

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

a) Board Members Present

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

b) Others Present

Rob Bidner (RB) Janet Smith (JS) Kate Vickery (KV) David Kill (USFS)
John Anderson (JA) Ellen Glover (WM Tribune)

Due to the lack of a quorum at the October meeting the Consent Agenda contains items from September and October.

Consent Agenda:

1. Approve the Minutes of the September 12th meeting.
2. Approve the Treasurer's Report for September.
3. Approve the Volunteer Thank You event be moved up to a late August or early September date in 2024.
4. Accept Doris Keene's resignation from the board.
5. Approve PP's recommendation for the process of filling Doris Keene's vacant position: that all board members suggest names for nomination to PP. And that an election will be held at the December 12th TFA board meeting.
6. Approve the Minutes of the October 10th board meeting.
7. Approve the Treasurer's Report for October.
8. Approve AT's Board Bios format (see his email dated 10/11/23 and <https://www.trailsforall.co/board-of-directors.html>).
9. Approve AT's Trail Tales for All format (see same above email and <https://www.trailsforall.co/trail-tales-for-all.html>).

HK moved and AT seconded that the consent agenda be approved; it passed unanimously.

Reports:

1. Planning the USFS Signage Project; directing the submission of documents to complete the grant acceptance; and potentially hearing a Report from a Tourism Board/Colorado Tourism meeting regarding Rainbow Trail signage

AT overviewed the \$6,300 grant from Athletic Brewing (a national non-alcoholic beer company) for our project: "Re-Signing the Rainbow Trail" from Duckett trailhead to Grape Creek trailhead. To accept the grant TfA must provide a completed W-9, invoice or donation agreement for the amount of \$6,300.00, a signed copy of our reporting contract, as well as your ACH (direct deposit) information. HK will work on providing these documents. AT will develop an inventory of signs that need to be addressed; he hopes to repair/replace the top 10-20 signs by the end of the grant (late 2024).

The Custer County Tourism Board is exploring a grant possibility from Colorado Tourism Office to improve signage/kiosks

at the major road access trailheads on the Rainbow Trail. Jeff Outheir, Shelly Larson, and Deb Adams will meet tomorrow (Nov. 15 at 10:00 a.m.) to discuss this possibility; HK will attend on behalf of TfA.

2. Setting up the Election of a New Board Member in December

PP discussed the process for the election of a board member to replace Doris Keene at the December meeting. He recommended that we seek nominees at this time to also replace the board members whose terms will be up in April (PP, HK, and CZ). Doris's replacement would join the board immediately, but, while the other three would be elected now, they would not join the board until April 2024. The board had submitted seven possible nominees; PP will contact these individuals to determine their interest in serving.

3. Deliberating on Whether to Help Found a Regional Partnership (RPI); a continuation of last month's discussion.

PP overviewed the past direction of TfA: trail maintenance, Hiking Guide, and S.E.E.K. and noted our volunteer limitations. He thought TfA is at a crossroads with significant leadership changes coming in 2024. He noted that his leadership role/style as president has been to empower the board and volunteers. He asked that each board member, beginning with AT comment about the possibility of developing/leading a Regional Partnership Initiative.

AT wants to honor what has been created by TfA, but thinks there is a need for a broader conversation regarding recreating in and conservation of the mountains. He noted that Jeff Outheir has referred to a 5-year plans, but we have not seen it; the San Carlos Ranger District is at capacity now and may need to consider use permits or fees. AT prefers hearing from more voices than just the USFS; TfA is now taking directions mostly from USFS.

CZ asked AT what the roles of other RPIs in the state are. AT noted that there are two phases: (1) starting the conversation with different entities with up to \$150,000 in grants to get all the appropriate voices to the table, and (2) implementation of projects in future rounds of funding. CZ is in favor of keeping our current activities and expanding only if we have the leadership needed.

HK asked about current RPI event or projects. AT noted SLVgo in the San Luis Valley (one of the first RPIs) which serves as a hub for recreational information. HK asked if the USFS and NPS were engaged, and AT said sometimes begrudgingly. HK thought TfA should continue our current work and noted that pursuing an RPI would require the dedication of at least one board member.

KF has experience with a couple of different group initiatives including a fire mitigation group that after a year has produced little results. She asked what the initial result should be: goal, report, or strategic plan? She suggested that TfA could be a coordinator; we could do some leg work in the coming year to determine the willingness of others to participate with the goal of developing a proposal for a grant the next year. JA mentioned that stakeholders could be those involved with recreation. AT noted there will be a RPI conference in the Spring in Breckenridge.

SS agrees with our current values and efforts and that these should be maintained. She noted from her experience the effects of overuse of the trails in Boulder County. Perhaps we need a subcommittee to explore an RPI; consult with SLVgo. Identify specific things that need to be done and get simple things done. She suggested to pursue the RPI and doesn't think the TfA president has to have the RPI as "their goal." CZ asked AT if he was willing to be the TfA leader for an RPI; he is willing to explore and learn more, to help us think strategically, and would lead TfA up to a decision about putting in a grant proposal in 2024.

JS said the key is what can be done with a plan. That will determine what entities should be involved. She believes she should explore the possibilities.

