

A G E N D A
ORIENT LAND TRUST (OLT) BOARD OF DIRECTORS MEETING
SEITZ RESIDENCE ADJACENT TO THE OLT WELCOME CENTER
SATURDAY, JANUARY 15, 2011, 9:00 AM

- I. Record Attendance – Barb
- II. Meeting Call to Order – Dan
- III. Changes to Agenda – Dan
- IV. Guest Questions/Comments – Dan

ED & Officer Reports

Continue 9:15 AM

- V. Executive Director Report – Suzanne (FIO – 20 min.) **[pp.3-30]** **[pp. 21-30 are NOT included in Public Packet]**
- VI. Board Chair Report – Dan (FIO – 5 min.) **[p.31]**
- VII. Facilities Manager Report – Mark (FIO – 10 min.) **[pp.32-35]**
- VIII. Visitor Services Manager Report – Matt (FIO – 10 min.) **[pp.36-39]**
- IX. Secretary Report and Correspondence – Barb (FIO – 5 min.) **[pp.40-41]**
- X. Treasurer Report – John
 - a. Final analysis of 2010 budget (FIO – 10 min.)
 - b. Income Statements, Balance Sheet, Cash Flow Statement (DEC – 20 min.) **[pp.42-55]**
 - c. Stats Charts – Barb (FIO – 5 min.) **[pp.56-61]**

Break – 10 min.

Resume 10:50 AM

- XI. Committee & Task Force Reports – (70 min.)
 - a. Board Development – Harold (15 min.) **[p.62]**
 - i. Director position description revision (DEC) **[pp.63-64]**
 - b. Investment – John (5 min.)
 - c. Land Action/Land Management – Marilyn/Doug (10 min.)
 - d. Resource Development – Deb (10 min.) **[pp.65-66]**
 - e. Site Planning – Doug (30 min.) **[pp.67-73]**
 - i. Timeline for the process

Lunch – 25 min.

12 PM Catered

During lunch Board & Officers will sign annual Conflict of Interest acknowledgments

Resume 12:25 PM

- XII. Guest Questions/Comments – Dan

Business

- XIII. Unfinished Business

PRINTED Packet-PUBLIC

FINAL 2011.01.15

- a. Regional land conservation and collaboration with neighboring land trusts – Dan/Suzanne (DISC – 60 min.)
 - i. Guest participation: Nancy Butler, Executive Director, Rio Grande Headwaters Land Trust (RiGHT); Andrew Mackie, Executive Director, Land Trust of the Upper Arkansas (LTUA); Bill Sutherland, President, Crestone/Baca Land Trust
 - ii. Establish goals and desired process

Break – 10 min.

Resume 1:40 PM

- b. Final confirmation to hire Matt Greuel as Visitor Services Manager – Suzanne (DEC – 5 min.)
- c. Site Planning Task Force – scope, membership & direction – Doug/Suzanne (DISC – 25 min.)
- d. 2011 Budget – John/Suzanne – (DISC/DEC – 70 min.) **[pp.74-83]**

Break – 5 min.

Resume 3:25 PM

- e. Fundraising and the Impact Statement – Suzanne, Edward – (FIO/DISC – 60 min.) **[pp.84-85]**
- XIV. New Business
 - a. Debit card approval for Visitor Services Manager – Dan (DEC – 5 min.) **[pp.86-87]**
 - b. Planning April retreat – Dan (DISC/DEC – 10 min.)
- XV. How did we do today? Self-examination on our governance – Dan (FIO – 5 min.)
- XVI. Announcements
 - a. 6:30pm tonight – Board & Staff – Dinner & Poetry with Peggy Godfrey at The Trade
 - b. 2011 Board Meeting Schedule
 - i. April 16, 9am at Everson Ranch
 - ii. July 16, 9am at Seitz Residence – Annual meeting including Meet & Greet Picnic
 - iii. October 15, 9am at Everson Ranch

Break – 5 min.

Resume 4:50 PM

- XVII. Executive Session
 - a. Land Conservation – Suzanne (FIO/DISC – 10 min.)
 - b. Personnel & Operations – Suzanne/Dan (FIO/DISC – 60 min.) **[pp.88-91] [NOT included in Public Packet]**

Adjourn – 6:00 PM

January 15, 2011
Executive Director
Quarterly Report to the Board of Directors

STAFF

Morale remains very high. This has been remarked upon by many visitors. It's a good situation!

December 19, 2010, we had a staff Christmas party which was very successful. We had a potluck dinner and played games until late.

Our new Visitor Services Manager, Matt Greuel began work December 1, 2010, and jumped right in. He has been instrumental in OLT support of the development of the new website/database. He has had great ideas and has facilitated all kinds of IT projects we did not even know we wanted. He has great experience with nearly all aspects of computer and digital information maintenance. Matt has wonderful energy and a great work ethic. We are lucky to have him. Please also see Matt's Visitor Services Manager's Report.

Our staff went above and beyond over the December work period. In the three weeks before the holiday break, they did more work than I ever thought possible. They scoured every building from top to bottom. They painted the interior of the small cabins. They scrubbed rugs and floors. The Welcome Center looks brand new. The library is once again a library, painted a beautiful white. Mark converted the WC bathroom into an ADA compliant bathroom. It was a tightly oiled machine and they did beautifully. We are so lucky to have them.

FACILITIES PROJECTS

Please See Facility Manager's Report

Site Plan Committee – The Site Plan Committee has done a tremendous amount of work. We have come up with a timeline for delivering a site plan as well as a list of 2011 projects to present to the Board for approval.

LAND CONSERVATION

Conservation Easements – Andrew Mackie of the Land Trust of the Upper Arkansas and Bill Sutherland of the Baca Crestone Land Trust and I will meet early next week to develop an MOU collaborating on land owner exposure and education concerning land conservation, funding development, and holding of conservation easements in the Valley.

Water Court: Water Rights for Reservoir and Chub Stream

On December 6, 2010, I went to water court and the case was continued until April, 2011. The issue that is keeping us from closing this chapter is the additional oxbow construction scheduled for the creek. Those should be finished next summer. Mr. Ridgely, our neighbor, was at the hearing and was glad the reservoir has been leveled and the other promised issues taken care of.

Northern San Luis Valley Conservation Roundtable – A meeting is slated for January 27, 2011 to elect a rotating chair. OLT will step back from leadership, allowing the group to grow on its own. This tactic was suggested by several participants. OLT will not by any means abandon this project, merely allow it to continue without overt guidance by OLT, lessening any perceptions of influence.

I led a sub-committee in putting together an educational panel. The first part of February, 2011, we will have an SLV historian tell the story of water in the SLV and a representative from the Bureau of Reclamation will describe the history of the Closed Basin Project. Later in the spring we will have a second panel with two rancher/farmers explaining the issues behind subsurface irrigation and surface irrigation.

State Certification to hold Conservation Easements. Orient Land Trust's certification to hold conservation easements for which a state tax credit is claimed has been renewed for 2011. This cost OLT \$3,000. With the collaborative agreement anticipated with LTUA and CBLT, this cost to OLT will go down. It is assumed that each land trust will share a portion of the costs of holding easements. But it will also lower the costs of other connected services such as insurance, stewardship monitoring and legal defense funds, etc.

VISITOR SERVICES

Website/Data Base/Online Reservation System – Jim Bird has been contracted with to create an online website/database/reservation system. We have been working through the holiday break to get all information to Jim, including all database information and website necessities.

Calendar Competition – We are receiving lots of interest in this competition. These photographs may also be usable for the website.

Member/Visitor Experience – Matt, Keno and Don Geddes have been helping to tabulate the solicited survey questions and the survey itself is scheduled to be conducted from February 15 through March 31, 2011. We should have the results compiled by the end of April.

GENERAL

Executive Director Development

Edward Gray and I have been working weekly on ED effectiveness. This has been of tremendous value.

Board Development

Edward Gray will also be giving workshops for the Board at the January and April Board meetings in relation to fund raising and board function.

The Board Development Committee has come up with a list of some fine candidates for the open board positions. We have found candidates from every desired category. The Board will have much to choose from come April. I've asked Harold to put three people on the list. One is a female range scientist whose resume has been provided to the Board. She has run a land trust in Lake City, CO, where she lives. She is experienced in fund raising and non profit operations. Another is a female science teacher from a local school. She is a multigenerational SLV resident. The third is a local woman landowner rancher from the Moffat area. She has been ranching here for over twenty years with decades before that near Taos. She is a long time community activist. She has been on the board of another local non-profit.

Resource Development

The year end Newsletter was mailed the beginning of December. Enclosed with it was a donation request. Pursuant to Resource Development Committee recommendations and Board guidance, discount coupons and winter accommodation discounts were offered. Over \$30,000.00 in donations has been received in the month of December, an increase over last December, even though general donations are down.

Hand signed thank you letters are sent out each day concurrent with donations.

I have decided to put together a Request for Proposals and put this position and development of the Ranch out for informational proposals.

Volunteers – This winter we will develop a series of volunteer projects to be ready for the Spring and Summer, including moving the fence near the reservoir, planting at the reservoir, weed eradication, putting up signs, collecting old fencing at the ranch, clearing and cleaning at the ranch, leveling campsites, fire mitigation.

November 24, 2010
Executive Director
Mid-Quarter Report to the Board of Directors

Morale

Morale is returning to high levels. People are interacting, collaborating, and supporting each other. We have lunch together, dinner together. We take each others kids to school and bring them home. Lots of work is getting done. People are pretty happy. I am getting lots of good feedback. I think things are progressing very well.

Projects

HOT SPRINGS

Power System – We have had a minimum of power shutdowns.

Governor, Heat Pump, Pressure Pump – This project is coming along. The system design is progressing, parts have been purchased.

Diesel Generator – The pad has been poured, the generator is in place and a protective building has been built. This project was more complicated than was anticipated. Connection conduit is now being placed to connect the diesel to the hydro system. We were stymied by some poorly produced conduit and a backordered door. This should be on line in December.

Hydro Plant By-Pass – The by-pass has been welded, back-filled and is online.

Meadow Pond – The bridge and platform to the Meadow Pond is almost finished. Because many other issues have arisen elsewhere since the inception of this project, it has taken longer than anticipated.

Oak House – The concrete pads have been poured and posts are ready to be installed.

Wastewater Treatment Plant – The WWTP is scheduled to be started this year. There has been some progress towards a plan made with Brilliam Engineering for a mechanical plant. However, in talking with Jerry M., it has become clear that we may be able to get funding towards an ecologically sustainable WWTP so we have been doing research in that direction. We have spoken at length with engineers at Ocean Arks (http://www.oceanarks.org/Natural_Water_Treatment.php), including the founder's son, Jonathon Todd (www.toddecological.com), who does all the design work for Ocean Arks. There is a model similar to, if larger than, what OLT could use at the Omega Center for Sustainable Living

(<http://www.eomega.org/omega/about/ocsl/team/>). Jonathon Todd is very excited about this project. He is currently undergoing a medical procedure, but plans to visit OLT in January.

If we could do the wastewater treatment facility in a way that would complete our sustainable cycle, that would be wonderful. If we could get it paid for that would be even more wonderful. We have a couple of months to look into this and it is well worth the effort.

December Projects. December projects are being planned and readied for execution when the Hot Springs close.

RANCH

Productivity/Pivot Irrigation – We need to make a decision as to whether we want to proceed with the pivot irrigation project. On the one hand, using a pivot irrigation system is far more efficient way of irrigating. On the other hand, although NRCS will pay for one half of a new system, the system is incredibly expensive.

I have learned that the pivot irrigation system is not as wonderful as it was promised. While the promise is that crop yield is greater for gallon delivered, there are several problems. First, where flood irrigation puts the water back into the aquifer, pivot irrigation does not. Second, the promise of higher yield in this valley may or may not be true. I have spoken with ranchers who have not found this effect. Third, the system will cost us around \$20,000 plus the cost of the pumping system, which is estimated at \$5,000.

Finally, we need to look at what our plans are for the ranch. We may not want to use this water for this purpose if we decide to go with another model for the ranch. So, I think for now, we need to wait. We have until 2012 to make that decision.

Reservoirs – The new reservoir is essentially filled. The meanders are connected. The fish are transferred. The old reservoir has been leveled. Planting of native grasses and moving of the fence will take place next spring with the help of volunteers.

Frees Lease

Corral at Ranch – The corral mandated by the Frees Lease will be constructed in the Spring before the cattle are released on the land. Mark and I met with the Frees brothers and discussed the construction, which they will design.

Water Issues - We discussed water issues, given the fact that the reservoir and the newly constructed meanders have taken up so much of the water this year.

The hope is that by next year the earth will have soaked up as much as it needs and the water will make it to the fields.

Old Farm Machinery – The Frees brothers will help us to move the old farm machinery from the mid section of the Ranch to the area southwest of the Ranch House.

Trench, Pipe and Cattle Tank – Pursuant to an NRCS grant/contract we trenched and buried a 3,000' x 1.5" irrigation pipe connecting the reservoir water to a tractor tire tank southeast of the Ranch House for cattle watering. The tractor tire was dug into the ground and set in concrete and water is flowing.

GENERAL

ADA Issues We are working with the Rocky Mountain ADA Center – US Department of Education. What they will help us do is get ADA compliant, then work towards real handicap feasibility. Mark is working with an engineer there and has corresponded through sketches of main bathroom, pool bathroom, and WC bathroom. They are helping us to design the renovation of these three facilities.

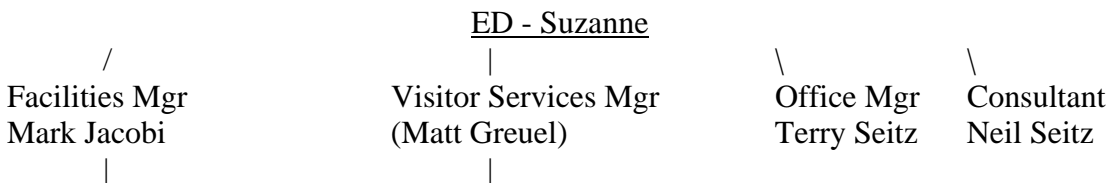
Building Envelopes – On November 24, Pete McGee positioned the building envelopes to within ½ meter and set stakes at the corners of the four OLT building envelopes. While walking the GPS points, it became apparent that GPS points on the TNC conservation easement for the wastewater facility envelope were in error, being far off the planned site. I will let TNC know about this and we will potentially have to amend the CE with The Nature Conservancy when the time comes. The building envelope at the Hot Springs also appears to be much larger than planned. I will have the marked maps at the January meeting.

Data Base/IT Stabilization –Rebecca Gretz is proceeding with this project.

Communications System/Telephones – The changeover from conventional phones to cell phones for the ED has saved about \$200 per month in phone bills.

Conservation Easements –I have a meeting with Andrew Mackie of the Land Trust of the Upper Arkansas on December 14, 2010 to discuss what options we have if a property significant to the interests of OLT were to come available for Conservation Easement.

Reorganization of Staff – The projected reorganization of the staff is complete pending Matt Greuel's confirmation by the Board. We may have to hire another part-time front desk person and possibly more maintenance help.



Maintenance Crew
 Jamie, Rick
Housekeeping Crew
 Robin, Sandra,
 Robert

Front Desk – VSM, Lisa &
 Susan and a few hours
 from housekeeping crew

Matt Greuel has been offered the Visitor Services Manager position. He has accepted and we are now waiting for approval from the Board and outcome of his background check.

Edward Gray held a workshop with the Board on Sunday, October 17, 2010, to help us determine a donor message. We need to finish that exercise, perhaps during the January Board meeting. Additionally, I plan to do limited work one on one with Edward in both fundraising and ED efficacy capacities. Pursuant to advice from Harold, Edward is going to help me revise the 2011 Action Plan.

* * * * * R E D A C T E D * * * * *

* * * * * R E D A C T E D * * * * *

Website – We are putting together a plan to do a request for proposals for the rebuild of the website.

Member/Visitor Experience – A request for survey topics/questions was sent out November 22, 2010 and over thirty-five responses have been received. Our goal is to have the suggested questions and topics by December 31, 2010. Keno and Don Geddes will help to put the survey together and the survey itself is scheduled to be conducted from February 15 through March 31, 2011. We should have the results compiled by the end of April

Fund Raising -

Newsletter. The December Newsletter is being prepared to be mailed within the next few days. Enclosed with it is a donation request. Pursuant to Resource Development Committee recommendations and Board guidance, discount coupons and winter accommodation discounts were offered. Terry thinks it reasonable to anticipate a \$20,000 return of donations.

Thank you letters are being sent out each day concurrent with donations.

Volunteers – We have had another group of Colorado College volunteers down to help us in November. They set up history sign posts, cleared ditches and worked on the Meadow Pond repairs. Further, we have a volunteer coming in December to give us significant help doing whatever needs doing! She is a massage therapist who has set up massage programs in various places, lastly at a hot springs in Montana, which she and her husband managed. She is willing to help us feel out our massage issues.

This winter we will develop a series of volunteer projects to be ready for the Spring and Summer, including moving the fence near the reservoir, planting at the reservoir, weed

eradication, putting up signs, collecting old fencing at the ranch, clearing and cleaning at the ranch, leveling campsites, fire mitigation.

Everson Ranch Lease – A letter is being sent to the Frees brothers approving their decision to opt to pay a percentage of production rate on lease as opposed to the fee certain of \$1,000 per month as discussed at the October Board meeting. This has been delayed while waiting for a sum specific.

