

President's Report to Council

March 12, 2019

- Participated in the ATC conference call on February 25th with the Mid-Atlantic region's Clubs to discuss progress on the implementation of the Mid-Atlantic Regional reorganization.
 - ATC expects to provide clubs by mid-March with more information on the roles and responsibilities within the revised organizational structure.
 - The new organizational chart has two regions that cover what PATC currently maintains on the AT – North and South. Importantly, ATC no longer has a regional operational unit dedicated to the Mid-Atlantic region and does not show any Mid-Atlantic Region on its organizational chart.
 - We raised the question this poses of how the organizational units and the RPCs should perhaps be aligned to mesh with the new organizational structure. In response, ATC did not specifically address that question but did mention the new Regional Manager position held by Michele Miller may be extended to cover the entire area PATC manages on the AT. This would place all of PATC's AT responsibilities under Andrew Downs, Sr. Regional Director – South (note the previous title for the region was SW Virginia).
 - The proposed extension of the territory Michelle Miller covers working under Andrew Downs offers an opportunity to realign PATC with the RPC associated with Mr. Down's region.
- When John Hedrick and I met with Andrew Downs and Michele Miller to discuss how PATC integrates into the region and review operational matters related these new arrangements under the ATC reorganization plan, we explored the idea and Andrew was favorable to our proposal to integrate PATC under the RPC for what has been known traditionally as the Southwest Virginia RPC. Over this past weekend, the Southwest VA RPC voted to add PATC as a voting member. As John Hedrick has been serving as our informal liaison with the SWVA regional RPC, at our March ExCom meeting, I will announce the creation of the Appointed Officer Position of Representative to the current SWVA RPC and appoint John Hedrick as our formal representative to that position. Until ATC formally extends the Regional Manager's territory to cover our Pennsylvania portion of the AT, we will remain a voting member in both the Mid-Atlantic and SW Virginia RPCs. I anticipate the latter will be renamed to better reflect the region it will now cover that goes beyond Virginia to include the rest of Virginia, West Virginia and Maryland, and in the future a portion of Pennsylvania.
- Attended the 2019 NPS National Capitol Region Partners Summit in Washington, DC held on March 11th. This was a free networking opportunity. Agenda is attached.

- In his remarks to Council at our February meeting, Mr. Brewster Thackeray made a statement that appears to imply that several absentee ballots submitted for the officer election should have been counted but were not. This statement is unequivocally incorrect. The Election Committee did not cite in its After-Action report or at any other time any errors or irregularities with counting absentee ballots. The facts are nine ballots submitted were declared ineligible: one ballot was not counted because the person submitting it was no longer a member of the Club and therefor ineligible to vote; one ballot was not counted because no identifying information was provided to allow the Club to verify the person's eligibility to vote; and seven ballots were not counted because those ballots arrived after the advertised deadline for receiving ballots, a condition which would invalidate a ballot in any election. The Election Committee concurred with the determination that those ballots were ineligible to be counted under PATC's election rules. PATC bears no responsibility for ballots submitted improperly or after the deadline.
- APPA provided the attached incident involving a PATC volunteer and lessons learned report. The lessons learned report emphasizes the need for timely incident reporting and provides suggestions for improving the safety and security of our volunteers.



2019 NCR Partners Summit Agenda

March 11, 2018 - Location: Omni Shoreham Hotel (2500 Calvert St NW, Washington, DC 20008)

8:00-9:00 am	Check-in and Coffee Bring your brochures and business cards to share.
9:00 am	Summit Opening Session (Ballroom) <ul style="list-style-type: none">Welcome - Julia Washburn, Superintendent Rock Creek ParkOverview of Day - Wendy O'Sullivan, NCR Associate Regional Director, PartnershipsNPS News and Notable - Lisa Mendelson, NCR Regional Director - Acting
9:30 am	Keynote Panel: Justice, Equity, Diversity, and Inclusion (JEDI) <ul style="list-style-type: none">Brent Leggs – Director, African American Cultural Heritage FundMark Magana – CEO, GreenLatinosModerator: Tara Morrison – Superintendent, National Capital Parks East
10:30 am	Break
10:45am	Morning Breakout Sessions (Concurrent - Self Select) <ul style="list-style-type: none">Outdoor Recreation (Ballroom) - Jeff Reinbold, National Mall Acting Superintendent and Anne O'Neill, NCR RTCAFundraising for Federal Partners – Robin Zanotti - C&O Canal TrustNPS/Partner Communications Protocols & Best Practices - Julia Washburn, Rock Creek Park Superintendent and Jeanne Braha, Rock Creek Conservancy, Executive Director
12:00pm	Lunch and Free Time
1:15 pm	Afternoon Breakout Sessions (Concurrent - Self Select) <ul style="list-style-type: none">Partnership Ethics (Ballroom) - Caitlin Rogalski, NPS Deputy Ethics CounselorConnecting Diverse Youth to Service & Conservation Career Pathways - Lauren Edwards-Johnson, The Corps Network (TCN) and Montgomery Country Conservation Corps (MCCC)Trends in NPS Tourism - Donny Leadbetter, NPS Tourism Office
2:15 pm	Break
2:30-4:00 pm	Networking Stations – Meet, Mix, and Mingle (Ballroom)* <ul style="list-style-type: none">Growing Your Organization - Catherine Townsend, Trust for the National MallSuccessful Boards - Jeanne Braha, Rock Creek ConservancyMarketing/Communications - Liza Lorenz, Ford's Theatre SocietyVolunteers – Paul Coraggio, Casey Trees and Nick Solomon, Rock Creek ParkInnovating Thru Youth - George McDonald, National Park Service <p>*This is a New Summit Session Designed to Encourage Networking and Dialogue</p>
4:00-4:30pm	Summit Wrap Up



LESSONS LEARNED

Appalachian National Scenic Trail Safety & Occupational Health

FEBRUARY 2019

Search and Rescue AT Volunteer Injury-Hypothermia



SUMMARY OF INCIDENT

On February 27, 2019 at 1909hrs, a local sheriff's office received a call from a family member of a 75 year old Volunteer in Park (VIP) stating that they had not returned from a solo day trip working on the Appalachian National Scenic Trail. Typical return home time was 1700 hrs. The family member advised the location of the vehicle. Deputies were unable to locate the individual in the general area and due to the terrain, cold temperatures and unknown direction of travel they contacted the state police for assistance from their Aviation and K-9 Units. Utilizing FLIR (infrared imaging) and clues left behind by VIP, they located subject approximately 2 miles up the trail at 2350 hrs. Patient was suffering from severe hypothermia due to exposure and other non-life threatening injuries. Transported by litter to ambulance and then to the hospital.

