

Denver Group Council Minutes
June 10, 2015

In Attendance: Dave Hutchison, Grover Cleveland, Brian LeBlanc, Sandy McRae, Alex Petre, Maddie Philley, Kevin Schaal, Valerie Walker. **Absent:** Roger Wendell. **Guests:** Scott Robson, Brenda Porter, Jeff Flax

1. **Call to Order:** Dave called the meeting to order at 6:30 pm.
2. **Nominating Committee:** Grover accepted the position of Chairman of the nominating committee responsible for assembling a list of candidates to be on the ballot for the fall election of DG Council. This year we have three outgoing councilors, Roger, Sandy and Valerie. In addition, Alex is resigning from Council to pursue further education. Finally, Grover will be on the ballot as he was appointed to council to replace Linda DuPuis, who resigned earlier in the year. In total, there will be five candidates on the ballot.
3. **Approval of April Minutes:** The May minutes were approved as written with the exception of correcting the date that the May meeting was held, which was May 13th, not May 23rd.
4. **Financial Report:** Alex's budget notes stated that YTD the Schools Revenue is better than budget by \$10,021 or 11.5% and YTD Dues Revenue is better than budget by \$5,515 or 14%.
 - YTD, Denver Group is \$50,000 ahead of where we expected to be with \$25,000 of that amount attributed to the inheritance received earlier this year from the estate of a deceased member.
 - Budget requests for 2016 operations have been sent to school directors. They are due back to Alex by June 15th followed by submission to Council Chair by July 1. In reviewing the budgets already returned, no surprises are anticipated. Council was reminded that Schools are expected to return 15% of their approved budget to Denver Group.
5. **Scott Robson Comments:** Scott discussed the progress that State CMC is making in regards to four major initiatives being addressed by the Restructuring Task Force which has been created:
 - 1) Accounting and financial processes, especially for the smaller State groups,
 - 2) Establishing a single dues structure for all Groups across the state,
 - 3) The website migration, and
 - 4) Better consistency in leader training across all CMC Groups.Scotts made additional comments as follows:
 - CMC continues to be concerned with the 15 year run of membership decreases.
 - The CMC auditor continues to call out how smaller groups report back their financial information. Improvements are necessary as well as consistency between Groups.
 - There is a lack of shared communication across the state as evidenced by the existence of four different websites being used within CMC.
 - There are sixteen different fee structures within the various Groups across the state.
 - Other Alpine 5 Mountain Clubs do things somewhat differently than CMC and are all experiencing growth in membership whereas CMC is seeing membership declines.

- Would CMC be better served using a “Chapter Structure” rather than the current Group Structure? One example of what this new structure could look like if it were adopted is that there could be five Chapters – Denver Chapter, North, South, Central and the Western Slope Chapter. With this change, there would be only five sets of books instead of the current twelve, thereby simplifying the financial reporting and management. With only five newsletters, communication would be simpler and more effective. This potential new structure would allow State to roll out five sets of training modules and thereby be more effective in insuring consistency of training across the state.
- So far, midsize groups do not seem to be much interested in helping integrate smaller groups within their own group. Reasons cited include increased driving distance between groups.
- With respect to having a single dues structure, those groups that would see an increase in dues are not buying into the change.
- Another common theme mentioned was bringing in younger members and figuring out how to build a stronger network of younger members both within an individual Group and throughout the state.
- Regarding the migration of www.hikingdenver.net to www.cmc.org/denver, a June 9th “Issues List” (see attached) was presented to Council for review and discussion.
 - It is agreed that each group needs to be able to manage their own web content.
 - Council was asked what additional functionality DG would like to have.
 - Council expressed concerns over the limited communication regarding the plans for migration, with changes being made to the website without Council being notified, and with Council still not having received a detailed project plan or a clear understanding of our role in this migration.
 - Jeff Golden will be the liaison between DG and the web developer, Tectonic Group.
- Lastly, we need to insure that the Restructuring Task Force does not become a negative lightning rod like what happened a couple of years ago when the new (the current) website was implemented.
- Some questions asked by DGC were:
 - For the other Alpine 5 Mountain Clubs, do they have a Chapter Structure like what we are considering, and how did they get to the structure they have?
 - What does the Denver Group do to cover costs used to pay for Fees for Services?
 - If some of the discussed operational changes are implemented how would DG make up the lost revenue?

