



SNND

1974-2014

Snowmobile North Dakota

Annual Report
2013-2014

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Message from the Executive Director

The word trail is defined as a mark or a series of signs or objects left behind by the passage of someone or something. Snowmobile North Dakota's trail program is just that! A group of volunteers that sign a safe passage of travel to experience North Dakota's various miles of terrain. While on North Dakota's trails, some of the experiences a snowmobiler will encounter include adventure, comradery, excitement, a brisk ride, peacefulness and family fun. The 2013-2014 season was dedicated to reminding snowmobilers of what this great state has to offer and to "Get Registered!"

The entire season was dedicated to the "Get Registered" campaign. A campaign filled with goals to remind North Dakota snowmobilers to come play in the states backyard and to invite non-resident snowmobilers to be our guest. Snowmobile registrations fell to an all-time low at the close of the 2011-2013 biennium, a disappointment to many volunteers that depend on snowmobile trail program funding and help promote and generate excitement for the recreation. So the North Dakota Snowmobile Trail Program wanted to rejuvenate snowmobiler's minds with the reality of what the program can bring depicting the words in the above image. Thanks to a great team of Board of Directors, Staff and Volunteers, snowmobile registrations jumped 9% during the 2013-2014 season. But the thanks doesn't stop there, it extends to the great companies like Midcontinent Communications for the countless time donated to promoting the state's snowmobile trail program. It was a year of "robbing Peter to pay Paul", thankfully the efforts of all involved allowed the program to receive extra exposure at little to no cost through the assistance of donation and grant programs. It was a thankful season and the state snowmobile trail program appreciates all of the time and financial donations that helped the program succeed.

The snowmobile season faired a season of too much wind and cold temperatures. The trail coordinators and groomer operators battled operations on a weekly basis. It seemed every time the trail system could groom the temperatures plummeted or the wind picked up delaying the trail grooming process. However, considering these scenarios the volunteers and operators stepped up and managed to groom over 11,000 miles of trail. Not quite the 18,000 plus miles maintained last season but a kick in the face to the 2011-2012 season when only 1,095 miles of trail were groomed. I have to give the volunteers credit every year! They never cease to amaze me on just how far they will go so we can ride our snowmobiles.

As we prepare for the 2014-2015 snowmobile season, the successful "Get Registered" campaign will be continued in hopes to push that 9% increase even higher. With "cooperation" of Mother Nature, hopefully we can see the International Ride be held to officially open the International Trail joining North Dakota's snowmobile trails to Saskatchewan. Here's to a successful winter season providing many new opportunities for the North Dakota snowmobile trail program!

Sincerely,
Keri Wanner
Executive Director
Snowmobile North Dakota



Introduction

Snowmobile North Dakota (SND) is a non-profit 501 (c) 3 organization that oversees the recreation of snowmobiling across the state. We're contracted by the North Dakota Parks and Recreation Department (NDPRD) to manage the state snowmobile trail system. SND is made up of snowmobile clubs, and individual/family and business memberships. Together these clubs and members make up 14 trail associations in North Dakota. The state trail system consists of over 2,800 miles of groomed trails. The trail program receives contract dollars from the North Dakota Parks and Recreation Department to assist with the operation of the state snowmobile trail system. The organization also relies heavily on support from volunteers.

MISSION	To build an organization and trail system that attracts residents and visitors alike to snowmobiling and serves as a model for others to emulate.
VISION	To generate excitement for the sport of snowmobiling!
EXISTENCE	We exist to advance the recreation of snowmobiling through a variety of activities including trail maintenance, marketing, promoting safety course education, and assisting with regulatory action by working with law enforcement.

Events

Pink Ribbon Riders: SND hosted the 5th Annual Pink Ribbon Riders ND Snow Run in the Peace Garden Trail. The event had approximately had 45 participants and raised \$30,000 for the Pink Ribbon Riders. In five years, ND has raised over \$225,000 for the organization. The Pink Ribbon Riders is a non-profit organization that creates breast cancer awareness for both men and women and provides \$500 gift cards to breast cancer patients through its Patient Assistance Program. The participants are pictured to the right with North Dakota singing sensation Tigirlily.



ND State Ride: The Northeast Trail Association hosted State Ride on February 8, 2014 in Walhalla, ND. Roughly 300 participants supported the event.

Fundraising

The state snowmobile program promotes programs that help give back to the dedicated snowmobilers in the state. Here is a list of the grant programs the state snowmobile program participates in and promotes.