Ridgely and the Reservoir.

As mentioned above, the old reservoir that was built on Ridgely's property has been leveled.

Water Court: Water Rights for Reservoir and Chub Stream

December 6, 2010, another hearing will take place in the reservoir water rights case with Will Stenzel. The Reservoir engineers, Natural Resource Services, Inc., came on November 24, 2010, to do an as-built survey to provide to the court for final disposition.

Budget – Terry and I and John are slated to go over the budget in order to ready it for presentation to the Board in January.

Community Conservation Issues

Northern San Luis Valley Conservation Roundtable – In November the NSLVC Roundtable invited local ranchers and farmers to come and discuss their views on what issues face the SLV in regards to water. It was a very productive and interesting session, not without contention. A subgroup was tasked with putting together an educational panel for the valley residents to teach about the historical issues of water and water use in the valley, including surface water, ground water uses and the Closed Basin Project.

Air Force Overflights - OLT composed a comprehensive comment to the Air Force proposal to start Low Altitude Tactical Navigation training flights over southern Colorado and northern New Mexico. These flights involve notoriously dangerous aircraft flying at dusk, at 200 feet altitude. We provided numerous reasons why the overflights were inappropriate for both OLT and the San Luis Valley.

Tessera Solar Project – Working with the local community, OLT also composed a memorandum in opposition to Tessera Solar's proposal to build a 1,525-acre 145 Megawatt (MW) field of 5,670 dish Stirling SunCatchers on private land bordering CR T between CR 53 and CR 55 in Saguache County for export to Front Range urban centers. The SunCatchers are very noisy and the sheer size of the project is inappropriate to the Valley. The project would likely be visible to the upper reaches of OLT. It would also be within the range of the bats. We feel

that in keeping with our sustainability mission, we wish to encourage distributive alternative energy systems rather than concentrated alternative energy systems. Nearly 100 comments were received by Saguache County with 97% against the project.

Site Plan Committee – The Site Plan Committee, under the wonderful guidance of Doug Bishop, has done amazing work. We have come up with a timeline for delivering a site plan as well as a list of 2011 projects to present to the Board for approval.

**January 15, 2010
Executive Director**

ADDENDUM

Quarterly Report to the Board of Directors

FACILITIES PROJECTS

Attached: John Todd Ecological Designs Eco Machine – example of natural wastewater treatment facility

LAND CONSERVATION

Lant Trust Collaboration and SLV Conservation Easements – Andrew Mackie of the Land Trust of the Upper Arkansas and Bill Sutherland of the Crestone/Baca Land Trust and I met on Monday, January 10 to develop a MOU collaborating on land owner exposure and education concerning land conservation, funding development, and holding of conservation easements in the Valley.

Mergers and collaboration among conservation organizations is becoming more and more prevalent in the conservation world. Issues of economy and competition have simply made it very difficult for small organizations to succeed.

It was a very successful meeting. While we are still developing the details, LTUA has agreed in principle to hold conservation easements that come to fruition that would be important to OLT. Together OLT, LTUA and CBLT foresee a relationship that would conserve the costs of generating conservation easements, including costs of exposure, education, certification, administration, education, insurance, to name a few.

We all agreed that our missions are greater than simply holding conservation easements. Conservation means education and research, developing and modeling sustainable agricultural systems, developing and modeling economic systems for agricultural producers, developing local food chains, working with local and state organizations, fund raising, etc.

In other parts of the country, older land trusts going back to the 1960's and 1970's have broader scopes in how they perceive conservation, how they interact with the world. They work with sustainable food markets, trail building, land use planning, environmental education. In Colorado the focus of most land trusts is conservation easements. This is going to change, it has to change. Conservation Easements is not an indefinite world. Incentives could go away. This is only going to increase competition for those conservation easements.

We are also facing a world where the perpetuity component of conservation easements will be challenged. If we, in an agricultural community, want agricultural conservation

easements to survive, we need to make sure that agricultural use of the land continues to be economically viable. We need to engage in research, education, modeling, etc. A good way to combat this is to invest the community in conservation, so that the community won't want conservation easements to fail. The land trust has to be a significant part of the people's lives.

And the land trusts have to be viable. The research shows that to be sustainable, the organization needs to have 3 to 3.5 staff members. To be most effective conservation should be regional. And it makes sense to connect Chaffee and Saguache as a corridor. We share the Sangres, we share the Sawatch. The wildlife is similar, the flora is similar, the agriculture is similar. We all have the responsibility to preserve them.

As a larger group we may be able to develop health and retirement plans that we could not alone.

The key is to figure out how to get a structure that can have enough resources – in terms of professional staff, contracting resources, volunteers – to do effective conservation.

We have the same interests, same missions, are in the same region and have the same philosophies. However, we have different resources, skills and members. These are complementary resources. We can tap new and different donors because together our potential is bigger than the sum of each of us.

So, our job now is to build our collaborative agreement. The questions we are answering in a brainstorm fashion are:

- What are all the possibilities that could come from such an agreement?
- What are all the resources we have or can tap?
- What are all the goals we have or want to have?
- What are we best at?
- What are our strengths/skills?
- What are our hopes and dreams?
- How do we implement this?

Board Development

Correction: Edward Gray may be conducting board development at the April Board meetings in relation to fund raising and board function.

Volunteers –

Colorado College is sending 24 volunteers to OLT on January 18, 2011. They will work mainly at the Everson Ranch, rolling old fencing and electrical wire, and cleaning up around buildings.

Wildlands Restoration Volunteers (Ed Self's group) will come in late June or early July to pull houndstongue and spray for Canada thistle and bull thistle at the Hot Springs. He does this every year and we are very lucky to have him.



John Todd Ecological Design

Eco-Machine™ - Green Waste Water Treatment System



An Eco-Machine™, can be a tank based system traditionally housed within a greenhouse or a combination of exterior constructed wetlands with Aquatic Cells inside of a greenhouse. The system often includes an anaerobic pre-treatment component, flow equalization, aerobic tanks as the primary treatment approach followed by a final polishing step, either utilizing Ecological Fluidized Beds or a small constructed wetland. The size requirements are entirely dependent on the waste flow, usually determined during our preliminary engineering phase and site visit. The Eco-Machine™ is a beautiful water garden that can be designed to provide advanced treatment. The Eco-Machine functions similarly to a facultative pond with both aerobic and anoxic treatment zones, only instead of a body of water, the process occurs within individual tanks, creating independent treatment zones.



A robust ecosystem is created in the Eco-Machine between the plants, microbial species and distinct treatment zones. Within the Eco-Machine, all the major groups of life are represented, including microscopic algae, fungi, bacteria, protozoa, and zooplankton, on upward to snails, clams, and fishes. Higher plants, including shrubs and trees, are grown on adjustable industrial strength fiberglass racks suspended within the system. The result is an efficient and refined wastewater treatment system that is capable of achieving high quality water without the need for hazardous chemicals.

The Eco-Machine can be designed to function, and resemble, a baffled “river” through the creation of eddies, countercurrents, and contact zones in which a diversity of life will arise.



The outlet from the last tank may be equipped with an effluent filter, similar to the ones installed in septic tanks. This will prevent the discharge of unwanted solids, most likely plant detritus, to the polishing component. Nitrogen will be removed in anoxic zone of the Eco-Machine through a process called de-nitrification. If the rate of de-nitrification in the Eco-Machine is insufficient, a portion of the effluent may be recycled back to the anaerobic reactor with an ample supply of carbon. Additional removal of nitrogen and phosphorous nutrients may be achieved through plant assimilation and other microorganisms.



Thirsty Peak Ranch
26814 CR 61
Moffat, CO 81143

January 7, 2011

Suzanne Ewy
Executive Director
Orient Land Trust
P.O. Box 65
Villa Grove, CO 81155

Everson Ranch
Lessees' Quarterly Status Report

Thirsty Peak Ranch activities and management decisions concerning the OLT Everson Ranch (does not include daily or twice daily livestock checks):

October 29. All cattle on BLM moved to TPR Home pastures.

October 30. Recovered TPR owned irrigation dams from OLT hay meadows for winter storage.

November 3. Moved one piece of antique equipment to OLT hay yard. Remainder of equipment move delayed to allow executive director to conduct inventory.

November 16. David and George Frees met with Suzanne Ewy and Mark Jacobi at OLT's Everson Ranch to discuss the relocation of OLT's antique equipment to a safer location, corral construction, plans for OLT to mark the TNC approved building envelope, and pasture and hay meadow management.

December 4. Received and replied to Executive Director's letter granting actual use billing for 2010-2011 and made payment for full amount due, \$2,256.53, ck# 1929, for actual use through December 1, 2010.

December 15. Took down temporary electric fencing east of OLT improvements.

December 20. Repaired OLT perimeter fences in preparation for winter grazing. Added rail boards to protect brace posts at pasture #6 and #7 fence water tank.

December 26. Moved cows into OLT #7 pasture.

December 30. Moved cows into OLT #4, 5 and 6 pastures to provide storm protection.

January 2. Moved cows back to OLT #7 pasture.

Sincerely,

BOARD CHAIR REPORT

January 15, 2011 Orient Land Trust Quarterly Board Meeting

1. Acknowledgements

- ✓ Doug and his Site Planning committee for their hard work honing all the information they've been sorting through to achieve a timeline!

2. Projects

- ✓ Employment review with Barb Tidd, Secretary
- ✓ Coordinated written annual Executive Director review by directors and conducted review conference with Suzanne
- ✓ Wrote approximately 125 thank you cards to top donors
- ✓ Weekly conference calls with Suzanne to review projects, workload and staffing

3. Updates

2011 Meeting Schedule

- ✓ April 16, 9am at Everson Ranch followed by work session day on the 17th at the Great Sand Dunes National Park
- ✓ July 16, 9am at Seitz Residence – Annual meeting including Meet & Greet Picnic
- ✓ October 15, 9am at Everson Ranch



Facility Manager Report to the OLT Board January 15, 2011

Hot Springs:

1. Power system
 - a. The new metal bypass pipe at the hydro plant has been welded by Jim Melcher, OLT Community Member, bolted into place and buried. It is fully operational.
 - b. A 16' x 20' metal building has been erected on the new diesel generator slab, the generator is in place within, conduit and cable have been laid, and the wiring is in the process of being installed. Jim Melcher has been contracted to fabricate the support system for the significant weight of the exhaust pipe.
 - c. Transition to the new governor system proceeds with parts being ordered and necessary excavation being done. An errant cottonwood tree was removed from under the corner of the Village governor building. The building will now be safe to occupy.
 - d. Our initial energy audit of the five smaller cabins shows us a potential for "liberating" approximately 15.375 KW by redoing their floors with geothermal slab floors.
2. The Meadow Pond bridge and platform system are finished except for natural railings that are being constructed from oak branches. It has been reopened.
3. Oak House weatherization. The basement door at Oak House has been "shaved" so as to close properly and so to stop cold air leaks into the warm air envelope of the building above. Foundation cracks have been "foamed" for the same reason. The shoring up in the basement is in process.
4. Willow and Elm exteriors have been repainted. The exterior doors and handrails have been repainted on Cottonwood, Willow and Elm cabins. The interiors of Elm, Willow, Cedar and Aspen cabins poly-coated and carpeting has been swapped in Aspen cabin.
5. New safety light fixtures have been installed in some of the Village bath buildings.

6. The "old library" has been repainted as has the kitchen area in the Welcome Center. The Library has been reoccupied as a library and conference room.
7. Sunset House, the Welcome Center, the small cabins, the Bathroom, the Bathhouse and the Sauna received a "white tornado" by a very dedicated and hardworking housekeeping and front desk staff.
8. The washer and dryer under the Main Bath have been replaced with high efficiency, high capacity machines.
9. Under the guidance of ADA advocate Rob Gilkerson, the Welcome Center bathroom is now ADA compliant and the other bath facilities have been mapped and advised on for future transitions.
10. Ocean Arks International, a preeminent Living Machine consulting firm, has been engaged in initial talks to explore the option of a truly "green," waste water treatment plant to complete the OLT cycle of sustainability.
11. Significant routine maintenance continues, as always, including a "re-bedding" of our heavy duty trailer and winterization of equipment.
12. We've done the annual chlorine wash and rinse of the south leg of the drinking water supply and have passed the laborious state inspection.
13. The Building Envelope corners have been located and marked with steel stakes. Some discrepancies between the legally staked on ground boundaries and GPS locations listed in the TNC Conservation Easement have surfaced, particularly at the future waste water treatment site and borders between OLT and the Seitz and Bishop properties.
14. Colorado College student volunteers helped us to set some of the Trail Information signposts. The remainder of this project will be completed in the spring. They also helped us clean ditches and seat the Meadow Pond infrastructure.
15. The steam sauna heater is waiting for funding.
16. As the previous facilities manager left no massage deck plans and apparently did not include ADA access in his estimate to the Board, it has been problematic to give accurate cost and human resource estimates on his plan. I will have to draft a complete project to progress with this plan. However, the Site Plan Committee has looked at several options, including massage sites in various areas of the village. This has made this a subject for further discussion.
17. I am including a sketch of a proposed outdoor sink cabinet design for your consideration.

18. The idea of more geothermal huts in the Village intrigues me as does the prospect of another, larger deeper hot tub. We have budgeted seed money for the resurfacing and installation of geothermal heating of the pool deck around both the hot tub and the pool. We are looking at using a very simple system of creek to slab to creek water source or moving the present hot tub output to do the same. This is a priority for 2011.
19. Outfitting the Pavilion to be a year round facility is a distinct possibility as well.

Ranch

20. The transfer of water and fish from the old to the new reservoir is now complete. The old reservoir has been reclaimed, buried and initially regraded. The NRCS meanders are now connected to the new reservoir and bio aquatic material from the old pond has been transplanted to the new.
21. We've completed our obligated installation and plumbing of the NRCS ranch cattle tank. Cost-share invoices of time and materials have been submitted to them. This involved excavating and installing a three-quarter mile pipeline at 5 foot depth from the reservoir to a remote field. The tank had to be excavated, concrete poured and the tank set and backfilled.
22. We continue, in our "spare time", to turn an exploratory eye to the renovation possibilities of the ranch buildings and to what kinds of improvements to the Village might attract more winter visitors. I feel the "old bunkhouse" at the ranch has the easiest potential for three possible living spaces.

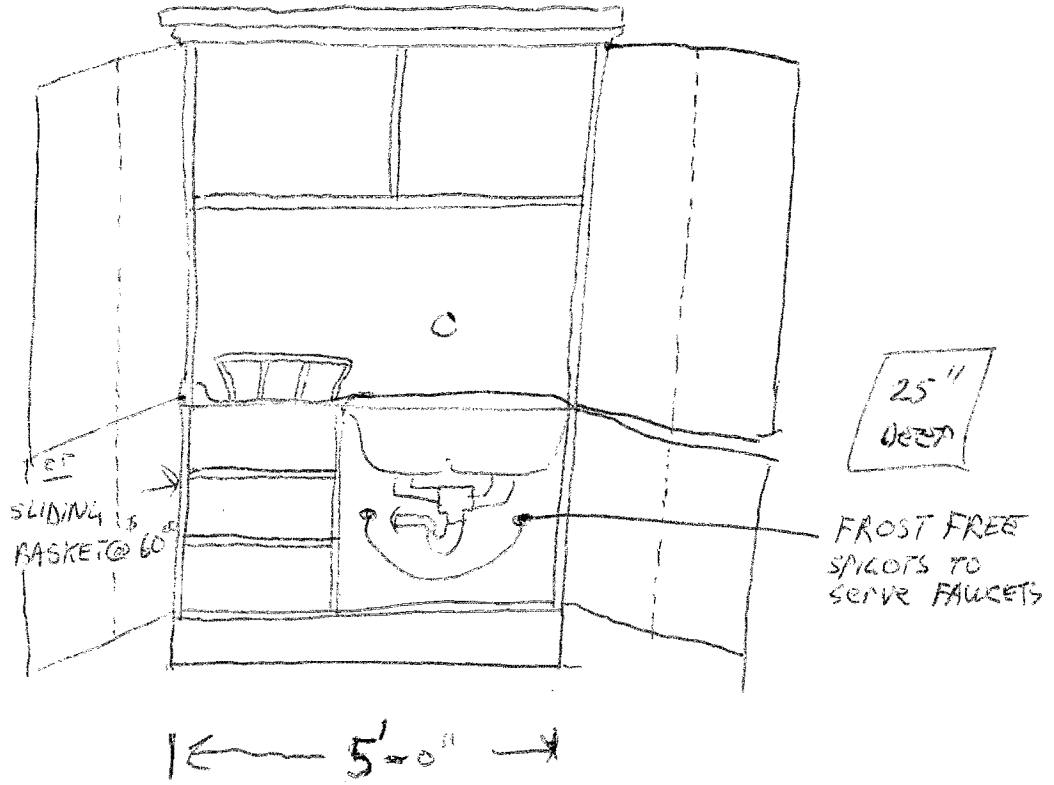
Education

23. During the December down time, about 70 Moffat School students and teachers toured most of our facilities. The experience, by all reports from students, teachers and staff, was a resounding success. We see this as just the beginning of the potential for inspiring the legacy of our children. Our staff were the teachers for the day and we all came away from it with great hopes for the future.

I am grateful for all of the experience, hard work, guidance and suggestions of the OLT staff, committees and board and in a phrase, "so far, so good" (and improving.)