6. **Hike Surge:** The Hike Surge Summary Report from Maddie was postponed to July due to time constraints.

7. **Establishment of Financial Endowment:** Council discussed better ways to invest the money held in our general accounts so that we could realize earnings greater than the current 0.1% (or less) rate of return. The goal would be to establish an endowment of \$120,000 to be invested in some financial portfolio having a targeted annual rate of return of 5% (\$6,000) which would be used to fund activities currently not being funded, such as leader support (see item #7 below). A requirement of the endowment would be to leave the principal value untouched year over year so the fund would perpetuate into the future. Council was reminded that even if \$120,000 was invested, the money left in the account, approximately \$60,000, would be sufficient to insure uninterrupted operations.

A motion was made, seconded and unanimously passed to move forward with this initiative. An investment task team will be formed to create a specific plan of action.

8. **Leader Support:** Council is proposing a program of financial support for trip leaders which would pay for required training as well as for some elective training with the aim of achieving five goals as listed below:
- a) To shift the cost burden of training required by the Denver Group from individual trip leaders to the Denver Group as a whole.
 - b) To improve the backcountry and safety-related competency of DG trip leaders for the benefit of all club members.
 - c) To offer incentives for DG members to become trip leaders.
 - d) To offer incentives for new and current DG trip leaders to lead more trips.
 - e) To encourage more technical trips.

Please refer to the attached write-up of this proposal for specific details. The takeaway of this proposal is that any trip leader who meets certain appropriate qualifications may attend any of the school listed in the Table on page 2 of the document free of charge. Estimated cost for "Required and Refresher Training" would be \$4,180 per year and for "Elective Training" would be \$2,674 per year, totaling \$6,854, based on the assumptions used in the calculations. Council is expected to vote on this proposal during the July meeting.

9. **Revised Policy on Restricted Funds:** In 2008, DG wrote a policy for schools and sections to follow to raise funds exceeding \$1000 to be used for specifically designated purposes only, called restricted funds, which typically would be used to purchase new equipment when such equipment purchases weren't included in their budgets. But the policy contained significant limitations such that Council agreed it was time to revise it. The 2008 policy required restricted funds to be raised by selling merchandise over its actual cost, with the surplus going into the restricted fund account. Grant money or other forms of non-budgeted revenue were prohibited from being used for restricted funds. Also, there could be no year to year carryover of school or section profits that could be assigned to a restricted fund account.

The revised policy stated: If a school or section would like to raise restricted funds through normal operations, net income generated above the percent returned to DG may be transferred into the restricted fund account. However, at no time may the total dollar amount in the restricted fund exceed the maximum amount approved the DGC.

A motion was made and discussion followed. The last two sentences in the proposed policy revision were discussed and a motion was made to reinstate the next to the last sentence as well as the last phrase of the last sentence. That section of the revised policy now reads, "Once the restricted funds have been used to purchase the designated items, the restricted fund account should be closed and any remaining funds should be transferred to the School or Section's annual program account". Following this revision, the motion was seconded and unanimously approved. The entire policy with the 2015 revisions is attached.

10. **DGC Complimentary Memberships:** DGC has five annual complimentary memberships which can be granted at council's discretion. Three memberships are given to Denver Safety and Leadership to be awarded for Leader Appreciation. Council unanimously approved the motion that was made to award this year's other two complimentary memberships to Vicki Gits, Editor of Mile High Mountaineer and Charlotte Ricker, Designer for Mile High Mountaineer.

