

Trails For All (TfA) Board Meeting Minutes May 14, 2024 Board Approved June 11, 2024

The meeting was called to order by SL at 5:32 PM.

a) Board Members Present

Shelly Larson (SL)	Janet Smith (JS)	Karen Foley (KF)
Sally Strom (SS)	John Anderson (JA)	John VanDoren (JVD)

b) Board Members Absent

Andrew Todd (AT)

c) Others Present

Herb Kober (HK)	Chuck Ziehr (CZ)	Jeff Outhier (JO)
Jess Franta (JF)	David Kill (DK)	Rob Bidner (RB)

Consent Agenda: There were no corrections or additions to the Minutes and Treasurer's Report for April 9, 2024. JA made a motion to approve the consent agenda, JVD seconded. The consent agenda was approved.

Reports:

1. Treasurer Update.

- The TfA tax forms for 2023 have been submitted.
- A letter from Dick Stermer, owner of the COL building, was sent to the State to update the TfA registration to reflect the COL building as TfA's physical address.
- The transition of the TfA bank account will be completed when AT has signed the documents. Then KF will order a new Debit Card. Checks have been ordered.
- JS made a motion to approve the creation of a generic treasurer@trailsforall.co account. JVD seconded, and the motion passed. KF will create the account.
- The Board reviewed the existing expense policy. HK noted that the approval process described in SOP 3 has not been practiced as envisioned and needed clarification. KF will prepare a proposal for how the policy should work, e.g. submission form approval and board approval. KF sent out the existing policy after the meeting, see attached.
- A proposal to use the online tool Bill.com was deemed too expensive and did not move forward.
- Based on the experience at the April 23rd presentation, SL recommended TfA does not need to set up a VenMo account at this time.

2. Regional Partnership.

- AT attended a Regional Partnership Conference and will give a detailed update at the Board meeting in June.
- SL provided a brief overview of her discussion with AT following the Conference:
 - It is recommended that Custer County establish an RPI on our own, although Fremont County may be interested in transferring from their current RPI to join Custer County.
 - JO noted he has some concerns about the RPI process but felt we can address issues as they arise.
 - Next step is to engage Search And Rescue (SAR), Tourism and Rocky Mountain Back Country Horsemen (RMBCH). JA said he knows Bill Morgan of RMBCH and is happy to assist.
- KF noted that COL should be included as part of the initiative, although their goals may not align with an RPI since COL primarily deals with private property easements.
- JVD had researched two RPIs, Envision Recreation in Balance (Chaffee) and Outside 285 (Douglas, Jefferson and Park counties). Envision is focused primarily on trail maintenance, restrooms and fire mitigation; Outside 285 focuses on trail work and watershed restoration. Based on his research, JVD recommends:
 - One organization should be the catalyst to team up with other organizations (in our case, TFA will be that organization).
 - Community outreach and keeping stakeholders informed is important.
 - He didn't see any "for profit" partners in the lists for Envision or Outside 285. We currently list All The Range (ATR) – not sure if this is appropriate.
 - We need to define exactly what we want to do—so far we have identified the Rainbow Trail as the focus of our RPI.
 - We should include Urban Trails as well—this makes an RPI more attractive to the towns of Westcliffe and Silver Cliff.
- JS reviewed the one-pager and will give SL some line edits. JS also wondered if we should include the Custer County and COL logos on the page. We will revisit this as the conversations evolve.
- KF asked if we should also include WMVCF. SL agreed, but perhaps in Phase 2 of the roll-out.
- JA recommended we consider using some of the funds to hire someone to manage the RPI, as the Board doesn't have the bandwidth.

3. Rainbow Trail Signage.

- AT has ordered 26 signs. He and CZ will coordinate installation teams as soon as the signs are here.

4. OnX Recreation Access Stewardship Grant. We will continue to keep this as a line item on the agenda for August deadline if the funds are needed.

5. Spreadsheet Work. KF has posted these on the shared drive.

6. Hiking Guide Presentation. The presentation by SL and HK on April 23rd at the Library was well received and we had income of \$597 from sales of guidebooks, hats and hoodies. We also received a \$25 donation from Bob Fulton and SL will send him a Thank You note. One item of feedback on the guidebook was the suggestion to include GPS QR codes in the next edition.