<u>Grant Program</u>	<u>Description of Program or Where Funds Were Generated</u>	<u>Amount Raised</u>
Furtle Turtles	Funds raised at the convention to help with current causes/events	\$1,946.00
Grant & Aid Fund	2013 Convention Silent Auction Table & SND Raffle Ticket Sales	\$1,608.00
Microsoft Matching Grant	Funds raised based on Microsoft employees volunteer hours	\$1,020.00
Scholarship Fund	2013 Convention Silent Auction Table & SND Raffle Ticket Sales	\$1,723.00
Total:		\$6,297.00

The following tables provide a more detailed description on how the fundraising efforts were used this past season.

Furtle Turtles: This organization has raised \$11,011 since it was established.

<u>Description of where Funds were Distributed</u>	<u>Amount</u>
Aviation Education North Dakota and Pink Ribbon Riders	\$1,840

Grant & Aid: A total of \$22,508.79 has been donated to the Grant & Aid fund to provide up to three snowmobile clubs with the opportunity to enhance the local trail system.

<u>Club</u>	<u>Grant Description</u>	<u>Amount</u>
Dakota Trailblazers	Purchase a public address system.	\$500.26

Microsoft Matching Grant: Since 2008, Microsoft has donated \$7,616.00 to SND.

<u>Grant Recipient</u>	<u>Description</u>	<u>Amount</u>
Snowmobile North Dakota	Marketing Opportunities	\$510.00
Gasmann Coulee Cruisers	Host the Convention	\$153.00
Rural Cass	Club providing Microsoft Grant Opportunity	\$204.00
Southern Valley Trail Riders	Host State Ride	\$153.00
Total:		\$1,020.00

Scholarship: A total of \$20,611.14 has been donated to the scholarship fund to provide youth financial assistance for continuing education. Applicants must be a member of an SND snowmobile club and have taken a youth certification course.

<u>Name</u>	<u>Club</u>	<u>City</u>	<u>Amount</u>
JaKayla Smith	Sno-Busters	Oakes	\$1,100.00
Total:			\$1,100.00

International Snowmobile Congress Charity Report

The International Snowmobile Congress (ISC) annually conducts a survey to gather statewide charity information from snowmobile jurisdictions. The report reflects the number of hours donated to the state snowmobile trail program and promotional efforts. It also reflects how much each state donated to different causes.

2013-2014 ISC Charity Report				
<u>State</u>	<u>Total Donated</u>	<u># of Clubs</u>	<u># of Clubs Reporting</u>	<u>Hours Donated</u>
COLORADO	\$101,203.00	35	21	15,049.00
ILLINOIS	\$41,460.00	61	27	13,570.00
IOWA	\$12,252.10	61	13	9,329.00
MICHIGAN	\$42,106.76	119	21	23,598.15
MINNESOTA	\$1,144,585.96	250	34	12,429.00
MONTANA	\$6,300.00	30	3	880.00
NEBRASKA	\$7,244.00	5	4	77.00
NORTH DAKOTA	\$14,203.00	37	5	3,781.00
OHIO	\$4,600.00	11	7	1,904.00
SOUTH DAKOTA	\$21,759.00	26	1	2,636.00
WISCONSIN	\$174,535.27	No Report	46	14,389.15
WYOMING	\$93,174.00	16	12	4,793.00
TOTAL	\$1,668,623.09	713	202	104,710.30

Marketing

The #1 marketing goal for the 2013-2014 season was to promote the “Get Registered” campaign. The “Get Registered” campaign is a two-year campaign focusing on retaining the 14,500 snowmobile registrations from the last biennium and recruiting the 20% loss in resident and non-resident snowmobile registrations! This will provide:

- Additional funding to maintain the state snowmobile trail system
- Increased promotion with registered snowmobilers in North Dakota and out-of-state

The North Dakota snowmobile program tracks snowmobile registrations on a monthly basis. As of June 2014, a total of 12,366 snowmobiles were registered in North Dakota. This is an 8% increase compared to last biennium’s March 2012 total. If registrations continue to track at the 9% increase the 2013-2015 biennium will close with 15,716 snowmobiles registered in North Dakota. The “Get Registered” campaign will continue into the 2014-2015 season.