11. **Certificate of Appreciation to Alex Petre:** A certificate of appreciation was presented to Alex for his excellent contributions made as councilor and Section Treasurer during the term he served on DGC. Alex will be leaving Council to pursue further education. Council thanked him and let him know he will be missed!
12. **July Meeting:** July's DGC meeting is scheduled for July 8 at 6:30 PM. Kevin will bring snacks.
13. **Adjournment:** Meeting was adjourned at 9:30 PM

Respectfully submitted,
Kevin Schaal 7/6/15

Attachments: April Budget Summary, Website Migration - Issues List, Proposal for Trip Leader Training Support and associated Cost Analysis Sheet, Policy on Raising Restricted Funds, Membership Dashboard.

CMC Denver Group Financial Review
April 2015

| | Actual April 2014/2015 | Budget April 2014/2015 | B/(W) April 2014/2015 | Actual YTD 2014/2015 | Budget YTD 2014/2015 | B/(W) YTD 2014/2015 |
|--------------------------------|---------------------------|---------------------------|--------------------------|-------------------------|-------------------------|------------------------|
| TOTALS SCHOOLS | | | | | | |
| Total School Revenue | 26,446 | 21,399 | 5,047 | 97,605 | 87,584 | 10,021 |
| Total Expense | (6,977) | (8,555) | 1,578 | (36,846) | (39,260) | 2,414 |
| Total Room Charge | (4,990) | (7,300) | 2,310 | (18,125) | (20,450) | 2,325 |
| Total School Net Income | 14,479 | 5,544 | 8,935 | 42,635 | 27,874 | 14,761 |
| TOTAL SECTIONS | | | | | | |
| Total Revenue | 1,075 | 770 | 305 | 8,000 | 7,055 | 945 |
| Total Expense | (688) | (404) | (284) | (1,491) | (2,988) | 1,497 |
| Total Room charges | (50) | (250) | 200 | (1,675) | (2,325) | 650 |
| Total Section Net Income | 337 | 116 | 221 | 4,834 | 1,724 | 3,110 |
| TOTAL G&A | | | | | | |
| Total Revenue | 7,267 | 5,910 | 1,357 | 81,694 | 52,793 | 28,901 |
| Total Expense | (7,181) | (7,370) | 189 | (60,837) | (62,647) | 1,810 |
| Total Room charges | (650) | (150) | (500) | (1,325) | (1,300) | (25) |
| G&A Net Income | (564) | (1,610) | 1,046 | 19,532 | (11,154) | 30,686 |
| GRAND TOTAL REVENUE | 34,787 | 28,079 | 6,708 | 187,299 | 147,432 | 39,867 |
| GRAND TOTAL EXPENSE | (14,846) | (16,329) | 1,483 | (99,174) | (104,895) | 5,721 |
| GRAND TOTAL ROOM CHARGE | (5,690) | (7,700) | 2,010 | (21,125) | (24,075) | 2,950 |
| GRAND TOTAL NET INCOME | 14,251 | 4,050 | 10,201 | 67,000 | 18,444 | 48,556 |

