

Trails For All (TfA) Board Meeting Minutes

June 13, 2023, 5:30 pm

Approved: July 11, 2023

a) Board Members Present

Chuck Ziehr (CZ) Herb Kober (HK) Sally Strom (SS)
Karen Foley (KF) Paul Parsons (PP) Doris Keene (DK)

b) Board Members Absent

Andrew Todd (AT)

c) Other Present

Shelly Larson (SL) Kate Vickery (KV) Mark Dembosky (MD)

Consent Agenda:

1. Approval of May 9, 2023 Minutes (CZ) –
2. Approval of May 2023 Treasurer's Reports (HK)
3. Approval of the following policy for Grant Applications
 - A. If other local groups who are seeking financial grants ask us for our support in letter form and we agree with that group's idea, we will ask the granting organization if they welcome support letters. If they do, we will ask our local group for their grant content and write our own letter.
 - B. If we have our own grant application we are thinking of pursuing, we must have a specific project (and if it is NFS related, it would need to be with Forest Service approval and support) or we won't proceed.

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

Reports:

1. 4-H Volunteer Trail Maintenance Event
SS reported that the event has been postponed until possibly August or September.
2. First Aid Kits
SS purchased new first aid bags and stocked them with supplies. CZ will measure the packed first aid bags and report the measurements to all crew leaders.
3. WMV Community Fund Event
CZ reported that the event was hosted to introduce potential volunteers to the attending non-profit organization in the WMV. Several TfA members represented TfA and spoke with about a dozen attendees who had questions.
4. Trail Maintenance
 - A. Orientation for Crew Leaders



AT hosted the orientation at his cabin on May 26; all crew leaders attended. SS gave an overview of the contents of the TfA first aid kits. AT gave an overview of the Garmin In-Reach satellite communication device that he is making available for trail maintenance crews to use this summer.

B. June 7 maintenance on Lion's Canyon Trail

PP served as crew leader for a crew of eight volunteers. The trail was cleared of a couple of small deadfalls and daylighted all the way to the top of Locke Mountain.

5. Hike Guide Update

HK reminded those who have volunteered to write new trail summaries to submit them to him by June 12. SL suggested that we reach out to the public for stories about their trail experiences and comments about the hiking guide.

Corrections that anyone notices regarding the first edition of the hiking guide should be sent to SL. MD, SL, and HK suggested that QR codes for the one-pagers be placed at trailhead kiosks; we need to follow-up with Jeff Outhier in this regard. HK said that QR codes should also be placed on the one-pagers.

Decisions:

1. TfA Relationship with S.E.E.K.

In order to clarify our relationship with S.E.E.K., HK drafted a proposed "Grant Management Agreement" (see attached below). The Board expressed its appreciation for the draft and suggested that we ask Janet Smith to review it before making a final decision. MD suggested that when the agreement is put into final form that it be put in as Standard Operating Procedure (SOP).

2. TfA Relationship with Vendors

Based on the following IRS guideline:

Private benefit: "A 501(c)(3) organization's activities should be directed exclusively toward some exempt purpose," said Richard Crom, Staff Assistant for IRS Exempt Organizations Customer Education and Outreach office. "Its activities should not serve the private interests, or private benefit, of any individual or organization (other than the 501(c)(3) organization) more than insubstantially. The intent of a 501(c)(3) organization is to ensure it serves a public interest, not a private one." CZ moved and KF seconded a motion that the following be adopted as Standard Operating Procedure (SOP), and it passed unanimously.

- A. Consignment sales: we will use a consignment agreement with any and all vendors of our merchandise.
- B. We will avoid all co-branding with for-profit businesses.
- C. We can share that our merchandise is available at a particular store, but we should avoid promoting businesses in general.
- D. We may sell our merchandise at other businesses.

3. Replacement of Loppers

CZ moved and SS seconded that HK order two pairs of Garrett Wade heavy-duty bypass and anvil loppers (currently on sale for \$104/pair); the motion passed unanimously.



4. Purchase of an AED


The Board asked SS to explore further a refurbished AED and a grant to fund it. HK noted that battery life would be an issue to investigate. DK said we should ask AT about his refurbished AED.

5. Purchase of additional volunteer shirts

CZ moved and KF seconded a motion to approve that Kate Vicker purchase 10 small and 10 medium volunteer shirts; the motion passed unanimously.

Next Meeting: The next board meeting will be Tuesday, July 11, 2023 at 5:30 pm MT. PP will be absent; due to the lack of a vice president, CZ volunteered to draft the agenda and chair the meeting.

