



**OPERATIONS/FINANCE MEETING**  
**May 12, 2023 – Zoom Meeting**  
**Official Minutes**

**Present via Zoom:**

**Members:** Brian Ross, Christina Kraft, Tim Davis, Jim Pickering, Howdy Fry, Charles Cofas, Walt Borneman

**Staff:** Estee Rivera Murdock, Carolyn Carlson, Jess Willuweit, Lisa Oakley

**1:03 p.m. Call to Order & Welcome, Brian Ross, President**

**Agenda:**

- Review Finances
- Inventory Update
- FI Vehicle Discussion

**Discussion: OPS/Finance Topics – Jess Willuweit**

- Q1 '23 Financials:
  - Adding Philanthropy Director position; Budgeted for April 2023
  - Kinley invoices paid in Q1 (totaling \$1,165,222) reimbursed from Vanguard in Q2 2023
  - COGS higher than budget due to increased freight in Q1. Will even out throughout the year
  - Received \$30K for Felsenburg estate gift
  - Looking to move funds around to take advantage of increased interest rates
  - Will be receiving \$400K grant from Forest Service over next 5 years to support Conservation Corps
  - Received \$15K of Clinton estate; Accrued in 2022
  - Cash balance lower due to Rocky Terraces expenditures in Q1 2023
  - As of Q1 2023, a total of \$480K has been spent towards Rocky Terraces project
- **Inventory Update – Estee Rivera**
  - Inventory Management Review by Auditors – no concerns.
    - Researching options to improve internal inventory controls, since inventory is currently stored in multiple storage locations. Investigating options: Hand-held scanners? Software?
    - Hand-held scanners determined not to be the best option identified for RMC
- **FI Vehicle Discussion – Estee Rivera**
  - FI Bus Tours are back in full swing – several tours completely booked through Summer/Fall 2023
    - Current RMC Busses: 1 in very poor condition & 2 are in mediocre condition
    - Concern is not only to present good image of RMC, but ensure safety and vehicle upkeep
    - Current busses are not wheelchair accessible
  - New FI Vehicle Upgrade Discussion
    - Weigh options of current vehicle repairs and maintenance (with high mileage) vs. making a new purchase
    - Considered lease vs. purchase for new bus, however with mileage involved of consistently commuting over TRR, this doesn't seem to be a feasible option. Also, no vehicle wrap/branding option with a lease
    - All new vehicles added to RMC fleet should be hybrid or electric
    - Should strongly consider ADA/wheelchair accessibility in new bus
    - Estimated cost of 12 passenger van/bus (no wheelchair access) quote is approx. \$100K; Star Fleet Bus quote of \$141K
    - Additional cost associated with vehicle wrap and RMC branding

- Explore possibility of upgrading 1 vehicle in 2023 for immediate needs and then plan ahead with budgeting for upgrading next 2 FI busses in upcoming year(s)

#### **Action Items**

- 2023 FI Vehicle Upgrade
  - **Motion:** The Executive Committee authorizes up to \$110K be spent to purchase a hybrid or fully electric FI vehicle for the purpose of conducting tours.
    - Charles Cofas – first, Jim Pickering – second, all approved; no abstentions
- Adjourn Meeting
  - **Motion:** Adjourn meeting and begin Executive Session
    - Tim Davis – first, Jim Pickering – second, all approved; no abstentions

**Meeting Adjourned – 2:24pm**