

National Speleological Society, Inc.
Board Of Governors Meeting Agenda
Agenda of the 209th Regular Meeting, Lake City, Florida
August 11 and 15, 2008

Roll Call, Proxies, and Introductions.

1) Approval of the March, 2007 Board of Governors Meeting Minutes.

2) Officer Reports:

- A. President ([PRES](#))
- B. Executive Vice President ([EVP](#))
- C. Administrative Vice President ([AVP](#))
- D. Operations Vice President ([OVP](#))
- E. Secretary-Treasurer ([S-T](#))

3) Committee Reports:

- A. 2008 NSS National Convention (Florida)
- B. 2009 International Congress of Speleology/NSS Convention
- C. 2011 NSS Convention (Colorado)
- D. Nominating Committee Report
- E. Office, Library, Museum Complex Proposal

OLD BUSINESS

4) White Nose Syndrome Conference

Keeler moves: The National Speleological Society will donate \$2,500 from the Save the Caves Restricted fund in support of the White Nose Syndrome Conference to be held in Albany NY, June 9-11, 2008.

Seconded by Liebman

Email vote requested by Jones, Keeler, Moss, and Tozer

FOR:

Birkhimer, Bush, Clark, Cole, Devine, Florea, Frantz, Kayes, Keeler, Jones, Lewis, Liebman, Moss, Robertson, Smith, Young,

AGAINST: none

Absent: none

Motion Passed.

NEW BUSINESS

Appointments

5A) Recording Secretary:

Tozer moves: Paul Mihalak, (NSS 46919) is approved as Recording Secretary.
Paul Mihalak, (NSS 46919), PO Box 9, Hubbard, OH 44425, telephone 440-315-7353,
Mihalak@sbcglobal.net

5B) Chair of the Schoharie Caverns Nature Preserve

Keeler moves: Christa Hay is approved as the chair of the Schoharie Caverns Nature Preserve Committee. Contact information: Christa Hay, 154 Western Avenue, Cohoes NY. 12047-3916, 518-237-1165, c.hay@ctmale.com

Discussion: Bob Addis and Christa have worked out a smooth transition.

5C) Chairman of the Nominating Committee

Tozer moves: C. William Steele is approved as chairman of the Nominating Committee. Contact information: C. William Steele (NSS 8072) 500 Kingston Dr., Irvine, TX 75061, speleosteele@tx.rr.com

6) NSS Nature Preserve Categorization:

Frantz moves: The Administrative Vice President is directed to document the terms under which each of the NSS Nature Preserves or other Real Estate, became NSS property. This documentation will include information about how and when each property was acquired, whether donated or purchased; what costs were involved and how said payments were raised. The purpose of this documentation is to properly categorize each piece of real estate as an unrestricted, temporarily restricted or permanently restricted asset, in accordance with Generally Accepted Accounting Principles (GAAP). The AVP will report back to the Board on progress regarding this documentation at each board meeting until the documentation is complete.

Discussion: This motion also stems from the loss of the NSS's CFC status. Another qualification in the last audit concerned the proper classification of our real estate assets. The rules concerning this classification are complex, and we need to determine what restrictions, if any, were placed by donors of property or money. Ray has been researching this issue, however I'd like to formalize our need for this data. This motion will move us in the direction of becoming fully compliant with GAAP.

7) Copyright Policy

Birkhimer moves: The Board Act 25-120 is rescinded.

25-120 Copyright 12-28-63

The membership list is copyrighted. It is therefore not to be used by unauthorized concerns.

Discussion: The NSS Copyright Policy makes this Act obsolete and it needs to be removed.

8) Mailing List

Jones moves: Board Act 25-449 Mailing List is deleted.

A method will be developed to allow NSS members to keep their names off any bulk mailing list sold by the NSS.

Discussion: The Privacy policy does not allow us to sell the bulk mailing list, and we haven't been doing it anyway.