1. Schools - YTD School revenue is better than budget by 11.5%/\$10,021

2. G&A - YTD Dues revenue is better than budget by 14%/\$5,515

Website Migration Issues - June 9, 2015

| | | | | | |
|--|---------|--|--|------------|--------------------------------|
| Add volunteer deal info to Benefits pages | | | | 269 | CMC-329 |
| Migration Preparation - www.hikingdenver.net | | | | 270 | CMC-330 |
| CMC-330 Survey membership on additional content needs | State | | | 1 | CMC-358 |
| CMC-330 Group Module implementation | TecTncs | | | 272 | CMC-325 |
| CMC-330 Upload file permissions | TecTncs | | | 277 | CMC-265 |
| CMC-330 Improve File Management interface | TecTncs | | | 290 | CMC-307 |
| CMC-330 Denver Group copy review and editing | State | | | 2984 | CMC-346 |
| CMC-330 Denver Group copy migration - base content | S & DG | | | 2985 | CMC-347 |
| CMC-330 Denver Group copy migration - school content | S & DG | | | 2986 | CMC-348 |
| CMC-330 Create upper level navigation of DG schools | State | | | 2987 | CMC-349 |
| CMC-330 Create sub-navigation for DG Technical Climbing School | State | | | 2988 | CMC-350 |
| CMC-330 DG Newsletter archive migration | State | | | 2989 | CMC-351 |
| CMC-330 Identify document duplication on DG site | DG | | | 2990 | CMC-352 |
| CMC-330 Identify editors - DG general content, sections and schools | DG | | | 2991 | CMC-353 |
| CMC-330 Identify needed images for sections/navigation | State | | | 2992 | CMC-356 |
| CMC-330 Create navigation template for groups | State | | | 2993 | CMC-357 |
| CMC-330 Create timeline of phases | State | | | 2995 | CMC-360 |
| Add fields to waitlist listing and report | | | | 274 | CMC-319 |
| Show secondary Roles in Roster View - i.e. Active Trip Leader, Inactive Trip Leader, Emeritus Trip Leader, School Director | | | | 275 | CMC-211 |
| Promo code restrictions on membership types | | | | 276 | CMC-270 |
| Change grace period to 90days | | | | 278 | CMC-244 |
| Revise Billing Reports | | | | 280 | CMC-94 |
| CMC-94 Add fields to membership billing report | | | | 279 | CMC-278 |
| CMC-94 Automate 40yr members | | | | 1378 | CMC-95 |
| CMC-94 Automate Youth type change to Regular | | | | 1379 | CMC-96 |
| Add images to YEP pages | | | | 283 | CMC-339 |
| Create YEP forms for school inquiries | | | | 284 | CMC-340 |
| Add member cell phone numbers to roster | | | | 285 | CMC-341 |
| Family accounts not connecting w different last names | | | | 286 | CMC-311 |
| Review content for better SEO (Search Engine Optimization) | | | | 287 | CMC-12 |
| Co-Leaders Additions | | | | 288 | CMC-92 |
| CMC-92 Add Co-Leader to Trip Search Field on front end | | | | 2981 | CMC-343 |
| CMC-92 Add Co-Leader to Reports | | | | 2982 | CMC-344 |
| CMC-92 Add Co-Leaders to trip Description Field | | | | 2983 | CMC-345 |
| Fix MySchools interface bug | | | | 289 | CMC-251 |

Proposal for Trip Leader Training Support

Background. Trip leaders are essential to accomplish the mission of the Denver Group. They are the focal point for member access to the Colorado outdoors in a safe and responsible way. To ensure that trip leaders are trained and qualified to perform this task, the Denver Safety and Leadership Committee (DS&L) has established training requirements for trip leaders, as well as standards as to what trips a trip leader can lead.

The cost of this training is paid by the individual trip leader, though in some cases there are scholarships to help defray the costs.

Even with scholarships, the cost of this training (and refreshers) can be substantial – even prohibitive – for some leaders. Trip leaders have already made a greater contribution to the Denver Group than most members. It seems ironic that they are required to pay for the privilege.

Moreover, the training mandated by DS&L is actually the minimum we expect trip leaders to have and does not include training we would like them to have, such as backcountry skills. A trip leader who chooses to add to his competencies through elective training in backcountry and safety-related skills must pay those costs as well.

It is in the interests of the Denver Group and its members that the Denver Group Council implement a policy that has the following goals:

- Shift the cost burden of training required by the Denver Group from individual trip leaders to the Denver Group as a whole
- Improve the backcountry and safety-related competency of Denver Group trip leaders for the benefit of all club members
- Offer incentives for Denver Group members to become trip leaders
- Offer incentives for new and current Denver Group trip leaders to lead more trips
- Encourage more technical trips

Purpose. The purpose of this proposal is to offer a program of financial support to trip leaders for required training as well as for some elective training with the aim being to achieve the goals listed above. This proposal would apply to all Denver Group trip leaders.

Proposal.

