

Trails For All (TfA) Board Meeting Minutes
September 12, 2023, 5:30 pm
Approved: November 14, 2023

a) Board Members Present

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

b) Board Members Absent

Doris Keene (DK)

b) Others Present

Shelly Larson (SL) Kate Vickery (KV) Rob Bidner (RB)

Consent Agenda:

1. Approval of August 8, 2023 Minutes
2. Approval of August 2023 Treasurer's Reports

HK moved and KF seconded approval of the consent agenda; it passed unanimously.

Reports:

1. Trail Maintenance

Since last board meeting TfA volunteers worked N. Taylor Creek and Rudolph Mountain. Andrew Todd donated three walkie-talkies for our use; he also loaned us an AED and Garmin inReach.

2. Hike Guide Update

SL, KF, and HK have put in a lot of work on the update. SL overviewed the format and content of 92 pages. She asked for additional photos of Hermit to Horn on the Rainbow Trail, South Colony, and Horn Peak. She hopes to have the guide finished by the end of September.

3. Grant Management

A. S.E.E.K.

SS reached out to Taurin about the conclusion to this year's activities (perhaps another hike in September), but she has not heard back. This year's participants were 4th and 5th graders (ages 9-11) including both school and homeschool kids.

B. Grant Management Agreement

HK gave the agreement to our insurer for this year's renewal; Tom & Taurin have not yet seen the agreement. CZ moved and SS seconded that the draft agreement be adopted (see attached); the motion passed unanimously. PP, HK, and SS will meet with Tom & Taurin in late October to go over the agreement.

C. Two for Trails Grant



AT submitted a proposal on behalf of Trails for All for \$6,300 for the Two for Trails Grant sponsored by Athletic Brewing Co. The grant would fund the repair or replacement of 15 trail signs along the Custer County stretch of the Rainbow Trail. We should hear in October if we receive the grant. AT said there was about a two-month turnaround by the sign company that the USFS uses for aluminum signs. AT recommended more robust information at kiosks in the future via QR codes. SL said that the Custer County Tourism Board was seeking a \$35K grant from the Colorado Tourism Office that focuses on wayfinding; she will explore possible collaboration with TfA signage project.

D. Board profiles for the TfA website

AT suggested that we need short profiles of our board members on our website to support our efforts to obtain grants. These profiles should probably be only a paragraph or two and include a photo.

4. Events

A. Valley Strong Dinner

KF has reserved Tables 139 & 140 for TfA. A spreadsheet for providing food is available on Google Drive.

B. Thank You Event

The event is Oct. 7 from 11:00 a.m. to 3:00 p.m. at All Aboard Westcliffe. CZ will email an invitation to all trail maintenance volunteers from 2022 and 2023 and to all 2022 donors. SS will check with All the Range about the available TfA merchandise and purchase four \$50 gift cards for prizes. PP proposed the board select a Volunteer of the Year and a Rookie Volunteer of the Year. SS noted that no alcohol would be allowed due to insurance requirements. The menu will be a Mexican food feast followed by a dessert contest (all provided by the board).

5. Collecting trail experience stories

AT created an appeal and disclaimer to seek trail user to submit brief stories about their experiences on the trails in the Sangres and the Wets.

6. Regional Partnerships

Colorado Parks & Wildlife is sponsoring a grant program to encourage regional partnerships to ensure that Colorado's land, water, and wildlife thrive while also providing for equitable and quality outdoor recreation experiences. AT thought there might be an opportunity to take a lead in Custer and Huerfano Counties with other regional entities such as USFS, BLM, Backcountry Horsemen, and La Veta Trails; he will do more research and share information via email.

Next Meeting: The next board meeting will be Tuesday, October 10, 2023 at 5:30 pm MT.

Adjournment: PP adjourned the meeting at 7:03 pm.