9) Ballots for Archives

Jones moves: Appendix X Policy for Conduct of NSS Elections is amended to add:

14. Each year, a complete, original copy of the ballot will be mailed to the NSS Archivist, in care of the NSS Office, to be placed in the NSS Archives.

10) Recess: Monday (about 12:00)

Tozer declared a recess for lunch and the closed meeting of the directorate at _____ pm.

11) Friday, August 15, 2008 Roll Call and Announcements of Proxies

12) Report of the Closed Session of the Directorate

13) Congress of Grottos Report

14) Archiving Officer and Committee Records

Jones moves: Board Act 40-275 Historical Records is amended to read

40-275 Historical Records 3-15-86, 3-23-74

All Society committees, permanent or temporary, should transmit their inactive <correspondance><<correspondence>> files and historical records to the Archivist for permanent retention in the Society's archives. Committee chairs are urged to presort material and to send that which will be of permanent reference value, organized and filed by topics.

<<Officers shall review their files, including e-mail folders, for material they believe

should be retained by the Society in the NSS Archives. Such material shall be transmitted to the NSS office for the attention of the Archivist. The officers shall ask all committees in their department to review their committee files and forward appropriate material to the Archivist.>>

15) Dues Structure

Frantz move: Act 28-389 Dues Structure is modified as follows;

Effective January 1, 2005, the dues of the Society are as follows:

Number of Years Paid	Regular	Associate	Family	Basic
One	\$36.00	\$25.00	\$7.00	\$15.00
Two	\$70.00	\$49.00	13.00	\$29.00
Three	\$103.00	\$72.00	\$19.00	\$42.00

Institutional Dues are \$75.00 per year<,><<.>>

Regular Life Membership is \$720.00<<.>>

< and >Family Life Membership is \$360.00.

<<Conservation Member annual dues are \$100.

Conservation Life Membership is \$1000, in addition to the Life Membership Fee.>>

Family members in the immediate family of a member accepting the prepayment option must prepay at the same time for the same number of years.

Basic Members will receive annually the Members Manual and American Caving Accidents as published.

<Conservation Member annual dues will be \$100.>

Conservation Life Members <will be> <<are>> Life, Family Life, Outstanding Service, or Honorary Members who pay an additional <contribution of \$1,000 for this purpose.> <<amount in order to be recognized as such.>>

The difference between the dues for a Conservation Life Member and those for Life or a Family Life Member will accrue to the Endowment Fund. The <<NSS's annual >> expenditure for conservation and educational activities will be equal to or greater than the <amount of the> difference between annual conservation dues and regular member dues that were paid during the preceding fiscal year.

Family Life Members or spouses of deceased Life Members who <contribute \$1,000 to> become Conservation Life Members will receive the status of ordinary<life><<Life>> Members with all the privileges of a Life Member.

The periodical subscription rates shall be changed to be consistent.

Discussion: This motion is strictly procedural, and makes no substantive changes to the dues structure. It seeks to clarify the dues structure by placing all items setting dues together, followed by the explanatory material. There are also a number of grammatical

corrections.

16) Dues increase

Frantz moves that Act 28-389 Dues Structure is modified as follows;

Effective January 1, ~~2005~~<<2009>>, the dues of the Society are as follows:

<u>Number of</u> <u>Years Paid</u>	<u>Regular</u>	<u>Associate</u>	<u>Family</u> <<Reg. & Ass.>>	<u>Basic</u>
One	\$36.00<<\$42>>	\$25.00<<\$30>>	\$7.00<<\$10>>	\$15.00<<\$22>>
Two	\$70.00<<\$82>>	\$49.00<<\$58>>	\$13.00<<\$19>>	\$29.00<<\$43>>
Three	\$103.00<<\$121>>	\$72.00<<\$86>>	\$19.00<<\$28>>	\$42.00<<\$62>>

Institutional Dues are \$75.00<<\$99>> per year.

Regular Life Membership is \$720.00<<800>>.

Family Life Membership is \$360.00<<400>>.

