

Trails For All (TfA) Board Meeting Minutes
April 11, 2023, 5:30 pm via Zoom
Approved May 9, 2023

a) Board Members Present

Janet Smith (JS) Chuck Ziehr (CZ) Herb Kober (HK) Andrew Todd (AT)
Sally Strom (SS) Karen Foley (KF) Paul Parsons (PP)

b) Other Present

Rob Bidner (RB) Doris Keene (DK) Bill Keene (BK) Kate Vickery (KV)
Mark Dembosky (MD) Shelly Larson (SL)

Secretary's Note: The meeting was chaired by PP, President, who returned from sabbatical. PP thanked the board for an "incredibly helpful sabbatical."

Consent Agenda:

1. Approval of March 2023 Minutes (CZ) – corrections were made to the report about Stickers, and the adjournment time was corrected.
2. Approval of March 2023 Treasurer's Reports (HK)

JS moved and KF seconded that the consent agenda be approved; it passed unanimously.

Reports, Discussion, Decisions:

1. Election and ByLaws

A. Elections -- JS completed her second 3-year term and is leaving the board. Doris Keene was nominated by HK and seconded by JS to a 3-year term on the board; she was elected unanimously. DK is retired having served 33 and ½ years as a dental hygienist. She and her husband, Bill (BK), live in Poncha Springs. They love the Sangres and found out about TfA from Tom Dimler at All the Range. They have been very active as TfA trail maintenance volunteers. PP has sent DK the board orientation information.

B. ByLaws – Section 3. ELECTION OF BOARD MEMBERS AND TERMS OF OFFICE

HK moved and KF seconded a motion to add the sentence in **bold** to Section 3; the motion passed unanimously.

"Board Members shall be elected by a majority vote of the existing members of the Board from a list of nominees prepared by a Nominating Committee appointed by the Board and/or by current members of the Board."

"Term of office for board members will be 3 years. Board members may be re-elected for not more than 6 years of consecutive service. **After one year off the Board, former board members may stand for re-election.** Board member terms may be staggered so that 2 or 3 of Board members' terms shall expire each year."

2. SEEK/Trails for All relationship

Tom and Taurin Dimler are willing to meet with a contingent from the TfA Board. PP will contact them again to find a place, date, and time for such a meeting.

3. Hiking Guide Task Force

HK reported that the task force (HK, SL, and JS) met on April 4th. Assignments were made for a few new trail summaries by AT, SL, and JS. There is still the need for trail summaries of a few trails on the north end of the county.

HK explained a proposal from SL (graphic designer) to design the second edition based on summaries in the first edition and new summaries from various authors. The total cost was estimated to be \$5,000, and SL offered a discount of \$1,500 yielding a maximum cost of \$3,500 (could be less depending on time spent). SL reported that she had a quote from a printer that she has worked with in the past for \$25 each for 112 pages with a printing of 200 copies. HK reported that our current printer would probably be \$12 each. PP proposed a vote on a contract for SL services tonight, but not a decision about a printer. AT moved and CZ seconded a motion to approve the contract as proposed for services to be provided by SL; the motion passed unanimously.

4. Trail Maintenance 2023

PP reported that Jeff Outhier (USFS) wants TfA to cover Comanche, Venable, Cottonwood, and Lion's Canyon Trails and to be in contact with Jess Franta (USFS seasonal employee) about work on Rudolph Mountains Trail. CZ is seeking trail maintenance crew leaders and plans to develop a maintenance schedule for the whole summer so that everyone can make their plans and so we can promote volunteer opportunities through a variety of media including the email list of the CC Tourism Board. PP reported that he and Jeff Outhier had completed this year's USFS Volunteer Service Agreement for Trails for All (see attached).

