

Trails For All (TfA) Board Meeting Minutes August 13, 2024 Board Approved September 10, 2024

The meeting was called to order by SL at 5:28 PM.

a) Board Members Present

Shelly Larson (SL) Janet Smith (JS) Karen Foley (KF) Andrew Todd (AT)
Sally Strom (SS) John VanDoren (JVD)

b) Board Members Absent

John Anderson (JA)

c) Others Present

Chuck Ziehr (CZ) David Kill (DK)

Consent Agenda: The July 9, 2024 Minutes were corrected to reflect \$136 had been collected for the sale of the hand-crafted walking sticks. There were no corrections to the Treasurer's Report for July 9, 2024. JS made a motion to approve the consent agenda, KF seconded. The consent agenda was approved.

Reports:

1. Treasurer Update.

- KF reported that All The Range (ATR) has paid for two open invoices for 2 boxes of the hiking guides. They have one more invoice open for an additional three boxes of hiking guides that we expect them to pay by the end of September.
- KF will check with Herb Kober for instructions on how to close and reopen invoices for partial inventories still held at ATR. She noted we have a consignment relationship with ATR and we are paid after the merchandise has sold.
- KF will get a current inventory of TfA merchandise from ATR. SL recommended we use slow-moving inventory as door prizes for the upcoming Volunteer Appreciation dinner.

2. Regional Partnership.

- JVD reported that he received a draft proposal from Civic Canopy out of Denver (CC). He recommended that we schedule a workshop to discuss the proposal. He will email the Board the draft proposal for review.
- AT noted three key dates for the upcoming RPI application:
 - September 3rd – deadline to submit a letter of intent from TfA as a placeholder
 - October 15th – application window opens
 - November 1st – deadline to submit application
 - December 12th – RPI Screens Applicants, awards in January

AT volunteered to draft the letter of intent. SL will assist if needed.

- It was recommended that a workshop be scheduled in order for discussions to occur at the TfA Board Meeting on September 10, 2024. JVD will schedule this prior to the September Board Meeting.
- SL noted that CCSAR has voted to approve support of the RPI, and all four initial groups are on board with the project.

3. Rainbow Trail Signage.

- AT reported that 8 out of 26 signs have been installed so far. Digging the post holes has proven to be the most difficult challenge.
- JS expressed concern about TfA's liability for injury. She will contact Jeff Outhier of the USFS to confirm if our existing waiver covers work required to install the signs.
- CZ noted that our SOP states that at least 2 TfA people must be together to complete any work for the USFS and have been informed about our safety procedures. He noted that Travis Lebinsky has been inquiring about doing work for TfA, but he hasn't signed our waiver and he cannot work solo.
- AT will be unavailable for two weeks, but can provide his garage code to anyone interested in getting the signs and posts.
- AT will share a spreadsheet with the Board showing the status of the sign replacement.

4. CTO Management Grant.

- SL shared a Bulletin Board design for Duckett Creek. It was recommended that she remove the south branch trail from Brush Creek to Banjo from the map. The trail is in very bad condition. SL will remove and renumber the trails.
- SL opened a discussion about TfA providing funds for a Bulletin Board at South Colony. SS made a motion for TfA to provide up to \$500 in funding if the existing CTO funds are insufficient for the South Colony Bulletin Board. KF seconded and the motion passed.

5. Strategic Planning Update.

All Trails Public Land Partnerships. JVD advised that TfA has been officially accepted by All Trails as a partner within the San Carlos Ranger District (SCRD).

- This partnership allows TfA the authority to issue Alerts that would not be reviewed by All Trails prior to posting. There are four types of alerts:
 - Caution: alerting users to a situation that is not as severe as Danger.
 - Informational: alerting users to circumstances that are not hazardous but may affect them (e.g., a Trail Running Race in the area).
 - Closure: this could be for construction, maintenance, wildfire or other hazards
 - Danger: alerts the user to an imminent hazard
- The Board discussed that posting of Alerts should be limited to SAR and the SCRD. JVD suggested that TfA could either submit Alerts on behalf of these two groups, or they can submit their own Alerts. He noted that Alerts are different than the comments posted by Hikers because Alerts are controlled by the partners and may also include a date range.