Conservation Member annual dues are \$100<<\$125>>.

Conservation Life Membership is \$1000<<\$1000>>, in addition to the Life Membership Fee.

Family members in the immediate family of a member accepting the prepayment option must prepay at the same time for the same number of years.

Basic Members will receive annually the Members Manual and American Caving Accidents as published.

Conservation Life Members are Life, Family Life, Outstanding Service, or Honorary Members who pay an additional contribution in order to be recognized as such.

The difference between the dues for a Conservation Life Member and those for Life or a Family Life Member will accrue to the Endowment Fund. The NSS's annual expenditure for conservation and educational activities will be equal to or greater than the difference between annual conservation dues and regular member dues that were paid during the preceding fiscal year.

Family Life Members or spouses of deceased Life Members who become Conservation Life Members will receive the status of ordinary Life Members with all the privileges of a Life Member.

The periodical subscription rates shall be changed to be consistent.

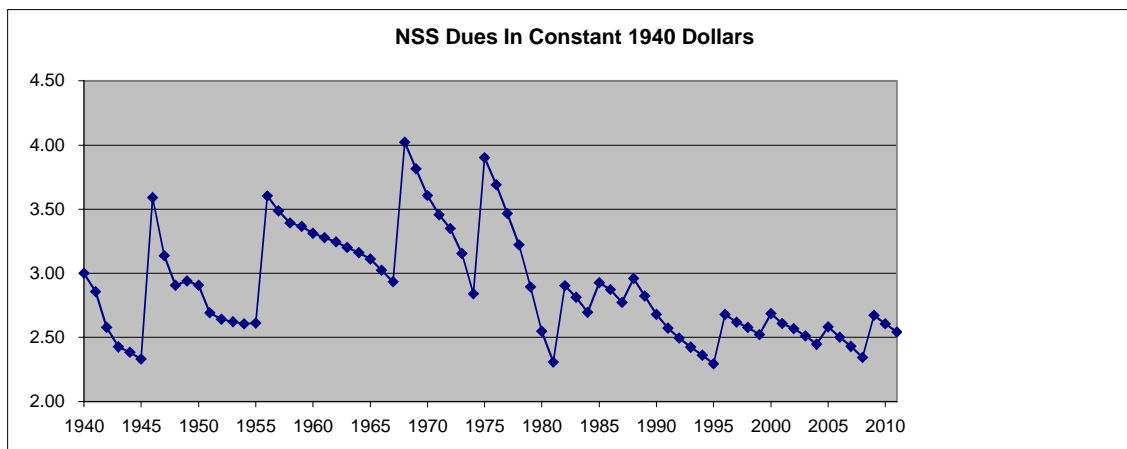
Discussion: At the Spring 2008 Board Meeting in Oakridge Tennessee, the Board directed the Executive Committee (EC) to prepare a proposal for a dues increase. The need for this increase became apparent because the EC found it necessary to apply \$17,700 from the Endowment Fund to balance the FY 2008-09 budget without cutting essential services. The EC has engaged in extensive discussions, and the above proposal is my best attempt to

synthesize everyone's concerns into a single proposal. Some of the officers, however, may wish to express concerns about some of the details.

Historically, dues increases on the order of 25% or more have resulted in significant member dissatisfaction and a resulting drop in membership. Smaller increases at shorter intervals have not had as large an impact, however frequent changes to the dues are costly in terms of the time consumed negotiating them and expense required to update forms, brochures, web sites and accounting software. The NSS last raised dues on January 1, 2005, and this proposal is designed to cover another 4 years. This proposal increases regular dues by about 17%, which is somewhat above the 12% needed to cover inflation, however the last increase of only 9% has proved inadequate, and we need to recoup the difference. The EC is, however, recommending more substantial increases in Associate, Basic and Family Dues. These increases are discussed in more detail below.