5. USFS Contact Persons

Because Jeff Outhier will be out in the National Grasslands again for part of this summer, our immediate USFS contact people will be as follows: Jess Franta starts May 7th. He will be our "go-to" for that month. Megan Lynch is assigned to the Gunnison NF until June. She will be our contact person after that. Jeff will return from the Grasslands no later than the end of July. He will be our contact person from that point on.

6. Signage

Jeff Outhier is interested in Trails for All taking inventory of all signage on Forest Service trails. HK will get our limited past inventory to AT who will put this information into a spreadsheet and make it available for our use.

7. 4H Trail Maintenance Day in May

SS reported that the date has been set for May 21. She sent a flyer and parental consent form last month; so far only one parent has returned the form.

8. Promotion of TfA Trail Maintenance for "Voluntourism"

In conjunction with Deb Adams (CC Tourism Board) CZ submitted the following 50-word description of Low Impact Travel Experiences with Trails for All to the Colorado Tourism Office to be included in their Earth Day promotion.

"Have fun and make a difference on your vacation. Join Trails for All for a day of trail maintenance in the majestic Sangre de Cristo Mountains near Westcliffe. The Wet Mountain Valley offers Dark Skies stargazing, 14ers, hiking and fishing. Go to trailsforall.co to contact us and learn more."



9. Tax-Exempt Status for Non-profits in Relationship to Businesses

No discussion and no action was taken on this item.

10. CPR/Wilderness First Aid Training

SS has arranged with Steph Giebeig at CC EMS to provide two sessions of this training on April 22 and May 6; all slots for TfA volunteers have been filled. The bill for the \$375 cost has been sent to HK (TfA Treasurer). SS has inventoried our existing first aid kits and has sought input from the board and Steph Giebeig about what should be added or replenished; she hopes to be able to order needed supplies by early May.

11. Merchandise

KV requested approval to restock our TfA t-shirts and hoodies for sale at All the Range by Memorial Day. JS moved and HK seconded a motion to allow KV to purchase the needed merchandise up to a total of \$2,000 and be allowed to use the TfA debit card to pay for these items; the motion passed unanimously.

12. Grants

No discussion and no action was taken on this item.

13. TfA VP

PP noted that a new Vice President would need to be elected at our May meeting.

14. Thanks to Janet Smith for Her Years of Service to TfA

The Board shared individual expressions of thanks to JS who has been with TfA since before its beginning starting with working with Charles Bogle on a grant proposal in 2016 that served as the springboard for our organization. PP thanked JS for her common sense, voice of sanity, and for steadying him. HK noted that she was the best proofreader and noted the value-added that she provided for the Hiking Guide. DK stressed what big shoes JS left to be filled. AT thanked her for nominating him to the TfA Board and for making him feel at home in the WMV. CZ expressed thanks for her arranging for TfA to use the SILPT conference room for our meetings. After adjournment there were edible treats to share in celebration of JS.

Next Meeting: The next board meeting will be Tuesday, May 9, 2023 at 5:30 pm MT.

Adjournment: PP adjourned the meeting at 6:57 pm.

Minutes prepared by: 