Mark Jacobi

33" X 22" = SINK SIZE





Visitor Services Manager

Report to OLT Board of Directors

January 15, 2011

Getting introduced to OLT and VVHS has been quite a learning experience. My main initial project has been learning the site, the land trust, the database, policies & procedures, etc. Special thanks to Susan Skellenger for her patience in explaining different items.

After being hired, but before I started the job, I initially thought I would lead the website rebuild, and get professional help with the database. I began researching comparable websites to get an idea what works and what doesn't work, what we like and what we don't like, etc. I conducted an analysis of our current olt.org site, drafted an outline of the new site, began looking at color schemes, etc. These were some of the exact questions we were asked by the new web team (the group brought on to rebuild and integrate the website and database) when they came aboard, so I was well prepared.

I have begun working with WSB, our IT support company, to ensure our software and hardware are working properly. The change to combined website & database means reliability of on-site equipment and internet connection becomes more important. In the first week, the main front desk computer was found to be infected with a virus, but I managed to remove it running several antivirus programs through it. I have made sure that the system and all components are protected.

I am working to update the current website, working with the current web hosting company to learn details of our account architecture.

OLT's Facebook page, already well established, continues to grow. Full Insights (statistics) are attached. We have over 1600 people 'liking' us on FB, and over 3,000 views of each posting. I have experience and knowledge of social media, and know enough not to turn it into a pure marketing tool...but the numbers & demographics are too good not to be tapped.

My roll in the current survey project will be increasing. I have joined Suzanne and volunteers Keno and Don in collecting suggestions and formulating them into survey questions. I will be finalizing the questions for final review by the four of us, then using a web-based survey company (i.e. SurveyMonkey) to collect and analyze results.

Submissions for the 2012 calendar continue to come in. I have been collecting and organizing these.

I drafted a response letter to six applicants to provide on-site massage & similar services. While all included their state certification details, most of those expire 31 Jan 2011, so they were asked to update that as well as provide proof of OLT's additional insured status on their policies.

I converted the Fall 2010 hard copy newsletter into an electronic version to send out using Vertical Response. That version will be a template for future email-only newsletters, to go out about every two months, I am currently assembling the next newsletter, scheduled to go out late January/early February.

I am working with Lisa Gershkoff to plan the volunteer program for the year. My goal is to add structure to the program, and make it more substantial and sustainable. I am quickly

learning that there is a core of very dedicated, long-term volunteers. We need to ensure that they are properly recognized and taken care of so they continue to provide quality service to OLT. I am researching how to increase our volunteer recruitment, including emphasis on local sources. Volunteer tracking is being integrated into the new website/database project. Tracking the quality, quantity, etc. of active volunteers is vital to a healthy volunteer program.

I am researching logo items that could be sold in the welcome center, to both fill visitor's needs and increase revenue. Items include shirts, sweatshirts, water bottles, travel mugs, and hats, in addition to popular items already stocked.

I am keeping an eye out for safety issues at OLT. I recently received certification as an Emergency Medical Technician (EMT), which, combined with years in the National Park Service, has led me to make safety a top priority. I am researching costs to purchase an Automated External Defibrillator (AED). Straight purchase price is minimum \$1500, with one quote coming in at \$165 per quarter for five years for AED plus full maintenance (software upgrades, mounting case, batteries, etc.).

And I have literally been taking the temperature of the site, getting out to the polls & ponds taking water temperatures, meeting people, etc.

Orient Land Trust Facebook Page Insights

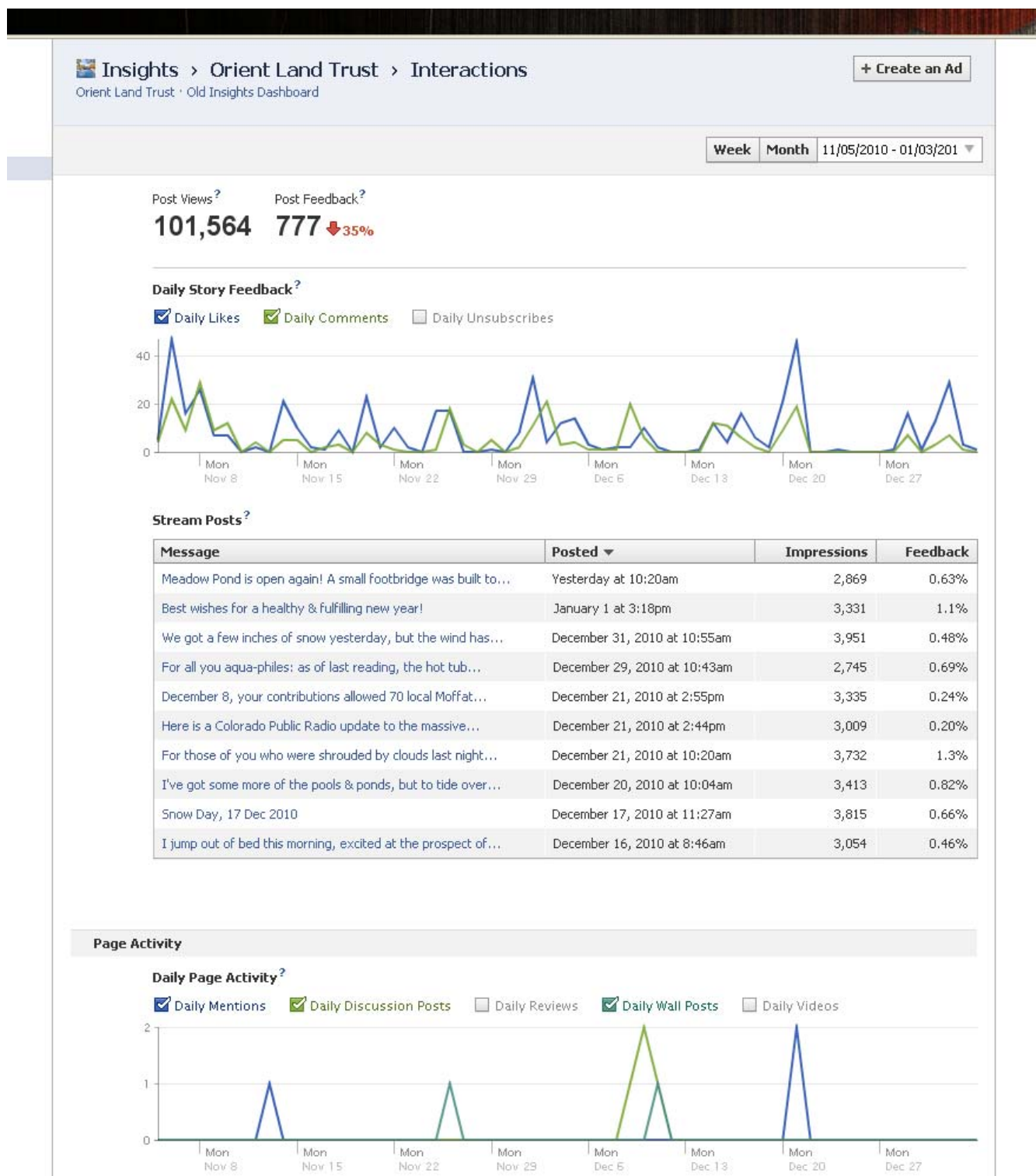
5 Nov 10 to 5 Jan 11

A Beginner's Guide to Facebook Insights

<http://mashable.com/2010/09/03/facebook-insights-guide/>

Get The Most Out of Facebook Insights for Small Businesses

<http://m.mashable.com/1806/show/630093bfdee12bea5d854f11fca4fc0d&t=3a50513ad40320c9bde0ef1daf5461f0>

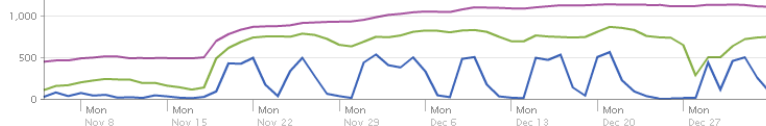


Week Month 11/05/2010 - 01/03/2011

New Likes? **94** ↓45% Lifetime Likes? **1,622**

Active Users?

Daily Active Users Weekly Active Users Monthly Active Users



Daily Active Users Breakdown?

Unique Page Views Post Viewers Liked a Post Commented on a Post Daily Wall Posts



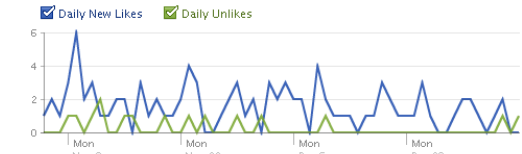
New Likes?

Daily New Likes Daily Unlikes

Daily Total

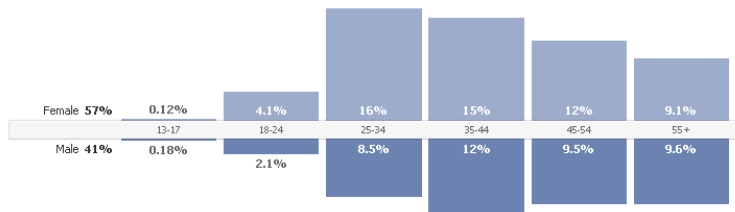
Like Sources?

59 Fan Page
10 Requests
5 Search
1 User Profile Page



Demographics

Gender and Age?



Countries?

- 1,543 United States
- 12 Canada
- 4 United Kingdom
- 3 Brazil
- 3 Mexico
- 3 Germany
- 3 Italy
- 3 Pakistan
- 2 Argentina
- 2 Indonesia
- 2 Bosnia and Herzegovina
- 2 Australia
- 2 Belgium
- 2 Thailand
- 2 Sweden
- 2 Vietnam
- 2 Taiwan
- 2 Serbia
- 1 United Arab Emirates

Cities?

- 400 Denver
- 98 Colorado Springs
- 69 Aurora
- 65 Boulder
- 45 Albuquerque
- 43 Arvada
- 42 Englewood
- 36 Pueblo
- 23 Dallas
- 22 West Jordan
- 21 Chicago
- 20 Littleton
- 19 Atlanta
- 15 Austin
- 13 Phoenix
- 13 Wheat Ridge
- 13 Los Angeles
- 12 Issaquah
- 12 Livingston

Language?

- 1,536 English (US)
- 53 English (UK)
- 4 English (Pirate)
- 3 Italian
- 2 Bosnian
- 2 Spanish (Spain)
- 2 German
- 2 Spanish
- 2 Turkish
- 2 French (France)
- 1 Czech
- 1 Macedonian
- 1 Indonesian
- 1 English (India)
- 1 Portuguese (Brazil)
- 1 Russian
- 1 Telugu
- 1 Swedish
- Less

Activity

Page Views?

Daily Logged-in Page Views Unique Page Views



Tab Views?

- 2,750 Wall
- 899 Photos
- 538 Information
- 228 Discussion Boards
- 58 Events
- 55 Boxes
- 30 Notes
- 17 Links

External Referrers?

- 788 olt.org
- 44 google.com
- 12 search.yahoo.com
- 6 bing.com
- 2 google.bs
- 2 search.hp.my.aol.com
- 2 google.ca
- 1 google.com.my
- 1 buscador.terra.cl
- More

Media Consumption?

Daily Video Views Daily Audio Listens Daily Photo Views





Dora

Department of Regulatory Agencies

Division of Real Estate
Marcia Waters
Director

Bill Ritter, Jr.
Governor December 21, 2010

Barbara J. Kelley
Executive
Director
Barbara Tidd
Orient Land Trust
P.O. Box 65
Villa Grove, CO 81155

Dear: Barbara Tidd

Thank you for submitting Orient Land Trust's Renewal Application and fee to the Division of Real Estate (the Division). The Division received your application materials on December 21, 2010.

Orient Land Trust's certification to hold conservation easements for which a state tax credit is claimed has been renewed for 2011. Your 2011 certification license is effective January 1, 2011 to December 31, 2011.

It is important to note that at anytime the Division of Real Estate may revoke or refuse to renew your certification if it is determined your organization no longer meets the minimum qualifications as outlined in § 12-61-720, C.R.S., and *Rule A-1 Qualifications for Certification to Hold Conservation Easements*.

Please remember to submit your organizations form DR-1299 to the Division of Real Estate and the Department of Revenue prior to accepting a conservation easement in 2011 and in no case later than April 15, 2011.

Should you have any questions, please do not hesitate to call me at 303-894-2325.

Sincerely,

Jordan Beezley
Conservation Easement Program Investigator
Division of Real Estate



State of Colorado

License Number:
CE0017



Dora

Department of Regulatory Agencies

Issued:
1/1/2011

Division of Real Estate

This is to certify that

Orient Land Trust

*has met the qualifications to hold conservation easements
for which a state tax credit is claimed.*

Certified by the Department of Regulatory Agencies, Division of Real Estate

Marcia Waters

Director

Expires: 12/31/2011

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Over-under adjustments	-70	
Contributions, Gifts, Grants		
Foundation Grants		
Donor Restricted Grants	1,500	
Total Foundation Grants	1,500	
Direct Public Support		
Cash Contributions		
OLT Misc Memberships	-95	
Restricted Donations		
Visitor Services Only	1,000	5,000
Total Restricted Donations	1,000	5,000
Total Cash Contributions	905	5,000
Total Direct Public Support	905	5,000
Total Contributions, Gifts, Grants	2,405	5,000
Government grants		
Government grants - Other	0	32,500
Total Government grants	0	32,500
Gross Sales of Inventory		
All Sales		
All Sales - Other	24,962	25,430
Total All Sales	24,962	25,430
Total Gross Sales of Inventory	24,962	25,430
Interest Earned		
Dividends & int. from securitie	13	
Interest Earned	315	
Interest Earned - Other	427	
Total Interest Earned	755	
Program Revenue		
Recycling income	160	
Admission & accommodation fees		
Forfeit fees	9,104	
Admission & accommodation fees - Other	690,232	640,000
Total Admission & accommodation fees	699,336	640,000
Total Program Revenue	699,496	640,000

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Realized & unrealized gain(loss)		
Change in mkt. value of invest.	-6	
Realized gain (loss) on invest.		
Realized gain (loss) on invest. - Other	-23	
Total Realized gain (loss) on invest.	<u>-23</u>	
Total Realized & unrealized gain(loss)	<u>-29</u>	
Total Income	727,519	702,930
Cost of Goods Sold		
Cost of goods sold		
All Food Purchases	5,790	7,500
Inventory variance	2,573	0
Merchandise purchases	8,158	9,300
Cost of goods sold - Other	114	
Total Cost of goods sold	<u>16,635</u>	<u>16,800</u>
Total COGS	<u>16,635</u>	<u>16,800</u>
Gross Profit	710,884	686,130
Expense		
Village Improvements	3,078	
Mountain Money discount	-5	
Furniture & Fixtures	9,160	3,000
Donor Recognition	2,855	2,500
Ranch Improvements	2,010	
Technology		
Technology consultants	8,613	4,000
Equipment	0	800
Software	723	1,200
Total Technology	<u>9,336</u>	<u>6,000</u>
New construction	16,786	65,000
Employee Expenses		
Company Payroll Expenses		
FSA Payroll Addition	14,439	21,000
Workers compensation	8,735	10,000
Company Payroll Taxes	33,439	32,400
Company Payroll Expenses - Other	-1	
Total Company Payroll Expenses	<u>56,612</u>	<u>63,400</u>
Hiring expenses	2,408	
Staff Development	219	

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Payroll Expenses		
Other benefits		
Mileage	213	
Total Other benefits	<u>213</u>	
Gross Payroll		
Regular Payroll	340,288	387,265
Benefits to employees		
Holiday (x1.5 hourly)	2,757	
Bonus	14,790	
Paid Time Off	28,783	15,600
Total Benefits to employees	<u>46,330</u>	<u>15,600</u>
Gross Payroll - Other	<u>-46</u>	
Total Gross Payroll	<u>386,572</u>	<u>402,865</u>
Payroll Expenses - Other	<u>430</u>	
Total Payroll Expenses	<u>387,215</u>	<u>402,865</u>
Total Employee Expenses	446,454	466,265
Board development		
Conferences & meetings		
Meeting fees	200	
Total Conferences & meetings	<u>200</u>	
Board development - Other	<u>130</u>	<u>1,500</u>
Total Board development	<u>330</u>	<u>1,500</u>
Association dues		
Subscriptions	329	
Association dues - Other	210	4,700
Total Association dues	<u>539</u>	<u>4,700</u>
Bad debt expense		
Bad debt expense	151	
Total Bad debt expense	<u>151</u>	
Financial Fees		
Returned Check Charges	4	
Web CC processing	911	
Bank charges & fees	220	
Terminal CC processing	12,554	
Financial Fees - Other	4	11,000
Total Financial Fees	<u>13,693</u>	<u>11,000</u>
Grants & Allocations	1,375	2,400