The proposed dues increase is expected to generate an additional \$60K per year; \$18K to eliminate the deficit covered by the Endowment Fund in this year's budget, and \$42K to track inflation at an estimated 3.5% per year. This will bring the annual dues income to slightly over \$400K. In the first two years following the increase, there will be more dues income than needed. In the third there should be just enough. The excess income from the first two years will be reserved to cover an anticipated shortage in the fourth year.

It is worth noting that, in terms of 1940 dollars, dues are near an all time low, and declining. The chart below, provided by Dave Irving, shows this trend. When the NSS was incorporated, in 1941, dues were \$3/year, or \$47 in today's dollars. In terms of 1940 dollars, the current \$36 dues are only \$2.35. The proposed \$42 dues would be only \$2.67, or 89% of those initial dues. Despite this effective decrease in dues, we have substantially increased the scope of our operations. Our ability to produce significant results with minimal expenditure is highly impressive. This increase is needed to help us sustain those achievements.



This proposal represents a significant change in how dues are proportioned among the different classes of members. Historically, Associate, Basic and Family members have been heavily subsidized by Regular Members, and have paid only minimal incremental costs. An analysis of current spending patterns indicates that this policy is highly

inequitable. This analysis assumes that all members, regardless of category, should share in the expenses of maintaining the office, and that all members other than family members, should share in the program expenses. To continue the current level of subsidy, we would have to raise Regular dues to \$44, which the EC believes is excessive. The EC therefore recommends that dues for Associate, Family and Basic Members be raised to more closely align with the expenses accruing to these members.

<i>ALLOCATION OF FY 07/08 EXPENSES TO MEMBERSHIP (expenditure per person)</i>	<i>Members Receiving All Pubs (Reg/Assoc)*</i>	<i>Basic Members</i>	<i>Family Members - No Pubs (Reg/Assoc)*</i>
<i>Office & Admin</i>	\$16	\$16	\$16
<i>Program (Committees, Preserves, Conservation)</i>	\$16	\$16	
<i>Publications</i>	\$30	\$ 6	
<i>TOTAL</i>	\$62	\$38	\$16
<i>60% covered by dues</i>	\$38	\$23	\$10
<i>Current Dues</i>	\$36/\$25	\$15	\$07
<i>Proposed Dues</i>	\$42/\$30	\$22	\$10
<i>Proposed Increase</i>	17% / 20%	47%	43%

* Includes Life & Sustaining

The EC proposes that Basic dues be raised to 52% of the corresponding regular dues, rather than the current 42%. While this increase is substantial, the EC believes Basic dues should cover the expenses the NSS incurs on behalf of these members. They have all of the privileges of regular members, apart from publications and this category draws members away from the Regular membership categories. Historically, they have been heavily subsidized, and a disproportionate increase is therefore in order.

Apart from voting rights, Associate members have the same privileges as Regular members, including all publications. This membership category is designed for under-age cavers and full time students, who are not otherwise eligible for family membership. Subsidizing them can be viewed as building for the future of the Society, and the EC therefore recommends only a modest 20% increase for this category.

Lastly, the EC is proposing an increase 43% for Family Regular and Family Associate dues. The dollar value of this increase is, however, only \$3, because these categories historically been kept artificially low, a policy that the EC would like to continue. At \$10 Family dues will barely cover the office and administrative costs.

Sustaining dues are set by Bylaw I-B (8) & (9) as a function of Regular, Family Regular, and Full Life Dues. If this motion passes, sustaining dues will become as follows:

<u>Number of Years Paid</u>	<u>Regular Sustaining</u>	<u>Family Sustaining</u>
One	\$122	\$50
Two	\$242	\$99
Three	\$361	\$147

Subscriptions to the NSS News and Journal of Cave and Karst Studies, which are set by Acts 80-179 and 81-637, will become as follows:

<u>Number of Years Paid</u>	<u>News</u>	<u>JCKS</u>
One	\$27	\$27
Two	\$53	\$53
Three	\$78	\$78

17) Executive Director

Jones moves: The Executive Committee will hire an Executive Director for the NSS headquarters before the summer 2009 Board meeting. The OVP will lead the initiative, which will include an evaluation of the NSS management structure, and recommendations for appropriate changes to effectively incorporate an ED.

