



Board Meeting Attendees

Date: June 3, 2014

Location: John Laine's House

Board Members in Attendance		Forest Service Representatives	
x	Randall Osterhuber		Joe Flannery
x	Bob Moore		
	Jason Oelkers		
x	Mark Bunge		
	Dave Paradysz	Forecasters	
	Todd Offenbacher		Brandon Schwartz
x	David Bunker		Andy Anderson
x	Don Triplet		
	Chip Morrill	Observers	
x	Holly Yocum		Steve Reynaud
x	Dave Fiore		Travis Feist
x	John Laine		
Board Advisors in Attendance			
x	Debbie Broback		
	Cameron Bordner		
x	John Swanson		
	Larry Heywood		
	Justin Broglio		
	Jeremy Jacobson		
Program Manager			

**Sierra Avalanche Center - Regular Board Meeting
June 3rd, 2014 – Time: 5:30pm
Jonathon Laine
11285 Thelin Drive Truckee 96161**

AGENDA – Items may not be heard in the order they are listed

A. **CALL TO ORDER** - Establish quorum – 6:23 PM

Quorum established. John Laine thanked for hosting the meeting in his home.

B. AGENDA AMENDMENTS AND APPROVAL

Motion: John L.
2nd: Holly Y.

C. **APPROVAL OF MEETING MINUTES** : May 2014

Motion: Mark B.
2nd: Dave F.

D. Review of Last meeting progress and topics for discussion

a. Communication with Jenny - New reporting component of Vail echo grant.

Jenny is completing the last of the year end items; Don T. is monitoring for completeness and accuracy.

Vail Echo Grant period opens in June/July and is due in August. Don T. may be looking for Board Member assistance in preparing. Successful grant applicants will be announced in September.

Need follow-up with sponsors and outreach to contacts made in last year's O/R show; Don T. will be taking lead.

b. Web development work items and budget needs - Work Items for Andy

Board discussed items identified in the May meeting. Decision made, priority items:

1. Banner Ads (est. \$700)
2. Sales Force (est. \$1,000)
3. Media Gallery (est. \$1,000)

Discussed further adding a registration function to the web site and the ability to collect money. A question was asked: Is there is a commercial software product that can be purchased and added to the site that will work?

Look at clarifying the existing Pay-pal function donation page.

Don will work out these details with Andy.

Don gave the Observers the documentation to submit a request to the Norm Wilson Fund for a "scholarship" to ISSW. They are submitting.

c. Forest Service Meeting

Don met with Jon George and Joe Flannery to discuss the relationships with Denny's retirement. Joe will be detailed into the position for 120 days. Jon actively moving forward with filling the position.

The Forest Service is looking at creating a 1039 (temporary position) for the Observers. They are also looking at this position to grow into a forecaster position and be competitive for any vacancies. The position is still being classified.

Questions for the Forest Service:

1. This needs to be a revenue neutral position staying within the traditional allotted SAC budget for Observers. Will they be able to fill in the financial gaps?
2. Will this be a CWN position, such as we now have with contract observers?
3. Can the duty station be other than Truckee?

d. Discussion continued for direction of SAC program management and need.

The Board had a lively discussion on the need for program management. Had a consensus for the need for an Executive Director or Program Manager. The Board used the Utah Avalanche Center as a model on how they developed/grew their organization. Board discussions led to the creation of an Executive Director type of position.

D. Discussion of Director Position

a. Hiring practices - committee? Fly position, candidate review, etc.

A small sub-committee will be appointed by the President to follow through on the hiring process of a permanent Executive Director. Goal will be to establish committee by Jan 1, have a selection made by March 1.

b. Contractor vs. Employee

Had a discussion on the Contractor vs. Employee. Went over the information Holly had previously sent out (attached). Board made a decision to seek legal advice and will go that direction in the near future.

c. Position description - needs, problems, over site,

Position description for Executive Director (ED) has been drafted and is being reviewed. It will be circulated when additional edits are completed.

d. Reporting, communication, structure

The Executive Director will report to the Board via the President or designee. A monthly written report will be provided to the Board 4 days prior to the monthly scheduled Board meetings; it will be the responsibility of each Board member to read prior to the meeting. The ED will only answer questions to items in the report or discuss new items that have come up after the report is submitted.

The ED's hours can only be exceeded by Board approval. Examples of a reasons for excess hours would be an on-going revenue generating project with a tight time frame, or a meeting/presentation involving large donations.