Marketing Campaign Accomplishments	
ADVERTISING	Secured ads and editorials in Legendary ND Travel Guide, ND Living, On Snow Magazine, SnoRiders, Sno-Dak News; an addition of 5 publications
INTERNATIONAL TRAIL	Developed a snowmobile trail connecting ND and Saskatchewan snowmobilers at the Port of Carievale on ND Hwy 28
OUTDOOR & SNOW SHOWS (CONTESTS)	*Attended 3 additional ND sports shows and developed Haydays Craze and participated in Saskatchewan’s Catch the Snowflake contests
PINK RIBBON RIDERS ND SNOW RUN	45 participants raised \$30,000+
PSA VIDEOS	Midcontinent Communications donated 49,393 TV spots totaling \$350,000 to run the snowmobile PSA Videos
REGISTRATION INSERTS	Printed inserts placed in the ND DOT registration renewal mailer and a reminder postcard mailed in January 2014.
SLED’N SNAP	As of March 2014 ND had 712 users, 118 total images for the 1 st year compared to Saskatchewan’s 960 users, 1,104 images and Alberta’s 1,853 users, 526 images in their 3 rd year; plus ND is the most active in online promotion
PROMOTIONAL BAGS	Distributed 1,500 bags (increased by roughly 500 bags)
WEBSITE	As of 4/23/14, 67,000+ pageviews and 8,700 users

Programs	Followers	Additional Information
Constant Contact	1,534 Contacts	On average the e-newsletter is viewed by 30% of the contacts monthly
SND Website	69,023 Pageviews	9,117 total users, Viewed 5 pages & spent 3 minutes/visit
Sno-Dak News	34,000 Impressions	20,000 e-magazine readers, Circulation is 6,000/month (Print & e-magazine)
SND Facebook	1,153 Likes	68% are male, 35% are between the ages of 25-44
Sno-Dak News Facebook	1,073 Likes	77% Male, 45% are between the ages of 25-44

Snowmobile Trail Program Appearances		
Snow Shows	Location	Target Audience
Hay Days	North Branch, MN	Canadian Provinces, IA, MI, MN, ND, SD, WI
SND Convention	Grand Forks, ND	North Dakota (primarily to SND members)
SND State Ride	Walhalla, ND	North Dakota (primarily to SND members)
Show 'n Shine	Bismarck, ND	North Dakota
Saskatchewan Snow Show	Saskatoon, Sask., Canada	Canadian Provinces
Snow Sneak Peek	Fargo, ND	North Dakota & Minnesota
KX Outdoor Sport Show	Minot, ND	North Dakota
Townsquare Media Sportsman Show	Bismarck, ND	North Dakota
Dealer Demo Day	Bismarck, ND	North Dakota

Partners

SND continued its existing partnerships during the 2013-2014 season with Bunke Racing, Foremost Insurance, Keep ND Clean and the Pink Ribbon Riders. In August of 2013, SND entered a contract to add a new partnership with Fishing Buddy.



North Dakota Snowmobile Program Strategic Plan 2013-2017

The third edition of a strategic plan for the snowmobile trail system in North Dakota was released in December of 2012. The first was commissioned to provide a framework for the further development of the program from 2003-2008 and the second covered 2008-2012. This plan determined snowmobiling enthusiasts have a lot of great emotion and passion for their sport. To view the current plan visit: <http://www.snowmobilend.org/?id=75&ncid=3&nid=66>

Each year the SND Board of Directors develops an action plan of the Strategic Plan Objectives to pursue for the upcoming year. These objectives are split between the staff of NDPRD, SND and the SND Board of Director committees to help achieve everything outlined in the action plan. The bulleted items are action plan achievements.

Focus Area # 1 – Trail Management
Objectives
<ol style="list-style-type: none"> Equip groomers with GPS tracking system to provide analytic repurposing and information dissemination. <ul style="list-style-type: none"> Working with Automated Logistic Solutions on software development for reporting Strengthen relationship with Tourism Division to promote snowmobile opportunities in North Dakota. <ul style="list-style-type: none"> Using Partner Access to promote press releases & events (if the events are received by September 1st, SND can assist clubs in adding it to Partner Access for the Travel Guide) Tourism presented at convention on opportunities & continue to meet with them

Focus Area # 2 – Membership & Volunteer Recruitment
Objectives
Membership Recruitment
<ol style="list-style-type: none"> Implement a federation model of membership where by membership in the club gets membership in Snowmobile North Dakota and vice versa. <ul style="list-style-type: none"> December 2013 Membership Survey & conducting membership fee survey with ND clubs

Focus Area # 3 – Organizational Development

Objectives

1. Allow the program manager to act in an executive capacity with the roles and responsibilities for the organization's operations.
 - Acting within means of 2013 Action Plan, Marketing Campaign, Guideline Books