Discussion: I learned in my experience as OVP that this is long over-due, and the effectiveness and efficiency of the NSS has suffered. To be effective, the OVP must function as an ED (with the exception of fund raising), on top of managing the department. Few candidates have the time and skills, and will be challenged by not living in Huntsville.

The ED would understand the conservation and scientific communities, government and other resources available, networking, business management, budgeting, marketing, etc, and be responsible for fundraising, marketing the NSS, and managing office operations, including the bookstore.

As part of this project, the EC will need to learn about the role of an ED in an organization, probably consult with resources for non-profits, evaluate what an ED would mean to the Board and NSS management structure, create a job description, determine the best way to find qualified candidates, and involve with the directorate as needed.

18) NSS Bookstore Assistant

Jones moves: Board Act 25-627 NSS Bookstore Assistant is rescinded.

Board Act 25-627 NSS Bookstore Assistant

The part-time paid position of NSS Bookstore Assistant is established in the Department of the Operations Vice President. The NSS Bookstore Assistant shall report to the Operations Manager. With the establishment of this paid position, the volunteer position of NSS Bookstore Manager, a committee equivalent, is abolished.

Discussion: We haven't had a part time Bookstore Assistant for a few years. We now have a full time Bookstore Supervisor. Regardless, it isn't for the Board to establish positions and assign jobs within the office. That is up to the Operations Manager and OVP. The Board approves a salary figure, and the OVP is responsible for using it to staff the office to accomplish office tasks.

19) Symbolic Devices

Jones moves: Board Act 27-341 Symbolic Devices is amended to read:

The use of the NSS logo is subject to the control of the NSS <Executive> <<Operations>> Vice President.

Discussion: The OVP, via the Web site, hoisted (IO) Web sites, various forums, Bookstore items, banners, and office operations uses the logo more than any other officer. Members, vendors, and IOs wishing to use the logo generally contact the office or IT Committee first. For the EVP to control to control the use of the logo is impractical.

20) NSS Official Logo (Option 1)

Jones moves: Board Act 27-476 Official NSS Logo is amended to read:

27-476 Official NSS Logo

<<The logo shown below, a color version of>> Logo A <<on>> <from> the 1987 BOG Election Ballot<shown below>> <<that was adopted by the Board in 1987,>> is the official logo of the NSS and will be <<the only>> used by the Society for official purposes. <Members and NSS groups may continue to use any of the traditional versions of Tom Culverwell's enduring original idea for ceremonial and non-official purposes if they wish.>

Current official, adopted in 1987:



The motion proposes that black and white version be replaced by this color version, created for the digital, color world:



Discussion: We can't continue to have a blurry black and white image as our official logo. The Board act and logo format need to be updated.

Research over the last couple of months has shown that the logo that was displayed in the online Board Manual was not the design adopted by the Board in 1987, when they selected "logo A" -- the design that had received the most votes on that year's director ballot. The hard copies of the Board Manual have not included an image. Information is available on the NSS Web page <http://www.caves.org/NSS Logo.html>

Since 1987 other designs of the logo have been drawn up and put in use without Board approval, deviating from the Board Act and giving an incongruent and unprofessional image of the NSS. This is probably because proper "print-ready" artwork was/is not available.

The color design presented here is simply a color version of the current official logo, as best possible with available fonts, and created in high resolution for use with modern printing. This will allow the official design to replace the various ad hoc versions in use now. Completely replacing the other logos everywhere they are used will take a bit of time, of course.

Additionally, a high-resolution, color image is needed for the logo to be trademarked. Trade marking our logo will allow us to legally control its use.

The motion would read:

The logo shown below, a color version of Logo A on the 1987 BOG Election Ballot that adopted by the Board in 1987, is the official logo of the NSS and will be the only logo used by the Society for official purposes.