- JVD asked who should be our interface with SAR and SCRD.
 - David Kill (DK) will talk to Jeff Outhier to determine his preference; DK will send SL the contact information for whomever Jeff selects.
 - JVD will contact SAR to see how this Alert system may help them.

6. Trail Maintenance 2024.

- The Board agreed that starting with the 2025 season, all TfA participants will need to sign a document stating that they agree to follow all TfA safety procedures and will not work separately from the main group unless they are accompanied by a TfA crew leader. Anyone who disobeys the procedures will not be permitted to work on future work crews.
- August 17 Trail Maintenance Day. Rob Bidner will lead the crew on the Dry Creek Lakes Trail.
- CZ mentioned that the RMBCH had asked if TfA had any interest in helping them clear the Bartlett Trail in the Wet Mountains (Green Horn from the Rye side). They proposed August 24th or 31st. CZ recommended we propose a joint trail crew during the 2025 season.
- The group agreed we should not have any more trail crews this year and focus on installing the new signs.

7. Leave No Trace. SL noted the South Colony Community Outreach was a success. It was suggested that next year we consider Comanche/Venable as a site for the Outreach.

8. Valley Strong. The Board agreed we should participate in the Valley Strong Dinner event on Thursday, September 19th. Please send RSVP to KF by August 29th so she can reserve one or two tables. She will mention this at the upcoming Volunteer Appreciation dinner.

9. Hiking Guide.

- Following a discussion, JS made a motion to order 250 of the Version 2 Hiking Guides with minor changes (V2.1) at a cost of \$2998.50. KF seconded and the motion passed.
- SL mentioned a few updates she was already planning, and asked that all revisions be submitted to her by the next Board Meeting on September 10, 2024.
- JS recommended that we wait at least two years between new editions. We will begin planning for our next edition in 2026.

10. Letter of Support for Tourism.

- SL informed the Board of a new Marketing Grant that Tourism is pursuing for the Rainbow Trail Project as Through Hike. They want to create a website for the trail, with an online hiking guide for each segment. They are currently dividing the trail into 12 segments.
- KF moved that TfA provide a letter of support for Tourism, JVD seconded. Since SL is also involved with Tourism, AT will sign the letter on behalf of TfA.

11. Insurance. JS noted the insurance premium is due mid-September. KF motioned that we approve payment, JS seconded and the motion passed.

12. Volunteer Appreciation Event.

- The date for the Volunteer Appreciation Event has been set for Friday, August 23rd from 6 to 9 PM. The Venue has been changed to All Aboard Westcliffe due to space limitations at the Back Room.
- KF has created a sign up sheet, please sign up as soon as possible.
- CZ recommended that the group sponsor the following two awards:
 - James Daulton TFA Memorial Award
 - Paul Parsons TFA Award for Outstanding Volunteer
 - These two awards will replace the Volunteer of the Year and Rookie of the Year awards so that the “year” is no longer relevant in the selection.
- After discussion, the following criteria was recommended:
 - James Daulton TFA Memorial Award is for an individual whose actions embody the mission of Trails for All.
 - Paul Parsons TFA Award for Outstanding Volunteer is for an individual whose service on the trail crews has been exemplary.
- SL motioned that Herb Kober receive the James Daulton Award, and Angela Tenaglia receive the Paul Parsons award. SS seconded and the motion was approved.
- In order to document the winners, a space will be created on our website noting past winners:
 - 2023 Season:
 - Mickey Beyer and Shelly Larson were Co-Volunteers of the Year
 - Todd Skrdlant was the Rookie of the Year

Next Meeting: The next board meeting will be Tuesday, September 10th, 2024 at 5:30 pm MT.

Adjournment: SL adjourned the meeting at 7:04 pm.