Chuck Ziehr, Secretary, Trails for All Board of Directors

VOLUNTEER SERVICE AGREEMENT—NATURAL & CULTURAL RESOURCES

1. VOLUNTEER AGREEMENT <input type="checkbox"/> Individual OR <input type="checkbox"/>		2. NAME OF GROUP (if applicable): Trails for All	
3. NAME OF VOLUNTEER OR GROUP LEADER COMPLETING FORM (Last, First): Paul Parsons		4. U.S. CITIZEN OR PERMANENT RESIDENT <input checked="" type="checkbox"/> Yes, I am a U.S. citizen or Permanent Resident <input type="checkbox"/> No, I am not a US Citizen or Permanent Resident. <small>(if applicable, list visa type)</small>	
5. STREET ADDRESS, APT # 307 South Second Westcliffe Street	6. CITY Westcliffe	7. STATE CO	8. ZIP CODE B 1252
9. BIRTH DATE e,	5-12-550•.4890	10. EMAIL ADDRESS pparsons60@g mail.cOm	
11. DEMOGRAPHIC INFORMATION (Optional): Please indicate both ethnicity and race and tell us if you are a veteran or have a disability. Multiracial respondents may select two or more races. This information will inform our understanding of diversity and inclusion among the volunteer force in the natural and cultural resource areas.			
11a. Ethnicity (Select one): <input type="checkbox"/> Hispanic, Latino, or Spanish Origin <input checked="" type="checkbox"/> Not Hispanic, Latino, or Spanish Origin		11b. Race (Select one or more, regardless of ethnicity): <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Asian <input checked="" type="checkbox"/> White	
		11c. Are you a Military Veteran or Active Duty Military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		11d. Do you have a disability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
EMERGENCY CONTACT INFORMATION			
12. NAME (Last, First)		* üguLaa0itLss	
13. STREET ADDRESS, APT #		stATr	14. ZIP CODE
GOVERNMENT OFFICIAL COMPLETES SECTION			
15. NAME OF AGENCY/ BUREAU USDA Forest Service		16. AGREEMENT # 2023-021203-TFA	
17. CONTACT NAME (Last, First) Outhier, Jeffrey		18. AGENCY CONTACT EMAIL & PHONE jeffrey.outhier@usda.gov 710-285-3590	
19. REIMBURSEMENTS APPROVED: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>Type and Rate of Reimbursement:</small>		20. POSITION/GROUP PROJECT TITLE: Trail Cleanup	



26. **Description of service to be performed.** Provide a brief abstract of volunteer or service activity and the location of the volunteer activity, and attach description of service to be performed. Service description should include details such as time and schedule commitment, use of government vehicle, use of personal equipment and/or vehicle, skills required (note certifications if necessary), level of physical activity required, etc.

VOLUNTEER/SERVICE ACTIVITY ABSTRACT:

San Carlos Ranger District
Trail clearing and maintenance
Trailhead construction and maintenance
Solitude monitoring

27. **Check all that apply:** Description of service attached OF-301b Volunteer Sign-up Form for Groups attached Risk Assessment attached
 Valid Driver's License required Background Investigation required
 Medical Clearance Required Other:

OF01äUSDOG .US,DOÜ



PARENTAL CONSENT FOR VOLUNTEER AGE

28. NAME	29. PHONE	30. EMAIL ADDRESS
----------	-----------	-------------------

31. STREET ADDRESS, APT #	32. CITY	33. STATE	34. ZIP CODE
			11201

35. I affirm that I am the parent/guardian of the abovesigned volunteer. I understand that the agency volunteer program does not provide compensation, except as otherwise provided by law; and that the service will not confer on the volunteer the status of a Federal employee. I have read the attached description of the service that the volunteer will perform. I give my permission for _____ to participate in the specified volunteer activity.

36. (NAME OF YOUTH)

37. Parent/Guardian Signature: _____

volunteer GROUP LEADER AFFIRMATION

- I understand that I will not receive any compensation for the above service and that volunteers are NOT considered Federal employees except as otherwise provided by law. I understand that volunteer service is not creditable for leave accrual or any other employee benefits. I also understand that either the government or I may cancel this agreement at any time by notifying the other party. I understand that my volunteer position may require a reference check, background investigation, and/or a criminal history inquiry in order for me to perform my duties.
- I understand that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services as specifically stated in the attached job description, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.
- I understand the health and physical condition requirements for doing the work as described in the job description and at the project location.
- I know of no medical condition or physical limitation that may adversely affect my (or members of the group's) ability to provide this service. (If a group, see attached OF-301b)
- I consent to being photographed and to the release of my photographic image. (If a group, see attached OF-301b)

I do hereby volunteer my services as described above, to assist in authorized activities at _____ and I agree to follow all applicable safety guidelines. See attached OF301b attached if a member of a group. (NAME OF FEDERAL AGENCY)

38. Signature of Volunteer or Group Leader	Date
	4/10/2023

The abovesigned agency agrees, while this arrangement is in effect, to provide such materials, equipment, and facilities that are available and needed to perform the service described above, and to consider you as a Federal employee only for the purposes of tort claims, liability and injury compensation to the extent not covered by your volunteer group, if any.