Adjournment: PP adjourned the meeting at 7:00 pm.

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

Treasurer's Report, May 2023

Dear Board,

Income in May consisted of a payment from All the Range for 1-pagers and two Amazon Smile credits. Note that Amazon has ended this program, so I believe these will be the last credits we will receive. Expenses for May included a postage expense, a CO state registration fee, a payment to Sportswear Graphics for resell items, and payments to the Hospital District and Sally (reimbursement) for expenses relating to the first aid training sessions.

Account Summary

Date	Description	Amount
04/29/2023	Beginning Balance	\$27,769.73
	3 Credit(s) This Period	\$176.16
	5 Debit(s) This Period	\$2,510.85
05/31/2023	Ending Balance	\$25,435.04

Other Activities

Hiking Guide – Since the snows have retreated substantially, hopefully those working on new trail write-ups will be able to get out there to document the new hikes soon. I have sent a separate email to all involved for an update.

Attached for your review are the following documents;

- TFA 2023 Budget Summary
- TFA May 2023 Balance Sheet
- TFA May 2023 P/L Statement
- TFA May 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			
<i>Approved Budget - 2023 (updated 6/08/23)</i>			
Account Description	2022 Actual	2023 Budget	2023 Actual
Direct Public Support - Individual Contributions	600.00	700.00	
Direct Public Support - Corporate Contributions	362.19	250.00	59.52
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	275.00
Grants	7,500.00	3,849.90	3,000.00
Total Income	16,417.05	12,799.90	10,017.89
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)	
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)	
Mailchimp		(180.00)	
State Fees	(20.00)	(20.00)	(10.00)
PO Box Rental/Postage	(93.01)	(90.00)	(19.25)
Printing/Shirts/Collateral	(3,979.20)	(2,000.00)	(1,695.50)
Advertising	(300.00)	(300.00)	
Total Expenses	(11,769.55)	(16,214.90)	(2,526.20)
Net Cash	4,647.50	(3,415.00)	7,491.69
	Actual net YTD 2022	Projected net EOY 2022	Actual net YTD 2022

Unpaid Invoices (as of 5/8/2023)

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



Trails for All

Balance Sheet

Trails For All

As of May 31, 2023



ACCOUNTS	May 31, 2023
Assets	
Total Cash and Bank	\$25,435.04
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$25,435.04
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	\$25,435.04
Total Equity	\$25,435.04



Trails for All Profit and Loss



Trails For All

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

ACCOUNTS	May 01, 2023 to May 31, 2023
Income	
Direct Public Support – Corporate Contributions	\$26.16
Sales	\$150.00
Total Income	\$176.16
Cost of Goods Sold	
T-Shirts for Resale	\$1,695.50
Total Cost of Goods Sold	\$1,695.50
Gross Profit	-\$1,519.34
As a percentage of Total Income	-862.48%
Operating Expenses	
Contract Services	\$400.00
Legal Fees	\$10.00
Postage & Delivery	\$3.90
Tools and Equipment	\$401.45
Total Operating Expenses	\$815.35
Net Profit	-\$2,334.69
As a percentage of Total Income	-1,325.32%



Bank Statement – May 2023



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 05/31/2023

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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	\$25,435.04

SIMPLY FREE BUSINESS CHECKING-XXXXXXXXX2900

Account Summary

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04/29/2023	Beginning Balance	\$27,769.73
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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.

Electronic Credits

Date	Description	Amount
05/04/2023	AmazonSmil AMZN0031XOKP payments.amazon.com ID#4CQWJG12152L68I	\$5.00
05/22/2023	AmazonSmil AMZN83G8OUK4 payments.amazon.com ID#DOC8GYKC9TWQS24	\$21.16

Other Credits

Date	Description	Amount
05/04/2023	MOBILE DEPOSIT	\$150.00

Electronic Debits

Date	Description	Amount
05/03/2023	XX9278 PURCHASE SOS REGISTRATION DENVER CO 22388993 796974	\$10.00
05/25/2023	XX9278 PURCHASE* USPS PO 07954007 WESTCLIFFE CO 40076999 214284	\$3.90
05/26/2023	XX9278 PURCHASE SPORTSWEAR GRAPH FORT WORTH TX 10500019 651829	\$1,695.50

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1011	05/10/2023	\$400.00	1012	05/23/2023	\$401.45

* Indicates skipped check number