



Officer to Officer Work Session Meeting January 4, 2018

CLCC and CLWCP Steering Committee

Present: David Story, Janette Cadieux, Carrie Williams, Cheryle James, Krissy Route, Martha Story, Amy Anderson

Purpose: Clarify communication and ensure that information that is needed has been shared.

Projects in Process for CLWCP:

- Bean Creek Footpath – Public notification has been carried out after a vote of CLCC and individual mailings to every land owner on Bean Crk Rd. The letter can be posted to the Gem, Crier, and the CLWCP website.
- Phase I of KMTA Grant Status – reconciliation of reporting
 - CJ:
 - Described the monies reimbursed by CLCC. See Treasurer Report from CLWCP.
 - CLCC has the receipts for the monies paid out and has given them back to CLWCP.
 - CJ doesn't want to help administer the grants due to time constraints but can work with CLWCP if good spreadsheets are submitted.
 - Any grant application has to be done with a full vote of the CLCC.
 - Monies in general: CJ needs to know which monies are being spent, committee funds or revenue sharing? Receipts must be submitted before CJ can submit to the KPB for reimbursement.
 - DS: Q: Shall we continue to spend down the grant or relinquish that promise and plan the next grant? A: See comment from CW below. Let's come up with procedure for future grants and communications. CLWCP is committed to good procedure going forward and keeping lines of communication open and clear.
 - JC: The past grants received by CLWCP have given the money to be spent or, as with the two large grants, were handled by agencies like Federal

Highways or DOT. The KMTA grant required spending the money and submitting receipts for reimbursement.

- CW: Get invoice from JJC to CJ, get it paid, submit all receipts to KMTA to close out KMTA phase I grant and then begin talking about the scope of phase II grant application.
- CLCC board members will study the Snug Harbor Pathway Project document from the Phase I grant so they are ready to speak with CLWCP about Phase II as soon as Phase I is closed out.

Discussion:

- Committee reporting procedures: minutes and treasury reports submitted to CLCC board.
- Meeting notes from CLWCP have been copied to CLCC board and posted on the CLWCP website once that request was made by CLCC.
- CLCC Support of Phase II of KMTA Grant is based upon a vote of the community club body but the board is open to the idea.
- 2018 Trail Run – June 9, 2018 – CLWCP will work to minimize conflict with Softball Tournament activities.

Procedure for Grants:

Who: CLWCP, Trails, and Youth Group are all committees of CLCC that might manage grants.

Grant application approval: At least board approval for application but a full vote of CLCC is required for monies spent over \$2500.00

Signatories: A member of the CLWCP and a member of the CLCC board. Email can further clarify full board intent.

After application: If a grant is awarded, it can be turned down if a subsequent vote of the CLCC turns it down.

Financial Management:

- Monies received in a grant: Dedicated fund is established in CLCC coffers.
- A spreadsheet is created by the committee for each grant budget. That spread sheet will be utilized each time receipts are submitted.
- Any receipts submitted against the spreadsheet for that grant should have at least two initials from the committee to assure that the committee has approved expenditure of the funds.
- General Expenditures whether related to a grant or not are floated before the committee members (often via email but sometimes in a meeting) and group approval is sought on small items and large.
- The grants may end up having a dedicated checking account with CLCC so that expenditures can be tracked more easily.

- On KMTA grants: Is there a way they could reimburse quarterly on a grant that is spent over a year or more? Not likely but the question will be posed.

Non-profit status:

- CLWCP has considered seeking their own non-profit status but we are not prepared to do that at this point. Additionally, staying more closely tied to the community through the CLCC is a desirable thing.
- Trails and Walkables should at some point likely become a single committee whereas they now are two committees.
- Liability: On the larger projects where Federal Hwys or AkDOT have built them, they carry the liability. On a small segment on DNR land that they have approved the liability would be with the land owner but likely also with those that built it, CLCC.

Going Forward:

- We need to establish sustained use and a history for non-motorized transport in the community, e.g. footpath on Bean Creek and the Safety Path that was built by the local DOT crew in the 90s.
- We'd like to grow and broaden the user group and support for the walkable/bikeable ability of the community.
- We don't intend to seek larger grants of hundreds of thousands or millions as we have in the past. Any smaller grants will be sought with more input and planning from CLCC.
- Keeping records electronically is the goal for all matters including financial.
- As CLCC improves accountability and documents process, so must the committees. CLWCP, as a committee within CLCC, is committed to compliance with processes that are established.