Focus Area # 4 – Program Administration

Objectives

1. Advocate for retaining the Recreational Trails Program as a state transportation funding priority.
 - Participated in 2013 Planning Session & used E-newsletters to encourage comments

Focus Area # 5 – Safety Education & Enforcement

Objectives

Safety Education

1. Develop a program to provide safety education for those under 12.
 - Researching potential legislation
2. Produce Public Service Announcements for trail safety and certification needs.
 - Included in "Get Registered" campaign (refer to 2013 ISMA Grant Summary)

Focus Area # 6 – Legislative Recommendations

Objectives

1. Investigate having NDPRD take over registration. Currently the ND DOT is seeing significant increases in workload and \$5 of the registration is taken to fund the registration process which NDPRD could do to increase amount of registration dollars going to the program.
 - Participating in meetings with NDPRD, researching lobbyist options & support
2. Require that dealers register snowmobile at the time of purchase.
 - Incorporating in Regulations Committee goals
3. Consider reducing the allowable riding age to include under 12 to enhance education opportunities to those our research is showed are riding anyway.
 - Researching potential legislation

Safety Education Program

The ND Parks & Recreation Department conducts the snowmobile safety certification classes in the state. This past season, 153 youth (12 years of age and older) were certified with a total number of 12 classes. The safety simulator purchased in 2009, traveled around North Dakota to safety fairs, safety education classes and schools educating proper riding practices along with the safety education trailer. The safety trailer uses ISMA's safety messages, in the form of safety panels inside the trailer to teach safe and ethical snowmobiling. Information on the safety education program is also included on the organization's website, www.snowmobilend.org. This section was viewed over 500 times throughout the season and users spent a minute and a half absorbing the information. New for the 2013-2014, SND assisted with the scheduling and promotion of snowmobile and OHV safety education. A new feature included using an e-newsletter program, Constant Contact, to provide information to clubs, educators and agencies on how to schedule classes, riding tips and safety statistics. This new feature engages 20 percent of the recipients helping encourage educational opportunities in North Dakota. There were no snowmobile fatalities on the state trail system during the 2013-2014 season.

Enforcement

The Department was able to conduct 7 enforcement checkpoints with some being canceled for lack of snow. 276 snowmobiles were checked with 11 citations written with 12 warnings also written. 110 out of state snowmobile permits were sold (88 online and 22 during checkpoints). It was an extra cold year with some trails unable to open. Enforcement areas included: Lake Metigoshe, Pembina Gorge, Cavalier, Ft. Ransom, Fordville, Fargo/Casselton/Mapleton, Bismarck/Linton/Moffit and some additional rural areas. During the stops, there was pretty good compliance with registration and proof of insurance. It appears that the “Get Registered” campaign by SND and NDPRD is working to get registrations numbers back up. The ND snowmobile laws have a dedicated page at www.snowmobilend.org. This page was viewed 550 times during the 2013-2014 season and the average user spent two minutes and thirty seconds on the page to learn more about the laws.

Snowmobile Registrations

Registrations in North Dakota are collected on a biennial basis and the current biennium comes to a close on June 30, 2015. In comparison to the same month from the previous biennium there is an increase of approximately 9%.

Snowmobile Program Biennial Revenue							
	<u>Sled #’s</u>	<u>Registration Revenue</u>	<u>Safety Revenue</u>	<u>Gas Tax Revenue</u>	<u>Trail Pass Revenue</u>	<u>Dealer \$5 Safety Fee</u>	<u>Total Revenue</u>
Jun-11	17,691	\$619,167.00	\$17,160.00	\$168,932.70	\$8,535.00	\$8,065.00	\$823,239.70
Jun-13	14,552	\$509,3110.00	\$3,920.00	\$148,467.30	\$3,705.00	\$5219.00	\$670,622.30
Jun-14	12,366	\$432,840.00	\$1,500.00	\$67,178.40	\$1,526.70	\$2,770.00	\$505,815.10

Snow Conditions: General Trail Information

ND Trail Program Information			
<u># of Trail Systems</u>	<u># of Miles</u>	<u>Official Season</u>	<u>Trail Requirement</u>
14	2,800	Dec. 1st to Apr. 1st	Min. of 4" base

Trail systems were open longer this season compared to last but conditions were more favorable for grooming last season. Last season an additional 6,500 miles of trail were groomed. This season the program dealt with lots of cold temperatures and wind factors delaying the grooming operations.