KV noted that she was involved with the original vision for TfA and developing our overarching goals. She likes building partnerships and noted that we'll need additional volunteers for our work and for RPI planning.

RB asked about the consequences of not pursuing an RPI. He noted that sustainability of trails is a big issue.

JA noted that standing back and seeing a wider view is useful. Expansions around the trails are possible such as cooperation with SLVgo. We must grow/move forward or we'll shrink.

David Kill noted that he had only been with the San Carlos Ranger District (USFS) for four months and appreciated hearing more about TfA. He noted Southern Colorado Trailbuilders are active in the Wet Mountains. He suggested not spreading ourselves too thin. Perhaps include more than the board at meetings. He mentioned Arthur Ellege with USFS in La Veta; perhaps an outside facilitator. He noted that TfA's cadre of 40 volunteers was admirable.

Ellen Glover is a Tribune reporter/photographer and lives in Eastcliff; she is willing to help with writing and photography. ellen@wetmountaintribune.com

PP summarized that there was an endorsement tonight to explore the RPI idea further and to keep doing what we are currently doing. He thought there would be the need for two board members to have a passion for an RPI and to shepherd such an effort.

4. Review of the 2nd Edition, Hiking Guide

HK said that the second edition of the Hiking Guide is 99.5% done. HK and JS have some mark-ups for SL to incorporate; mostly little stuff.

5. Report on the Management Agreement conversation with the Dimlers

HK reported that PP, HK, and SS met with Tom and Taurin Dimler regarding S.E.E.K. and the need to finalize a Grant Management Agreement. Our original draft was tweaked slightly to include the two highlighted sections (see attached below). PP thanked SS for serving so well as our liaison with S.E.E.K. CZ moved and KF seconded a motion to approve the Grant Management Agreement; it passed unanimously.

Next Meeting: The next board meeting will be Tuesday, December 12, 2023 at 5:30 pm MT.

Adjournment: PP adjourned the meeting at 6:59 pm.

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

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 may be submitted to the Grantor by either the Grant Facilitator or Fiduciary. This can be done electronically or via hardcopy, whatever is required by the Grantor.

Program Planning Phase

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. If additional volunteers are needed for driving or monitoring, the Fiduciary and Grant Facilitator will work together to ensure that all volunteers are made aware of all relevant procedures and have signed all required forms.
4. 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.

This agreement will begin January 1, 2024, and remain in effect until either party chooses to terminate their participation in the S.E.E.K. program or this agreement.

All the Range

NAME _____

SIGNATURE _____

DATE _____

Trails for All

NAME _____

SIGNATURE _____

DATE _____

Treasurer's Report, September 2023

Dear Board,

Income in September consisted of an invoice payment from All the Range, cash donations from Custer County Tourism for stickers, and a payment from HK of \$100 for the All the Range gift certificate we had left over from last year's volunteer appreciation event. Expenses consisted of annual payments for our insurance policies, payment for ISBN and copyright registration for edition 2 of the hiking guide, and reimbursement of an expense to SS for AAW facility rental.

Account Summary

Date	Description	Amount
09/01/2023	Beginning Balance	\$24,054.03
	3 Credit(s) This Period	\$1,427.00
	4 Debit(s) This Period	\$2,156.96
09/29/2023	Ending Balance	\$23,324.07

Other Activities:

Hiking Guide – Reported under separate cover.

Attached for your review are the following documents:

- TFA 2023 Budget Summary
- TFA September 2023 Balance Sheet
- TFA September 2023 P/L Statement
- TFA September 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 10/06/23)</i>			
Account Description	2022 Actual	2023 Budget	2023 Actual
Direct Public Support - Individual Contributions	600.00	700.00	140.00
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	2,587.00
Grants	7,500.00	6,849.90	3,000.00
Total Income	16,417.05	15,799.90	12,546.89
Bank Service Charge			
Insurance	(1,907.00)	(2,000.00)	(1,872.00)
Event/Outreach	(300.00)	(400.00)	(771.45)
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/Federal Fees	(20.00)	(20.00)	(234.96)
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)	(8,117.27)
Net Cash	4,647.50	(415.00)	4,429.62
	Actual net YTD 2022	Projected net EOY 2022	Actual net YTD 2023

Unpaid Invoices (as of 9/6/2023)

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
All the Range	\$2,630.25 3 invoices					\$2,630.25 0.00 overdue
Total Unpaid	\$2,630.25 3 invoices	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$2,630.25 0.00 overdue

Balance Sheet

Trails For All

As of Sep 30, 2023



ACCOUNTS	Sep 30, 2023
Assets	
Total Cash and Bank	\$23,324.07
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$23,324.07
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	\$23,324.07
Total Equity	\$23,324.07

Profit and Loss

Trails For All

Date Range: Sep 01, 2023 to Sep 30, 2023



ACCOUNTS	Sep 01, 2023 to Sep 30, 2023
Income	
Direct Public Support – Business Contributions	\$90.00
Sales	\$1,237.00
Total Income	\$1,327.00
Total Cost of Goods Sold	\$0.00
Gross Profit As a percentage of Total Income	\$1,327.00 100.00%
Operating Expenses	
Event/Training Registration	-\$100.00
Insurance	\$1,872.00
Legal Fees	\$214.96
Rent Expense	\$70.00
Total Operating Expenses	\$2,056.96
Net Profit As a percentage of Total Income	-\$729.96 -55.01%



