

ATV Maine Meeting
June 21, 2014
Hosted by: Northern Timber Cruisers

Call meeting to order @ 9:00 A.M.
Please turn off cell phones
Pledge of Allegiance
Introduction of Officers

Moment of Silence in honor of Nadine Stover, previous Treasurer for ATV Maine

Tami shared we, as an E-Board, had a discussion of donating a dollar amount to a charity in Nadine Stover's name. Deb Willoughby suggested \$100 for the dollar amount. Bev Sargent made a motion of \$200 - Ken Snowdon 2nd the motion. Linda Archer questioned what has been done in the past. Liane James asked if this should go through the Recognition Committee. Richard Willoughby offered to check with Bill Stover to inquire about a charity. Richard Willoughby shared a thought of a donation is nice and he feels any officer for this organization works hard with a lot of man hours put in - A plaque or some type of stone of some sort to give to Bill. Room decided on a charitable donation - All in favor with no opposed. Tami shared she is going to make sure this happens as soon as possible. Richard is going to make the phone calls during the lunch break to see if we can get this moving. Richard was able to contact Bill on the morning break. Bill chose Gosnell Memorial Hospice House in Scarborough for the donation in Nadine's name. Bill also shared with Richard he would get in contact with Richard to let him know when they will be spreading Nadine's ashes. Richard will then contact Tami and Tami will inform the ATV Maine members.

Secretary's Report: - Minutes from April ~ Bev Sargent made a motion to accept as written - Ken Snowdon 2nd the motion - All in favor with no opposed. Membership update ~ Total memberships for the 2014 season as of June 20, 2014 were 30 clubs. Additional memberships have been handed in during the meeting today and Tami shared there were a few received in the mail yesterday as well.

Treasurer's Report: TD Bank Accounts, 2014-2015 Budget – Nora Foster wanted to thank everyone. Nora informed the room she has had time to go through the files and wanted to share that Nadine did a great job. Nora likes to give her reports and didn't hand out any reports but will for future meetings.

Current Balances for all checking accounts:

ATV Maine Regular Checking Account ~ \$30,580.51

Al Langley Scholarship Fund ~ \$7,321.84

Trailer & Advertising ~ \$3,400.00

High Mileage ~ \$277.61

Pot of Gold ~ \$100.00

Liability Insurance ~ \$4,489.88

Nora is going to open a savings account for the ATV Maine Calendar Raffle to keep this separate.

Liane James questioned how many people are authorized to make deposits and how will Liane facilitate a check for the scholarship recipient. Nora shared Liane just needs to submit a request to Nora and Nora will get a check processed. Tami Kane and Nora Foster are the only two authorized to do any transactions with the accounts. Tami and Nora to verify with the bank if other ATV Maine members can make a deposit into the Al Langley Scholarship Fund now that the accounts have been changed.

Carole Phillips would like to request a Balance Sheet to be handed out at the meetings.

Doug Kane questioned the total for the Pot of Gold. Tami Kane shared the Can-Am check came through and should be a total of \$400.00 currently - Nora to check on this and let us know.

Richard Willoughby made a motion to accept the Treasurers Report as read - Mike Lee 2nd the motion - All in favor with no opposed.

Vice President's Report:

- Newsletter deadline – July 11, 2014 – Real Deschaine spoke about the electronic newsletter for the off month of our bi-monthly meetings. Dan Parlin needs 2 weeks to get the newsletter put together. E-Board came up with a deadline for newsletter submissions on July 11, 2014. Articles need to be sent to Tami Kane at info@atvmaine.org. Tami will then forward the submissions to Dan Parlin to have out by the end of July. Tami wanted to summarize that it would be ideal to have the newsletter out for the middle of the month.

President's Report:

- Pineau Policy Associates – Possible overpayment in 2013. Tami has pieced all of this together and an overpayment was paid to the Pineau's. There was an invoice sent in error to ATV Maine, dated November 22, 2013. Pineau's are now paid in full for the contract price of \$4,000 for 2014.
- Unemployment - Approaching our 8-week mark next week. ATV Maine's lawyer sat in on the telephone hearing in April. We do not have an answer as of June 20, 2014.
- Lawyer fees – As of today, we are staying within our budget for lawyer expenses.
- Business plaques - Storage Unit has been cleaned out – no plaques found from last year. June and July 2013 show ATV Maine purchased 75 plaques. ATV Maine has since had to purchase an additional 50 plaques to begin the season, and year tags for 2014 have also been purchased.
- United Insurance – We have transferred to the Augusta office location of United Insurance. Our new contacts are Deb French and Jeff Mitchell. Deb French's direct dial is 207-620-3604 and Jeff Mitchell's direct dial is 207-620-3600. Tami has requested new flyers reflecting this information. No increase expected in the premium for the liability insurance again this year. The premium \$32,805.50 of which \$26,400 has been received to date. This puts ATV Maine at a loss for \$6,405.50 for this year's policy. With the financial status of ATV Maine – Tami would like to check with United for a payment plan for the insurance. This would be the first time we would have to do this. Real shared the E-Board discussed to send out invoices for the next season earlier than normal on July 18, 2014. Richard Willoughby shared there was also discussion on adding to the cover letter highlighting what the start and end date of the policy was to lessen the confusion. Typically, the bills should be sent out a couple weeks before the policy is renewed. Carole Phillips asked what the incentive would be to clubs to submit the payment earlier. Richard shared this was brought up during the E-Board and was decided there would be no incentive. Mike Lee shared with the room it was also discussed clubs have the monies now and may be easier for the clubs to take care of this ahead of time instead of the latter part of the season. Earl Oak doesn't see any reason the invoices cannot be sent out. Clubs who have the monies will be able to pay, those who cannot pay at the current time will pay later. Ray Archer believes by sending out in July, with the mail delivery and waiting for the next club meeting we will be into August anyway. Richard Willoughby made a motion to send out invoices on July 18, 2014 - Deb Willoughby 2nd the motion - All in favor with no opposed. Tami will work on the invoices. Sue Lanouette asked about the insurance event forms and where they should be sent to. Event forms should be sent to ATV Maine.
- **Inappropriate conduct:** Tami asked the room how many Directors are aware their club received an anonymous mailing, postmarked on May 15, 2014 ~ Facebook posting on Jeff Ireland's personal Facebook page with comments written by the sender. Tami summarized sections of the mailing to the

room. Carole Phillips shared if some of the room didn't receive the letter, the letter needs to be read aloud to all. Tami read word for word. Walter Laroue wanted to respond to this mailing. Moose Alley called an emergency directors meeting as well as with Jeff Ireland. Directors spoke with Jeff Ireland and let him know even though it was on his personal page – Jeff Ireland realized he had made a mistake by mentioning Maurice Sargent's name and tried to fix it but it was too late because the post had been read by many of Jeff's friends. The Directors of Moose Alley gave Jeff a verbal warning and Jeff apologized to Moose Alley but not to Maurice Sargent. Tami shared a letter is going to be drafted and sent to Jeff Ireland. Tami mentioned a copy of the letter will be sent to the member's primary club. Richard Willoughby questioned if this letter should be sent to more than one Officer of the Primary Club. The letter should be sent certified for all recipients receiving the letter. Tami believes this should be mailed to the ATV Maine Director instead of the club address. Carole Phillips asked if ATV Maine should seek legal counsel to assure wording is correct. It was also discussed last night at the E-Board meeting and discussed today to address another ATV Maine member, Mike Worthley. Richard Willoughby would like to make a motion to send a letter to the two individuals mentioned above but have a lawyer review before the letters are sent - Sue Lanouette 2nd the motion - All in favor with one opposed. Tami shared a copy will be sent to the officers of ATV Maine. Maurice Sargent requested a copy of the letter sent to Jeff Ireland for his personal file. Maurice is part of the E-Board and will receive a copy.

Old Business:

- Tami shared ATV Maine's 501(c)(3) has been approved. This happened within 3 days after the banquet. Richard Willoughby spoke to Rose Sack regarding the 501 (c)(3) and asking for Corporate Sponsorship. Carole Phillips wanted to ask if ATV Maine was going to allow the person who sells an ad for the newsletter would go to the person selling the ad as it was done over the past year. Terry James stated with the 501 (c)(3) we cannot let just anyone go out to request donations. Richard Willoughby shared it needs to be a specific group of volunteers to solicit.

Department of Agriculture, Conservation, and Forestry (DACF): Brian Bronson ~ not present.

New Business:

- Position Responsibilities' Committee - Dave Phillips, Chairman, Dave Coulters, Maurice Sargent, and Terry James
 - Committee has agreed for a 30% decrease in the stipend for the Secretary, Treasurer and Webmaster Positions.
 - All Position Responsibilities were discussed in detail. Changes were discussed. Deb Willoughby shared all newly elected positions should have a transition period instead of getting elected and taken over immediately. Dave Phillips shared ATV Maine's Rules & Guidelines don't reflect any transition period for any of the positions. Dave shared with the group this should be brought up at the next meeting and make it more formal.
 - Committee has created two new Positions:
 - ATV Maine Governmental Relations Coordinator
 - ATV Maine Public Relations and Marketing Coordinator
- Non-elected positions – June of each year:
 - Executive Director – position has been eliminated.
 - Safety Officer – Matt Jordan wanted to step down and he nominated Doug Kane. Doug Kane accepted the position. Liane James made a motion for Doug Kane to be Safety Officer - Sue Lanouette 2nd the motion - All in favor with no opposed.
 - Webmaster – Doug Kane made the motion to keep Danielle Barcelou as Webmaster - Liane James 2nd the motion - All in favor with no opposed.