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Licenses and Permits	4,120	5,180
Maintenance, repair & equip	20,186	15,000
Occupancy expenses		
Insurance		
Directors & officers insurance	1,381	1,100
Liability & Property insurance	23,174	15,200
Total Insurance	24,555	16,300
Real estate taxes	4,179	4,000
Rent	12,038	360
Utilities		
Electric	364	
Diesel fuel	1,390	
Water Tests	822	720
Utilities - Other	871	600
Total Utilities	3,447	1,320
Total Occupancy expenses	44,219	21,980
Postage and Delivery	4,683	4,800
Printing & publications		
Annual report	4,146	
Printing & duplication	182	
Publications & subscriptions	150	
Printing & publications - Other	1,484	7,000
Total Printing & publications	5,962	7,000
Professional fees		
Accounting fees	3,450	6,000
Legal fees	11,704	
Other professional fees	7,493	13,000
Professional fees - Other	16	
Total Professional fees	22,663	19,000
Special Fundraisers Expenses	2,753	2,000
Supplies		
Accommodation Supplies	6,955	5,000
Events	3,986	
Premiums	685	
Housekeeping supplies	3,539	6,000
Office Supplies	5,807	6,000
Program supplies	1,440	1,800
Complimentary	2,442	2,000
Total Supplies	24,854	20,800

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Tax, Business		
County	4,342	3,600
State	5,302	4,200
Total Tax, Business	<u>9,644</u>	<u>7,800</u>
Telecommunications		
Internet	1,447	1,320
Telephone	5,180	4,800
Web Hosting	221	
Telecommunications - Other	204	
Total Telecommunications	<u>7,052</u>	<u>6,120</u>
Travel		
Meals	186	
Accomodations	0	600
Mileage	944	400
Total Travel	<u>1,130</u>	<u>1,000</u>
Vehicles		
74 Dumptruck		
Dumptruck Insurance	653	700
Maintenance & Repairs	244	
License Plates	250	
Total '74 Dumptruck	<u>1,147</u>	<u>700</u>
Gasoline	4,742	2,700
Unleaded gas jerry cans	352	
04 Truck		
License Plates	218	
Maintenance & Repairs	244	3,100
Truck Insurance	1,094	1,000
Total '04 Truck	<u>1,556</u>	<u>4,100</u>
83 Truck		
License Plates	97	
Maintenance & Repairs	1,199	
Truck insurance	955	900
Total '83 Truck	<u>2,251</u>	<u>900</u>
Other utility vehicles	1,120	
Total Vehicles	<u>11,168</u>	<u>8,400</u>
Volunteers		
Volunteer Recognition	0	1,000
Volunteers - Other	350	
Total Volunteers	<u>350</u>	<u>1,000</u>
Total Expense	<u>664,546</u>	<u>682,445</u>

Orient Land Trust
Visitor Services & Misc Programs Budget vs. Actual
 January through December 2010

	<u>Jan - Dec 10</u>	<u>Budget</u>
Net Ordinary Income	46,338	3,685
Other Income/Expense		
Other Expense		
Land Conservation Transfer	27,521	-38,414
Capital Reserve Transfer	-40,000	-40,000
Fixed Asset Expenses		
Program Fixed Assets		
Furniture Fixtures Equip	19,500	19,500
Total Program Fixed Assets	<u>19,500</u>	<u>19,500</u>
Total Fixed Asset Expenses	<u>19,500</u>	<u>19,500</u>
Total Other Expense	<u>7,021</u>	<u>-58,914</u>
Net Other Income	<u>-7,021</u>	<u>58,914</u>
Net Income	<u><u>39,317</u></u>	<u><u>62,599</u></u>

Orient Land Trust
Land Conservation Only Budget vs. Actual
 January through December 2010

	Jan - Dec 10	Budget
Ordinary Income/Expense		
Income		
Contributions, Gifts, Grants		
Foundation Grants	0	25,000
Direct Public Support		
Cash Contributions		
OLT Misc Memberships	136,591	135,000
Total Cash Contributions	136,591	135,000
Special events & activities		
Special Fundraisers	11,838	15,000
Total Special events & activities	11,838	15,000
Total Direct Public Support	148,429	150,000
Total Contributions, Gifts, Grants	148,429	175,000
Government grants		
Grants from gov't agencies	154	
Government grants - Other	6,735	5,000
Total Government grants	6,889	5,000
Program Revenue		
Ranch Revenue	8,757	12,000
Total Program Revenue	8,757	12,000
Total Income	164,074	192,000
Gross Profit	164,074	192,000
Expense		
Donor Recognition	362	3,000
Ranch Improvements	85,958	34,000
Technology	0	500
Employee Expenses		
Company Payroll Expenses		
Company Payroll Taxes	3,156	
Total Company Payroll Expenses	3,156	
Staff Development	445	3,000
Payroll Expenses		
Other benefits		
Mileage	15	
Total Other benefits	15	
Gross Payroll		
Regular Payroll	34,287	53,735
Benefits to employees		
Paid Time Off	4,917	
Total Benefits to employees	4,917	
Total Gross Payroll	39,204	53,735
Total Payroll Expenses	39,219	53,735
Total Employee Expenses	42,820	56,735
Board development	445	5,000
Association dues	2,525	5,000
Financial Fees		
Bank charges & fees	110	
Total Financial Fees	110	
Grants & Allocations	5,500	7,500
Interest on loans		
Essen purchase	1,176	

Orient Land Trust
Land Conservation Only Budget vs. Actual
January through December 2010

	Jan - Dec 10	Budget
Total Interest on loans	1,176	
Licenses and Permits	3,010	500
Occupancy expenses		
Utilities		
Electric	292	
Total Utilities	292	
Total Occupancy expenses	292	
Printing & publications		
Printing & duplication	32	
Total Printing & publications	32	
Professional fees		
Legal fees	25,697	
Other professional fees	13,309	
Professional fees - Other	0	42,500
Total Professional fees	39,005	42,500
Special Fundraisers Expenses	0	5,000
Supplies		
Events	460	
Program supplies	0	2,000
Total Supplies	460	2,000
Tax, Business	0	500
Travel		
Mileage	791	2,000
Total Travel	791	2,000
Volunteers		
Volunteer Recognition	101	
Total Volunteers	101	
Total Expense	182,587	164,235
Net Ordinary Income	-18,512	27,765
Other Income/Expense		
Other Expense		
Stewardship Defense Transfer	0	7,000
Capital Reserve Transfer	-50,000	-50,000
Fixed Asset Expenses		
Land Conservation Expense		
Land Improvements	-38,000	
Fee Acquisition	49,302	78,414
Total Land Conservation Expense	11,302	78,414
Total Fixed Asset Expenses	11,302	78,414
Total Other Expense	-38,698	35,414
Net Other Income	38,698	-35,414
Net Income	20,186	-7,649

Orient Land Trust
Balance Sheet
 As of December 31, 2010

	Dec 31, 10
ASSETS	
Current Assets	
Checking/Savings	
Cash	
Money Market Accounts	
American Funds	54,860
Total Money Market Accounts	54,860
Checking accounts	
Stewardship Defense	4,848
Conservation Projects	6,950
Raffle Checking Account	1,082
PB&T Checking	57,623
Total Checking accounts	70,503
Petty cash	
Mountain Money - MoMo	47
Petty cash - Other	905
Total Petty cash	952
Savings	
Endowment Fund	30,157
SCCU Savings	
CDs at SCCU	60,775
SCCU Savings - Other	101
Total SCCU Savings	60,876
Total Savings	91,033
Total Cash	217,348
Total Checking/Savings	217,348
Accounts Receivable	
Visitor Debts	1,170
AuctionPay	4,095
Grants and pledges receivable	
Grants receivable	13,500
Total Grants and pledges receivable	13,500
Total Accounts Receivable	18,765
Other Current Assets	
Marketable securities	
Marketable securities	512
Total Marketable securities	512
Prepaid expenses and other	
Prepaid insurance	1,065
Total Prepaid expenses and other	1,065
Total Other Current Assets	1,577
Total Current Assets	237,691
Fixed Assets	
Accumulated depreciation	
Accum. depr. land imp.	-8,219
Accum. depr. buildings	-31,971
Accum. depr. computers	-8,544
Accum. depr. FF&E	-10,309
Accum. depr. vehicles	-19,413
Total Accumulated depreciation	-78,456
Fixed assets	
Land Improvements	
Everson Ranch	115,011

Orient Land Trust
Balance Sheet
As of December 31, 2010

	Dec 31, 10
Land Improvements - Other	14,316
Total Land Improvements	129,327
Software	2,800
Land	
Valley View Hot Springs plus	1,016,495
Essen parcel	173,649
Sussman parcel	95,438
Orient Mine	545,000
Everson Ranch	678,300
Total Land	2,508,882
Buildings	
Village Buildings	1,022,365
Ranch Buildings	101,700
Total Buildings	1,124,065
Computer Equipment	25,052
Furniture, fixtures, & equipmen	35,708
Vehicles	45,563
Total Fixed assets	3,871,396
Total Fixed Assets	3,792,940
TOTAL ASSETS	4,030,631
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	1,660
Total Accounts Payable	1,660
Other Current Liabilities	
Direct Deposit Liabilities	9,566
Deferred revenue & deposits	
Deferred Program revenue	-1,000
Deferred visitor service revenu	3,423
Refundable visitor deposits	4,353
Total Deferred revenue & deposits	6,776
Payroll Liabilities	
Employee Contributions to OLT	60
Colorado Unemployment	-0
Federal 941	-16
Flexible Spending Accounts	
FSA - Previous year left over	3,262
FSA - Medical Care	824
Total Flexible Spending Accounts	4,086
Total Payroll Liabilities	4,130
Total Other Current Liabilities	20,472
Total Current Liabilities	22,132
Long Term Liabilities	
Essen Parcel Purchase	117,639
Total Long Term Liabilities	117,639
Total Liabilities	139,771
Equity	
Other fixed assets	179,901
Retained Earnings	3,543,465
Temporarily restricted net asse	
Donor Restricted	

Orient Land Trust
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
Restricted for programs	4,862
Total Donor Restricted	4,862
Board Restricted	
Cash Match for CHS Grant	12,375
Minimum Operating Balance	40,000
FSA Reserve Fund	19,000
Capital Savings Fund	87,000
Board Restricted - Other	30,000
Total Board Restricted	188,375
Total Temporarily restricted net asse	193,237
Unrestricted net assets	
Transfers To/From Unrestricted	-85,250
Total Unrestricted net assets	-85,250
Net Income	59,507
Total Equity	3,890,860
TOTAL LIABILITIES & EQUITY	4,030,631

Orient Land Trust
Statement of Cash Flows
 January through December 2010

	Jan - Dec 10
OPERATING ACTIVITIES	
Net Income	59,507
Adjustments to reconcile Net Income to net cash provided by operations:	
Visitor Debts	1,029
AuctionPay	-2,685
Grants and pledges receivable:Grants receivable	11,500
Inventory Asset	2,573
Marketable securities:Marketable securities	15
Accounts payable	1,660
Wells Fargo Visa	-40
Direct Deposit Liabilities	9,566
Deferred revenue & deposits:Deferred Program reven...	-5,000
Deferred revenue & deposits:Deferred visitor service ...	75
Deferred revenue & deposits:Refundable visitor depo...	103
Payroll Liabilities:Employee Contributions to OLT	60
Payroll Liabilities:Vacation accrual	-6,303
Payroll Liabilities:Colorado Withholding	13
Payroll Liabilities:Federal 941	107
Payroll Liabilities:Flexible Spending Accounts:FSA - ...	-4,503
Payroll Liabilities:Flexible Spending Accounts:FSA - ...	824
Net cash provided by Operating Activities	68,501
INVESTING ACTIVITIES	
Fixed assets:Software	-300
Net cash provided by Investing Activities	-300
FINANCING ACTIVITIES	
Temporarily restricted net asse:Board Restricted:Capita...	-90,000
Net cash provided by Financing Activities	-90,000
Net cash increase for period	-21,799
Cash at beginning of period	239,147
Cash at end of period	217,348

Orient Land Trust
Cash Assets & Restricted Funds
December 31, 2010

Cash Assets	Amount	Adjusted
Petty Cash	905	12/31/10
SCCU Share Account - variable return	101	6/30/09
LPL Financial - Endowment, variable return	30,157	12/31/09
SCCU - CD due 6/15/10, 1.25% APR	60,775	12/31/10
LPL Financial - Money Market Acct, variable return	54,860	12/31/10
PB&T - Raffle Account, 0%	1,082	6/30/10
PB&T - Conservation Projects Account, 0%	6,950	12/31/10
PB&T - Steward, Monitor & Legal Def Acct, 0%	4,848	12/31/10
PB&T - Operating Account, 0%	57,623	12/31/10
Mountain Money - Saguache County currency	47	9/30/10
Total Cash Assets	<u>217,348</u>	

Board or Funder Restricted

Endowment	30,157 B	12/31/09
Colorado History Grant Match Reserve	6,651 F	12/31/10
Tax Credit Connection	500 F	12/31/09
Raffle Funds - restricted for land conservation	1,082 F	12/31/09
Conservation Projects Funds	6,950 E	12/31/10
Stewardship, Monitoring & Legal Defense Funds	4,848 B	12/31/10
Capital Reserve Fund	87,000 B	1/18/10
Total Restricted Funds	<u>137,188</u>	

Net Unrestricted Funds **80,160**

Operating Restrictions

Minimum Operating Balance - Fixed	40,000 B	6/1/06
FSA Reserve - Balance for 2010	3,262 E	12/31/10
Total Operating Restrictions	43,262	

Current Cash Available for Operations **36,898**

Upcoming Cash Outflows

Insurance - Property and Gen Liability due 1/12/11	16,681
Winter reserve - should be set aside by 11/1/11	
Land payment due 12/15/11	

Notes:

- E - Restricted by E.D.
- B - Restricted by the board of directors
- F - Restricted by funders

**Orient Land Trust
Conservation Owes Operating Acct**

As of 12/31/2010

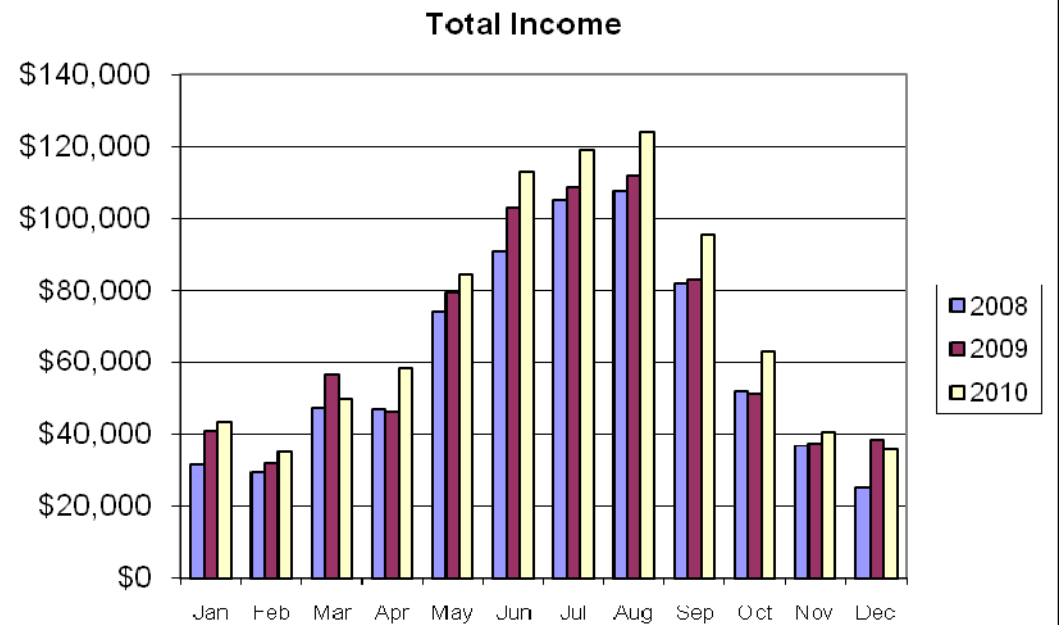
Funds due from Conservation Projects Acct to Operating Acct

	Amount	
Funds Borrowed in 2009		
Susman purchase on 10/23/09	58,828	
Used for Essen Closing on 12/16/09	<u>7,800</u>	
Total borrowed from Operating in 2009	66,628	
Funds Repaid in 2009		
Individual contributions from 12/10/09 thru 12/31/09	20,714	
Grants	<u>7,500</u>	
Total paid back in 2009	28,214	
Balance due at the end of 2009		38,414
Funds Borrowed in 2010		
From money market for reservoir project (6/25/10)	38,000	
From Operating account for reservoir (7/9/10)	18,000	
From money market for 2010 Essen payment	12,000	
Due for 2010 staff expenses (not including maintenance)	<u>42,375</u>	
	<u>110,375</u>	
Funds repaid in 2010		
January contributions paid back to Operating	15,300	
February contributions paid back to Operating	7,179	
December contributions paid back to Operating	<u>30,069</u>	
Total paid back 2010 to date	52,548	
Balance due for 2010 to date		57,827
 TOTAL DUE (2009 & 2010) FROM CONSERVATION PROJECTS ACCT TO OPERATING ACCOUNT		 96,241

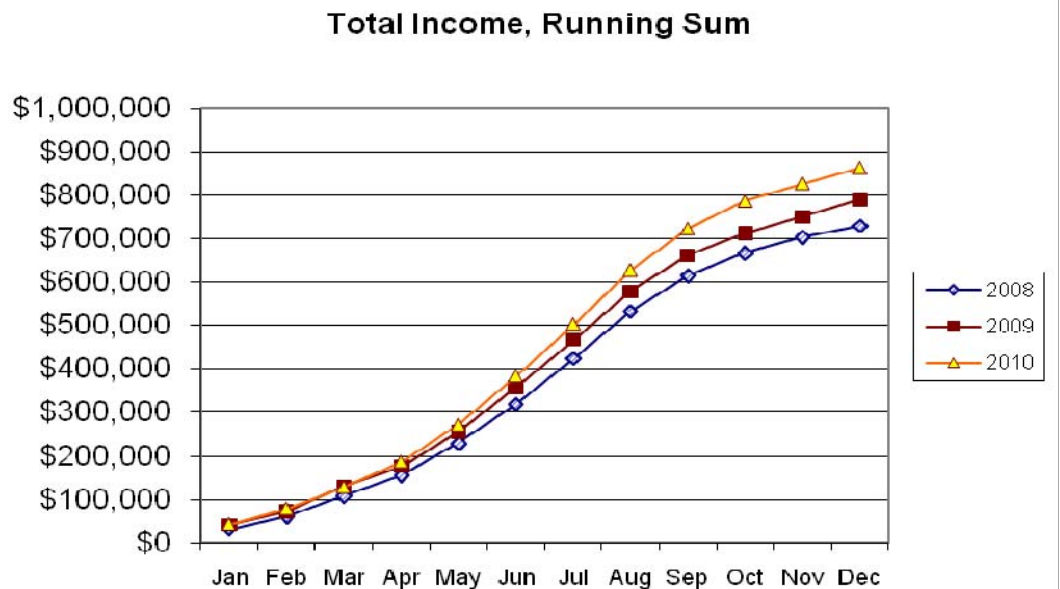
CONSERVATION PROJECTS ACCOUNT ALSO OWES STEWARDSHIP DEFENSE ACCOUNT \$4,000 TO REPAY TRANSFER ON 1/8/10. No funds have been added to Stewardship Defense in 2010 to date.