Minutes prepared by:  Chuck Ziehr, Secretary, Trails for All Board of Directors

Grant Management Agreement

This Grant Management Agreement states the responsibilities of the following parties involved in this functional agreement as it relates to the S.E.E.K. program;

Trails for All, PO Box 386, Westcliffe CO 81252, - “Fiduciary”

All the Range, 212 Main St., Westcliffe, CO 81252 – “Grant Facilitator”

High Mountain Hay Fever Children’s Health Fund – “Grantor”

Fundamental Concepts

- The Fiduciary bears all financial accountability to the Grantor and/or relevant taxing authorities, and as such has the obligation to ensure S.E.E.K. program objectives are consistent with the Fiduciary’s core mission, and program implementation is consistent with the Grantor’s expectations.
- The Grant Facilitator has ownership of the S.E.E.K. program concept, and is obligated to the Grantor to develop and implement the program that is expected by the Grantor, as it was described in the grant request.
- The Grantor, upon approval of a grant request from the Grant Facilitator and Fiduciary, may monitor S.E.E.K. program activities as they see fit, and communicate with either the Grant Facilitator or Fiduciary as the need arises.
- Both the Fiduciary and Grant Facilitator must carry appropriate liability insurance to cover claims related to the management and implementation of this grant project. The Grant Facilitator’s policy will provide primary coverage, and the Fiduciary’s policy will provide secondary coverage.
- Both the Fiduciary and Grant Facilitator shall identify primary contacts for the grant project. These primary contacts shall be the go-to person in each organization for inquiries, as well as ensuring each organization completes tasks according to the grant project schedule.

Best Practices

Grant Request Phase

1. After informing the Fiduciary of its intent, the Grant Facilitator will prepare an initial draft of the grant request.
2. The initial draft of the grant request will be submitted to the board of the Fiduciary for review and comment. This should be done in person at a board meeting to allow for comments and adjustments.
3. Once the board of the Fiduciary approves the grant request, it must be signed by both the Grant Facilitator and the Fiduciary prior to being submitted to the Grantor.



Program Planning Phase

Trails for All Grant Management Agreement

1. As soon as possible after being awarded the grant, the Grant Facilitator and Fiduciary will meet to develop an outline of the program for the year. This outline will include program objectives, potential activities, and approximate dates. It will also include program development actions and accountabilities. While the Grant Facilitator will likely carry out most of the program tasks, members of the Fiduciary team will also contribute as needed to ensure events are adequately staffed.
2. Once the initial plan is developed and agreed upon, both the Grant Facilitator and Fiduciary shall participate in periodic review meetings to ensure development work is being conducted in a timely fashion. These review meetings will be conducted on a mutually agreed upon schedule.
3. As the program is being developed, the Grant Facilitator will perform community outreach to gauge the level of participation for the year.
4. Once a participation estimate is developed, and the program material needs have been established, the Grant Facilitator and Fiduciary will discuss and agree upon a materials budget for the program.

Program Implementation Phase

1. Prior to the first event, the Grant Facilitator will conduct a program kickoff meeting with the Fiduciary and Grantor outlining the program for the year and identifying any support needs that may arise.
2. Prior to each subsequent event, the Grant Facilitator will communicate with the Fiduciary to quickly review the upcoming event and identify any support needs.
3. Within four weeks after the final event of the year the Grant Facilitator will conduct a program review meeting with the Fiduciary and Grantor to discuss program success, and solicit feedback for program improvements.

All the Range

NAME _____

SIGNATURE _____

DATE _____

Trails for All

NAME _____

SIGNATURE _____

DATE _____

Treasurer's Report, July 2023

Dear Board,

We had no income in August, and expenses consisted of the underwriting payment to KLZR and a payment to Crestone Graphics for orange work shirts.

Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$24,726.03
	0 Credit(s) This Period	\$0.00
	2 Debit(s) This Period	\$672.00
08/31/2023	Ending Balance	\$24,054.03

Other Activities:

Insurance – I have been working with Kirsten Amussen at Hub International (our insurance agent) regarding additions to our policy relating to fiscal relationships with third parties, as well as our annual renewal. Our policies will be renewed/paid in September.

Hiking Guide – The first review draft will be complete the week of September 4th, and will be revealed to the board during our September 12th meeting!

Attached for your review are the following documents;

- TFA 2023 Budget Summary
- TFA August 2023 Balance Sheet
- TFA August 2023 P/L Statement
- TFA August 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.