Minutes prepared by:  Sally Strom, Secretary, Trails for All Board of Directors

Dear Board,

Income in July consisted of merchandise sales, payments for open invoices with ATR, and a donation.

Expenses in July consisted of the renewal of our PO Box, tool and sign post purchases for the Rainbow Trail Signs project, a tool purchase for our trail maintenance crews, printing costs for the outreach day signs, and a fee to file our periodic report with the Colorado Secretary of State.

Account Summary

Date	Description	Amount
06/29/2024	Beginning Balance	\$24,475.52
	2 Credit(s) This Period	\$1,932.60
	6 Debit(s) This Period	\$783.78
07/31/2024	Ending Balance	\$25,624.34

Activities Details:

Merchandise Sales - Ed Penley has made and sold several walking sticks with Trails for All receiving all proceeds, amounting to \$136. Three 2nd edition hiking guides were sold directly at the Pines Ranch Wellness Day event, amounting to \$90.

Invoices - All the Range submitted payment for two invoices for sales of 2nd edition hiking guides, amounting to \$1,696.90.

Donation - A \$10 donation was made to Trails for All during the Pines Ranch Wellness Day event.

PO Box Renewal - Our PO Box rental was renewed for a year for \$84.

Rainbow Trail Sign Project - A post hole bar, post hole digger, lag screws, washers, and 15 wooden posts were purchased for the Rainbow Trail Signs TTFT Grant project, amounting to \$464.31.

Tool Purchase - Two smaller loppers were purchased for our trail maintenance crews, amounting to \$134.09.

Outreach Signs - Two Leave No Trace information signs were printed for the South Colony Outreach and Pines Ranch Wellness Day events, amounting to \$76.38.

CO SOS Periodic Report - Trails for All submitted the periodic report required by the Colorado Secretary of State and which required a \$25 fee.

*Note on overdue invoices from All the Range:

All the Range has one overdue invoice and one invoice due at the end of August, both of which are for Trails for All clothes merchandise for resale in their store. Karen spoke with Tom and Taurin on August 8th to determine if the overdue invoice could be paid, and they agreed to inventory their stock to determine what has been sold and will

submit payment. Karen will collect this payment and will reinvoice for the remaining clothing merchandise stock. Tom and Taurin asked that any items that have not sold from rollover inventory from last year be taken back by Trails for All because they are unlikely to be sold due to lack of customer interest.

Attached for your review are the following documents:

- TFA 2024 Budget Summary
- TFA July 2024 Balance Sheet - TFA July 2024 P/L Statement
- TFA July 2024 Bank Statement

Please let me know if you have any questions or comments.

Best wishes,

Karen Foley

Treasurer, Trails For All

2024 Budget Status – The dollar amounts shown for 2024 actual are accurate relative to our bank and books as of July 31, 2024.

Account Description	2023 Actual	2024 Budget	2024 Actual
Direct Public Support - Individual Contributions	270	300	35
Direct Public Support - Corporate Contributions	137	100	250
Direct Public Support - Spirit Campaign	6,683	6,500	6,938
Direct Public Support - Event Generated			
Product Sales	4,244	4,500	4,878
Grants	9,300	12,433	13,433
Total Income	20,634	23,833	25,534
Bank Service Charge			(21)
Insurance	(1,872)	(2,000)	
Event/Outreach	(771)	(500)	(76)
Grant Support/Matching		(500)	
Equipment	(235)	(200)	(1,550)
Operating Supplies		(100)	
Training/Tuition/Event Registration		(300)	
Travel Expenses		(250)	
SEEK Support	(3,748)	(6,133)	
Two For The Trails Grant		(6,300)	(5,851)
Trail development expense		(1,500)	
Web Registration			
Web Hosting/Development/Maintenance	(1,200)	(1,200)	(1,200)
Mailchimp		(180)	
State/Federal Fees	(300)	(300)	(35)
PO Box Rental/Postage	(106)	(110)	(176)
Graphic Design Services	(3,000)	(300)	
Printing/Shirts/Collateral	(7,580)	(1,500)	(1,983)
Advertising	(300)	(300)	
Total Expenses	(19,112)	(21,673)	(10,893)
Net Cash	1,522	2,160	14,641
	Actual net	Projected net	Actual net
	YTD 2023	EOY 2024	YTD 2024

