.

5. Communications Chair Replacement

- Tom Ianello was on the docket and nominated at the November 2020 meeting. But lately has been in no contact since then with no response to the emails that had been sent out by Bill Brooke. He said he was still interested but has not responded. Bill will take a motion to remove him from the ExCom Team. Need 2/3 vote to remove from the board. A vote of at least 10. Bill motion that we remove Tom Ianello, Paul second, and all-in favor, all. None opposed. Motion carries. This position will officially be open. Anyone interested, please forward them to Paul. Paul stated to the ExCom that this has only been done one prior time before. Bill thanked to Phil and Kristen for their support in this position.
- Bill announced that everyone needs to respond to the emails and communicate with the ExCom. This is a responsibility to keep up with the commitment to the job responsibilities and its not fair to the others for not carrying forward.
- Whitney asked about the responsibilities of the Communication Chair position. Hannah will send Whitney the



AMC Maine Chapter Executive Meeting Minutes January 30, 2021

communication chair guidelines. Hannah has been pushing out contact and branding guidelines and stated that the Maine Chapter would benefit by setting up some communication plan guidelines. This would entail social media communications, web site updated, and monthly email blast. Phil suggested to have guidelines on what gets posted and when with a timeline and a plan on what should be on the web site. Such as the meeting Minutes need to be posted on the website. Leadership needs to be separated out also on the web site.

- Carey Kish has given his notice with plans to be done at the end of 2021 with the Newsletter. Denise Fredette and Sarah Hunter both have assisted in the past. Anyone interested should connect them with Carey.

6. 2021 Budget Review

- Janet sent out the updated budget yesterday and received responses from two. The budget is the same as last years budget. Assume no major changes over the next year. Revenue is made up of memberships dues and the annual meeting. These two categories make review for the Maine Chapter. These fund all the other chapter activities. Each committee column shows expected spending and bottom line is negative as they do not bring in revenue.
- Communications \$800 consultant fee. Tim Flight, host the web site and manages all the email accounts
- \$300 misc. charges like boosting Facebook posts ect....
- Conservation \$250
- LDC \$6,300 reimburse chapter leaders for finding their own first aid course and submit to Janet for reimbursement for 2021 as the Maine Chapter will not be offering this course.
- Membership \$250 is there if needed
- MWI \$3,700 for trail work scholarships. \$2,000 donation to AMC for education for Greenville schools. Janet asked Hannah when was this paid because she has not seen it come out of our checking account. Hannah will follow up with Janet.
- Newsletter, Bright Red Bicycle fee for newsletter layout.
- The budget is lower than what we had budgeted for the prior year. Some is based on the 2019 budget because nothing really happened in 2020.



AMC Maine Chapter Executive Meeting Minutes January 30, 2021

- Outings \$500 for miscellaneous items
- Programs we have money in case we get something going this year with programs.
- Trails and Young Members kept the same amount as last year.
- Admin money comes in, meeting and conferences. ExCom members going to AMC meetings like Summit and Fall Gathering. Janet reduced the money in the area due to COVID. She did leave some in this area. AMC is planning Fall Gather in the Poconos for 2021.
- Insurance AMC allocates for Liability insurance
- Annual meeting in 2020 was virtual, 2019 meeting was at Pineland. 2021 we are planning on doing it at Pineland. Based on the actual 2019 meeting is in the budget: \$3,500 comes up to 100 people at \$35. Might be only 50 for this fall due to COVID. Pineland has a no refund policy but will hold it for the 2021 meeting. It's in the budget so we can do it if permissible. Depending on COVID, how many people would want to come to the meeting. Bill stated that we should plan for an annual meeting for at least 50 people.
- Phil thanked Janet on how well she outlined the budget.
- Communications area is low and if we want to expand membership, we may need more within the area.
- Janet outlined that we have flexibility within the budget so if an area is not using funds, that we may pull the funds from other areas as needed. All should stay within the budget, so we do not overspend.
- Received \$22,100 in revenues. Our membership dropped last year, and it may still drop this year. AMC may want to change the percentage that they pay to the Chapter.
- We are spending more then what's coming in. We have a negative budget because we have a healthy cash balance of \$20,000 in the bank. We also have reserves that the AMC holds, and we can ask for an advancement if needed. Currently we have cash in the bank to cover this budget. Janet made a very conservative budget for 2021.
- Paul motion to accept the budget, Phil second, vote all in favor, no opposed. Motion passes to accept the budget.



AMC Maine Chapter Executive Meeting

Minutes

January 30, 2021

7. **Adjournment –**

- Jerry motioned, Paul second, all in favor. Meeting ended at 9:55 a.m.
- Next Meeting – March 11, 2021 at 6 p.m.