21) NSS Official Logo (Option 2)

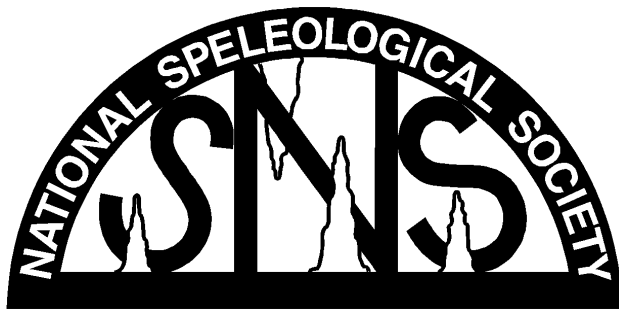
Keeler moves: Board Act 27-476 Official NSS Logo is amended to read:

27-476 Official NSS Logo

Logo A (from the 1987 BOG Election Ballot shown below) is the official logo of the NSS and will be used by the Society for official purposes. Members and NSS groups may continue to use any of the traditional versions of Tom Culverwell's enduring original idea for ceremonial and non-official purposes if they wish.

Digital versions (black and white, and color) are presented below:

<<Digital versions (black and white, and color) are presented below:>>



22) NSS Forum Sub-Committee

Jones moves: Board Act 66-764 NSS Discussion Board is amended as follows:

- a) "Board" is replaced by "Forum" throughout the Act.
- b) Item 6 is amended to read:
 6. The Administrator and the Operations Vice President are responsible for establishing and enforcing "Terms of Service" the rules under which <board> <<the Forum and other social Web sites under the jurisdiction of the sub-committee>> will operate.
- c) and item 9 is added:
 - <<9. The Discussion Forum administrator is chairman of the sub-committee that is responsible for other similar social Web sites for cavers sponsored by the NSS, such as and including NSS Online Cavers and NSS Cavers Flickr photo group. Administrators for these sites are appointed by the NSS Forum administrator.>>

23) Market Analysis Committee

Jones moves: Board Act 83-628 Market Analysis Committee is amended to read:

The Market Analysis Committee is in the Department of the Operations Vice President. The committee evaluates and conducts market research for proposed non-periodical publications to be published and sold by the NSS. The committee is responsible for producing a report based on its research and assessment of the project, to provide information for the Executive Committee and the Board to use when deciding whether to

pursue the project.

The committee report should include such factors as:

- a description of the publication;
- a general review and assessment of the publication;
- the potential audience and market for the book;
- an evaluation of any relevant NSS Bookstore sales figures available for similar books;
- the retail prices of similar books on the market;
- any direct competition the book may have;
- any special advertising or sales strategies;
- and any other factors the committee thinks are relevant.

Based on the above, the committee will prepare estimations of the number of copies of the proposed publication the NSS bookstore reasonably could expect to sell over a three year period.

The committee will submit a detailed report with recommendations to the Executive Committee, through the OVP, that will be considered when discussing a NSS non-periodical publication proposal. The Executive Committee will include the committee's report with the data they present to the Board to support their publishing recommendations.

Discussion: The current act reads:

The Market Analysis Committee is in the Department of the Operations Vice President. The committee conducts market research for proposed non-periodical publications to be published and sold by the NSS. The committee develops an estimate of how many copies of each proposed publication the NSS bookstore will sell over a three year period at various prices based upon a description of the publication provided by the EVP. The committee considers both wholesale and retail sales using a discount policy and an advertising strategy provided by the OVP. A detailed discussion of the assumptions and logic for each estimate is provided for review along with comparisons and sales of similar publications. The committee works closely with the Bookstore Manager and Special Publications Committee. The Bookstore Manager is responsible for providing past NSS bookstore sales data. The Special Publications Committee is responsible for estimating the total cost to produce each proposed NSS publication at various quantities with a detailed discussions and logic for the estimate. The Executive Committee considers the recommendations of the Market Analysis Committee and the Special Publications Committee when determining the scope of a proposed NSS non-periodical publication, the quality to be printed, and the selling price as they develop the NSS capital budget for approval for the Board of Governors.