- District Rep –
 - Central Region Dave Phillips – Ken made a motion for Dave Phillips to be the District Rep for Central Region - Doug Kane 2nd the motion - All in favor with no opposed.
- Committee Members:
 - Position Responsibilities: Dave Phillips - Chairman, Dave Coulters, Maurice Sargent, and Terry James
 - Recognition Committee: Kate Coulters is unable to take the position next year. Faith Snowdon, Bev Sargent, Carole Phillips, Deb Willoughby, and Judy Butler. Richard Willoughby made a motion to keep the existing 5 members - Ken Snowdon 2nd the motion - All in favor with no opposed.
 - Budget Committee: TBD

Lunch: Adjourned at Noon

Meeting back in session at 12:45P

ATV Maine thanked the kitchen crew for a delicious meal.

ATV Maine event – committee volunteers: Tami shared the E-Board discussed the suggestion from the April banquet for ATV Maine to put together an ATV Maine event in October 2014. It was mentioned there was not enough time this year to put this together appropriately. Richard Willoughby shared we do not feel 3 months is enough time. ATV Maine would need a committee put together to cover all areas of such an event. ATV Maine would like to see a committee of members who are not on multiple other committees. An event such as this is going to take time in planning. Terry James made a motion to scrap the idea this year - Doug Kane 2nd the motion - All in favor with no opposed.

Chicken BBQ Ride – Pine Tree Camp – June 28, 2014: Francis Smith was not present – Tami Kane spoke on behalf of the ride. Tami has submitted the Event Form for the liability insurance under ATV Maine. Tami will handle having waivers signed the day of the event. Money collected for this ride will go to the Pine Tree Society. Donations can also be mailed to PO Box 518, 149 Front Street, Bath Maine 04530.

Regional Vice Presidents Reports:

- Northern Region - Real Deschaine – Few trails have been relocated in the northern region.
- Eastern Region - Ray Archer - Trails are open, riding is good. Bridge damage due to side by sides. Fifteen miles have been closed because ATV's were going across PC Trail. July 25, 2014 from 6pm to midnight there will be a group of 250 runners doing a marathon from Ellsworth to Eastport overnight, to arrive in Eastport by noon on Saturday, July 26th for a Lobster Bake.
- Central Region - Ken Snowdon - Snow & Frost finally gone. Trail to Kokadjo rerouted. Ken to check on this trail this week. A bridge between Harmony and St. Albans is out. Ken Snowdon to check on this. Ken has a meeting tomorrow, Sunday, June 22nd with Monson to start a new ATV Club.
- Western Region - Mike Lee – nothing new to report on MATS, no new developments due to lack of cooperation in this region. The Moose Loop has opened back up again on a trial basis with respect to landowner issues.
- Southern Region - Richard Willoughby: Richard received a lot of calls regarding trails and mud

season. The media was able to attend at the same time the ATV Maine Safety Course was set up with the Gorham Standish Club. Tami Kane was present to speak to the media. Deb Willoughby shared there is talk from people in the clubs who would like information on the insurance company and/or ATV Maine, stating the benefits of joining ATV Maine and getting the insurance. Tami stated the Purpose & Benefits page was included in the membership packets.

Committee Reports: ATV Maine Charity – Calendar Raffle - Richard Willoughby has completed the Calendar Raffle with the help of Doug Kane. This raffle is going to be for the month of August 2014. This raffle is to benefit ATV Maine & the Youth Safety Program. Richard would like to ask the Directors if ATV Maine could offer the top 3 clubs selling the most Calendars \$200 off the insurance for 1st place, \$100 off insurance for 2nd place and \$50 off the insurance for 3rd place. Richard also shared 10% of the money will be for the Youth Safety Program and the remaining will go to ATV Maine. Liane James asked what the deadline would be to get the calendar raffle sales back to Richard. Deb Willoughby said they need to have them by July 31st and be sure to account for mailing time if you need to mail them. Winners and Sponsors will be posted on the website. Carole Phillips made a motion to accept Richards request for an incentive for clubs of \$200, \$100 and \$50 - Bev Sargent 2nd the motion - All in favor with no opposed.

Hosting Club 50/50: \$111 total ~ Mike Lee was the winner of \$55.50.

Helmet Award: Cynthia Laroue, Moose Alley

Pot-of-Gold Drawing: \$100 was won by Breakneck Mountain – Ray Archer was present to accept.

Adjournment: Richard Willoughby made a motion to adjourn - Mike Lanouette 2nd the motion - All in favor no opposed.

Respectfully Submitted by,
Sherri Jordan, Secretary

Next ATV Maine meeting – August 16, 2014 - Western Region – Hosted by Temple Trail Riders