OLT Performance Stats - Year-End 2010

Month	2008	2009	2010	Grand Total
Jan	\$31,648	\$40,918	\$43,464	\$116,030
Feb	\$29,410	\$32,042	\$35,205	\$96,657
Mar	\$47,253	\$56,584	\$49,897	\$153,734
Apr	\$46,759	\$46,242	\$58,183	\$151,183
May	\$74,294	\$79,399	\$84,648	\$238,341
Jun	\$90,897	\$102,971	\$112,770	\$306,638
Jul	\$105,179	\$108,596	\$119,096	\$332,871
Aug	\$107,585	\$111,705	\$123,975	\$343,265
Sep	\$82,175	\$83,296	\$95,698	\$261,170
Oct	\$52,034	\$51,305	\$63,172	\$166,510
Nov	\$36,896	\$37,564	\$40,512	\$114,972
Dec	\$25,232	\$38,685	\$35,736	\$99,653
Grand Total	\$729,361	\$789,306	\$862,356	\$2,381,023

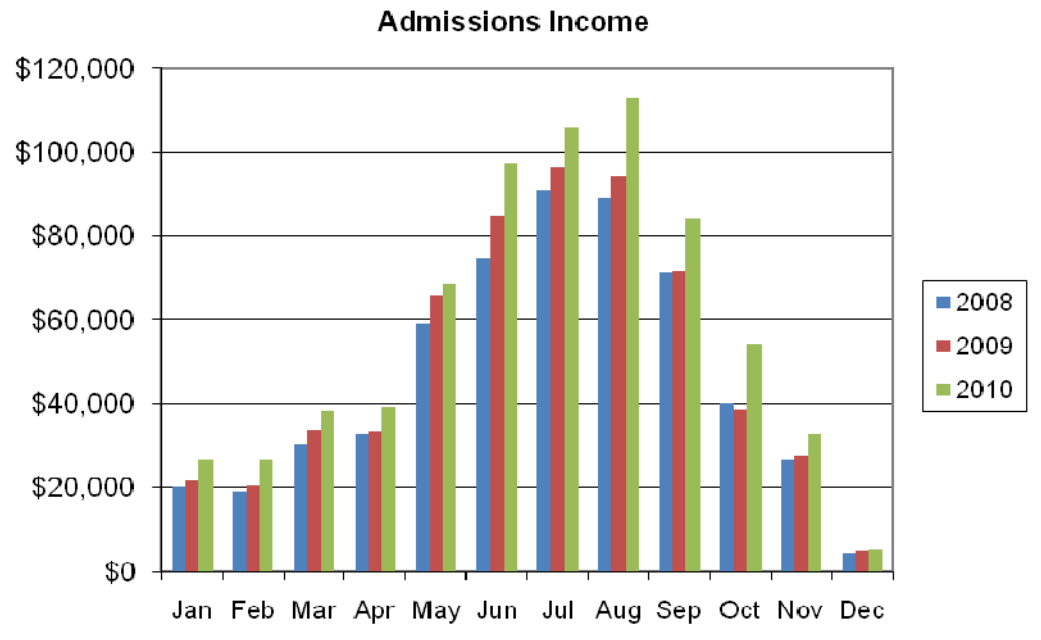


Month	2008	2009	2010	% Change
Jan	\$31,648	\$40,918	\$43,464	106%
Feb	\$61,058	\$72,959	\$78,669	108%
Mar	\$108,311	\$129,543	\$128,566	99%
Apr	\$155,070	\$175,785	\$186,749	106%
May	\$229,364	\$255,185	\$271,397	106%
Jun	\$320,260	\$358,155	\$384,167	107%
Jul	\$425,439	\$466,752	\$503,263	108%
Aug	\$533,024	\$578,457	\$627,238	108%
Sep	\$615,199	\$661,753	\$722,936	109%
Oct	\$667,233	\$713,057	\$786,108	110%
Nov	\$704,129	\$750,621	\$826,620	110%
Dec	\$729,361	\$789,306	\$862,356	109%

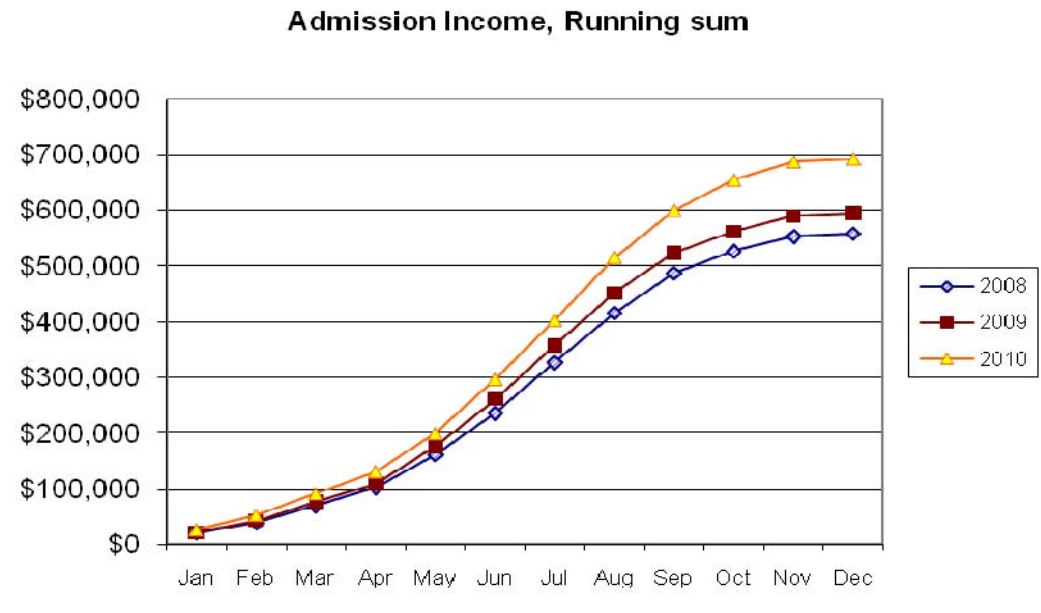


OLT Performance Stats - Year-End 2010

Month	2008	2009	2010	Grand Total
Jan	\$20,092	\$21,817	\$26,804	\$68,713
Feb	\$18,941	\$20,469	\$26,618	\$66,028
Mar	\$30,355	\$33,841	\$38,247	\$102,443
Apr	\$32,721	\$33,520	\$39,346	\$105,587
May	\$59,076	\$66,028	\$68,458	\$193,562
Jun	\$74,936	\$84,877	\$97,431	\$257,244
Jul	\$90,747	\$96,481	\$105,967	\$293,195
Aug	\$88,992	\$94,519	\$112,854	\$296,365
Sep	\$71,328	\$71,555	\$84,271	\$227,154
Oct	\$40,054	\$38,751	\$54,299	\$133,104
Nov	\$26,623	\$27,555	\$32,933	\$87,111
Dec	\$4,607	\$5,059	\$5,271	\$14,936
Grand Total	\$558,471	\$594,471	\$692,501	\$1,845,443

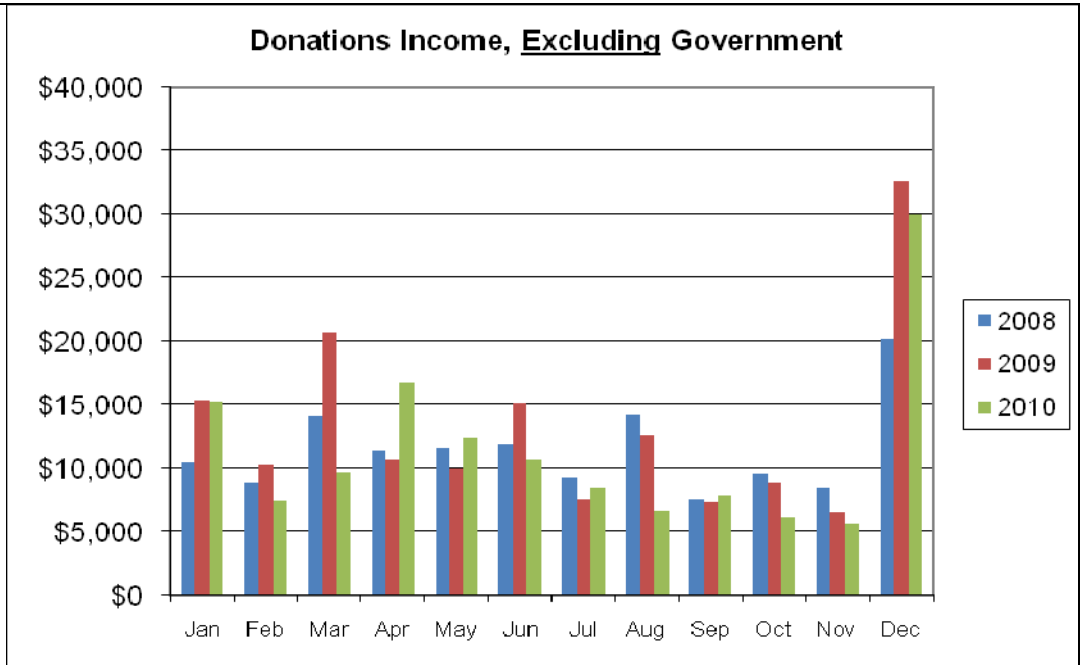


Month	2008	2009	2010	% Change
Jan	\$20,092	\$21,817	\$26,804	123%
Feb	\$39,033	\$42,286	\$53,422	126%
Mar	\$69,388	\$76,127	\$91,669	120%
Apr	\$102,109	\$109,647	\$131,015	119%
May	\$161,185	\$175,674	\$199,473	114%
Jun	\$236,121	\$260,552	\$296,904	114%
Jul	\$326,867	\$357,033	\$402,871	113%
Aug	\$415,859	\$451,552	\$515,726	114%
Sep	\$487,187	\$523,107	\$599,997	115%
Oct	\$527,241	\$561,858	\$654,296	116%
Nov	\$553,864	\$589,413	\$687,230	117%
Dec	\$558,471	\$594,471	\$692,501	116%

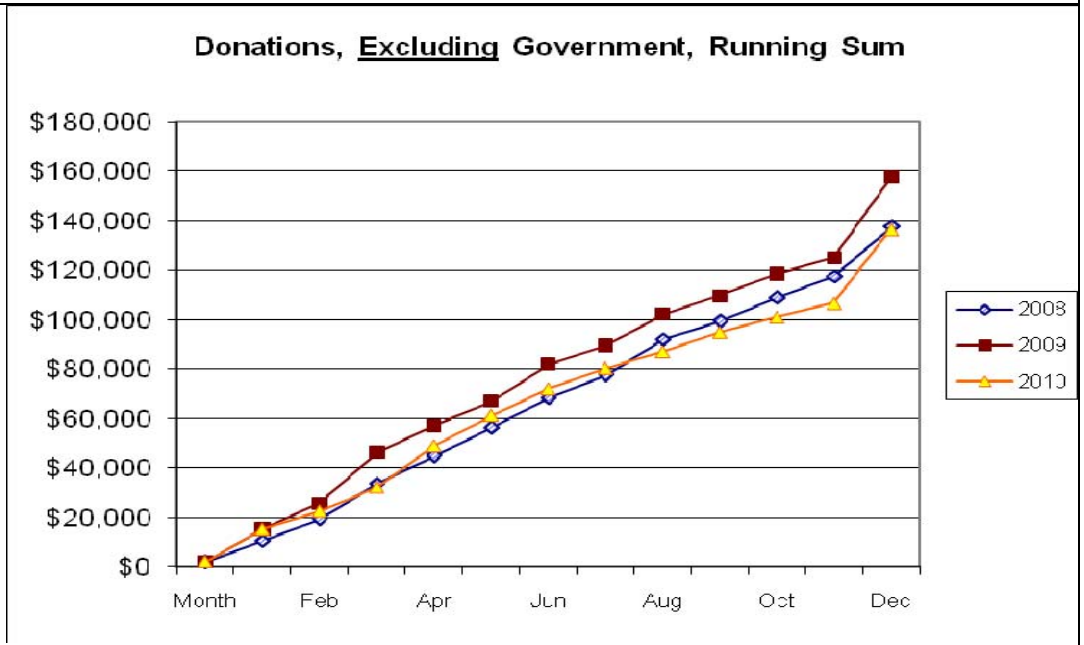


OLT Performance Stats - Year-End 2010

Month	2008	2009	2010	Grand Total
Jan	\$10,471	\$15,419	\$15,215	\$41,105
Feb	\$8,930	\$10,309	\$7,391	\$26,630
Mar	\$14,088	\$20,667	\$9,675	\$44,430
Apr	\$11,375	\$10,702	\$16,720	\$38,797
May	\$11,534	\$9,944	\$12,396	\$33,874
Jun	\$11,985	\$15,072	\$10,676	\$37,733
Jul	\$9,274	\$7,533	\$8,454	\$25,261
Aug	\$14,179	\$12,641	\$6,618	\$33,438
Sep	\$7,516	\$7,360	\$7,805	\$22,681
Oct	\$9,599	\$8,865	\$6,166	\$24,631
Nov	\$8,428	\$6,572	\$5,632	\$20,632
Dec	\$20,163	\$32,661	\$29,949	\$82,773
Grand Total	\$137,542	\$157,745	\$136,697	\$431,984



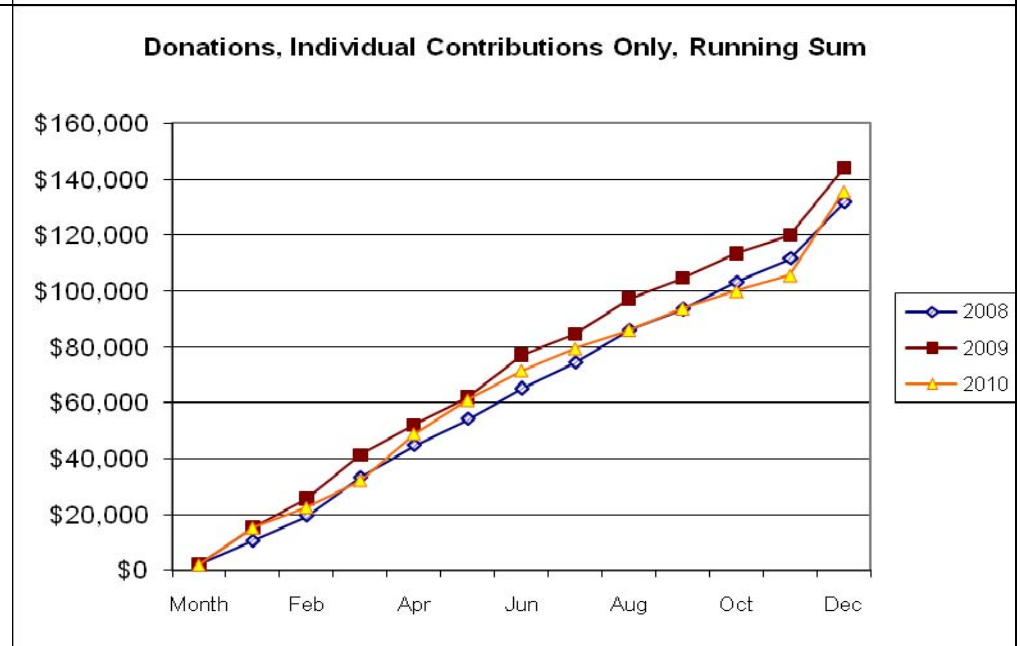
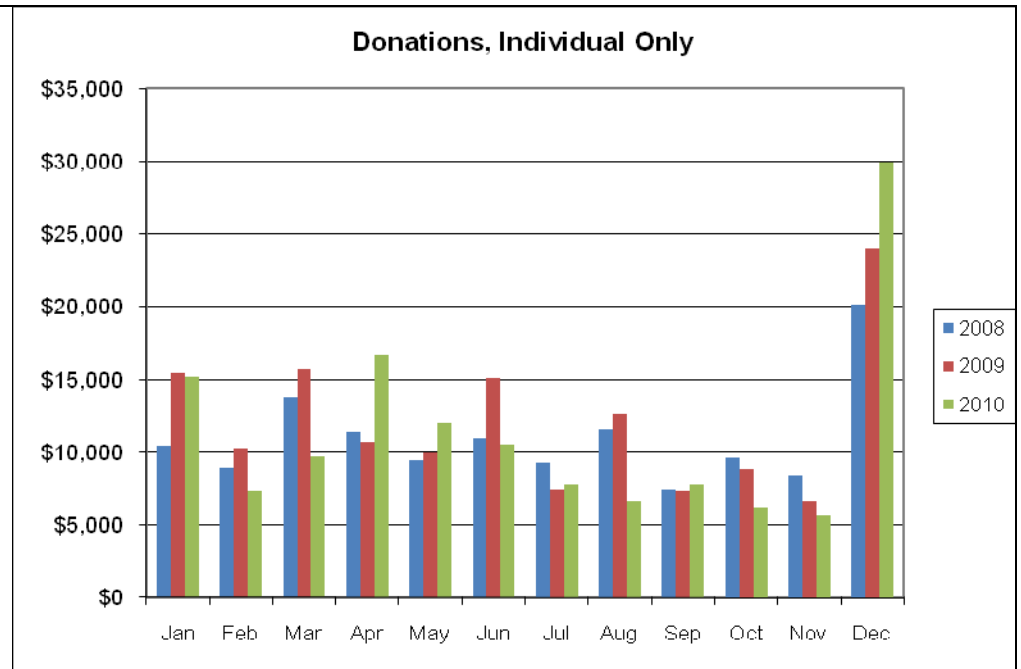
Month	2008	2009	2010	% Change
Jan	\$10,471	\$15,419	\$15,215	99%
Feb	\$19,401	\$25,728	\$22,606	88%
Mar	\$33,489	\$46,395	\$32,280	70%
Apr	\$44,864	\$57,097	\$49,000	86%
May	\$56,398	\$67,041	\$61,396	92%
Jun	\$68,383	\$82,114	\$72,072	88%
Jul	\$77,657	\$89,646	\$80,526	90%
Aug	\$91,836	\$102,287	\$87,144	85%
Sep	\$99,352	\$109,647	\$94,949	87%
Oct	\$108,951	\$118,512	\$101,115	85%
Nov	\$117,379	\$125,084	\$106,747	85%
Dec	\$137,542	\$157,745	\$136,697	87%