FINDINGS

- Family member reported overdue VIP by calling authorities to report them missing, however it was 2 hours after typical return time
- There was no club involvement check in/out procedures
- Physical limitations and/or other health conditions of VIP could have been a contributing factor
- VIP did not have adequate transitional winter gear/essentials for the conditions
- VIP did not have a communication device
- VIP left personal belongings on the trail which aided rescuers in locating subject
- Rough terrain made this rescue more difficult
- An additional hour or two of exposure to the elements would have made survivability unlikely
- APPA was not notified of incident until ~36 hours post incident by club member in an email

Backcountry travel is a critical and necessary component of the National Park Service (NPS). The operations on the Appalachian National Scenic Trail is at times, conducted in some of the most rugged and difficult terrain imaginable. It is imperative that we provide our volunteers who travel in the backcountry with the best information, equipment, and guidance necessary to help them perform their jobs safely.

RECOMMENDATIONS

- Club Supervisors must understand reporting procedures for incidents and injuries pertaining to volunteers*. Volunteers should be reminded of the requirement to immediately report injuries to their supervisor(s). Packets are available for all VIP's to carry in their pack and can be downloaded here: <http://www.appalachiantrail.org/home/volunteer/trail-management-resources/volunteer-management>
- Clubs must develop and implement a clear method to account for volunteers traveling in backcountry settings. This method will minimally include planned route of travel, procedures to follow when major travel deviations are made by volunteers off the intended route, and sufficient information to help locate the volunteer in the event of an emergency.
- Clubs must develop a backcountry communication plan that will outline requirements relating to backcountry communications. This plan should include pertinent data such as check-in/out procedures, communication device options, identified cell phone dead spots, plans for non-responsive communications or overdue volunteers with a Club, and any other pertinent procedures deemed necessary.
- Clubs will ensure that volunteers who travel in the backcountry receive appropriate training in situational awareness, personal risk management, and are aware of the basic necessities relating to backcountry travel, e.g., equipment needed, knowledge of terrain, etc.
- Continue to raise awareness and educate internal and external emergency response agencies about notification procedures for incidents on the Appalachian National Scenic Trail (24 hours dispatch 1-866-677-6677).
- Health and physical limitations of volunteers must be reviewed and collectively addressed with compassion and realistic expectations of the work that is to be done. JHA's should be reviewed and updated routinely to access changes.
- Revisit the APPA JHA "Performing Work in the Field" to revise the section on "Working in Remote Areas/Working alone." Additional guidance for the "Avoid working alone when possible" bullet is necessary and the following should be considered:
 - Stricter guidelines on fit for duty standards of who works alone, when and why?
 - Firm check in check out procedures that rely on club participation not just family members.

*If an injury occurs, a volunteer should follow these five steps:

1. Immediate Care and First Aid.
2. Emergency Treatment by a Medical Provider, if needed. (Inform agency partner contacts first, if possible.)
3. Reporting of Injury to Appropriate Agency Authorities. (Ideally, this notification occurs before formal medical care is sought, or as soon thereafter as possible. Specific contacts for agency personnel should be known in advance and verified.) All injuries should be reported within 24 hours of occurrence.
4. Documentation. Form CA-1 (Report of Injury) must be completed by the injured party for all injuries (even if medical treatment is not sought), and witness statements should be included.
5. Follow-up with agency authorities and ATC.

2018 Election Report - Absentee ballots

Copied below is the body of an email I sent to Alex Sanders (December 30, 2018). This email was in response to his request to provide a report to the election committee and it details the facts pertaining to the processing of absentee ballots. The main conclusion of the report is that: Out of 344 member requests for ballots for the officer election, there was one member who was unsuccessful casting a ballot due to error (error rate less than 0.3%). This is provided as background information in support of Objective G2 in the 2019 PATC Action Plan: Review election procedures and propose revisions, if needed.

Below is a summary of the handling of absentee ballots for the PATC 2018 election. The ballot was two pages, one for election of officers and the second for the constitutional amendment.

Requests for ballots were received beginning on September 4 and continuing until November 23. Requests were received by email, telephone, and in person. With each request, I kept a copy of the original request and entered the name(s) and addresses(s) of the member(s) in a spreadsheet. When a member requested two ballots (generally for the member and his/her spouse), I recorded both members separately in the spreadsheet. (I chose not to bundle more than one ballot set in any envelope).

For the first two months, I sent out ballot(s) in batches (approximately once per week) in the mail. For members who requested two ballot sets, I sent out two separate envelopes, one to each member. As we got within one month of the election, I sent out ballot(s) within one day of receipt of each request.

Ballots were due to me at HQ by 5pm November 28. As ballots were received over the course of October and November, they were kept in a locked box in my office.

Between November 23 and 26, Kit Sheffield and I recorded the receipt of ballots. We did not view or record any votes. Once the name of the sender was verified as eligible (member in good standing), the ballots were deposited in the lock box for subsequent transfer to the ballot box. The ballot box filled with verified eligible ballots was handed to Alex Sanders, Election Committee chair, at the election venue at approximately 5:30 pm on the 28th. We had one staff member stay at HQ until 5pm to be available to receive any last-minute drop-offs. He confirmed no additional ballots were hand-delivered as of 5pm.

Results of this process are tallied below:

Requests for Ballots:

344 absentee ballot sets issued

Ballots Submitted and Counted:

249 officer ballots submitted and counted

239 constitutional amendment ballots submitted and counted

Notes:

1 ballot submitted and not counted as the person's membership had expired.

1 ballot submitted and not counted as no identifying information was provided that would allow checking of membership.

7 ballots submitted and not counted as they were received after close of business on the 28th.

There were six envelopes that were in the PATC incoming mailbox on November 29, the day after the meeting.

Three were postmarked November 27.

One was postmarked November 26.

Two had no postmarks. This could be because the Post Office did not postmark them, which happens rarely but does happen, or that the voters dropped off the ballots personally after the deadline.

After the election, we received inquiries from six members requesting confirmation of receipt and count of their ballots. Five of these emails came from members who had requested two (sets of) ballots. Two of those five members received only one set of ballots in the mail from me (in error). Of the six inquiries (representing 11 members), 10 ballots were received. Three of the 10 ballots which were received arrived late (see above paragraph). The one ballot of the 11 inquiries not received was due to the error noted above.

In sum, 344 absentee ballot sets were successfully processed. In two cases, only one set of ballots were sent when two had been requested. In one of those two cases, it resulted in a member's vote not being included in the results. The other case compensated for the error by copying the one set of ballots which were sent and successfully submitting the original and the copied set (both of which were accepted and counted).

Respectfully submitted,

Robert Christianson
Staff Director

Temporary Seasonal Employees Hired

Offer letters have been extended to six Ridgerunners and the Blackburn Trail Center Caretaker for the 2019 season. On-boarding and commencement of work will be completed on a phased approach over the next several weeks.