Under this proposal, trip leader training is classified into five categories:

1. Prospective Trip Leader Training
2. Backcountry Skills and Safety
3. Mountaineering Skills
4. Winter Safety Training
5. Refresher Training

The Prospective Trip Leader Training and Refresher Training categories include all training that is required or recommended by DS&L. The other categories contain elective training that a trip leader might take to improve their competency in that area. In some cases, elective training is required or implied to be able to lead certain trips.

For example, Avalanche Terrain Awareness (ATA) is elective training, but a trip leader must complete ATA to become a winter trip leader. Leaders who want to lead C hikes must be a C hikers themselves, implying that they must complete either the Wilderness Trekking School (WTS) or the Backpacking School (BKPS).

The five categories do not encompass all Denver Group Schools. The intent is to provide training for trip leaders aimed at responding to an emergency or keeping participants safe. Only those schools that provide these skills are included.

Each category has a qualification standard for the schools in that category. There is no reimbursement or “pay back” requirement; a trip leader who wants to take a listed school and qualifies may apply.

A summary of the schools and qualification standards for each category is given below:

Trip Leader Training Categories

| Course | Prospective Trip Leader Training | Backcountry Skills and Safety | Mountaineering Skills | Winter Safety Training | Refresher Training |
|---------------|----------------------------------|-------------------------------|---|---|--------------------------|
| WFA-TLS | X | | | | |
| WFA Refresh | | | | | X |
| ATA | | X | | | |
| ATA Refresh | | | | | X |
| WTS or BKPS | | X | | | |
| CPR | | X | | | |
| NAV1 | | X | | | |
| NAV2 | | X | | | |
| SNO1 | | X | | | |
| ASC | | | X | | |
| WSS | | | X | | |
| TLCS | | | X | | |
| AIARE Level 1 | | | | X | |
| AIARE Refresh | | | | | X |
| Qualification | None | Be an active trip leader | Lead at least five trips of any type in the last year | Lead at least three winter trips of any type in the last year | Be an active trip leader |

Any trip leader who meets the appropriate qualification standard may attend any of the schools listed above free of charge. The Denver Group would pay all tuition costs for school. Any other costs associated with the school (equipment costs, rental fees, trip fees, etc.) would be paid by the trip leader.

Costs. There are two kinds of costs associated with this proposal: the initial cost and the steady-state cost.

Initial Cost. The initial cost is defined as the cost associated with current trip leaders taking the elective courses they want. It does not include the cost of refresher training or any other required training.

Steady-state Cost. The steady-state cost is defined as the cost associated with training new leaders under this proposal, to include elective training, as well as the cost of refresher training for all active leaders. In the steady state, all current trip leaders have all of the training they want.

Initial costs have a fixed horizon. That is, after a period of time, all current trip leaders will have all of the training they want, and steady state will have been achieved. The length of this time horizon is unknown, but I expect initial costs to decrease each year until steady state.

Because data are not readily available on what schools current trip leaders have already taken or on what courses are likely to be taken should this proposal be implemented, it is difficult to estimate the initial cost. Without a reliable estimate of the demand for the elective schools listed in this proposal, an accurate assessment of the initial cost is problematic.

Steady state costs can be estimated since they are based on the annual enrollment in the Denver Trip Leader School (TLS), the number of active trip leaders, and the number of trip leaders that meet the qualification standards.

The costs in steady state are estimated as follows:

| | |
|---------------------|--------------|
| Required Training: | \$1,320/year |
| Refresher Training: | \$2,860/year |
| Elective Training: | \$2,674/year |

Calendar year 2014 figures were used to obtain the cost estimates. A detailed cost analysis including assumptions is available in a separate document. These costs are deemed conservative, meaning that they likely overestimate the actual cost.

The annual cost of training currently required or recommended by DS&L is \$4,180 per year. This is the cost to train 24 new trip leaders each year (\$1,320) and to conduct refresher training for all active leaders on the schedule recommended by DS&L (\$2,860).