North Dakota Snow Conditions (Table based on inches and an average across the state)					
	<u>Amount of Snow</u>	<u>Snow Base</u>	<u>4 Month - Total Snowfall</u>	<u>Temperature</u>	<u># of Weeks Open</u>
2011-2012	1.8	0.7	18.0	21.5	3
2012-2013	10.4	3.1	32.0	20.6	11
2013-2014	9.0	3.5	31.0	8.9	14

Trail Information: 3 Year Comparison

The snowmobile trail program wasn’t able to achieve the 18,981 miles of groomed trail this season but considering the wind and cold temperatures, the program was able to maintain a decent amount of trail for the states users.

<u>Season</u>	<u>Miles Groomed</u>	<u>Fuel Expenses</u>	<u>Payroll Expenses</u>	<u>Equip. Maint. / Repair Exp.</u>
2011-2012	1,095	\$3,819.17	\$1,096.95	\$9,766.35
2012-2013	18,981	\$51,062.46	\$14,127.06	\$6,050.40
2013-2014	11,761	\$36,431.08	\$12,362.85	\$13,356.34

Snowmobile Trail Expenditures - 5 Year Comparison

Season	Miles	Hours	Payroll	Fuel	Parts	Maint.	Repairs	Contract Miles	Contract Grooming	Total	Cost/Mile	# of Passes
2009-2010	16,652.05	2,367.1	\$19,227.21	\$41,365.82	\$3,876.54	\$3,460.56	\$6,545.46	4,501	\$45,010.00	\$182,397.69	\$143.74	71.72
2010-2011	15,220.1	2,187.9	\$12,803.80	\$40,200.78	\$10,562.65	\$3,242.87	\$10,354.44	3,918	\$36,746.50	\$181,585.31	\$130.31	80.1
2011-2012	1,095	147.1	\$1,096.95	\$3,819.17	\$3,249.86	\$690.00	\$5,711.50	0	\$0.00	\$75,757.77	\$83.46	1.26
2012-2013	17,079	2,218.1	\$14,127.06	\$51,062.46	\$4,060.73	\$3,000.00	\$3,050.40	1,872	\$18,720.00	\$155,411.10	\$86.49	5.78
2013-2014	10,597	1,316.4	\$12,362.85	\$36,431.08	\$2,667.08	\$5,939.76	\$7,416.58	1,164	\$11,640.00	\$85,907.20	\$94.83	49.95

The following trail systems were open during the 2013-2014 season. The chart reflects the trail maintenance expenditures for each system. The total expenses for the season including all trails that were open totaled \$73,285.45; the largest expense is fuel for the groomers. Trail systems are reimbursed for completing trail tasks such as signing, equipment maintenance and maintain (grubbing and grooming) the trail system.

Trail	Miles	Payroll	Fuel	Fluids/Parts	Maint. / Repairs	Contract Miles	Contract Grooming	Total
East Central	491	\$657.60	\$1,180.89	\$0.00	\$517.37	0	\$0.00	\$2,355.86
Lake Region	1,188.6	\$1,615.76	\$4,678.81	\$454.91	\$1,358.08	0	\$0.00	\$8,107.56
North Central	228	\$278.07	\$3,955.91	\$274.42	\$45.00	0	\$0.00	\$4,593.40
Northeast	3,231	\$4,435.80	\$11,346.45	\$1,953.95	\$3,202.28	0	\$0.00	\$20,938.48
Peace Garden	505	\$634.20	\$1,443.76	\$559.24	\$532.83	0	\$0.00	\$3,170.03
Red River North	2,324.2	\$2,038.21	\$5,758.23	\$858.79	\$4,083.61	0	\$0.00	\$12,738.84
Red River South	1,494	\$1,961.69	\$5,765.38	\$279.73	\$225.00	109	\$1,090.00	\$9,321.80
Sno-Trails	543	\$741.52	\$1,786.59	\$144.20	\$337.17	225	\$2,250.00	\$5,259.48
Southern Valley	0	\$0.00	\$0.00	\$0.00	\$0.00	680	\$6,800.00	\$6,800.00
Total:								\$73,285.45

Trail System Events

SND works with a great group of people that assist with all aspects of the state trail system. Outside of trail management, one of those tasks is marketing the local trails by hosting events. Clubs do a great job of promoting early to engage snowmobilers as the winter approaches and then do an even better job hosting events to keep the program fun. Here is a list of events from this past season:

East Central Valley		
Bikini Radar Run	Red River Sno-Riders	February 22, 2014
SnowJam	Rural Cass	February 15, 2014
Missouri Valley		
Show'n Shine	Roughrider Snowmobile Club	October 26-27, 2013
Dealer Demo Day	Roughrider Snowmobile Club	December 14, 2013
Sno-Goers Banquet	Beaver Valley Sno-Goers	January 18, 2014
Red River South		
Youth Run	Ridge Runners	February 16, 2014
Ridge Runners Fun Run	Ridge Runners	February 22, 2014
Sno-Trails		
Trailblazers Fun Run	Dakota Trailblazers	December 14, 2013
Towner Fun Run	Mouse River Sled Runners	December 28, 2013
Driftbusters Fun Run	Magic City Driftbusters	January 4, 2014

Volunteer Hours

The following report reflects the number of volunteers that help make the local state snowmobile trail successful and their donated time. The donations were provided to the association to help with snowmobile trail expenses.

2013-2014 Volunteer Hours								
Trail Association	# of Volunteers	Grooming Hours	Trail Prep. Hours	Meeting Hours	Event Hours	Total Hours	Donations	Donation From:
Cattail	8	0	40	10	0	50		
East Central Valley	7	67	40	42	45	194		
Lake Region	80-100	0				4,121		
Mayville-Portland	10	0	30	15	4	49	\$300.00	Mayport Coop
Missouri Valley-Linton	10	0	90	78	100	268		
Missouri Valley-Bismarck	30	0	200	160	300	660		
North Central-Rugby	15	21	180	450	260	911		
North Central-Leeds	195	170	700	260	120	1,250	\$2,000.00	People & Businesses for Youth Fun Day
Northeast							\$2,670.06	NE - SnowFest/State Ride
Peace Garden	1	20	20			40		
Red River North	20	10	40	15	0	65	\$300.00	Minto Snowmobile Club
Red River South-Fordville	25	206	92	226	120	644		
Red River South-Grand Forks	7	29	30	21	12	92		
Sargent County								
Sheyenne Valley	81	56	861	724	341	1,982		
Sno-Trails						2,321		
Southern Valley Trail Riders	14	108	85	150	0	343		

Equipment

The snowmobile trail program manages over \$1.9 million dollars in equipment; operating 14 Tuckers, 19 implements (drags), a couple snowmobiles and trail grubbing equipment (UTV's, mowers, trailers). The equipment fleet has depended on the existence of the Recreational Trail Program and the grant opportunities it provides. The ND Parks and Recreation Department established a Trail Crew that assists with snowmobile trail grubbing in the fall based on requests for assistance.

Leadership

Officers

President	Vice President	Director-At-Large
Laura Forbes	Sheri Hoffmann	Marty Malachowski

Board of Directors

Region 1	Region 2	Region 3	Region 4	Region 5
Dale Deibert	Mark Shipley	Perry Brintnell	Shawn Cole	Victor Evjen
Byron Norsby	Jesse Fritz	Brian Sauer	Todd Rasmusson	Kristie Thone

The following chart represents the standing committees for the state snowmobile trail program.

2013-2014 Committee Listing	
Equipment	Keep Board updated on 10 year equipment plan and plans for updates to equipment. Prepare paperwork for the RTP committee meetings.
Budget	Review both the SND & the Trail Program proposed budgets the Executive Directors provides. The Board shall approve the new budgets before July 1 st of each year. Committee members will review Executive Director review sheets. This committee will also review the employee hand book periodically. Executive Director changes such as raises, benefits changes, employee hand book changes will all need to have a final approval from the full board. The President will complete the final interview with the Executive Director.

Regulations	Keep the Board informed on Bills and Legislation that will affect snowmobiling in North Dakota. Review Bylaws and bring forth any changes to the Board for review before taking to the general assembly for a vote. Work on plans for safety on trails and also work with NDPRD on enforcement issues.
Awards & Nominations	Bring forth nominations to the Board for officers for the current elections and also work with the President and Board to appoint a replacement Board of Director in the event of a vacancy. Review and vote on applications for scholarship applicants and the award nominees.
Trail Operations	Committee works with NDPRD on reviewing incidents (accidents) involving but not limited to state equipment. The committee works with SND's Trail Maintenance Inspector regarding repetitive signing concerns reported in the trail inspection reports. Reviews and determines if probation is needed.

Staff

<u>Staff Member</u>	<u>Position</u>	<u>Description</u>
Keri Wanner	Executive Director	Manages projects and staffs, liaison between the Board & the Department
Tari Norby	Administrative Specialist	Maintains membership information and assists with data input
Todd Thronson	Trail Inspector	Inspects the state snowmobile trail system signing and maintains GPS tracks