Contract for Replacement of Lighting Fixtures at HQ

A contract has been executed to replace the fluorescent tube light fixtures in the high-use areas of HQ plus the Council Room with LED lighting. This will provide a higher quality and better performing lighting, save electricity, and reduce maintenance and replacement costs. It is estimated that for high-use areas the cost of retrofit will be recouped in 3 years. The PATC qualifies for the Small Business energy saving program funded by our power utility, Dominion Energy. Participation in this program brings significant rebates (30%) to the club.

PATC Roster Update

A final version (as of February 12, 2019) of the PATC roster reflecting all structural and assignment changes in the organization was sent to all members on the expanded organizational chart. The staff director will have the responsibility to keep it up-to-date as changes occur.

Conflict of Interest Forms Collected

Conflict of Interest forms have been received from all members of ExCom, staff, and all but one Council member. I will be reviewing the forms for completeness during the next two weeks.

LIGHTS REPLACEMENT PROJECT

LED Panels (39)

LED Recessed (204)



EXISTING FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

NOTE: EXISTING LIGHTING AND BASES, WITH EXISTING DIMMERS PROVIDED BY F.A.C. ARE HINT TO FIELD CRAFT. EXISTING CONDITIONS PER TO PLAN, DESIGN AND DRAWINGS, NOT FOR CONSTRUCTION.



EXISTING SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

HEADQUARTERS RENOVATION
F.A.C. P.A.T.C.
115 PARK STREET OF
NEWTON, MASSACHUSETTS 02459
REV. 07-17-2019
230228

CONTRACT NUMBER
NOV 4, 2019
PROJECT #
1000000
A

FINANCIAL NARRATIVE



January 2019

PATC

Key Considerations:

- January operating surplus for PATC and Bear's Den is \$14k.
- PATC's cash position has decreased by 12% year on year. This is largely due to the \$92k purchase of the Calf Mountain Garth property.

Revenue

- Total January revenues for PATC are \$81k. This is a \$33k decrease from January 2018 revenue (\$114k) due to the sale of the Harold Floyd tract in January 2018, which resulted in proceeds of \$42k. Overall, true operating revenue, i.e., excluding land transactions, is about \$10k greater than 2018.
- Cabin rental revenue is up by 12% over 2018. Over \$4k in refunds were issued in January due to weather.
- Sales revenue is down by 9% from 2018.
- Membership dues revenue is up by 14%.
- A grant from the Mountain Club of Maryland for \$3k was received for the Maryland Ridgerunner program.

Expenditures

- Operating expenditures are equal to January 2018 expenditures.
- The purchase of the Garth property on Calf Mountain closed in January, resulting in a capital expenditure of \$92k.
- The largest increases in operating expenditures are in employee expenses (up 7%), office expenses (up 31%), and land expenses. The employee expense increase is due to staff salary increases and increased working hours, the office expense increase is primarily due to HQ R&M – new carpeting installed in the sales room and roof repairs, and the land expense increase relates to the road maintenance performed at Huntley.
- Year on year increases in expenditures are offset by a large reduction in accounting/external controller fees.

Bear's Den

Key Considerations:

- Net operating revenue is at a deficit of \$3,700. Revenue is on par with 2018 figures; however, a \$1k payment to repair the generator and a \$600 payment to upgrade the kitchen lighting to LED were made in January.
- Total assets at \$50k are unchanged from 2018, with available cash of \$46k.

Potomac Appalachian Trail Club (incl. Bear's Den)
Activity By Program
January 2019

Revenue

	CABINS	SALES	TRAILS, SHELTERS & LANDS	MEMBERSHIP	CHAPTERS & SECTIONS	BUSINESS DEVELOPMENT	BEAR'S DEN	G&A	TOTAL	ANNUAL BUDGET
4000 CABIN RENTALS	34,530						3,121		37,651	415,350
4100 SALES	149	10,642					960		11,750	211,000
4200 MEMBERSHIP DUES				18,935					18,935	185,000
4220 SECTION DUES/FEES					1,580				1,580	20,755
4300 UNRESTRICTED CONTRIBUTIONS						8,634			8,634	80,000
4330 RESTRICTED CONTRIBUTIONS	825		585			1,755			3,165	7,500
4365 GRANTS			3,000						3,000	20,000
4550 RIDGERUNNER INCOME			0						0	46,333
4600 TRAIL PATROL CLASSES			400						400	5,995
4700 NPS REIMBURSEMENT			0						0	1,900
4800 SPECIAL EVENTS/ANNUAL MEETING			0	0					0	10,000
4995 LAND TAX CREDITS/EASEMENTS/SALES			0						0	30,000
4996 INTEREST INCOME						118			118	3,000
4999 MISCELLANEOUS INCOME						34			34	1,000
Total Revenue	35,504	10,642	3,985	18,935	1,580	10,541	4,081		85,268	1,037,833

Expenditures

PURCHASES		180					89		269	63,034
6000 EMPLOYEE EXPENSES	3,994	5,226	5,744	4,094		1,487	2,885	13,791	37,222	518,743
6100 OFFICE EXPENSES	1,315	1,493	0	421		400	2,703	4,907	11,239	140,500
6200 CABINS	4,135								4,135	84,500
6300 SHELTERS AND TRAILS			0						0	31,175
6400 LANDS	0		3,890						3,890	70,170
6500 MEMBERSHIP SERVICES				4,143					4,143	55,000
6550 VOLUNTEER EXPENSES				0				0	0	14,100
6600 PROFESSIONAL FEES		238	1,619				575	3,105	5,536	82,500
6700 CHAPTER & SECTION EXPENSES					2,228				2,228	23,860
6800 FUNDRAISING EXPENSES						0			0	2,000
6850 EXECUTIVE EXPENSES								0	0	6,300
6900 TAXES & UTILITIES	50						1,528	1,180	2,759	21,100
6999 MISCELLANEOUS								0	0	1,000
Total Expenditures	9,494	7,137	11,252	8,658	2,228	1,887	7,781	22,984	71,421	1,113,982

Net Operating Revenue	26,010	3,505	(7,267)	10,277	(648)	8,654	(3,700)	(22,984)	13,847	(76,149)
G&A Allocation	(5,516)	(5,516)	(5,746)	(4,597)	0	(1,609)	0	22,984		
Surplus (Deficit) after G&A	20,494	(2,011)	(13,013)	5,680	(648)	7,045	(3,700)	0		