OLT Performance Stats - Year-End 2010

Month	2008	2009	2010	Grand Total
Jan	\$10,471	\$15,419	\$15,215	\$41,105
Feb	\$8,930	\$10,309	\$7,391	\$26,630
Mar	\$13,838	\$15,667	\$9,675	\$39,180
Apr	\$11,375	\$10,702	\$16,720	\$38,797
May	\$9,476	\$9,944	\$12,030	\$31,450
Jun	\$10,985	\$15,072	\$10,568	\$36,625
Jul	\$9,274	\$7,483	\$7,844	\$24,601
Aug	\$11,629	\$12,641	\$6,618	\$30,888
Sep	\$7,456	\$7,360	\$7,805	\$22,621
Oct	\$9,599	\$8,865	\$6,166	\$24,631
Nov	\$8,428	\$6,572	\$5,632	\$20,632
Dec	\$20,163	\$24,011	\$29,949	\$74,123
Grand Total	\$131,624	\$144,045	\$135,613	\$411,282

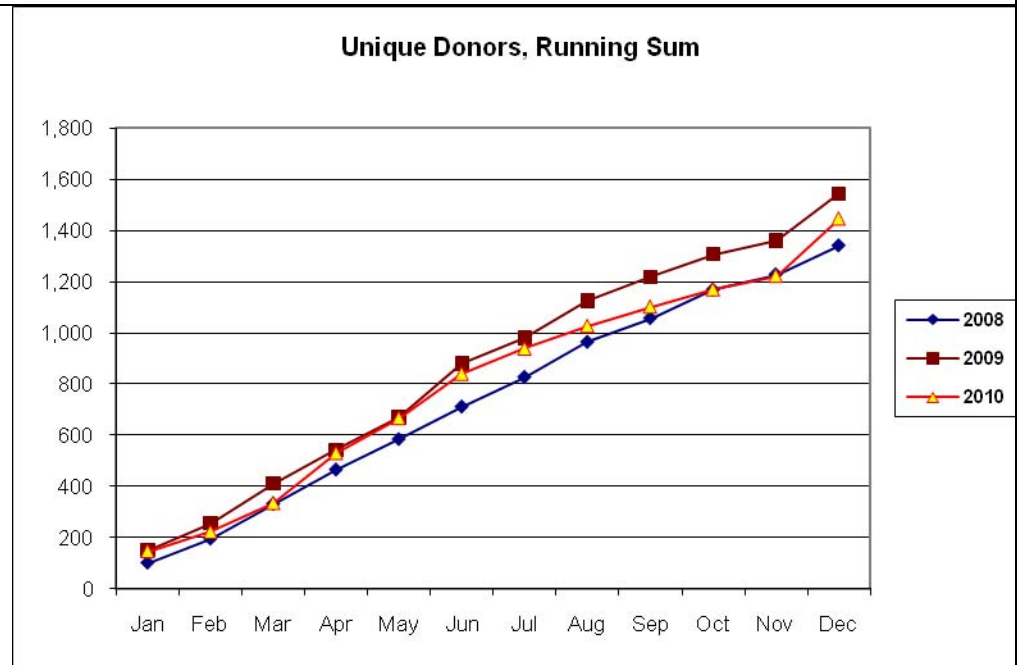
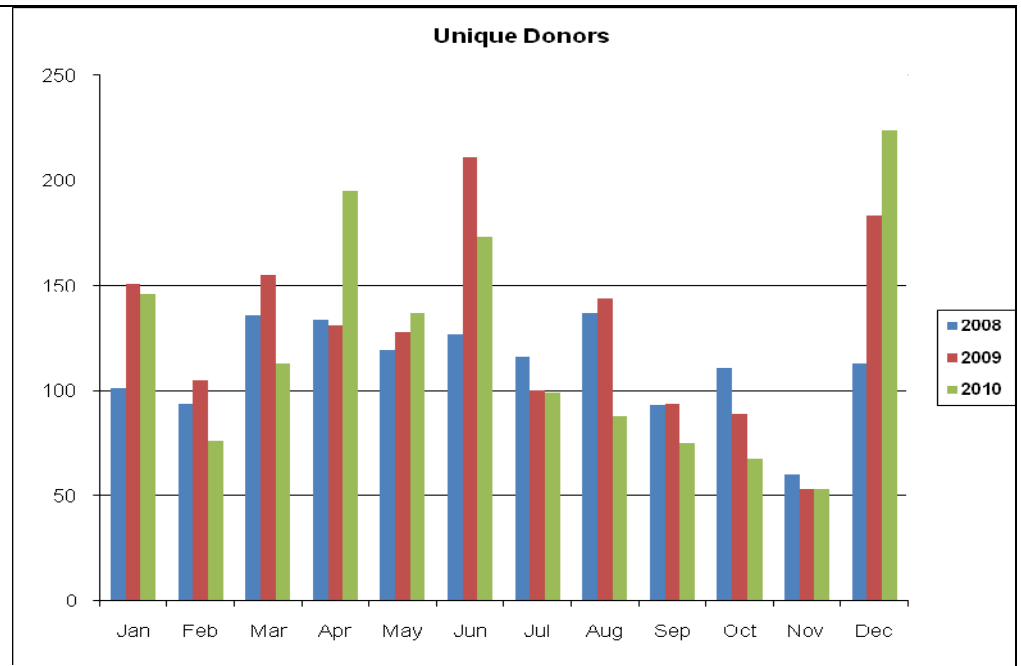
Month	2008	2009	2010	% Change
Jan	\$10,471	\$15,419	\$15,215	99%
Feb	\$19,401	\$25,728	\$22,606	88%
Mar	\$33,239	\$41,395	\$32,280	78%
Apr	\$44,614	\$52,097	\$49,000	94%
May	\$54,090	\$62,041	\$61,030	98%
Jun	\$65,075	\$77,114	\$71,598	93%
Jul	\$74,349	\$84,596	\$79,442	94%
Aug	\$85,978	\$97,237	\$86,060	89%
Sep	\$93,434	\$104,597	\$93,865	90%
Oct	\$103,033	\$113,462	\$100,031	88%
Nov	\$111,461	\$120,034	\$105,663	88%
Dec	\$131,624	\$144,045	\$135,613	94%



OLT Performance Stats - Year-End 2010

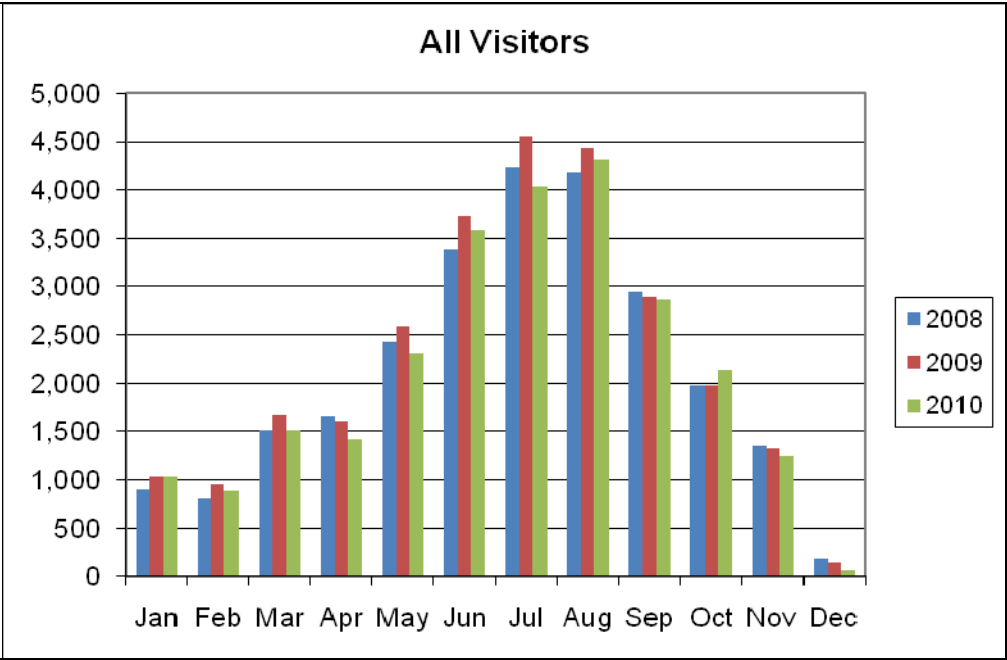
Month	2008	2009	2010	Grand Total
Jan	101	151	146	398
Feb	94	105	76	275
Mar	136	155	113	404
Apr	134	131	195	460
May	119	128	137	384
Jun	127	211	173	511
Jul	116	100	99	315
Aug	137	144	88	369
Sep	93	94	75	262
Oct	111	89	68	268
Nov	60	53	53	166
Dec	113	183	224	520
Grand Total	1341	1544	1447	4332

Month	2008	2009	2010	% Change
Jan	101	151	146	97%
Feb	195	256	222	87%
Mar	331	411	335	82%
Apr	465	542	530	98%
May	584	670	667	100%
Jun	711	881	840	95%
Jul	827	981	939	96%
Aug	964	1,125	1,027	91%
Sep	1,057	1,219	1,102	90%
Oct	1,168	1,308	1,170	89%
Nov	1,228	1,361	1,223	90%
Dec	1,341	1,544	1,447	94%



OLT Performance Stats - Year-End 2010

Visit Month	2008	2009	2010	Grand Total
Jan	907	1,033	1,035	2,975
Feb	810	953	892	2,655
Mar	1,516	1,666	1,515	4,697
Apr	1,658	1,603	1,420	4,681
May	2,424	2,590	2,306	7,320
Jun	3,385	3,736	3,590	10,711
Jul	4,238	4,550	4,037	12,825
Aug	4,182	4,435	4,313	12,930
Sep	2,942	2,900	2,865	8,707
Oct	1,979	1,974	2,142	6,095
Nov	1,349	1,328	1,242	3,919
Dec	179	139	70	388
Grand Total	25,569	26,907	25,427	77,903



TO: Board of Directors
FROM: Board Development Committee
TOPIC: Potential Board Members
DATE: January 15, 2011

Please review the three background documents for this discussion item

- **Board of Directors Completed Grid with Desired Profile for New Board Members**
This grid was completed from the information provided by board members and was used to develop the profile for new members. It is presented for your consideration and discussion.
- **Potential OLT Board Members.**
These potential candidates have been suggested by various members of the BDC, BoD and staff. Three positions are available including the position currently held by Doug Bishop.

We need your discussion and input to advise the BDC as we follow the next steps in selecting candidates to invite to the April meeting and the nominations for the Board's approval at the July meeting.

Next Steps

- BDC will reduce list to 4-5 candidates
- Candidates will be contacted and, if interested, asked to submit a letter of intent and a resume and will be invited to attend the April board meeting.
- BDC will interview the candidates
- BDC will nominate three candidates to the BoD for selection at the July meeting. Nominees will be asked to attend the July meeting

Board of Directors Position Description
Suggested Revisions 1/15/11

Every July, at least three seats open on the Orient Land Trust (OLT) Board of Directors. We solicit applicants with interest and time to fill these positions. Any individual who is interested in serving on the Board of Directors is strongly encouraged to attend at least one board meeting in advance and applicants are usually asked to serve on a committee prior to joining the full board of directors. The Board is legally and fiscally responsible for the organization. It sets policy, establishes goals and budgets, and hires and monitors the performance of the Executive Director. Board member responsibilities include:

- Linking OLT and its membership
- Policy and decision-making at the board and committee levels. Members are required to participate in a minimum of one committee which conducts one hour phone conferences 4-8 times per year as well as email discussions.
- Assuring Executive Director performance
- Attending day-long quarterly board meetings on the third Saturday of January, April, July, and October. Meetings are currently held at or near OLT. The July meeting is the annual meeting at which the election of officers takes place. Occasional phone conversations and special session meetings may be held by phone or on the Sunday following a regularly-scheduled board meeting.
- Representing OLT knowledgeably in the community
- Assisting OLT in gaining community support by exercising personal and professional contacts whenever possible and appropriate
- Accepting leadership position(s) on the Board and committees as experience and time allow
- Contributing financially according to ability to give
- Participating in fundraising efforts
- Timely communication of board issues via email

Board members sign the following acknowledgments when elected:

- Board and Officers Acknowledgment (to be signed at least annually) – pledge to conduct organizational and land protection activities under the highest professional standards and according to LTA Standards and Practices
- Acknowledgment Concerning Policies Governing Conflict of Interest and Confidentiality and Conflict of Interest Disclosure (to be signed at least annually)
- Acknowledgment Concerning Statement of Values and Code of Ethics (signed once)

One-third of the directors are elected for terms of three years at the annual meeting each July. Board members are volunteers. Qualifications of competitive directors may include, but are not limited to:

- Commitment to conservation, land protection
- Support and promote the mission of OLT
- Familiarity with Orient Land Trust property and naturism
- Experience with nonprofit organizations, particularly land trusts or conservation-related organizations
- Successful fundraising experience
- Public and community relations experience
- Reliable access to email and the Internet
- Legal expertise
- Experience or strong interest in biology, ecology, ranching, geology, hydrology
- Financial management expertise
- Real estate expertise

OLT Directors serve on a volunteer basis and receive the following benefits as part of their service to the organization:

- Mileage reimbursement when traveling to quarterly board meetings (many board members choose not to exercise this option).
- No overnight fee at OLT is charged when staying on the Friday and Saturday of board meeting weekends. You are charged the accommodation fee only and are responsible for booking it the weekend of a board meeting for the subsequent meeting.
- Lunch is provided during board meetings.
- Travel expenses and registration to relevant educational seminars pre-approved by the Board Chair and Executive Director and within the organization's budget are paid by OLT.
- Accommodations at times other than board meetings may be booked three months out (regardless of donor level).

If you're interested, please submit a letter of interest and resume to the Board Development Committee, Orient Land Trust, PO Box 65, Villa Grove, CO 81155 or email to Board Development Committee in care of info@olt.org. Please highlight your experience with nonprofits (including volunteer boards), fundraising, finance, committee work, volunteerism, familiarity with OLT, your interests and expertise, and why the board would want you as its newest member.

Jan 11, 2011 RDC meeting

Attending: Deb H., Rob, Keno, Terry, Suzanne, Mike

Deb forgot to send Paul a reminder and minutes.

We decided to do a raffle in 2011.

Last year the biggest item other than Valley View was Harold's condo in Summit County.

Email newsletter will be going out soon and we will ask for ideas for high ticket items for the raffle, around the \$1000 level. Matt will be sending out a newsletter at the end of the month.

Suzanne knows someone with some large selenite crystals that are worth a lot.

Suggested that other naturist hot springs might be willing to donate a weekend or some other time. We have tried in the past but got a pretty cold response.

Suggestion that we have a grass fed Valley View steer. Suzanne also suggested local foods. Keno will check around on some prices.

Check on the cost of a young steer that we would raise.

Suzanne also suggested a barbeque at the end of the cattle season.