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 09/29/2023

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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	XXXXXXXX2900	\$23,324.07

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
09/01/2023	Beginning Balance	\$24,054.03
	3 Credit(s) This Period	\$1,427.00
	4 Debit(s) This Period	\$2,156.96
09/29/2023	Ending Balance	\$23,324.07

*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
09/05/2023	MOBILE DEPOSIT	\$60.00
09/11/2023	MOBILE DEPOSIT	\$130.00
09/13/2023	MOBILE DEPOSIT	\$1,237.00

Electronic Debits

Date	Description	Amount
09/12/2023	Great American-G VENDOR PMT #XXXXX3618	\$872.00
09/26/2023	XX9278 PURCHASE ALLIANCE MEMBER 831-4590980 CA 15700042 417053	\$1,000.00
09/28/2023	XX9278 DDA RECUR RR BOWKER 877-310-7333 NJ 22178348 354722	\$214.96

Checks Cleared

Check Nbr	Date	Amount
1015	09/13/2023	\$70.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
09/05/2023	\$24,114.03	09/12/2023	\$23,372.03	09/26/2023	\$23,539.03
09/11/2023	\$24,244.03	09/13/2023	\$24,539.03	09/28/2023	\$23,324.07

Treasurer's Report, October 2023

Dear Board,

Income in October included a cash donation from Mickey Beyer and cash donations received at the Custer County Welcome Center for Trails for All stickers. We had no expenses in October.

Account Summary

Date	Description	Amount
09/30/2023	Beginning Balance	\$23,324.07
	2 Credit(s) This Period	\$130.00
	0 Debit(s) This Period	\$0.00
10/31/2023	Ending Balance	\$23,454.07

Other Activities:

Hiking Guide – We are very far along in the editing process of the Hiking Guide. I just completed a cover to cover review of a preliminary hardcopy of the guide, and it was handed off to Janet Smith on 10/10/23 to do the same. Feedback also came in from a couple of other people – thank you very much! Once Janet completes her review, which should be early this week, the marked up copy will be transferred to Shelly for final edits.

Attached for your review are the following documents;

- TFA 2023 Budget Summary
- TFA October 2023 Balance Sheet
- TFA October 2023 P/L Statement
- TFA October 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			
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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	2,587.00
Grants	7,500.00	6,849.90	3,000.00
Total Income	16,417.05	15,799.90	12,576.89
Bank Service Charge			
Insurance	(1,907.00)	(2,000.00)	(1,872.00)
Event/Outreach	(300.00)	(400.00)	(771.45)
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/Federal Fees	(20.00)	(20.00)	(234.96)
PO Box Rental/Postage	(93.01)	(90.00)	(105.53)
Printing/Shirts/Collateral	(3,979.20)	(2,000.00)	(3,398.13)
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	Actual net YTD 2022	Projected net EOY 2022	Actual net YTD 2023

Unpaid Invoices (as of 10/12/2023)

	Not Yet Overdue	Number of Days Overdue				Total Unpaid
		30 or Less	31 to 60	61 to 90	91 or More	
All the Range	\$2,030.25 2 invoices					\$2,030.25 0.00 overdue
Total Unpaid	\$2,030.25 2 invoices	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$0.00 0 invoice	\$2,030.25 0.00 overdue

Balance Sheet

Trails For All

As of Oct 31, 2023

ACCOUNTS	Oct 31, 2023
Assets	
Total Cash and Bank	\$23,454.07
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$23,454.07
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	\$23,454.07
Total Equity	\$23,454.07

Profit and Loss

Trails For All

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



ACCOUNTS	Oct 01, 2023 to Oct 31, 2023
Income	
Direct Public Support – Business Contributions	\$30.00
Direct Public Support – Individual Contributions	\$100.00
Total Income	\$130.00
Total Cost of Goods Sold	\$0.00
Gross Profit As a percentage of Total Income	\$130.00 100.00%
Total Operating Expenses	\$0.00
Net Profit As a percentage of Total Income	\$130.00 100.00%



Bank Statement – October 2023



PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

Statement Ending 10/31/2023

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Managing Your Accounts

	Address	8 Bassick Place Westcliffe, CO 81252
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	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	\$23,454.07

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
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	2 Credit(s) This Period	\$130.00
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10/31/2023	Ending Balance	\$23,454.07

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*IN CASE OF ERRORS OR QUESTIONS CONCERNING ELECTRONIC TRANSACTIONS, PLEASE TELEPHONE OR WRITE US AT THE ABOVE ADDRESS.

Other Credits

Date	Description	Amount
10/06/2023	MOBILE DEPOSIT	\$30.00
10/16/2023	MOBILE DEPOSIT	\$100.00

Daily Balances

Date	Amount	Date	Amount
10/06/2023	\$23,354.07	10/16/2023	\$23,454.07

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