Potomac Appalachian Trail Club

Statement of Activity

Jan-19

	Jan-19	Jan-18	Variance
Revenue			
4000 Cabin Rental Income			
4005 Cabin Rental	39,010	33,010	6,000
4010 Cabin Rental Refund	(4,480)	(2,300)	(2,180)
4015 Cabin Key Fee	0	55	(55)
Total 4000 Cabin Rental Income	34,530	30,765	3,765
4100 SALES			
4105 Maps	8,553	8,956	(403)
4115 Publications	4,101	4,729	(629)
4120 Third Party Products (Resales)	760	1,296	(535)
4130 Shipping Charges Reimbursed	1,393	1,332	61
4435 Discounts given	(4,016)	(4,441)	425
Total 4100 SALES	10,791	11,872	(1,081)
4200 MEMBERSHIP DUES	18,935	16,555	2,380
4210 Dues/Trip Fees Ski Touring	354	0	354
4220 Dues/Trip Fees Mountaineering	1,226	978	249
4300 UNRESTRICTED CONTRIBUTIONS			
4305 Contributions - Bequests	0	0	0
4310 Contributions - GOF	2,885	3,651	(766)
4320 Contributions - CFC (Fed Cont)	1,384	135	1,250
4326 Direct Mail Campaign	4,365	3,755	610
Total 4300 UNRESTRICTED CONTRIBUTIONS	8,634	7,540	1,094
4330 RESTRICTED CONTRIBUTIONS	3,165	3,620	(455)
4365 GRANTS	3,000	0	3,000
4550 RIDGERUNNERS INCOME	0	0	0
4600 TRAIL PATROL CLASSES	400	45	355
4700 NPS REIMBURSEMENT	0	0	0
4800 SPECIAL EVENTS - ANNUAL MEETING	0	0	0
4995 LAND TAX CREDITS/ LAND SALES	0	42,407	(42,407)
4996 INTEREST INCOME	118	273	(155)
4999 MISCELLANEOUS INCOME	34	0	34
Total Revenue	81,187	114,055	(32,867)

	Jan-19	Jan-18	Variance
Expenditures			
PURCHASES			
5010 Maps	0	0	0
5020 Publications	0	0	0
5030 Third Party Products (Resales)	180	0	180
Total PURCHASES	180	0	180
6000 EMPLOYEE EXPENSES			
6010 Salaries & Wages	28,366	26,535	1,831
6015 Salaries - Ridegrunners	0	0	0
6030 Performance Incentives	0	0	
6040 Payroll Taxes	2,979	3,465	(486)
6050 Payroll Fees	462	232	230
6060 Health Insurance	1,507	1,193	314
6070 403(b) Pension Plan	1,022	568	454
6075 Staff Tuition Reimbursement	0	0	0
6080 Staff Training	0	0	0
6085 Staff Travel	0	0	0
6090 Recruitment	0	0	0
Total 6000 EMPLOYEE EXPENSES	34,337	31,993	2,343
6100 OFFICE EXPENSES			
6105 Office Supplies	201	752	(551)
6120 Credit Card Fees	1,520	1,567	(47)
6125 Bank Charges	0	9	(9)
6130 Postage & Delivery	1,958	1,308	651
6135 Printing	19	237	(217)
6140 Information Technology	170	173	(3)
6145 Maintenance Contracts	591	592	(1)
6150 Office Furniture	0	0	0
6155 Equipment Rental	360	367	(7)
6160 Licenses, Dues & Subscriptions	553	421	132
6170 Repair & Maintenance	3,019	0	3,019
6180 Refreshments	144	449	(305)
Total 6100 OFFICE EXPENSES	8,536	5,874	2,662
6200 CABINS			
6210 Cabin Repair and Maintenance	1,078	1,550	(472)
6220 Cabin Reservations	0	0	0
6230 Cabin Electric & Gas	2,979	2,333	646
6235 Cabin Water & Sewer	79	86	(7)
6250 Blackburn Trail Center Expenses	0	0	0
6260 Blackburn Trail Road Expense	0	0	0
Total 6200 CABINS	4,135	3,969	167
6300 SHELTERS AND TRAILS			
6310 Shelter Maintenance	0	109	(109)
6320 Trail Maintenance	0	866	(866)
6330 Tool Purchases	0	0	0
6340 Ridgerunners	0	0	0
6350 Trail Patrol	0	40	(40)
Total 6300 SHELTERS AND TRAILS	0	1,015	(1,015)

	Jan-19	Jan-18	Variance
6400 LANDS			
6410 Corridor Management (AT)	0	0	0
6420 Tract Maintenance (Lands Mgmt)	3,890	0	3,890
6420 Tract Maintenance (USDA Project)	0	0	0
6430 Property tax,lease,dues (hoa)	0	384	(384)
6445 Land Acquisition/Sale Expenses	0	593	(593)
6460 Naturalist	0	0	0
Total 6400 LANDS	3,890	977	2,913
6500 MEMBERSHIP SERVICES			
6530 Membership	488	215	273
6540 Newsletter	3,655	20	3,635
Total 6500 MEMBERSHIP SERVICES	4,143	235	3,908
6550 VOLUNTEERS EXPENSES			
6565 Volunteer Recognition	0	0	0
6570 Outreach	0	243	(243)
6580 Annual Meeting (Awards Banquet)	0	281	(281)
Total 6550 VOLUNTEERS EXPENSES	0	524	(524)
6600 PROFESSIONAL FEES			
6610 Marketing Expenses	238	(92)	329
6620 Insurance	3,380	3,078	302
6630 Legal	1,619	0	1,619
6640 Archives	0	0	0
6650 Accounting Expenses	(275)	7,505	(7,780)
6660 Royalties	0	889	(889)
Total 6600 PROFESSIONAL FEES	4,961	11,380	(6,419)
6700 CHAPTER & SECTION EXPENSES			
6710 Chpt - Charlottesville	90	380	(290)
6720 Chpt - North	0	0	0
6740 Chpt - So. Shen. Valley	1,215	1,055	160
6750 Chpt - West	0	0	0
6760 SEC - Mountaineering	753	792	(38)
6780 SEC - Ski Touring	170	0	170
Total 6700 CHAPTER & SECTION EXPENSES	2,228	2,227	1
6800 FUNDRAISING EXPENSES			
6810 Direct Mail Campaign Expenses	0	0	0
6820 Grants & Development	0	0	0
Total 6800 FUNDRAISING EXPENSES	0	0	0
6850 EXECUTIVE EXPENSES			
6860 President's Budget	0	9	(9)
Total 6850 EXECUTIVE EXPENSES	0	9	(9)
6900 TAXES & UTILITIES			
6910 Telephone & Internet	484	508	(23)
6920 Electric & Gas	746	1,027	(281)
6930 Water & Sewer	0	0	0
6940 Trash	0	792	(792)
Total 6900 TAXES & UTILITIES	1,230	2,327	(1,097)
6999 Miscellaneous Expense	0	3,105	(3,105)
Total Expenditures	63,641	63,635	5

	Jan-19	Jan-18	Variance
Net Operating Revenue	17,547	50,419	(32,872)