39. Signature of Government Representative
--

TERMINATION OF AGREEMENT

40. Agreement Terminated Date:	Total Hours Completed:
--------------------------------	------------------------

41. Signature of Government Representative:

PUBLIC BURDEN STATEMENT

Completing this form is voluntary, but failure to provide the information will prevent program participation. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1045-0006. The time required to complete this information collection is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. See U.S. Department of the Interior (DOI), U.S. Department of Agriculture (USDA), U.S. Department of Defense (DOD) and U.S. Department of Commerce (DOC) are equal opportunity providers and prohibit discrimination in all programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication of program information should contact the volunteer program to which they are applying. If you would like to file a Section 508-related complaint, please contact the DCE Section 508 Program via email at section508@disa.doi.gov or phone (202) 203-1518.

PRIVACY ACT STATEMENT



Collection and use is governed by Privacy Act System of Records INTERIOR/OIG-09 Interior Volunteer Services File System (which may be viewed at <https://www.doi.gov/privacy/systems-reports>) and OPM / GSOPF - 1 General Personnel Records (which may be viewed at <https://www.opm.gov/foia/education-management/privacy-policy/#h-509Nc>) and is consistent with the provisions of 5 USC 552a (Privacy Act of 1974), which authorizes disclosure of the information requested on this form. The information is used to identify persons interested in participating in a government volunteer program, managing the volunteer program, including tort claims and injury compensation. Records or information contained in this system may be disclosed outside the Agency participating in the program as a routine use pursuant to 5 U.S.C. 552a(b)(3). Completing this form is voluntary, but failure to provide the information will prevent receipt of information.

Vz(unleel t

uSOA- uSOC•C

Treasurer's Report, March 2023

Dear Board,

There was a postage expense in March, and income included the SEEK donation from the Children's Health Fund.

Account Summary

Date	Description	Amount
03/01/2023	Beginning Balance	\$24,652.28
	1 Credit(s) This Period	\$3,000.00
	1 Debit(s) This Period	\$3.90
03/31/2023	Ending Balance	\$27,648.38

Other activities I conducted in March include;

- I conducted a meeting with the Hiking Guide committee – a report regarding those results will be sent under separate cover.
- I participated in a webinar with CC Tourism and Gravel Adventures Field Guide (GAFG) regarding a service GAFG offers to communities. Basically their service consists of designing and publishing a “gravel grinding” guidebook for a specific area. During the process GAFG will provide guidance to communities on how to obtain grant money that will help pay for the guidebooks. Communities will then make the guidebooks available to the public free of charge. GAFG offers booklet packages (5000 qty) starting at \$40,000.00. Their service seems to be turnkey, so if CC Tourism pursues this I doubt we would be involved to any significant degree.
- I am currently engaged with Flipcause to find out why fund transfers from Flipcause to our bank are not going through. We currently have \$125.00 in funds that are stuck in “pending” status. Since these funds have not hit our bank, they do not show in any of financial reports for this year.

Attached for your review are the following documents;

- TFA 2023 Budget Summary
- TFA March 2023 Balance Sheet
- TFA March 2023 P/L Statement
- TFA March 2023 Bank Statement

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

Regards,

Herb Kober

Treasurer, Trails For All

2023 Budget Status

The dollar amounts shown for 2023 actual are accurate relative to our bank and books.