Unpaid Invoices (as of 07/31/24)

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
All the Range	\$3,159.20 2 invoices		\$626.25 1 invoice			\$3,785.45 626.25 overdue
Total Unpaid	\$3,159.20 2 invoices	\$0.00 0 invoice	\$626.25 1 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$3,785.45 626.25 overdue

Balance Sheet

Trails For All

As of Jul 31, 2024



ACCOUNTS	Jul 31, 2024
Assets	
Total Cash and Bank	\$25,624.34
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$25,624.34
Liabilities	
Total Current Liabilities	\$0.00
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
Total Other Equity	\$0.00
Total Retained Earnings	\$25,624.34
Total Equity	\$25,624.34

Profit and Loss

Trails For All

Date Range: Jul 01, 2024 to Jul 31, 2024



ACCOUNTS	Jul 01, 2024 to Jul 31, 2024
Income	
Direct Public Support – Individual Contributions	\$10.00
Sales	\$1,922.60
Total Income	\$1,932.60
Total Cost of Goods Sold	
	\$0.00
Gross Profit	\$1,932.60
As a percentage of Total Income	100.00%
Operating Expenses	
Contract Services	\$84.00
Legal Fees	\$25.00
Printing and Reproduction	\$76.38
Tools and Equipment	\$598.40
Total Operating Expenses	\$783.78
Net Profit	\$1,148.82
As a percentage of Total Income	59.44%



Trails for All



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 386
WESTCLIFFE CO 81252-0386

Statement Ending 07/31/2024

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Managing Your Accounts

	Address	8 Bassick Place Westcliffe, CO 81252
	Branch Number	719-783-2030
	Customer Service	405-341-8222 or 1-866-262-2657
	Online	kirkpatrickbank.com
	Telephone Banking	405-341-3330 or 1-866-652-2657

Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY FREE BUSINESS CHECKING	XXXXXXXX2900	\$25,624.34

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
06/29/2024	Beginning Balance	\$24,475.52
	2 Credit(s) This Period	\$1,932.60
	6 Debit(s) This Period	\$783.78
07/31/2024	Ending Balance	\$25,624.34

*PLEASE EXAMINE STATEMENT AT ONCE. IF NO ERROR IS REPORTED WITHIN 30 DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT.
*IN CASE OF ERRORS OR QUESTIONS CONCERNING ELECTRONIC TRANSACTIONS, PLEASE TELEPHONE OR WRITE US AT THE ABOVE ADDRESS.

Deposits

Date	Description	Amount
07/03/2024	REGULAR DEPOSIT	\$81.00
07/26/2024	REGULAR DEPOSIT	\$1,851.60

Electronic Debits

Date	Description	Amount
07/03/2024	XX8611 PURCHASE* AMAZON.COM* R71VE SEATTLE WA 0000101 496FRUHV4GOP	\$134.09
07/08/2024	XX8611 PURCHASE DRI* UPRINTING VAN NUYS CA 74898838 376462	\$76.38
07/16/2024	XX8611 PURCHASE CO SECRETARY STA DENVER CO 33003477 824559	\$25.00
07/17/2024	XX8611 PURCHASE VALLEY ACE HARDW WESTCLIFFE CO 95620800 062823	\$323.54

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1082	07/01/2024	\$84.00	1083	07/12/2024	\$140.77

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
07/01/2024	\$24,391.52	07/12/2024	\$24,121.28	07/26/2024	\$25,624.34
07/03/2024	\$24,338.43	07/16/2024	\$24,096.28		
07/08/2024	\$24,262.05	07/17/2024	\$23,772.74		