CAPEX	
Purchase of Garth Property	92,437
Total	92,437

Potomac Appalachian Trail Club

Statement of Financial Position

As of January 31, 2019

	31-Jan-19	31-Jan-18	Variance
ASSETS			
Current Assets			
1000 TOTAL CASH & CASH EQUIVALENTS			
1010 HQ Checking - Capital One 5891	145,394	214,026	(68,631)
1015 Cap One Schairer Fund Acct 1994	16,012	15,951	61
1020 NWFCU Checking	2,950	2,950	0
1025 NWFCU Savings	24,688	21,120	3,569
1030 Cap One Restricted Funds Savings 7569	41,873	61,927	(20,055)
1031 Cap One Savings 3985	278,500	276,259	2,241
1032 Charlottesville Chapter	309	345	(36)
1034 North Chapter	2,158	2,015	142
1035 Southern Shenandoah Valley Chapter	4,012	999	3,013
1036 Ski Touring Section Checking	4,604	8,684	(4,080)
1037 Ski Touring Section Savings	18,056	13,052	5,004
1038 Mountaineering Section Checking	11,466	15,948	(4,481)
1039 Mountaineering PayPal	8,805	2,898	5,907
1040 Petty Cash	93	111	(18)
Total 1000 TOTAL CASH & CASH EQUIVALENTS	558,920	636,284	(77,364)
1042 INVESTMENTS			
1052 Charles Schwab-1499	697,724	681,495	16,230
1055 Charles Schwab - 1263	1,676,888	1,572,308	104,579
1056 Valuation Allowance-1263	1,205,316	1,498,052	(292,736)
1057 Valuation Allowance-1499	(25,516)	(22,336)	(3,180)
Total 1042 INVESTMENTS	3,554,413	3,729,520	(175,107)
Total Bank Accounts	4,113,333	4,365,803	(252,471)
Accounts Receivable			
1100 Accounts Receivable General	8,080	19,282	(11,202)
1110 Accounts Receivable - BD-PR	12,303	9,350	2,952
1112 Accounts Receivable - BD Cabin	182	0	
1114 A/R Sales Tax Paid for BD	886	1,028	(142)
1115 Accounts Receivable - BD expenses	2,225	2,438	(213)
Total Accounts Receivable	23,676	32,098	(8,422)
Other Current Assets			
1200 TOTAL INVENTORY			
1210 Inventory - Maps	77,387	74,560	2,827
1220 Inventory - Publications	82,411	89,930	(7,518)
1230 Inventory - Resales	17,036	14,127	2,909
1240 Silent Auction Donations	150	150	0
Total 1200 TOTAL INVENTORY	176,985	178,766	(1,782)
1300 PREPAID EXPENSES			
1325 Prepaid Insurance	30,642	29,280	3,865
1350 Prepaid Postage Expense	1	0	1
Total 1300 PREPAID EXPENSES	30,643	29,280	1,363
1400 UNDEPOSITED FUNDS	5,245	10,796	(5,552)
Total Other Current Assets	212,872	218,842	(5,970)
Total Current Assets	4,349,880	4,616,743	(266,863)

	31-Jan-19	31-Jan-18	Variance
Fixed Assets			
1600 Office Furniture & Equipment	425,907	425,907	0
1605 Accum Dep - Furniture & Equipme	(413,864)	(403,929)	(9,935)
1610 HQ - Building	681,814	681,814	0
1615 Accum Dep - Building	(496,227)	(473,055)	(23,172)
1620 LAND			
1621 HQ - Land	387,978	387,978	0
1630 Trail Land	4,036,117	3,943,680	92,437
Total 1620 LAND	4,424,094	4,331,657	92,437
1640 Cabins/Shelters			
1641 Cabins/Shelters	1,497,678	1,454,778	42,900
1695 Accum Dep - Cabins/Shelters	(461,483)	(403,023)	(58,460)
Total 1640 Cabins/Shelters	1,036,195	1,051,755	(15,560)
Total Fixed Assets	5,657,920	5,614,150	43,770
TOTAL ASSETS	10,007,801	10,230,894	(223,093)
LIABILITIES AND EQUITY			
Liabilities			
Accounts Payable			
2100 Accounts Payable	25,912	18,325	7,588
2110 A/P - BD - Cabin Revenue	2,385	2,695	(310)
2115 ATC Payable	923	1,333	(410)
Total 2100 Accounts Payable	29,220	22,353	6,868
Credit Cards			
2250 NWFCU Credit Card	3,970	7,989	(4,019)
2260 Home Depot CC	0	127	(127)
2270 Lowe's CC	237	109	128
Total Credit Cards	4,206	8,224	(4,018)
Other Current Liabilities			
2301 Virginia DOT Payable	195	173	22
2305 Sales Tax Payable - VA (BD)	154	181	(27)
2315 Payroll Taxes Payable	1,530	6,339	(4,810)
2320 Accrued Vacation Payable	18,019	19,298	(1,279)
2410 Prepaid Expense Reimbursement	5,730	0	5,730
2420 Deferred Reservations	52,140	61,975	(9,835)
2430 Deferred Membership Dues	37,723	0	37,723
Total Other Current Liabilities	115,491	87,966	27,525
Total Current Liabilities	148,918	118,543	30,374
Total Liabilities	148,918	118,543	30,374
Equity			
3005 Quasi Endowment - Fund	3,554,413	3,729,519	(175,106)
3200 Temp. Restricted Net Assets	64,496	96,163	(31,667)
3300 Unrestricted Net Assets	5,648,956	5,783,480	(134,524)
3900 Opening Balance Equity	364,881	360,794	4,087
Net Revenue	226,138	142,394	83,744
Total Equity	9,858,884	10,112,350	(253,467)
TOTAL LIABILITIES AND EQUITY	10,007,801	10,230,894	(223,092)

PATC RESTRICTED FUNDS/GRANTS January 2019						
FUND NAME	Beginning Balance	YTD Contributions	YTD Releases (Funds spent for intended purpose)	Ending Balance	Purpose	Comments
CORRIDOR MANAGEMENT	0	0	0	0	Fund set up to maintain corridor	
SCHAIRER FUND	15,907	0	0	15,907	Fund set up by the Schairer Family to maintain the cabin	
EDUCATION STEWARD GRANTS	840	0	0	840	Remaining funds from a pass through grant to Jennifer Chambers to construct a trail on a private school in MD.	
HQ CAPITAL IMPROVEMENTS FUND	0	185	(185)	0	Funds collected from annual membership form donated specifically for HQ	
QUASI ENDOWMENT FUND	9,150	1,570	(9,150)	1,570	Funds collected from annual membership form donated specifically for Quasi Endowment Fund AND Lifetime Membership Dues	
BOB GOLDBERG FUND	1,000	0	0	1,000	Restoration of "placeholder" funds from Bob Goldberg in anticipation of a future donation to purchase lands/cabins	Added per John H. (no contribution in 2016 - just reclassification)
SSVC SHENANDOAH MOUNTAIN PROJECT FUND	3,418	0	(340)	3,078	Conservation fund dedicated to GW National Forest land managed by SSVC	added to RF in 2018 after determining funds belong to PATC, held in SSVC checking