Trails For All

Approved Budget - 2023 (updated 4/05/23)

Account Description	2022 Actual	2023 Budget	2023 Actual	Comments
Direct Public Support - Individual Contributions	600.00	700.00		
Direct Public Support - Corporate Contributions	362.19	250.00	33.36	
Direct Public Support - Spirit Campaign	5,215.86	5,000.00	6,683.37	
Direct Public Support - Event Generated				
Product Sales	2,739.00	3,000.00		1000 clothing, 2000 hiking guides
Grants	7,500.00	3,849.90	3,000.00	** Rolled over 2022 SEEK balance (Tom and Taurin Dimler)
Total Income	16,417.05	12,799.90	9,716.73	
Bank Service Charge				
Insurance	(1,907.00)	(2,000.00)		
Event/Outreach	(300.00)	(400.00)		
Grant Support/Matching		(500.00)		
Equipment	(216.32)	(500.00)		
Operating Supplies		(100.00)		
Training/Tuition/Event Registration		(300.00)		
Travel Expenses		(250.00)		
SEEK Support	(3,650.10)	(6,849.90)		Assume all of the balance will be spent this year
Trail development expense		(1,500.00)		
Web Hosting Fee				
Web Registration	(103.92)	(25.00)		
Web Development/Maintenance	(1,200.00)	(1,200.00)		Flipcause
Mailchimp		(180.00)		
State Fees	(20.00)	(20.00)		
PO Box Rental/Postage	(93.01)	(90.00)	(11.70)	
Printing/Shirts/Collateral	(3,979.20)	(2,000.00)		1000 clothing, 1000 hiking guide
Advertising	(300.00)	(300.00)		
Total Expenses	(11,769.55)	(16,214.90)	(11.70)	
Net Cash	4,647.50	(3,415.00)	9,705.03	
	Actual net YTD 2022	Projected net EOY 2022	Actual net YTD 2022	

Unpaid Invoices

Number of Days Overdue

	Not Yet Overdue	30 or Less	31 to 60	61 to 90	91 or More	Total Unpaid
All the Range	\$1,231.00 2 invoices	\$150.00 1 invoice				\$1,381.00 150.00 overdue
Total Unpaid	\$1,231.00 2 invoices	\$150.00 1 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$1,381.00 150.00 overdue



Trails for All Balance Sheet

Trails For All

As of Mar 31, 2023



ACCOUNTS	Mar 31, 2023
Assets	
Total Cash and Bank	\$27,648.38
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$27,648.38
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	\$27,648.38
Total Equity	\$27,648.38



Trails for All
Profit and Loss
Trails For All



Date Range: Mar 01, 2023 to Mar 31, 2023

ACCOUNTS	Mar 01, 2023 to Mar 31, 2023
Income	
Indirect Public Support	\$3,000.00
Total Income	\$3,000.00
Total Cost of Goods Sold	
	\$0.00
Gross Profit	
As a percentage of Total Income	\$3,000.00 100.00%
Operating Expenses	
Postage & Delivery	\$3.90
Total Operating Expenses	\$3.90
Net Profit	
As a percentage of Total Income	\$2,996.10 99.87%



Bank Statement – March 2023



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 03/31/2023

Page 1 of 4

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

FEE SCHEDULE UPDATE

The following fee is no longer charged on Kirkpatrick accounts: Returned Non-Sufficient Funds (NSF) Check Charge.

Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY FREE BUSINESS CHECKING	XXXXXXXX2900	\$27,648.38

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
03/01/2023	Beginning Balance	\$24,652.28
	1 Credit(s) This Period	\$3,000.00
	1 Debit(s) This Period	\$3.90
03/31/2023	Ending Balance	\$27,648.38

*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
03/17/2023	MOBILE DEPOSIT	\$3,000.00

Electronic Debits

Date	Description	Amount
03/14/2023	XX9278 PURCHASE* USPS PO 07954007 WESTCLIFFE CO 40076997 218744	\$3.90

Daily Balances

Date	Amount	Date	Amount
03/14/2023	\$24,648.38	03/17/2023	\$27,648.38