NOTE: (9/6/23) – The 2023 Budget Projected Net (bottom of yellow column) was inaccurate for the months of April through July. The Grants income category did not include the additional SEEK grant money received. This has been adjusted in September.

Trails For All			
Approved Budget - 2023 (updated 9/06/23)			
Account Description	2022 Actual	2023 Budget	2023 Actual
Direct Public Support - Individual Contributions	600.00	700.00	50.00
Direct Public Support - Corporate Contributions	362.19	250.00	136.52
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	1,350.00
Grants	7,500.00	6,849.90	3,000.00
Total Income	16,417.05	15,799.90	11,219.89
Bank Service Charge			
Insurance	(1,907.00)	(2,000.00)	
Event/Outreach	(300.00)	(400.00)	(801.45)
Grant Support/Matching		(500.00)	
Equipment	(216.32)	(500.00)	(235.20)
Operating Supplies		(100.00)	
Training/Tuition/Event Registration		(300.00)	
Travel Expenses		(250.00)	
SEEK Support	(3,650.10)	(6,849.90)	
Trail development expense		(1,500.00)	
Web Hosting Fee			
Web Registration	(103.92)	(25.00)	
Web Development/Maintenance	(1,200.00)	(1,200.00)	(1,200.00)
Mailchimp		(180.00)	
State Fees	(20.00)	(20.00)	(20.00)
PO Box Rental/Postage	(93.01)	(90.00)	(105.53)
Printing/Shirts/Collateral	(3,979.20)	(2,000.00)	(3,398.13)
Advertising	(300.00)	(300.00)	(300.00)
Total Expenses	(11,769.55)	(16,214.90)	(6,060.31)
Net Cash	4,647.50	(415.00)	5,159.58
	Actual net YTD 2022	Projected net EOY 2022	Actual net YTD 2022

Unpaid Invoices (as of 9/6/2023) NOTE: (9/6/23) – The past due invoices shown for All the Range are for Trails for All apparel. As we have done in the past, All the Range will inventory what they have sold, and will make a payment for the sold items. This inventory is in process and a payment will be made before the September board meeting. A new invoice will then be issued for the balance, with revised dating. This will be done again at the end of the year.

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
All the Range	\$1,300.00 2 invoices	\$2,336.25 1 invoice		\$231.00 1 invoice		\$3,867.25 2,567.25 overdue
Total Unpaid	\$1,300.00 2 invoices	\$2,336.25 1 invoice	\$0.00 0 invoice	\$231.00 1 invoice	\$0.00 0 invoice	\$3,867.25 2,567.25 overdue



Trails for All Balance Sheet

Trails For All

As of Aug 31, 2023



ACCOUNTS	Aug 31, 2023
Assets	
Total Cash and Bank	\$24,054.03
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$24,054.03
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	\$24,054.03
Total Equity	\$24,054.03



Trails for All

Profit and Loss

Trails For All

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



ACCOUNTS	Aug 01, 2023 to Aug 31, 2023
Total Income	\$0.00
Total Cost of Goods Sold	\$0.00
Gross Profit As a percentage of Total Income	\$0.00 0.00%
Operating Expenses	
Advertising	\$300.00
Printing and Reproduction	\$372.00
Total Operating Expenses	\$672.00
Net Profit As a percentage of Total Income	-\$672.00 0.00%



Bank Statement – August 2023



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 08/31/2023

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

Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY FREE BUSINESS CHECKING	XXXXXXXX2900	\$24,054.03

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
08/01/2023	Beginning Balance	\$24,726.03
	0 Credit(s) This Period	\$0.00
	2 Debit(s) This Period	\$672.00
08/31/2023	Ending Balance	\$24,054.03

*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.

Electronic Debits

Date	Description	Amount
08/10/2023	XX9278 PURCHASE WET MOUNTAI 4029357733 CO 73811261 373324	\$300.00

Checks Cleared

Check Nbr	Date	Amount
1014	08/04/2023	\$372.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
08/04/2023	\$24,354.03	08/10/2023	\$24,054.03

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00