PATC RESTRICTED FUNDS/GRANTS January 2019						
FUND NAME	Beginning Balance	YTD Contributions	YTD Releases (Funds spent for intended purpose)	Ending Balance	Purpose	Comments
TRAILS, CABINS AND LANDS						
GRANT 24 - Blackburn Trail Center	277	0	0	277	Remaining funds from a large contribution by Jeff DeTroy	
2017 LL Bean	158	0	0	158	Repair Ashby Hollow Bridge	Henry Horn is POC.
Grant LLBean/ATC Rod	549	0	0	549	Replace rotted logs/wooden battens on Rod Hollow Shelter	Henry Horn is POC.
Grant 2017 REI Tuscarora Trail	9,791	0	0	9,791	Work to rebrand the Tuscarora Trail - no specific work effort or time limit.	
NWFCU Community Program - Bear's Den	3,500	0	0	3,500	For to be determined use at Bear's Den Lodge	
Grant Appalachian Trail Landscape Partnership Action Fund	45,000	0	(45,000)	0	For purchase of Garth property, Calf Mountain executed 1/10/19	
Grant ATC Virginia Specialty License Plate Fund	0	0	0	0	For corridor and Blackburn maintenance	
Grant Mountain Club of Maryland	0	3,000	0	3,000	To fund 2019 Maryland ridgerunner season	
Trail Land Fund	25,741	585	(1,500)	24,826	For acquiring land to: relocate or preserve a trail, provide trailhead parking, create hiker campgrounds and shelters, preserve the views	
Cabin/Shelter Fund	0	825	(825)	0	Funds collected from annual membership form donated specifically for Cabin/Shelter maintenance	
TOTAL TRAILS, CABINS AND LANDS	85,016	4,410	(47,325)	42,101		
TOTAL RESTRICTED FUNDS	\$115,331	\$6,165	(\$57,000)	\$64,496		

2019-03-12 VP Of Operations

The ice storm in late February caused a significant downfall of debris in SNP and Northern Virginia. A privy was destroyed by a falling tree at the Sam Moore shelter. The Skyline drive remained closed to emergency use hampering trail and shelter assessments.

Fifty-two 4 X 4 posts for the Tuscarora Trail sign project were delivered to Hancock, Maryland and cut to size. The storage was provided by the city.

A meeting was held to discuss an AT relocation in the vicinity of Skyland. The relocation is being caused by a significant water and electrical upgrade in close proximity to the AT.

Attended the 2019 Southern Partnership meeting in North Carolina on March 8 to 10. An update will be provided later.

Provided a very short briefing to REI on possible projects to be funded by REI. The club received \$7,500 for a shelter roof replacement, and three privy constructions.

Obtained chain-saw certification by the Forest Service.

Met with Andrew Downs (Southwest Virginia Regional Director) and Michell Miller at Bears Den. Joe Lombardo was also in attendance. The recent reorganization was discussed.

In general the weather has been quite rainy and cold which makes any outdoor work difficult.

Mid-Atlantic Regional Partnership Committee Report 2019 March 12

The spring two day meeting of the Mid-Atlantic Regional Partnership Committee (MA-RPC) will take place on March 23-24 at the AMC Mohican Outdoor Center in Blairstown, NJ. Persons in addition to the PATC representative and alternate may attend.

The agenda includes among other items:

- Rapid response for weather related disasters
- AT visitor use management
- VISTA update
- Corridor management
- AT Community assessment
- Club successes and challenges
- ATC staff successes and challenges
- Safety: VIP after action review
- ATC interim reorganization
- Strategic planning
- Shutdown impacts
- RPC survey responses

Other issues of concern should be brought to the attention of Pete Brown and Rush Williamson (PATC alternate representative) so they can be discussed at the meeting.

Club accomplishments since the fall meeting will be presented in PATC's report to the meeting. Items that should be in the report should be brought to the attention of Pete Brown and Rush Williamson.

Pete Brown
MA-RPC Representative

2019-03-12 AT Corridor Management Committee Report

Been getting a few reports. Field activities have been limited by the periodic rain and snow events. Ron Bungay has scheduled another ALDHA work trip for March 28 to 30. Again using Blackburn Trail Center as the meeting location.

Submitted by,
Tom Lupp

Communications Report
PATC Council Meeting – March 12, 2019
Anstr Davidson, Supervisor of Communications
anstrdavidson@gmail.com or communications@patc.net

Potomac Appalachian

We are planning to produce the PA with a cheaper and faster printer. We expect a printing schedule that will make articles timelier. For now, content for the May issue is due March 31, but stay tuned.

The new printer also raises the issue of the paper the publication is printed on. We currently use 100% recycled stock. This is very expensive. If we use paper with less recycled content, we can save \$400 per issue or almost \$5,000 a year. We are gathering information about this trade off. Would appreciate comment from anyone with expertise on the issue of cost-effective, environmentally responsible options.

Meetup

The club's Meetup account is a mess. It is miss-identified and underused. Meetup has great potential to help the club interact with volunteers and hikers, but it is not meeting that potential.

The PATC social media team has analyzed this situation and proposed a way forward. I will work with the Vice President for Volunteerism, the Supervisor of Trails, and the chairs of Hikes and Trail Patrol, to explain the situation and move forward.

Supervisor of Outreach - Report 2019.03.12

Expanding Outreach

- Putting together Regional Volunteer Groups for Outreaching events.
- Looking into software/app to organize volunteer opportunities
- Looking to work with Universities for events
- Work with Trail Crews to expand our opportunities to teach the public about PATC

Upcoming Events

- 3.21.19 - Northwest Federal Credit Union community event - Setup Tent Display
- 4.27.19 - Flip-Flop Festival - Setup Tent Display, Lead Family Hike, Setup Kids Tent with Activities
- 5.4.19 - Kingman Island Bluegrass Festival - Setup Tent Display, Cleaning Crew
- 6.1.19 - Trails Day, Bears Den (PATC lead event) - Setup Tent Display, Family Hike, Speakers
- 6.15.19 - Round Hill, AT Community Day - Setup Tent Display, Panel with current and past AT hikers.