7. **Trail Maintenance 2024.** CZ has sent out a schedule to all former volunteers. He will also post this on the TFA Facebook page. The current schedule is:

June 1, Saturday, Lion's Canyon Trail, Shelly Larson, crew leader

June 15, Saturday, Comanche/Venable (one or both trails), Andrew Todd, crew leader and a co-leader if we do both trails

June 29, Saturday, Comanche/Venable (whichever trail needs more attention), Rob Bidner, crew leader

July 11, Thursday, Cottonwood Trail, Shelly Larson, crew leader

July 23, Tuesday, North Taylor Creek Trail, Chuck Ziehr, crew leader

July 27 & 29, Saturday & Sunday, Community Outreach on South Colony with CCSAR [not trail maintenance], Shelly Larson & others, coordinators

August 3, Saturday, Goodwin Lakes Trail, Karen Foley, crew leader

August 17, Saturday, Dry Creek Trail, Rob Bidner, crew leader

CZ will not be returning to the Valley until late June, but he will continue to manage the trail crews via email.


CZ would like more feedback on what is needed for the Community Outreach Day. SL envisions about 4 people including SAR to engage with campers and hikers on South Colony and educate them about Leave No Trace and proper wilderness etiquette. SL is also looking into getting some free swag to give away. The event will be discussed further at the Board meeting in June, 2024.

8. **Bylaws.** CZ has completed his review of the Board meeting minutes and all changes are included in the current Bylaws that can be found on the TFA website, along with a current copy of our Standard Operating Procedures (SOPs).
9. **Website Access to Minutes.** KF led a discussion about finding the Minutes on the TFA website. From the home page, they are currently found under More/About Us/Documents. It was suggested that AT create a separate tab for the Minutes so it is more intuitive for users.
10. **AED Purchase.** The Board reviewed a spreadsheet prepared by SS outlining the expense of two brands of AEDs: Defibtech and Heartsine. The Defibtech has a battery and separate pads, while the Heartsine has an integrated battery/pad. All pads are single use, so replacements for the Heartsine pack is more expensive. The Heartsine is smaller and has a slightly higher IP rating (more resistant to dust and moisture). We also had the option to purchase a New unit or a Refurbished one. After discussion, JS moved that we purchase a New Defibtech Lifeline Auto AED with High Capacity Battery. JA seconded the motion and it was approved. SS will proceed with submitting an Expense Report for pre-approval and then purchase the unit. Total cost should be about \$1729.
11. **Master Plan Team.** Due to schedule challenges, CZ asked to be removed from the team that is reviewing the Master Plan. The team will consist of JA, JVD and AT.

- 12. COL Restoration Specialist.** The EPA has deemed that Grape Creek is impaired. JVD and KF will be meeting with a COL Restoration Specialist to discuss the situation and see if it warrants inclusion in our RPI proposal.
- 13. The Pines Ranch Wellness Seminar #3.** SL said that Rosi Blaesius has invited TfA to attend an event at the Pines Ranch on July 13th from 10 AM to 2 PM. We could share information and sell merchandise; SL felt this is a good outreach opportunity, and the Board agreed. We will discuss further at the June meeting.
- 14. Park to Park Trails.** JVD has had discussions with Caleb Patterson (CP), Town Manager of Westcliffe with regards to the urban trails in town. CP has requested assistance from TfA with Grant applications. JS has experience with this and will discuss with JVD. They will report back to the Board at the June meeting.

Next Meeting: The next board meeting will be Tuesday, June 11, 2024 at 5:30 pm MT.

Adjournment: SL adjourned the meeting at 7:01 pm.

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

Dear Board,

Income in April consisted of merchandise sales through All the Range and during the presentation at the library of the second edition of the hiking guide. Expenses in April consisted of shipping costs for online orders of the second edition of the hiking guide and a purchase of additional merchandise for resale.