The total annual steady state cost for the program under this proposal is \$6,854. This is the cost of training required and recommended by DS&L plus the expected cost of elective training.

Procedure.

To be determined pending approval of this proposal.

I expect that DS&L will manage the program (i.e., trip leaders apply to DS&L for training).

The Denver Group will pay for training only at Denver Group schools. Schools offered commercially or by other CMC groups are not covered by this proposal.

Trip leaders will have priority for enrollment in the listed schools. This means that if there is a slot for the school when the trip leader applies, then he/she gets the slot. If there is a waitlist for the school, the trip leader moves to the top of the waitlist. Trip leaders apply for the school as does any other member. Schools will not be required to “reserve” slots for trip leaders.

The CMC trip database will be the source for determining whether a trip leader has met the qualification standard for a school.

| Course | Cost | Prospective Trip Leader Training | Backcountry Skills and Safety | Mountaineering Skills | Winter Safety Training | Refresher Training | Count Notes |
|---------------|-------|-------------------------------------|----------------------------------|--------------------------|---------------------------|-----------------------|---|
| WFA-TLS | \$55 | 24 | | | | | Based on current class size |
| WFA Refresh | \$20 | | | | | 68 | One-third of active trip leaders |
| ATA | \$20 | | 3 | | | 9 | New leaders who become ATA-qualified winter leaders |
| ATA Refresh | \$20 | | | | | | One-third of ATA-qualified leaders |
| WTS of BKPS | \$100 | | 10 | | | | New leaders who qualify (high demand) |
| CPR | \$23 | | 3 | | | | New leaders who qualify (low demand) |
| NAV1 | \$75 | | 3 | | | | New leaders who qualify (low demand) |
| NAV2 | \$75 | | 3 | | | | New leaders who qualify (low demand) |
| SNO1 | \$75 | | 3 | | | | New leaders who qualify (low demand) |
| ASC | \$115 | | | 1 | | | New leaders who qualify (low demand) |
| WSS | \$50 | | | 1 | | | New leaders who qualify (low demand) |
| TLCS | \$225 | | | 1 | | | Percent of new leaders who become technical leaders |
| AIARE Level 1 | \$120 | | | | 4 | | New leaders who become AIARE winter leaders who qualify |
| AIARE Refresh | \$120 | | | | | 11 | One-fifte of AIARE-qualified leaders |

| Qualification | None | Be an active trip leader | Lead at least five trips of any tipe in the last year | Lead at least three winter trips of any type in the last year | Be an active trip leader | Estimated Cost (steady state) |
|---------------------------------|------|-----------------------------|---|--|-----------------------------|----------------------------------|
| Assumptions | | | | | | |
| Total number of trip leaders: | | 384 | | | | \$1,320 |
| Active trip leaders: | | 204 | (based on 2014 statistics) | | | \$1,804 |
| Trip leaders w/5+ trips: | | 97 | (2014 statistics) | | | \$390 |
| Winter trip leaders w/3+ trips: | | 38 | (2014 statistics) | | | \$480 |
| Percent new leaders active: | | 80% | | | | \$2,860 |
| High demand elective percent: | | 50% | | | | \$6,854 |
| Low demand elective percent: | | 15% | | | | |
| Percent technical leaders: | | 10% | (DS&L estimate) | | | |
| Percent winter leaders: | | 40% | (2014 statistics) | | | |
| Percent winter leaders ATA: | | 33% | | | | |
| Percent winter leaders AIARE: | | 67% | | | | |

Summary Costs

| | |
|-------------------------|---------|
| Required Training: | \$1,320 |
| Refresher Training: | \$2,860 |
| Required and Refresher: | \$4,180 |
| Elective Training: | \$2,674 |
| Everything: | \$6,854 |

Policy on Raising Restricted Funds

[~~May 14, 2008~~ June 10, 2015]

Background. The Denver Group Council encourages all schools and sections to charge sufficient fees or dues to its students and members to cover normal operating costs, replace required equipment, purchase new equipment, and return a percentage of the fees or dues to the Denver Group for general budget purposes.