March 5, 2019



POTOMAC
APPALACHIAN
TRAIL CLUB
www.patc.net

- Trail Patrol report:
- At the February meeting we had eighteen attending the meeting with six others on the teleconference network. Total twenty-four attending. Had one new person on the teleconference network.
- Our calendar is finished and will be posted on the web page
- Shared copies for both Saleena DeVore's WFA courses and Matt Rosefsky WFA courses for the first half of next year at meeting.
- This meeting business portion was held to half hour.
- Our LNT courses are filling up. Our WFA courses are filling up, too.
- In the other half of meeting, John Bridges gave an overview of the backpacking course that is being held in the spring.
- This year we will be offering the free spot for an LNT ME course spot to Valerie Swan.
- Hike leader course will be held in September 21-22 at Blackburn TC. Instructors have been contacted for the weekend. We now have a vacant position the hike leader training instructor.
- In ongoing items:
- The 301A form has been added to our training and will be filled out once the person finishes all training. We have added the list of all trails that PATC maintains so our TPer's will have better information when filling out reports.
- Now that we have info from ATC and APPA concerning the AT with job descriptions. We will get folks to fill out any another 301A forms.
- Our database is being continually updated and we have added a field for our CPR, BWFA, WFA certification requirements as who gives out the certifications. Once updated will be forward to SNP from PATC. It is on-going.

PATC Trail Patrol chair

Christopher Firme

Potomac Appalachian Trail Club Membership Report
Submitted by Michael Brown March 12, 2019

Recent Activities/Updates

- We have a slight increase in membership this month, however this is only due to 68 members reinstated their expired membership.
- The bulk mail request for the non-renewed members have been mail out. We may have a sense of impact by the April Council meeting.
- Kate (marketing), Anstr (communication), Kit and myself have begun to discuss options for developing YouTube videos, Twitter and Instagram. This will be the next step before investing in a formal marketing campaign. We are still in the strategy process of this initiative.

Motions

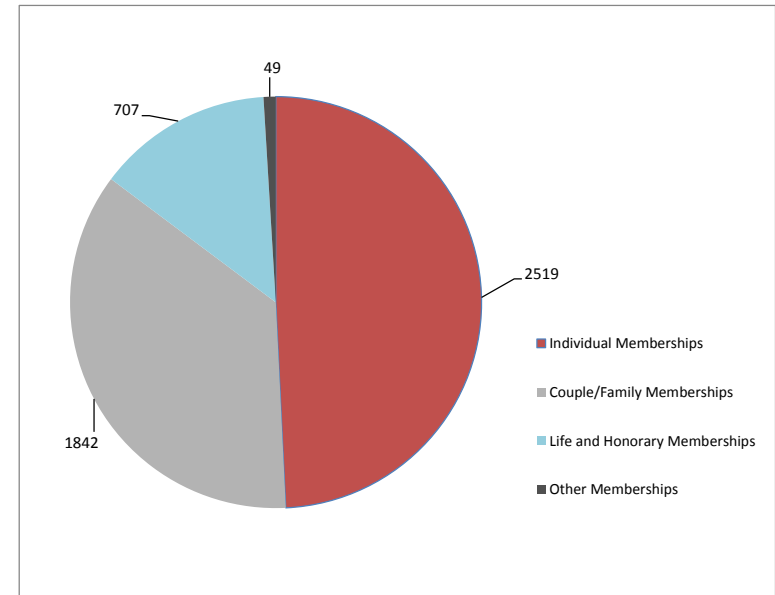
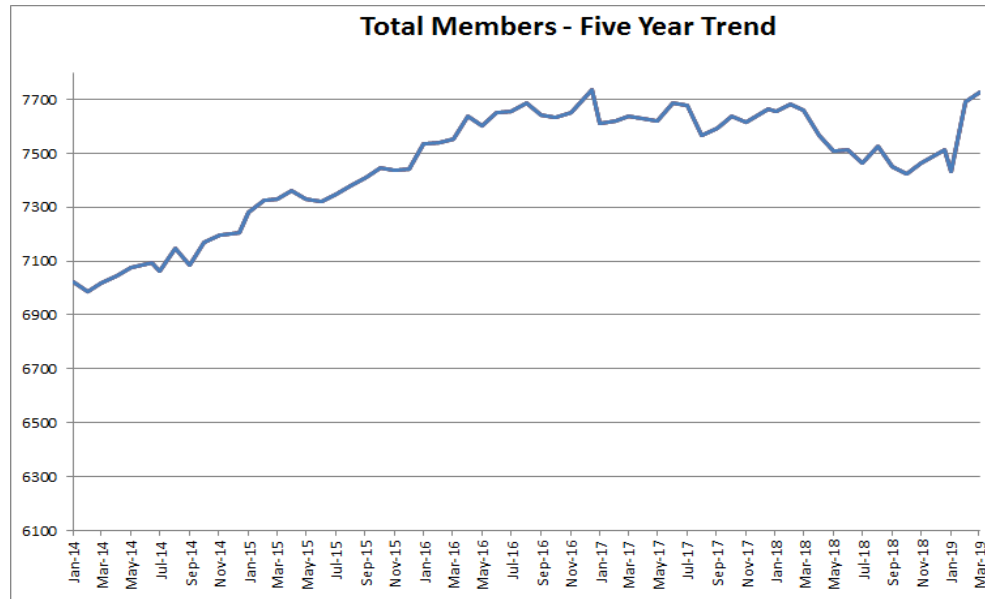
- None