The purpose of the amendment is to make the Marketing Analysis Committee's job more clear, more relevant, and easier.

24) Recess: Friday (about 12:00 noon)

25) Report of the Closed Session of the Directorate

26) Report of the Closed Session of the Board

27) John Guilday Caves Nature Preserve - Trout Cave Gate

Keeler moves: \$2000 is approved from the Save the Caves fund to support a bat friendly gate on Trout Cave.

Discussion: US Fish and Wildlife has received authorization on their funding. See the AVP report for additional information. Also, from the AVP, Spring 2008 report:

USFWS has requested \$21,500.00 with partner funding as follows:

PARTNERS	CASH	IN-KIND	
NSS	\$2,000	\$2,400	
WVDNR	\$3,000	\$3,600	
BCI	\$2,500		
TOTALS	\$7,500	\$6,000	\$13,500

A decision is expected on or about February 29.

28) Policy on placing the NSS NEWS on the web

Florea moves: Issues of the NSS NEWS that have been in print for at least two (2) years will be posted on the Karst Information Portal website. Maps of caves in those issues may be extracted and archived separately to prevent public download.

Discussion: This is a similar motion to that of Liebman regarding convention guidebooks found elsewhere in this agenda. Currently the NSS digitally publishes back issues of the *Journal of Cave and Karst Studies* (JOCKS) online. This motion makes our other primary publication, the *NSS News*, also available on the internet. In recent years, digital readership of JOCKS has surpassed that of print. The result has been a dramatic increase in awareness of cave and karst science and a concurrent increase in the reputation of JOCKS. Posting the *NSS News* to the web may also spark additional readership. Perhaps we may decide in the future to post issues of the *News* to the web soon after publication - similar to JOCKS. For now, a two-year lag between print and digital download will prevent a reduction of membership.

Currently the Karst Information Portal (KIP) is working on a pilot project to digitize older issues of the *News*. Presently, they have scanned two years of issues. The KIP has the resources and the interest in hosting the digital files on the KIP website (www.karstportal.org). I think it prudent to allow them to host the files with the understanding that the NSS retains ownership. Once online, the NSS website can link to the KIP page that lists the available issues.

29) Policy on placing convention guidebooks on the web.

Liebman moves: Convention Guidebooks will be made available online two years after the convention for which it was published. An exception to this will occur if a guidebook is sold out prior to the two year release date, at which time it shall immediately be made

available online. Any cave location information included in guidebooks shall be redacted in the online version of the guidebook.

Discussion: The NSS spends a lot of money to publish convention guidebooks. The NSS relies upon sales of inventory convention guidebooks for capital, and recoup expenses. As sales likely slow down after two years making it available online after that likely will not affect sales income of the guidebooks.

30) 8 Rivers Safe Development grant

Liebman moves the NSS donate \$5,000.00 from the NSS cave litigation fund to 8 Rivers Safe Development to help offset continuing legal expenses in their legal effort to stop construction of a 1.5 million gallon per day sewage plant and 5 mile raw sewage pipeline on a karst flood plain and require a full environmental impact study.

Discussion: This project threatens many caves and karst features, as well as a natural native trout breeding spring. Legal matters are expensive to conduct and the faltering economy has had a negative impact upon the ability of non-profit organizations to raise money. Please see attachment for full explanation of the project and what the 8 Rivers group is doing.

31) 8 Rivers Safe Development grant for Karst Awareness

Liebman moves the NSS donate \$2,500.00 from the Save the Caves fund to be used toward public educational and karst awareness programs to include, but not limited to, printing of handouts, bumper stickers, posters, lectures, and so on.