The terms "replace required equipment" and "purchase new equipment" are intended to be all inclusive to include not only equipment such as ice axes, beacons, probe poles, etc., but also special projects such as videotaping or other significant one-time services.

From time to time it is necessary for schools or sections to replace equipment or implement projects that require an outlay of funds which cannot be generated from student fees or section member dues within a school term or a fiscal year. Thus, schools or sections may elect to accumulate tuition fees or dues or to sell equipment or apparel items to its students or members at an amount over cost.

It is necessary to separate the funds received in this manner from regular fees and dues when the amount raised is insufficient in any one term or fiscal year and will require identification as "restricted funds" or "project reserve funds."

Purpose. The purpose of this policy is to provide guidelines on the collection and management of funds raised in excess of \$1,000 ~~and~~ ~~or~~ ~~raised~~ over a period in excess of one year.

Policy. A school or section identifying the need to raise funds in excess of fees or dues for the purpose of replacing equipment or purchase of new equipment and which is estimated to take more than a single school term or fiscal year is required to request and receive approval ~~for such activity~~ from the Denver Group Council ~~to open a restricted fund for this purpose.~~ ~~The Denver Group Council will also approve a maximum dollar amount the fund may contain commensurate with the project needs.~~

The school or section director ~~or representative~~ should make a brief presentation to the Denver Group Council regarding the need for the project.

The restricted funds process is limited to those projects estimated to be in excess of \$1,000 ~~and~~ ~~or~~ requiring more than one fiscal year to raise. All other projects shall be handled within the school or section budget.

Procedure.

General.

Although CMC maintains its financial statements on an accrual basis, permission has been received from the auditing firm to account for promotional sales items on a cash basis due to immateriality to the CMC financial statements. The CMC ~~Controller~~ ~~Director of Finance~~ will thus account for the promotional item sales of any school or section on such a cash basis. [~~July 9, 2008~~]

Grant money or other forms of non-budgeted revenue ~~will~~ ~~may~~ not be factored into the ~~funds~~ request ~~to open a restricted fund~~ or be included in the restricted fund.

Sales of Merchandise.

The school or section sells (takes orders for) the designated items to its students or section members using cash or check only. The cash and checks are given by a school or section representative to the Membership Director who retains them in a cash box. The contents of the cash box should be counted by a member of the school or section and recounted by the Membership Director to be certain they are in agreement. A receipt for the total dollar amount received by the Membership Director from a school or section representative is completed with a copy retained in the cash box and a copy given to the school or section representative. The contents of the cash box are provided to the CMC **Comptroller Director of Finance** who will deposit the cash and checks to the bank and credit the school or section with the proceeds.

Within the fiscal year, the expense (cost of goods, i.e., the amount paid to suppliers) and the revenue (sale of goods) will be accounted for and the excess of revenue over cost and expense (profit) from the transactions will be the amount added to the restricted funds account.

The school director or section chair shall maintain a record showing sales of **promotional** merchandise. At the end of the fiscal period, the school director or section chair and the CMC **Comptroller Director of Finance** shall review the records and agree on the amount to be transferred to restricted funds for the authorized project.

~~The school or section is prohibited from transferring more funds to the restricted funds account than it generated on the sale of the merchandise.~~

Reserve Fees and Dues.

If a section or school would like to raise restricted funds through normal operations, net income generated above the percent return to the Denver Group may be transferred into the restricted fund account.

At no point may the total dollar amount in the restricted fund exceed the maximum amount approved by the Denver Group Council.