Account Summary

Date	Description	Amount
03/30/2024	Beginning Balance	\$32,527.46
	3 Credit(s) This Period	\$1,405.30
	6 Debit(s) This Period	\$1,144.35
04/30/2024	Ending Balance	\$32,788.41

Activities Details:

Merchandise sales - All the Range submitted payment towards one of their four open invoices for the year, amounting to \$848.30. Additionally, four hats, four hoodies, one magnet, nine guides, and one donation were made during the presentation of the second edition of the hiking guide, amounting to \$557. The donation made was \$25, which is reflected separately from the product sales in the budget below.

Merchandise expenses - Shipping costs for five second edition hiking guides amounted to \$24.35. Hoodies, hats, and magnets were purchased as additional merchandise for resale, amounting to \$1,120.

Additional note - Online purchases of the second edition hiking guide, which are processed through Flipcause, are not yet reflected in our bank statements because there has been a delay in processing the transfer of funds from Flipcause. Herb has contacted Flipcause and confirmed that the transfers are underway and internal protocols at Flipcause were the source of the delay. We should see those funds reflected in our bank statements by next month.

Attached for your review are the following documents;

- TFA 2024 Budget Summary
- TFA April 2024 Balance Sheet - TFA April 2024 P/L Statement
- TFA April 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 April 30, 2024.

Account Description	2023 Actual	2024 Budget	2024 Actual
Direct Public Support - Individual Contributions	270	300	25
Direct Public Support - Corporate Contributions	137	100	
Direct Public Support - Spirit Campaign	6,683	6,500	6,938
Direct Public Support - Event Generated			
Product Sales	4,244	4,500	2,607
Grants	9,300	12,433	13,433
Total Income	20,634	23,833	23,003
Bank Service Charge			
Insurance	(1,872)	(2,000)	
Event/Outreach	(771)	(500)	
Grant Support/Matching		(500)	
Equipment	(235)	(200)	
Operating Supplies		(100)	
Training/Tuition/Event Registration		(300)	
Travel Expenses		(250)	
SEEK Support	(3,748)	(6,133)	
Two For The Trails Grant		(6,300)	
Trail development expense		(1,500)	
Web Registration			
Web Hosting/Development/Maintenance	(1,200)	(1,200)	
Mailchimp		(180)	
State/Federal Fees	(300)	(300)	
PO Box Rental/Postage	(106)	(110)	(77)
Graphic Design Services	(3,000)	(300)	
Printing/Shirts/Collateral	(7,580)	(1,500)	(1,120)
Advertising	(300)	(300)	
Total Expenses	(19,112)	(21,673)	(1,197)
Net Cash	1,522	2,160	21,806
	Actual net	Projected net	Actual net
	YTD 2023	EOY 2024	YTD 2024

Unpaid Invoices (as of 04/30/24)

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
All the Range	\$2,322.85 3 invoices					\$2,322.85 0.00 overdue
Total Unpaid	\$2,322.85 3 invoices	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$2,322.85 0.00 overdue

Balance Sheet

Trails For All

As of Apr 30, 2024

ACCOUNTS	Apr 30, 2024
Assets	
Total Cash and Bank	\$32,788.41
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$32,788.41
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	\$32,788.41
Total Equity	\$32,788.41

Profit and Loss

Trails For All

Date Range: Apr 01, 2024 to Apr 30, 2024



ACCOUNTS	Apr 01, 2024 to Apr 30, 2024
Income	
Sales	\$1,405.30
Total Income	\$1,405.30
Cost of Goods Sold	
T-Shirts for Resale	\$1,120.00
Total Cost of Goods Sold	\$1,120.00
Gross Profit	\$285.30
As a percentage of Total Income	20.30%
Operating Expenses	
Postage & Delivery	\$24.35
Total Operating Expenses	\$24.35
Net Profit	\$260.95
As a percentage of Total Income	18.57%



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 04/30/2024

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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	XXXXXXXXX2900	\$32,788.41

SIMPLY FREE BUSINESS CHECKING-XXXXXXXXX2900

Account Summary

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03/30/2024	Beginning Balance	\$32,527.46
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*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.