Terry will check and see if there is a list of past donors to raffles and who contacted them.

Calendar: There have been some submissions and Matt is keeping them in order.

Deadline is Feb 1 for submissions. Suggested that staff will do the initial screening of the photos and then email out to committee members.

Keno brought up calling printers as it may take several weeks to get estimates back. Deb will contact a printer she knows in Littleton to see if they do calendars. She will also make some calls if Keno gets her the numbers. We can contact the printer from last time. A 16 month calendar would be best for selling to people in summer....start with September. We need to shoot for having them available in June. If we can do this every year most likely demand will increase.

Keno said that we should get samples from the printers to assure we choose a quality printer.

Mike brought up did we set submission standards for the photos? Need high resolution quality photo to have high quality calendars.

Last time we just broke even with calendars, we need to do more advertising. We need a separate page with a shopping cart.

Calendars can also be a gift for high amount donors.

Mike suggested some Valley View pictures as wallpaper for computers, and Suzanne suggested a Valley View app?

Mike said there is an app that you can use to select wallpaper, but probably not a fund raiser. There is also software that can be gotten for donation.

We will have the capability to sell merchandise online: t-shirts, robes, hats, fleece vests, etc. Will have to "staff" somehow, probably only mail items once a week. We sold about \$10,000 dollars in merchandise last year, going online could really increase that.

We have limited storage space, but Terry said we could do some rearranging. Possibility large portion of inventory could be offsite with a volunteer to do mailing. As long as our products are related to our mission and name, we don't pay taxes.

Next meeting we can also consider some promotional events for fund raising. We do have some donation jars at various locations.

Goal is to have potential pictures on line before the next meeting so we can vote on final selections.

Suzanne will recruit Matt to this committee.

Next meeting will be 2/22/10 at 7:30pm

Deb Hoffman

Master Site Planning Timeline

November 1, 2010

Completion Date	Task	Notes
November 30, 2010	Achieve consensus on highest priority need items – those that should be included in 2011 budget	Suzanne needs time to develop budget for these items and include them, if affordable, in the 2011 budget the Board will consider on January 15, 2011.
December 10, 2010	Finalize questions for survey (the final edit by the survey committee. Our group needs to get all the ideas in to them.)	This date is dependent on when Suzanne needs the questions.
January 15, 2011	Present our highest priority needs and budget to the Board for decision (We will have to present our priorities based on cost estimates.)	Depending on the budget this list may be shorter than our 11/30/10 list
February 15, 2011	Answers to information/data needs (boost heat to main pond, electrical budget for steam facility, wastewater plant, budget for geothermal installation)	See my list of question in my 10/27/10 email.
March 15, 2011	Create new list of highest priority needs for 2012	Establish a new list of highest priority needs based on Board budget decisions and data from 2/15 task.
April 15, 2011	Present our list and budget to the Board for discussion	
April 25, 2011(?)	Receive results from survey	This date depends on Suzanne's schedule
August 31, 2011	Develop goals for master site planning	What do we want to achieve in the site plan? Not a list of projects. We can be working on this before the survey results are available but decisions should not be made until the results are in.
October 1, 2011	First Draft of Master Site Plan Goals	Ready for Board background material
November 30, 2011	Evaluate achievement of 2011 needs list. Reset next round of highest	Time to develop budget for these items and include them, if

	priority need items – those that should be included in 2012 budget	affordable, in the 2012 budget the Board will consider on January 15, 2012.
January 1, 2012	Present Draft Goals to Board	The budget will require our priorities for 2012 before the January meeting. Therefore, we'll have another round of priorities such as the list we are presently preparing for 2011.
April 15, 2012	First Draft of Master Site Plan	Ready for Board background material
July 15, 2012	Present Draft Master Site Plan to Board for adoption	Some items in the Master Plan may be possible in the 2012 budget but the 2012 budget may be entirely devoted to the high priority needs list.
August 1, 2012	Prepare plan for public review and comment	
October 1, 2012	Compile public comments	
January 15, 2013	Present Second Draft of Master Site Plan to Board	

Village Site Plan Task Force

Our recommendations (see timeline) to the board for priority projects of Village site for 2011 are the following:

Top 5

Hydro Governor upgrade

Diesel back-up

Geothermal heat for cabins

Replace or back-up existing Sauna Heater

Waste water design and site – at least

Equally important but not big budget items:

History signs (Deadline from grant June 1, 2011)

Outdoor summer sinks – Site(?) before March

Massage area – Verify site (in light of ADA ramp considerations) before construction season.

The site plan timeline task force has now completed its charge: namely- Create a Timeline and in the follow-through of that timeline has reached consensus on priority project recommendation to the board for January board meeting.

A few remaining items discussed by the task force:

1. Donors specifying where their donations go. We recognized the past attempts by OLT to have donations go to land conservation/preservation, and realize the difficulty in earmarking donations, but also recognize that donors may want to “vote with their pocketbooks” and that we recommend that the issue be re-presented to the board.

2. Now that the timeline task force has completed its original charge, there arises the need for a site plan group. All on the task force expressed a desire to stay with the work begun and be the “seed” group or foundation for that committee or task force, should the board so decide.

Cost Estimates - Suzanne's version

Village Services Construction Estimated Costs 2011			
Project	<u>Projected 2011 - Necessity</u>	<u>Projected 2011 - Possibilities</u>	
Stabilize Power system			
Governor	\$ 3,000.00		
Pressure pump	\$ 2,000.00		
Diesel Generator w/ shed	\$ 3,000.00		
Lay in floor geothermal heat in cabins @ \$2250 each	\$ 4,500.00		
Waste water treatment plant - Seed Money		\$ 40,000.00	
Massage Deck		\$ 6,000.00	
Steam Sauna heater	\$ 4,000.00		
Install outdoor sink - each		\$ 300.00	
Pool Improvements - Seed Money		\$ 10,000.00	
heat deck			
resurface			
patch leaks			
ladders			
shallow end ramp or steps			
Steam Sauna - Estimated Cost/Seed Money		\$25,000.00	
Hot Tub - Estimated Cost/Seed Money		\$5,000.00	
Heat pump		\$ 5,000.00	
TOTAL	\$ 16,500.00	\$ 91,300.00	
			\$ 107,800.00

Note: Pool Improvements, Steam Sauna, hot tub, and heat pump are NOT included in task force recommendations

Cost Estimates - Suzanne's version

Land Conservation Construction Estimated Costs 2011			
Project	<u>Projected 2011 - Necessity</u>	<u>Projected 2011 - Possibilities</u>	
Planting at Reservoir w/ NRCS, DOW	\$ 1,500.00		
Additional stream restoration - 3 oxbows w/ NRCS, DOW	\$ 1,000.00		
Weed Control	\$ 2,000.00		
Ranch Improvements - Corral	\$ 5,000.00		
Ranch Improvements - Contingencies		\$ 10,000.00	
TOTAL	\$ 9,500.00	\$ 10,000.00	
			\$ 19,500.00
GRAND TOTAL	\$ 26,000.00	\$ 101,300.00	\$ 127,300.00

Note: Pool Improvements, Steam Sauna, hot tub, and heat pump are NOT included in task force recommendations

Energy Audit

Mark Jacobi's energy audit regarding cabin heat:

After an examination of the energy requirements of all the various electric space heaters in cabins : Cedar, Aspen, Cottonwood, Willow and Elm, I've gleaned the following information. (From approximately September through April, usually 24/7)

Cedar cabin :

2 units with a total KW use of 2.75 KW

Aspen cabin :

3 units with a total KW use of 4 KW

Cottonwood cabin :

4 units with a total KW use of 2.75 KW

Willow cabin :

2 units with a KW use of 2.5 KW

Elm cabin :

2 units with a KW use of 3.375 KW

* Grand total of 15.375 KW usage from September through April for all five cabins multiplied by 24 hours equals 369 Kilowatt Hours or one-fourth total energy produced per day.

* At present, the shop addition presently has geothermal heated slab and absolutely no insulation and, so far this winter, is still fairly pleasant to work in.

* On 11/25/10 at 6 am the outside temperature was 7 degrees F. and by 8:30 am, we had dropped 5 loads due to the extra demand from the concentrated use of the wall heaters in the cabins. At the same time, the washer and dryer were also being used by housekeeping, and necessarily so, due to the equal demands of the Thanksgiving occupancy.

Doug's rough sketch of energy audit (included at Mark Jacobi's request):

I'm going to take a wild guess at energy use for you to hone in regard to the energy audit that the task force asked for:

At a hydroelectric production rate of 60 KW multiplied by 24 hours, we have 1440 Kilowatt Hours of power available per day. We have way more than that "plugged in" so computerized load control distributes the power on prioritized circuits.

I can't remember the kilowatt ratings of the cabins and Oak House baseboard heaters. (I'm thinking 2 - 4 kw but it shouldn't be hard to check. Oak House has a bunch of baseboard heaters about the same wattage as the cabins.) The baseboard in the cabins and Oak House runs pretty much non-stop during the cold months as the load control allows but you might figure 16 - 20 hours per day as a rough estimate. Quick calculation at 2 kw per heater running 16 hours times 20 heaters (2 per cabin = 10, plus 10 more in

Energy Audit

Oak House - just a guess) = 20 heaters times 2 kw per heater times 16 hours for a total of **640 KWH per day**. About 45% of our total energy available)

Orient Land Trust Land Conservation Only 2011 Draft Budget Scenarios

	Jan - Dec 10	2010 Budget	Draft budget from Oct meeting	2011 "Vanilla" Budget	With Projects	HR Projections for Projects
Ordinary Income/Expense						
Income						
Contributions, Gifts, Grants						
Foundation Grants	0	25,000		10,000	10,000	
Direct Public Support						
Cash Contributions						
OLT Misc Memberships	136,591	135,000	125,000	135,000	135,000	
Total Cash Contributions	136,591	135,000	125,000	135,000	135,000	
Special events & activities						
Special Fundraisers	11,838	15,000	10,000	10,000	10,000	
Total Special events & activities	11,838	15,000	10,000	10,000	10,000	
Total Direct Public Support	148,429	150,000	135,000	145,000	145,000	
Total Contributions, Gifts, Grants	148,429	175,000	135,000	155,000	155,000	
Government grants						
Grants from gov't agencies	154		10,000	10,000	10,000	
Government grants - Other	6,735	5,000				
Total Government grants	6,889	5,000		6,000	6,000	
Program Revenue						
Ranch Revenue	8,757	12,000	12,000	12,000	12,000	
Total Program Revenue	8,757	12,000	12,000	12,000	12,000	
Total Income	164,075	192,000	157,000	177,000	177,000	
Gross Profit	164,075	192,000	157,000	177,000	177,000	
Expense						
Technology			500			
Donor Recognition	362	3,000				
Ranch Improvements	85,958	34,000	6,000			

Orient Land Trust Land Conservation Only 2011 Draft Budget Scenarios

	Jan - Dec 10	2010 Budget	Draft budget from Oct meeting	2011 "Vanilla" Budget	With Projects	HR Projections for Projects
Planting at Reservoir w/NRCS, DOW					1,500	
Additional stream restoration					1,000	
Weed Control					1,000	
Ranch Corrals					5,000	
Ranch Improvements - Contingencies					10,000	
Total Ranch Improvements					18,500	
Technology	0	500		500	500	
Employee Expenses						
Company Payroll Expenses						
Company Payroll Taxes	3,156					
Total Company Payroll Expenses	3,156					
Staff Development	445	3,000	3,000	1,000	1,000	
Payroll Expenses						
Other benefits						
Mileage	15					
Total Other benefits	15					
Gross Payroll						
Regular Payroll	34,287	53,735	62,102	85,609	85,609	
Benefits to employees						
Paid Time Off	4,917					
Total Benefits to employees	4,917					
Total Gross Payroll	39,204	53,735	62,102	85,609	68,568	
Total Payroll Expenses	39,219	53,735	62,102	85,609	71,568	
Total Employee Expenses	42,820	56,735	65,102	86,609	86,609	
Board development	445	5,000	1,000	1,500	1,500	
Association dues	2,525	5,000	2,500	2,500	2,500	
Financial Fees						
Bank charges & fees	110					

Orient Land Trust Land Conservation Only 2011 Draft Budget Scenarios

	<u>Jan - Dec 10</u>	<u>2010 Budget</u>	<u>Draft budget from Oct meeting</u>	<u>2011 "Vanilla" Budget</u>	<u>With Projects</u>	<u>HR Projections for Projects</u>
Total Financial Fees	110					
Grants & Allocations	5,500	7,500	2,000	2,000	2,000	
Interest on Loans - Essen purchase	1,176					
Licenses and Permits	3,010	500	3,000	2,000	2,000	
Occupancy expenses						
Utilities						
Electric	292					
Total Utilities	<u>292</u>					
Total Occupancy expenses	292					
Printing & publications						
Printing & duplication	32					
Total Printing & publications	<u>32</u>					
Professional fees						
Legal fees	25,697					
Other professional fees	13,309					
Professional fees - Other	0	42,500	10,000	10,000	10,000	
Total Professional fees	<u>39,006</u>	<u>42,500</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	
Special Fundraisers Expenses	0	5,000				
Supplies						
Events	460		3,600	1,000	1,000	
Program supplies	0	2,000	420	420	420	
Total Supplies	<u>460</u>	<u>2,000</u>	<u>4,020</u>	<u>11,420</u>	<u>11,420</u>	
Tax, Business	0	500				
Travel						
Mileage	791	2,000	1,200	1,200	1,200	
Total Travel	<u>791</u>	<u>2,000</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	
Volunteers						
Volunteer Recognition	<u>101</u>					

Orient Land Trust Land Conservation Only 2011 Draft Budget Scenarios

	Jan - Dec 10	2010 Budget	Draft budget from Oct meeting	2011 "Vanilla" Budget	With Projects	HR Projections for Projects
Total Volunteers	101					
Total Expense	182,588	164,235	95,322	117,729	136,229	
Net Ordinary Income	-18,513	27,765	61,678	59,271	40,771	
Other Income/Expense						
Other Expense						
Stewardship Defense Transfer	0	7,000				
Capital Reserve Transfer	-50,000	-50,000				
Fixed Asset Expenses						
Land Conservation Expense						
Paying back VS for 2009 borrowing	22,479	38,414				
From VS for reservoir	-38,000					
From VS for Essen purchase	-12,000					
Fee Acquisition	38,824	40,000	40,000	40,000	40,000	
Total Land Conservation Expense	11,303	78,414	40,000	40,000	40,000	
Total Fixed Asset Expenses	11,303	78,414	40,000	40,000	40,000	
Total Other Expense	-38,697	35,414	40,000	40,000	40,000	
Net Other Income	38,697	-35,414	-40,000	-40,000	-40,000	
Net Income	20,184	-7,649	21,678	19,271	771	

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	<u>Jan - Nov 10</u>	<u>2010 Budget</u>	<u>Draft Budget from Oct meeting</u>	<u>2011 Basic Budget</u>	<u>With Projects Per Site Plan C'ee</u>	<u>Scenario I</u>	<u>Scenario II</u>	<u>Scenario III</u>	<u>ED Suggested Budget</u>	<u>HR Projections for Projects</u>
Ordinary Income/Expense										
Income										
Over-under adjustments	-70									
Contributions, Gifts, Grants										
Direct Public Support										
Cash Contributions										
OLT Misc Memberships	-95		1,800							
Restricted Donations										
Visitor Services Only	1,000	5,000		1,800	1,800	1,800	1,800	1,800	1,800	
Total Restricted Donations	<u>1,000</u>	<u>5,000</u>		<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	
Total Cash Contributions	<u>905</u>	<u>5,000</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	
Total Direct Public Support	<u>905</u>	<u>5,000</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	
Total Contributions, Gifts, Grants	<u>905</u>	<u>5,000</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	
Government grants	0	32,500								
Gross Sales of Inventory										
All Sales	24,962	25,430	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000
Total Gross Sales of Inventory	<u>24,962</u>	<u>25,430</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>	<u>26,000</u>
Interest Earned										
Dividends & int. from securitie	13									
Interest Earned	315									
Interest Earned - Other	427									
Total Interest Earned	<u>755</u>									
Program Revenue										
Recycling income	160									
Admission & accommodation fees										
Forfeit fees	9,104									
Admission & accommodation fees - Other	690,232	640,000	690,000	690,000	690,000	690,000	690,000	690,000	690,000	690,000
Total Admission & accommodation fees	<u>699,336</u>	<u>640,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>
Total Program Revenue	<u>699,496</u>	<u>640,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>	<u>690,000</u>
Realized & unrealized gain(loss)										
Change in mkt. value of invest.	-6									
Realized gain (loss) on invest.	-23									
Total Realized & unrealized gain(loss)	<u>-29</u>									
Total Income	<u>726,019</u>	<u>702,930</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>	<u>717,800</u>
Cost of Goods Sold										
Cost of goods sold										
All Food Purchases	5,790	7,500	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Inventory variance	2,573	0	0	0	0	0	0	0	0	0
Merchandise purchases	8,158	9,300	9,300	9,300	9,300	9,300	9,300	9,300	9,300	9,300
Cost of goods sold - Other	114									

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	Jan - Nov 10	2010 Budget	Draft Budget from Oct meeting	2011 Basic Budget	With Projects Per Site Plan C'ee	Scenario I	Scenario II	Scenario III	ED Suggested Budget	HR Projections for Projects
Total Cost of goods sold	16,635	16,800	16,500	16,500	16,500	16,500	16,500	16,500	16,500	
Total COGS	16,635	16,800	16,500	16,500	16,500	16,500	16,500	16,500	16,500	
Gross Profit	709,384	686,130	701,300	701,300	701,300	701,300	701,300	701,300	701,300	
Expense										
Village Improvements	3,078		1,800	1,800	1,800	1,800	1,800	1,800	1,800	
Mountain Money discount	-5									
Furniture & Fixtures	9,160	3,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
Donor Recognition	2,855	2,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Ranch Improvements	2,010									
Technology										
Technology consultants	7,500	4,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	
Equipment	0	800	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Software	723	1,200	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Total Technology	8,223	6,000	14,000	14,000	14,000	14,000	14,000	14,000	14,000	
New construction	16,786	65,000	115,450							
Stabilize Power System										
Governor					3,000	3,000	3,000	3,000	3,000	
Pressure pump					2,000	2,000	2,000	2,000	2,000	
Diesel Generator w/ shed					3,000	3,000	3,000	3,000	3,000	
Geothermal heat in 5 cabins (\$2,250 each)										60 hrs each
one cabin					12,250	12,250				60 hrs each
two cabins							4,500			120 hrs each
five cabins								2,250	2,250	300 hrs each
Swimming Pool Improvements - seed money					10,000	10,000			5,000	600 hrs
Steam Sauna Heater					4,000	4,000			4,000	8 hrs
Waste water treatment plant - seed money					40,000	40,000			20,000	200 hrs
Massage Deck -16' x 20" w/ walkway								6,000		160 hrs
Massage Areas					100	100			100	24 hrs
Massage Areas w/ bridge from sauna deck & deck extension					2,000		2,000			55 hrs
Outdoor sink					300	300			300	40 hrs
Two Sinks								600		80 hrs
Hot Tub - estimated/seed money								5,000		200 hrs
Heat Pump								5,000		
New Steam Sauna - estimated/seed money								25,000		1000 hrs
Total New Construction	0	0	0	0	76,650	74,650	14,500	51,850	43,150	
Employee Expenses										
Company Payroll Expenses										
FSA Payroll Addition	14,639	21,000		24,440	24,440	24,440	24,440	24,440	24,440	
Workers compensation	8,735	10,000		11,000	11,000	11,000	11,000	11,000	11,000	
Company Payroll Taxes	33,439	32,400		35,102	35,102	35,102	35,102	35,102	35,102	
Company Payroll Expenses - Other	-1									
Total Company Payroll Expenses	56,812	63,400		70,542	70,542	70,542	70,542	70,542	70,542	

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	<u>Jan - Nov 10</u>	<u>2010 Budget</u>	<u>Draft Budget from Oct meeting</u>	<u>2011 Basic Budget</u>	<u>With Projects Per Site Plan C'ee</u>	<u>Scenario I</u>	<u>Scenario II</u>	<u>Scenario III</u>	<u>ED Suggested Budget</u>	<u>HR Projections for Projects</u>
Hiring expenses	2,408									
Staff Development	219			1,000						
Payroll Expenses										
Other benefits										
Mileage	213									
Total Other benefits	213									
Gross Payroll										
Regular Payroll	340,288	387,265		373,612	373,612	373,612	373,612	373,612	373,612	
Part Time Maintenance Person							20,345	20,345	20,345	
Benefits to employees										
Holiday (x1.5 hourly)	2,757									
Bonus	14,790			6,000	6,000	6,000	6,000	6,000	6,000	
Paid Time Off	28,783	15,600		19,293	19,293	19,293	19,293	19,293	19,293	
Total Benefits to employees	46,330	15,600		25,293	25,293	25,293	25,293	25,293	25,293	
Gross Payroll - Other	-46									
Total Gross Payroll	386,572	402,865		398,905	398,905	398,905	419,250	419,250	419,250	
Payroll Expenses - Other	345									
Total Payroll Expenses	387,130	402,865		398,905	398,905	398,905	419,250	419,250	419,250	
Total Employee Expenses	446,569	466,265	424,344	469,447	469,447	469,447	489,792	489,792	489,792	
Board development										
Conferences & meetings										
Meeting fees	200									
Total Conferences & meetings	200									
Board development - Other	130	1,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Total Board development	330	1,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
Association dues										
Subscriptions	269									
Association dues - Other	210	4,700	1,200	1,200	1,200	1,200	1,200	1,200	1,200	
Total Association dues	479	4,700	1,200	1,200	1,200	1,200	1,200	1,200	1,200	
Bad debt expense										
Bad debt expense	151									
Total Bad debt expense	151									
Financial Fees										
Returned Check Charges	4									
Web CC processing	911									
Bank charges & fees	220									
Terminal CC processing	12,554			12,000	12,000	12,000	12,000	12,000	12,000	
Financial Fees - Other	4	11,000	12,000							
Total Financial Fees	13,693	11,000		12,000	12,000	12,000	12,000	12,000	12,000	

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	<u>Jan - Nov 10</u>	<u>2010 Budget</u>	<u>Draft Budget from Oct meeting</u>	<u>2011 Basic Budget</u>	<u>With Projects Per Site Plan C'ee</u>	<u>Scenario I</u>	<u>Scenario II</u>	<u>Scenario III</u>	<u>ED Suggested Budget</u>	<u>HR Projections for Projects</u>
Grants & Allocations	1,375	2,400	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Licenses and Permits	4,120	5,180	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Maintenance, repair & equip	20,186	15,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
Occupancy expenses										
Insurance										
Directors & officers insurance	1,381	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Liability & Property insurance	23,174	15,200	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000
Total Insurance	24,555	16,300	17,100	17,100	17,100	17,100	17,100	17,100	17,100	17,100
Real estate taxes	4,179	4,000	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200
Rent	12,038	360	780	780	780	780	780	780	780	780
Utilities										
Electric	364									
Diesel fuel	1,390									
Water Tests	822	720	840	840	840	840	840	840	840	840
Utilities - Other	871	600	900	900	900	900	900	900	900	900
Total Utilities	3,447	1,320	1,740	1,740	1,740	1,740	1,740	1,740	1,740	1,740
Total Occupancy expenses	44,219	21,980	23,820	23,820	23,820	23,820	23,820	23,820	23,820	23,820
Other expenses										
Other expenses										
Total Other expenses	0									
Postage and Delivery	4,683	4,800	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Printing & publications			4,000							
Annual report	4,146									
Printing & duplication	182									
Publications & subscriptions	150									
Printing & publications - Other	1,484	7,000		4,000	4,000	4,000	4,000	4,000	4,000	4,000
Total Printing & publications	5,962	7,000		4,000	4,000	4,000	4,000	4,000	4,000	4,000
Professional fees										
Accounting fees	3,450	6,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Legal fees	11,704			5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other professional fees	7,493	13,000		8,400	8,400	8,400	8,400	8,400	8,400	8,400
Professional fees - Other	16		8,400							
Total Professional fees	22,663	19,000	13,400	18,400	18,400	18,400	18,400	18,400	18,400	18,400
Special Fundraisers Expenses	2,753	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Supplies										
Accommodation Supplies	6,955	5,000	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Events	3,986									
Premiums	685									
Housekeeping supplies	3,539	6,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Office Supplies	5,807	6,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Program supplies	1,440	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
Complimentary	2,442	2,000	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
Total Supplies	24,854	20,800	23,400	23,400	23,400	23,400	23,400	23,400	23,400	23,400

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	Jan - Nov 10	2010 Budget	Draft Budget from Oct meeting	2011 Basic Budget	With Projects Per Site Plan C'ee	Scenario I	Scenario II	Scenario III	ED Suggested Budget	HR Projections for Projects
Tax, Business										
County	4,342	3,600	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
State	5,302	4,200	6,300	6,300	6,300	6,300	6,300	6,300	6,300	6,300
Total Tax, Business	9,644	7,800	11,300	11,300	11,300	11,300	11,300	11,300	11,300	11,300
Telecommunications										
Internet	1,447	1,320	1,440	1,440	1,440	1,440	1,440	1,440	1,440	1,440
Telephone	5,180	4,800	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Web Hosting	221		500	500	500	500	500	500	500	500
Telecommunications - Other	204									
Total Telecommunications	7,052	6,120	7,940	7,940	7,940	7,940	7,940	7,940	7,940	7,940
Travel										
Meals	186									
Accommodations	0	600								
Mileage	944	400	600	600	600	600	600	600	600	600
Total Travel	1,130	1,000	600	600	600	600	600	600	600	600
Vehicles										
74 Dumptruck										
Dumptruck Insurance	653	700	700	700	700	700	700	700	700	700
Maintenance & Repairs	244									
License Plates	250		250	250	250	250	250	250	250	250
Total '74 Dumptruck	1,147	700	950	950	950	950	950	950	950	950
Gasoline										
Unleaded gas jerry cans	4,742	2,700	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800
04 Truck	352									
License Plates	218		225	225	225	225	225	225	225	225
Maintenance & Repairs	244	3,100	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Truck Insurance	1,094	1,000	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Total '04 Truck	1,556	4,100	2,825	2,825	2,825	2,825	2,825	2,825	2,825	2,825
83 Truck										
License Plates	97									
Maintenance & Repairs	1,199		480	480	480	480	480	480	480	480
Truck insurance	955	900	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total '83 Truck	2,251	900	1,480	1,480	1,480	1,480	1,480	1,480	1,480	1,480
Other utility vehicles										
	1,120									
Total Vehicles	11,168	8,400	10,055	10,055	10,055	10,055	10,055	10,055	10,055	10,055
Volunteers										
	350	1,000	2,400	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Total Expense	663,488	682,445	707,809	641,262	717,912	715,912	676,107	713,457	701,257	
Net Ordinary Income	45,896	3,685	-6,509	60,038	-16,612	-14,612	25,193	-12,157	43	
Other Income/Expense										
Other Expense										

**Orient Land Trust
Visitor Services & Misc Programs
Draft 2011 Budget Scenarios**

	<u>Jan - Nov 10</u>	<u>2010 Budget</u>	<u>Draft Budget from Oct meeting</u>	<u>2011 Basic Budget</u>	<u>With Projects Per Site Plan C'ee</u>	Scenario I	Scenario II	Scenario III	ED Suggested Budget	HR Projections for Projects
From LC to pay back for 2009 borrowing from VS	-22,479	-38,414								
To LC for reservoir	38,000									
To LC for December land payment	12,000									
Capital Reserve Transfer	-40,000	-40,000								
Fixed Asset Expenses										
Program Fixed Assets										
Furniture Fixtures Equip	19,500	19,500								
Total Program Fixed Assets	<u>19,500</u>	<u>19,500</u>								
Total Fixed Asset Expenses	<u>19,500</u>	<u>19,500</u>								
Total Other Expense	<u>7,021</u>	<u>-58,914</u>								
Net Other Income	<u>-7,021</u>	<u>58,914</u>								
Net Income	<u><u>38,875</u></u>	<u><u>62,599</u></u>	<u><u>-6,509</u></u>							

High Impact Philosophy starts with an Impact Statement

Prepared by invitation for the *Colorado Nonprofit Association*, October 2010

What is an impact statement?

An Impact Statement starts where your mission statement ends. By drafting an impact statement you can help drive new success in income development by achieving greater focus on the good you accomplish. An Impact Statement helps you clearly communicate why you believe donors are interested in investing in your work.

An impact statement is your key communication message to donors and stakeholders. With it, you communicate the impact your organization will have with their gifts. Your impact statement describes your organization's impact – *what* you want to change in the world. It does not describe your programs – *how* you go about changing the world. When an organization writes an impact statement it means that it recognizes that impact leads income. Donors don't want to get bogged down in your programs. **They want to know more about your impact.** Your mission statement is a great way to explain and justify your programs. Your impact statement is the way to move donors to invest in them because they find your impact compelling. (See the example below.)

What makes a great impact statement?

A great impact statement is **elastic, vivid, certain, and compelling**. It is **elastic** in that it should wrap around all your work. It is also elastic in that it is iterative. You can recast a basic and more enduring impact statement from time-to-time depending on the activities you are describing or, even better, the specific audience you are trying to persuade. (You cannot have a different mission statement for different audiences.) The impact statement is also more **vivid**. That is, its purpose is to describe an action, a change, a real, easily visualized accomplishment your organizations will make in partnership with donors and other stakeholders. The third ingredient of a great impact statement is that it is **certain**. It is not pie-in-the-sky; it is not focused way off into the future, but in the short- or middle-term. The impact you describe is *something you are going to get done*. Finally, make your impact statement compelling. It inspires your donors to invest in your work.

Your impact statement is a promise to donors about the clear and compelling good you are going to do in the near term with their gifts. (Remember, the impact statement relies on donors having some knowledge of your organization and its mission and doesn't need to describe the field you work in like a mission statement. The impact statement is the tip of the spear. Your mission statement is the shaft.)

Why do you need an impact statement?

You need an impact statement because your mission statement cannot communicate everything. The mission statement is a blunt communication tool. Your impact statement, on the other hand, is more flexible, vibrant, and specific. The message isn't your entire income development strategy in a sentence. But what it communicates about your impact needs to be central to it. Donors already know your mission, although only vaguely. Your donors can almost never rehearse your mission statement word-for-word -- and you shouldn't care if they can or not. What you need to pay attention to is if your donors can tell you what your impact is. **Your impact statement answers for the donor the question: "What good will come of my gift?"** Make sure you have an answer that is elastic (supple & adaptable), vivid (descriptive & dramatic), and certain (real & concrete).

An impact statement needs to have heart, a warm emotional temperature. Dorothea Lange said that every emotion has its gesture. The trick of an impact statement is to capture in just a handful of words the emotion of the impact donors make through their gifts. An Impact Statement differentiates your organization *emotionally*.

example

Mission Statement:

The AGLC Foundation serves to empower donors, help nonprofit organizations get better results, and meet local needs in order to build a stronger and more inclusive community. We work through donor-advised funds, community impact grants, philanthropic education, and technical assistance in the lesbian, gay, bisexual, transgender, queer, and allied communities of metropolitan Atlanta.

Impact Statement:

Making giving smarter, nonprofits more effective, & the community stronger.

Contact GRAYMatter Solutions today to learn how to become a High Impact organization

GRAYMatter Solutions for Nonprofits

Edward R. Gray, Ph.D. | 1621 W. Colorado Avenue, Suite A | Colorado Springs, CO
303-578-2688 | edward@graymattersolutions.net | www.linkedin.com/in/edwardgray

**Orient Land Trust Impact Statements
Edward Gray Workshop with OLT Board
October 16, 2010**

Workshop:

OLT **fosters** a renewing encounter with nature.

OLT **models** sustainable preservation of natural values.

OLT and you will **conserve** land and community

OLT **educates** sustainability and **creates** unique encounters with nature.

OLT **connecting, cleansing, renewing** through water.

OLT **preserves** and **enhances** a unique place for personal renewal.

OLT **models, inspires and educates** about the cycle of sustainability

OLT your gateway to the past for the future

Post-workshop:

We save land, water, wildlife, and a tranquil way of life.

We save irreplaceable natural features and preserve a unique way of life.

Where inspiration, conservation, and renewal spring forth.

Inspiring the conservation of land and wildlife and renewing the human spirit.



ORIENT LAND TRUST

Valley View Hot Springs

PO Box 65, Villa Grove, CO 81155-0065

Tel: 719-256-5212

Email: info@olt.org

Web: www.olt.org

A Colorado 501(c)(3) Corporation

ORIENT LAND TRUST

Resolution No. 2011-

Board of Directors

Dan Jones
Chair

Mike Blevins
Vice-Chair

John Eiseman
Treasurer

Doug Bishop

Harold Pratt

Marilyn
Sherbring

Paul Zoric

Officers

Suzanne Ewy
Executive Director

Barbara Tidd
Secretary

CONCERNING BUSINESS CHECK CARDS (Debit Cards) FOR PUEBLO BANK & TRUST ACCOUNT

Effective January 15, 2011

WHEREAS, Orient Land Trust (OLT) has previously issued to Suzanne Ewy, Mark Jacobi, Teresa Seitz, and Neil Seitz Business Check Cards (debit cards) in their names for OLT's operating checking account #500123403 at Pueblo Bank & Trust, 200 F Street, Salida, Colorado 81201;

WHEREAS, on December 1, 2010, OLT hired Matthew Greuel as Visitor Services Manager, and it is in the best interests of and for the efficient operations of OLT to issue a Business Check Card (debit card) in the name of Matthew Greuel;

RESOLVED, that effective January 15, 2011, a Business Check Card (debit card) shall be issued to Matthew Greul in his name for Orient Land Trust's operating checking account #500123403 at Pueblo Bank & Trust, 200 F Street, Salida, Colorado 81201.

FURTHER RESOLVED, that effective January 15, 2011, the following individuals shall be Business Check (debit) cardholders for Orient Land Trust's operating checking account #500123403 at Pueblo Bank & Trust, 200 F Street, Salida, Colorado 81201 with the following transaction limitations:

Name	Daily Cash Withdrawal Limit	Daily Purchase Limit
Suzanne Ewy	\$500	\$3,000.00
Mark Jacobi	\$0	\$1,500.00
Teresa Seitz	\$500	\$3,000.00
Neil Seitz	\$500	\$3,000.00
Matthew Greuel	\$0	\$1,500.00

Dan Jones, Chair

Date

ATTEST:

Barbara Tidd, Secretary

Date