Discussion. 8 Rivers Safe Development has been engaged in the continual presentation of karst education and awareness programs, printing of brochures, bumper stickers, making of poster board, lobbying in Washington DC (for wild rivers status for the Elk), presentations to the WV legislature and, among their many educational endeavors. This has been very expensive, and the faltering economy has had a negative impact on the fund raising abilities of all non-profit organizations. Please see the attachment for an explanation of the project and what 8 Rivers is doing.

George Phillips, President of 8 Rivers Safe Development, is a Chemical Engineer and designs complex chemical plants. He has experience in sewage treatment plants having run one at his family motel beginning when he was 13 years old.

32) Relocation of the NSS Speleo-Museum Collection

Florea moves: The Operations Vice President (OVP) is directed to relocate the NSS Speleo-Museum collection to a climate-controlled facility. The OVP is authorized to spend up to \$5,000 for relocation expenses.

Discussion: Recently, the NSS discovered that the society is ineligible for certain grants and fund raising capabilities, such as the Combined Federal Campaign (CFC), because we do not have audits that include valuation of certain assets such as the NSS Library and the

Speleo-Museum. The CFC, for example, has earned the NSS \$10,000-\$15,000 annually in recent years. Presently, the NSS Library is being appraised, but not the Speleo-Museum.

This is the first of three motions that set in motion a process by which the NSS will relocate, inventory, and properly house the NSS Speleo-Museum collection. This first motion designates up to \$5,000 to pay for the relocation. This level of funding will cover the one-way rental of two moving trucks for up to a 1,000 mile radius, the gas for the transport, and the expenses incurred by volunteers driving these trucks.

33) Inventory of the NSS Speleo-Museum Collection

Florea moves: The Operations Vice President (OVP) is directed to arrange for a proper inventory of items within the NSS Speleo-Museum collection within a climate-controlled facility. The OVP is authorized to spend up to \$7,500 to pay a contractor to conduct a proper inventory of the collection.

Discussion: This is the second of three motions that set in motion a process by which the NSS will relocate, inventory, and properly house the NSS Speleo-Museum collection. This second motion designates up to \$7,500 to pay for the inventory of items in the collection. This level of funding will pay a contractor for six months of 20-hour-per-week work at the rate of \$15/hr.

34) Archival Housing of the NSS Speleo-Museum Collection

Florea moves: The Operations Vice President (OVP), with the advisement and recommendations of an expert contractor, is directed to arrange for the proper archival housing of items within the NSS Speleo-Museum collection within a climate-controlled facility. The OVP is authorized to spend up to \$7,500 to pay for the archival housing.

Discussion: This is the last of three motions that set in motion a process by which the NSS will relocate, inventory, and properly house the NSS Speleo-Museum collection. This third motion designates up to \$7,500 to pay for the proper archival housing of items in the collection using acid-free paper and boxes as well as archival shelving and inventory tracking/control software

35) Audit Committee Membership Selection:

Gary Moss Moves that appendix AV "AUDIT COMMITTEE POLICY" is to be amended by adding the below new section on committee membership selection. The following section is to be added just before the section "Duties and Responsibilities."

Committee Membership Selection:

The Chairman of the Directorate, with concurrence of the Directorate, is responsible for the select of the chairman of the Audit Committee. The chairman of the Audit Committee, with concurrence of the Chairman of the Directorate, is responsible for selecting members of the committee. The Chairman of the Audit Committee is responsible for managing the affairs of the committee.

Discussion: The Audit Committee Policy did not say how the committee chairman or members were to be selected or who was to select them. This has caused some confusion. Since this is an independent committee of the Directors of which 60% of the committee members are to be Directors, the committee should be selected by the Directorate. In developing this I did have discussions with President Tozer, Treasurer Peri and the author Director Kevin Smith. We all agreed that this committee is a Directors responsibility.

36) Open Discussion Period

Birkhimer moves: An open discussion is held for a period of time not to exceed ____ minutes.

37) Appreciation

Birkhhimer moves: The Board of Governors expresses its appreciation to the Florida Convention for hosting our meeting and providing excellent meeting arrangements.

38) Adjournment _____ moves: The meeting is adjourned.