Issues

- None

PATC Active Members
As of: 2/28/2019
Total Members: 7725

PATC Active Memberships
As of: 2/28/2019
Total Memberships: 5117



PATC Dues-Paying Memberships
As of: 2/28/2019
Dues-Paying Memberships: 4396

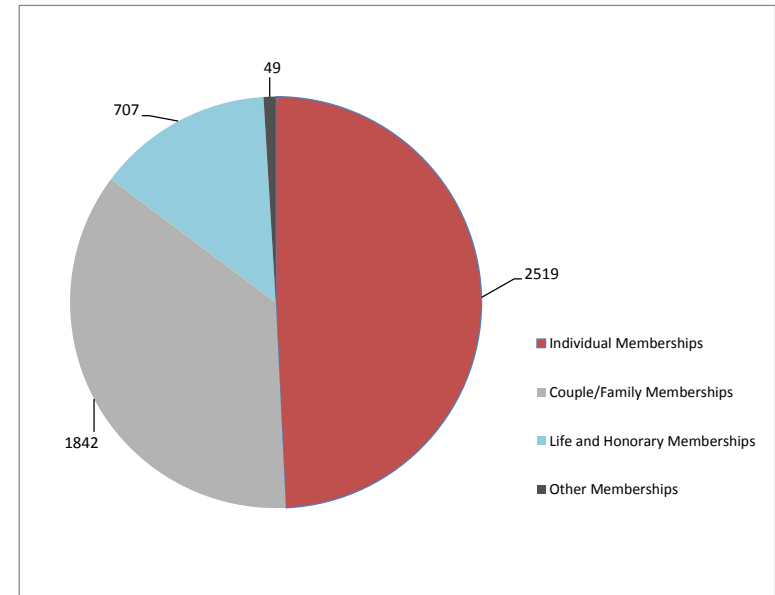
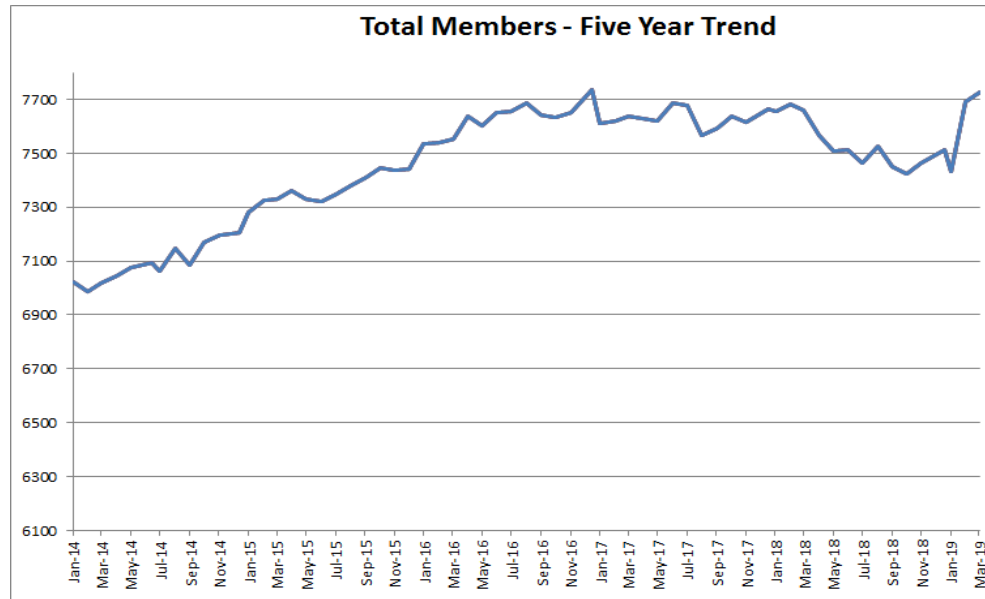
Membership Type	Members	Dues	Revenue
Individual	1,717	\$40	\$68,680
Couple	847	45	38,115
Family	440	55	24,200
Senior Individual	783	30	23,490
Student	19	20	380
Senior Couple	555	35	19,425
Spouse of Life Member	9	10	90
Non-Profit Youth Grp	24	50	1,200
Organization	2	375	750
Total	4,396		\$176,330

Membership Change Summary	
Members Reported Last Month	7,691
New Members Added	171
Members Dropped	(205)
Members Reinstated *	68
Members Reported this Month	<u>7,725</u>
* Members who had previously let their membership expire who rejoined in the month	

Note: On average, for each \$100 in Annual Dues, we receive \$6.42 in Contributing and Sustaining contributions, and \$51.52. in Funds contributions (excludes Combined Federal Campaign)

PATC Active Members
As of: 2/28/2019
Total Members: 7725

PATC Active Memberships
As of: 2/28/2019
Total Memberships: 5117



PATC Dues-Paying Memberships
As of: 2/28/2019
Dues-Paying Memberships: 4396

Membership Type	Members	Dues	Revenue
Individual	1,717	\$40	\$68,680
Couple	847	45	38,115
Family	440	55	24,200
Senior Individual	783	30	23,490
Student	19	20	380
Senior Couple	555	35	19,425
Spouse of Life Member	9	10	90
Non-Profit Youth Grp	24	50	1,200
Organization	2	375	750
Total	4,396		\$176,330

Membership Change Summary	
Members Reported Last Month	7,691
New Members Added	171
Members Dropped	(205)
Members Reinstated *	68
Members Reported this Month	<u>7,725</u>
* Members who had previously let their membership expire who rejoined in the month	

Note: On average, for each \$100 in Annual Dues, we receive \$6.42 in Contributing and Sustaining contributions, and \$51.52. in Funds contributions (excludes Combined Federal Campaign)

Marketing Report

March 12, 2019

Diane Yang and I met on February 21, 2019 to discuss inventory, sales, and direct marketing processes. She briefed me on the current status of her work and I asked her to develop a plan for expanding outreach to new vendors, including through planned outreach in the field.

Michael Brown and I discussed a membership renewal / initiation campaign with on March 4, 2019. We reviewed methods for publicizing membership and to retain current members and reconnect with lapsed ones. We also discussed initial steps needed to produce a video. I met with video technician Michael Forbes to confirm technical specifications and equipment needed for the video.

I participated in the PATC Communications Meeting at Headquarters on March 5 along with Kit, Martha, Rachel, Kirsten, Anstr, and Sam. Marketing action items include creating a catalogue of the photo archive, developing a PATC brand identity guidebook, and working with Anstr to include communications guidance in the marketing strategic plan.

Because there is inconsistency in how PATC's logo is used, I began work on a Brand Identity guide. The guide will include guidance on how to effectively use the logo on all communications material, including signature blocks on email.

Charlottesville Chapter Report

PATC Council Meeting

March 12, 2019

Jeff Monroe, Chapter President

The Charlottesville Chapter continues to promote a robust and varied hiking program designed for both members and as a recruitment device to the Club. As of Friday, March 8th, the club has sponsored 12 hikes in 2019, averaging 11 participants per hike (3 midweek hikes averaged 4 hikers, bringing down the overall average). For the year, 59 hikers have participated in at least one outing.

Hike locations in 2019 have included Douthat State Park, Crozet local trails, Shenandoah National Park's South and Central Districts, the Blue Ridge School grounds, and George Washington/Jefferson National Forest's Lee, Warm Springs, North River, and Glenwood-Pedlar Ranger Districts.

Hike distances have ranged from 3.3 miles to 10 miles.

As an alternate way to recruit potential members, PATC Charlottesville also promoted a Monday night event called "Astronomy on Tap," hosted by PATC member and UVA Professor of Astronomy Ed Murphy and held in Albemarle County at Reason Brewing. 18 people signed up to attend via the PATC-Charlottesville Chapter Meetup site, and several people brought guests. Professor Murphy made sure to give a shout-out to the group at the beginning of the presentation.

PATC-MS Report March 2019

February Monthly Meeting:

- Knot practice

- Summer expedition trip discussion

Annual Adirondack ice climbing trip with over 12 participants.

Crevasse rescue practice at Great Falls.

Upcoming Events: Snow Skills Day at Whitetail ski resort (after ski season ends),
March meeting with program on Smokehole Canyon climbing, top-rope clinic at Carderock.