Disbursement of Funds. When the school or section has sufficient restricted funds to purchase the designated items, a check request should be submitted to the Denver Group Council Treasurer, who will approve such funds for disbursement and forward to the CMC **Comptroller Director of Finance** for processing. ~~(Once the restricted funds have been used to purchase the designated items, the restricted funds account should be closed.) Should the funds raised in the restricted account be greater than the amount estimated, (any remaining funds should be transferred to the School or Section annual program account.)~~

Reinstate

David W. Hutchison

From: Brenda Porter <brendaporter@cmc.org>
Sent: Wednesday, June 10, 2015 3:56 PM
To: Group Chairs
Cc: office
Subject: Group Chair Update | Monthly Membership | New and Dropped Member Contacts |Send State Your Group Council Contacts
Attachments: Monthly Dashboard May 2015 (2).xls; New Members April_June 2015.xlsx; Lapsed members April_June 2015.xlsx; group contact form.xlsx; Advanced Member Report.pdf

- Hello Group Chairs,
1. Attached is our monthly membership dashboard. We had another month of a small gain in total members, but continue to have more dropped (nonrenewing) members than new members.
 2. Our membership office contacts new and renewing members – but it means so much for them to hear directly from volunteers in their own group, so once again I am sending the contact information from the last several months. Several groups already do Outreach to new members – it is working! Please give these members a call!
 3. I am also attaching the directions for the Advanced Member Report, so you can look at your membership at any time.
 4. Please send your Group Council contact information to me – I am attaching a spreadsheet that you can use to list the group roles, names, and emails for your group leadership.

May 2015 Membership Dashboard

| Member Totals | May 2015 | May 2014 |
|--------------------------------------|----------|----------|
| New Members this month | 84 | 76 |
| Renewed Members this month | 291 | 299 |
| Dropped Members (Chose not to Renew) | 122 | 100 |

| NEW Membership by Type* | May 2015 |
|---|-----------|
| Individual | 50 |
| Family | 5 |
| 40 Year/Associate/Honorary non-dues paying) | 0 |
| Life | 2** |
| Young Adult | 8 |
| Total New Memberships | 63 |

Note: 2 life memberships bought in April 2015

| Group | Members | | |
|--|-------------|--------------|-----------|
| | May 2015 | May 2014 | YOY |
| Alpine Start (State Young Adult Program) | 39 | 37 | 5% |
| Aspen | 163 | 165 | -1% |
| Boulder | 723 | 810 | -11% |
| CO Wilderness Families | 108 | 129 | -16% |
| Denver | 2,912 | 2,912 | 0% |
| El Pueblo | 44 | 47 | -6% |
| Fort Collins | 319 | 273 | 17% |
| Friends of CO | 236 | 159 | 48% |
| Friends of CMC (supporting membership) | 37 | N/A | N/A |
| Friends of Routt | 7 | 5 | 40% |
| Gore Range | 141 | 147 | -4% |
| Longs Peak | 36 | 35 | 3% |
| Pikes Peak | 514 | 501 | 3% |
| San Juan | 28 | 39 | -28% |
| Shining Mountains | 126 | 128 | -2% |
| Western Slope | 52 | 46 | 13% |
| TOTAL MEMBERS | 5485 | 5,433 | 1% |

| | Memberships * | | |
|--|---------------|-------------|------------|
| | May 2015 | May 2014 | YOY |
| | 39 | 37 | 5% |
| | 109 | 115 | -5% |
| | 573 | 669 | -14% |
| | 26 | 43 | -40% |
| | 2,254 | 2,402 | -6% |
| | 36 | 37 | -3% |
| | 227 | 216 | 5% |
| | 153 | 132 | 16% |
| | 37 | N/A | N/A |
| | 5 | 3 | 67% |
| | 95 | 103 | -8% |
| | 30 | 29 | 3% |
| | 371 | 379 | -2% |
| | 26 | 38 | -32% |
| | 97 | 100 | -3% |
| | 44 | 37 | 19% |
| | 4122 | 4340 | -5% |

* Memberships include families with multiple members

Thanks, as always for all that you do!
Brenda



Brenda Porter
Membership and Adventure Travel Director
 p. 303.996.2748 | f. 303.279.9690
 710 10th Street, Suite 200
 Golden, CO 80401
www.cmc.org
A Passion for the Mountains