CLOSED SESSION (8:00 pm) – President Don Triplet was excused.

e. Pay scale - Goals, Review process,

The pay scale hourly rate will be the same as Jenny. If the ED is hired as an employee, we will attempt to keep the pay scale revenue neutral. The hours will be increased. The Board agreed to accept the following in the interim:

Oct – April	120 hours per month
May – Sept	40 hours per month

Board had a discussion of appointing Don as the Interim Executive Director. The Board made the following decisions:

- Don will be offered the interim position.
- This appointment would not exceed 1 year, June 4, 2014 to May 31, 2015.
- At the end of this period a permanent ED should be in place. Don T. will be eligible to apply for the permanent position if he desires.
- The position will initially be a contract position, but may be converted to an employee position upon attorney advice.

END OF CLOSED SESSION (8:20 pm)

Don T. was asked to join the meeting. He was officially offered the position and he accepted. Starting date June 4, 2014. He will work with Holly on details.

He resigned his position as President.

F. Executive Committee Elections

Discussion on a Vice-President position. Allowed in the by-laws. Board made the decision to fill this position.

Nominations:

President: Holly Yocum

Vice President: Mark Bunge

Treasurer: Randall Osterhuber

Secretary: Bob Moore

All accepted the positions.

Next Meeting TBA. A September date will be chosen in coordination with John Swanson. It will be a dinner meeting at John's house in Truckee.

Adjourn 9 pm

Internal Revenue Service 20 point Checklist for Independent Contractor

Mistakenly classifying an employee as an independent contractor can result in significant fines and penalties. There are 20 factors used by the IRS to determine whether you have enough control over a worker to be an employer. Though these rules are intended only as a guide-the IRS says the importance of each factor depends on the individual circumstances- they should be helpful in determining whether you wield enough control to show an employer-employee relationship. If you answer "Yes" to all of the first four questions, you're probably dealing with an independent contractor; "Yes" to any of questions 5 through 20 means your worker is probably an employee.

1. Profit or loss. Can the worker make a profit or suffer a loss as a result of the work, aside from the money earned from the project? (This should involve real economic risk-not just the risk of not getting paid.)

2. Investment. Does the worker have an investment in the equipment and facilities used to do the work? (The greater the investment, the more likely independent contractor status.)

3. Works for more than one firm. Does the person work for more than one company at a time?

(This tends to indicate independent contractor status, but isn't conclusive since employees can also work for more than one employer.)

4. Services offered to the general public. Does the worker offer services to the general public?

5. Instructions. Do you have the right to give the worker instructions about when, where, and how to work? (This shows control over the worker.)

6. Training. Do you train the worker to do the job in a particular way?

(Independent contractors are already trained.)

7. Integration. Are the worker's services so important to your business that they have become a necessary part of the business? (This may show that the worker is subject to your control.)

8. Services rendered personally. Must the worker provide the services personally, as opposed to delegating tasks to someone else? (This indicates that you are interested in the methods employed, and not just the results.)

9. Hiring assistants. Do you hire, supervise, and pay the worker's assistants? (Independent contractors hire and pay their own staff.)

10. Continuing relationship. Is there an ongoing relationship between the worker and yourself? (A relationship can be considered ongoing if services are performed frequently, but irregularly.)

11. Work hours. Do you set the worker's hours? (Independent contractors are masters of their own time.)

12. Full-time work. Must the worker spend all of his or her time on your job? (Independent contractors choose when and where they will work.)

13. Work done on premises. Must the individual work on your premises, or do you control the route or location where the work must be performed? (Answering no doesn't by itself mean independent contractor status.)

14. Sequence. Do you have the right to determine the order in which services are performed? (This shows control over the worker)

15. Reports. Must the worker give you reports accounting for his or her actions? (This may show lack of independence)

16. Pay Schedules. Do you pay the worker by hour, week, or month? (Independent contractors are generally paid by the job or commission, although by industry practice, some are paid by the hour.)

17. Expenses. Do you pay the worker's business or travel costs? (This tends to show control.)

18. Tools and materials. Do you provide the worker with equipment, tools, or materials? (Independent contractors generally supply the materials for the job and use their own tools and equipment.)

19. Right to fire. Can you fire the worker? (An independent contractor can't be fired without subjecting you to the risk of breach of contract lawsuit.)

20. Worker's right to quit. Can the worker quit at any time, without incurring liability? (An independent contractor has a legal obligation to complete the contract.)