Other Credits

Date	Description	Amount
04/05/2024	MOBILE DEPOSIT	\$848.30
04/29/2024	MOBILE DEPOSIT	\$30.00
04/29/2024	MOBILE DEPOSIT	\$527.00

Electronic Debits

Date	Description	Amount
04/01/2024	XX9278 PURCHASE PIRATE SHIP POS 8444455854 WY 35887216 848103	\$4.87
04/03/2024	XX9278 PURCHASE PIRATE SHIP POS 8444455854 WY 41699820 716429	\$4.87
04/08/2024	XX9278 PURCHASE PIRATE SHIP POS 8444455854 WY 95867171 541623	\$4.87
04/15/2024	XX9278 PURCHASE FSP* SPORTSWEAR G FORT WORTH TX 58257372 436161	\$1,120.00
04/23/2024	XX9278 PURCHASE PIRATE SHIP POS 8444455854 WY 51800007 128733	\$4.87
04/26/2024	XX9278 PURCHASE PIRATE SHIP POS 8444455854 WY 22347242 190725	\$4.87

Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/01/2024	\$32,522.59	04/08/2024	\$33,361.15	04/26/2024	\$32,231.41
04/03/2024	\$32,517.72	04/15/2024	\$32,241.15	04/29/2024	\$32,788.41
04/05/2024	\$33,366.02	04/23/2024	\$32,236.28		

Expense Policy

Purpose

The Board of Directors of the Trails For All recognizes that board members, officers, and volunteers (“Personnel”) of Trails For All may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of Trails For All to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, Trails For All expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Trails For All’S money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

General Guidelines

Advance Approval - All expenses incurred by Trails For All personnel must be presented to the board on the Expense Report (see below) for pre-approval prior to incurring the expense.

Necessity of Travel - In determining the reasonableness and necessity of travel expenses, Personnel and the board members authorizing the travel shall consider the ways in which Trails For All will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual’s presence on a trip is necessary. In determining whether the benefits to Trails For All outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. In some cases the person(s) travelling may wish to absorb the costs of travel to help the organization. In these cases we strongly encourage Personnel to accurately document these in kind contributions on the Expense Report so we can accurately track true expenditures and contributions, as well as adequately recognize the contribution being made.

Non-Reimbursable Expenses - Trails For All maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance
- First class tickets or upgrades.
- When lodging accommodations have been arranged by Trails For All and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Trails For All. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel
- Movies, liquor or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Participation in or attendance at golf, tennis or sporting events

- Purchase of golf clubs or any other sporting equipment
- Spa or exercise charges
- Clothing purchases
- Valet service
- Car washes
- Toiletry articles
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request

Policy Review - This policy will be reviewed periodically and recommendations for amendments will be approved by the board.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report (see last page of this policy). The Expense Report is used both for expense pre-approval and expense reimbursement. The following guidelines must be utilized when using the Expense Report form;

- In virtually all cases, Personnel must first fill out the form to have the expense pre-approved, which requires review of and sign-off by at least two board members, with one of those board members being the President or Vice President (HK Comment – this is consistent with the bylaws Art VIII.4.c).
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Trails For All related activity during the trip, must be provided.
- If the expense involves relationship building with peer organizations, government entities, or program benefactors, the name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Trails For All'S business) must clearly be identified.
- The form must include an itemized list of all expenses for which pre-approval and reimbursement is requested. Expenses incurred that are not on the pre-approved list may not be reimbursed.
- To receive reimbursement, the pre-approved form must be submitted to the board within four weeks after the expense occurred.

Receipts

Receipts are required for all expenditures. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits written receipts with the Expense Report. The receipts must clearly show the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expense, including tip (if applicable). If an expense is submitted without the required receipts, the Expense Report will be designated as an exception report, which will then require additional review and approval by the board before reimbursement can occur.

Expense Report

Name: _____

Date Submitted: _____

General Description of Expense: _____

Expense List:

Item	Expected Date	Expected Amount	Actual Date	Actual Amount	In Kind Donation	Reimbursement Amount
TOTALS						

Pre-Approval by Board:

Name/Pres. or Vice Pres.

Signature

Date

Name/Title

Signature

Date

Reimbursement Approval by Board:

Name/Pres., Vice Pres. Or Treasurer

Signature

Date

Name/Title

Signature

Date

Board Comments:
