

**Trails For All (TFA) Meeting Minutes
June 14, 2022, 5:30 pm, Monthly Board Meeting
In-Person Meeting and via Zoom
Board Approved July 12, 2022**

a) Board Members Present

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

b) Other Present

Bill Keene, Jeff Outhier, Jess Franta, Kate Vickery

Secretary Note: President PP scheduled this meeting in person in the Colorado Open Lands conference room and via Zoom.

Consent Agenda:

1. Approval of Minutes (CZ)

2. Approval of Treasurer's Report (HK)

HK moved and SS seconded that the consent agenda be approved; it passed six yes and one abstention (JS who was not present in May)

Reports, Discussion, Decisions:

1. Google Docs Administrator

All Board members have commentator access. KF, HK, and CZ have editor access. KF will back-up our Google Docs on an external hard drive, probably monthly or quarterly. Google workspace for non-profits (free) was suggested; all board members could have TFA email accounts. KF volunteered to investigate this possibility. JS moved and HK seconded a motion to have KF investigate Google workspace for non-profits; the motion passed unanimously.

2. Shall we help the Town of Westcliffe in their grant writing GOCO Concept Paper?

Westcliffe is exploring a GOCO path grant for Memorial Park to refurbish and to connect to other town trails, new restrooms, and ADA access. KF with Colorado Open Lands was approached for help with grant writing and a letter of support. CZ suggested that Trails for All might provide a letter of support, in kind labor, and/or financial support. JS volunteered to help with grant. KF will contact Kathy Reis with Westcliffe and tell of JS's willingness to help.

3. Trail Maintenance

Jeff Outhier said that crosscut saw certification has been extended one year due to the pandemic. The Rainbow Trail should be fully cleared by the end of the week. Jess Franta has cleared Horn Creek Trail, Goodwin Lakes Trail to the meadow, and Venable Trail to the falls. Jeff said that TFA crews could develop re-routes around deadfalls when necessary. Jeff has been working on Macey Lake Trail; Back Country Horsemen are supposed to do more work there. They are also scheduled to work on Lake of the Clouds and North Brush Trails.



4. Single Sheet Hiking Guides – HK reported that Shelly Larson will create about a dozen 1-pagers (for free) from information that he will provide; these should be ready in June. AT recommended that water-resistant paper be used; HK said this would probably require a laser printer. HK will continue to research the type of paper to be used.
5. Chainsaw Training
AT reported that there was a 3-day training in Craig. Jeff Outhier thought it would meet USFS requirements. PP asked with there would be training for clearing widowmakers perhaps in the fall.
6. S.E.E.K.
SS has been in touch with Taurin but is not pressing her now due to All the Range’s impending move to its new building. HK emailed our insurance agent who recommended that we purchase a \$250 per year auto coverage policy. JS moved and CZ seconded that auto liability coverage be added to our accident policy; it passed unanimously. JS moved and SS seconded that the Volunteer Driver Form (see attached) be required for all S.E.E.K. trips this year; it passed unanimously.
7. Report on Single Sheet Trail Summaries
HK reported that Shelly Larson did the work on the new TfA brochure which was funded by the Tourism Board. HK recommended that we use 100 lb. recyclable paper for the single sheet trail summaries. It costs \$95 per 500 sheets plus 47 cents per sheet printing. All the Range will sell for \$2. CZ moved and JS seconded a motion to print 200 copies each of nine single sheet trail guides on 100 lb. paper; the motion passed unanimously
8. Newsletters
First one went out within the last 10 days. The second will focus on S.E.E.K. and PP will include a general article on trail conditions, safety, and maintenance progress.
9. Dinner for Board and Spouses
AT will coordinate and send an email with details. SS will host the potluck dinner at her house on June 30. Honored guests will be recently retiring board members: Kate Vickery, John Anderson, and Mark Dembosky. Jeff, Jess, and Megan of the USFS will also be invited.
10. Colorado Gives Day
Should TfA participate this year. JS reported that to be eligible a non-profit must have \$50K in revenue, \$25K in assets, or
11. have been in existence 5 years. JS will check more and maybe TfA could participate in the future.

Next Meeting: Tuesday, July 12, 2022 at 5:30 pm MT in-person at COL and via Zoom.

Adjournment: PP adjourned the meeting at 6:58 p.m.

Minutes prepared by:

Chuck Ziehr, Secretary, Trails for All Board of Directors



TRAILS FOR ALL 2022 VOLUNTEER DRIVER FORM

Your willingness to use your vehicle to transport youth on a Trails for All-related function(s) is very much appreciated. To ensure the safety of all youth, volunteer drivers must meet the following requirements when driving their own vehicle:

1. Have a valid Driver's License, and be at least 21 years of age.
2. Not have received more than one moving violation in the past 12 months, or more than two in the last 36 months.
3. Not have received any DUI violations (driving under the influence of alcohol or drugs).
4. No felony convictions involving the use of a motor vehicle.
5. Have insurance coverage with a minimum of:
 - \$100,000 per person/\$300,000 per occurrence for bodily injury (\$500,000 for vehicles with more than 5 passengers).
 - \$50,000 property damage per occurrence
 - \$5,000 per person for medical payment
6. Drive a safe, well-maintained vehicle, with as many passenger seat belts as passengers.

I _____ ,
(print name)

volunteer as a driver for Trails for All

Year and Make of Car _____

Vehicle License Number _____ Driver's License Number _____

Please attach a copy of the following required documents to this form: your driver's license; the declarations page of your insurance policy (the page that includes the amounts of coverage).

As a volunteer driver, I understand that:

- My insurance provides primary coverage in case of an accident up to the amount of the insured coverage. Trails for All insurance provides secondary coverage for liability only if necessary in excess of the limits of my coverage. Trails for All insurance does not cover, nor is responsible for, comprehensive and collision damage to my vehicle.
- I am offering my services to Trails for All without compensation.
- I shall not have a child as a sole passenger, unless that child is my own.
- I will provide only G-rated entertainment in the vehicle.
- I am not to stop at any location not on the itinerary, unless permission has been granted in advance, in writing, by Trails for All
- I will maintain disciplined behavior for all youth in the vehicle, during the trip.
- I understand that I shall assume responsibility for the youth I transport while they are in my vehicle.

I certify that the information provided on this form is true. I acknowledge that I have carefully read this document and understand the information therein and I agree to each of the terms and acknowledgments above.



Volunteer Driver Signature

Print Name

Date

Address

City

State

Zip

Phone

Treasurer's Report, May 2022

Dear Board,

May expenses included a couple of state registration fees and the hiking guide order from Mixam, and income included a small deposit from Amazon Smile, a check from the Charities Aid Foundation of America, and a \$500 individual contribution from Peggy Kavookjian! Peggy's contribution was originally sent late December to an incorrect mail address. Eventually she asked Tom to hand it off to us, but this took a little while because of Tom and I not seeing each other very often in the winter.

Beginning Balance -	26337.32
Income -	518.00
Expenses -	1939.29
Ending Balance -	24916.03

Treasurer Action Items in May

Attached for your review are the following documents;

- TFA 2022 Budget Summary
- TFA May 2022 Balance Sheet
- TFA May 2022 P/L Statement
- TFA May 2022 Bank Statement

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

Regards,

Herb Kober

Treasurer, Trails For All

2022 Budget Status

The dollar amounts shown for 2022 actual are accurate relative to our books.

Trails For All

Budget - 2022 (updated 6/07/22)

	12/31/2020	12/31/2021		
Account Description	2020 Actual	2021 Actual	2022 Budget	2022 Actual
Direct Public Support - Individual Contributions	973.00	465.00	500.00	500.00
Direct Public Support - Corporate Contributions	1,070.23	462.14	500.00	271.97
Direct Public Support - Spirit Campaign	4,905.16	5,032.24	5,215.86	5,215.86
Direct Public Support - Event Generated			-	
Product Sales	804.22	7,157.26	8,500.00	75.00
Grants	7,500.00	7,500.00	7,500.00	7,500.00
Total Income	15,252.61	20,616.64	22,215.86	13,562.83
Bank Service Charge	(65.37)	(24.00)	-	
Insurance	(1,512.00)	(1,573.00)	(1,600.00)	
Event/Outreach	(79.00)		(300.00)	
Grant Support/Matching			(500.00)	
Equipment			(500.00)	
Operating Supplies	(40.70)		(100.00)	
Training/Tuition/Event Registration		(135.00)	(300.00)	
Travel Expenses			-	
SEEK Support	(7,500.00)		(7,500.00)	
Trail development expense			(2,000.00)	
Web Hosting Fee	(156.00)	(156.00)	-	
Web Registration		(23.98)	(25.00)	
Web Development/Maintenance		(1,200.00)	(1,200.00)	
Mailchimp/Flipcause			(180.00)	
State Fees	(20.00)	(20.00)	(20.00)	(20.00)
PO Box Rental/Postage		(98.51)	(74.00)	(6.72)
Printing/Shirts/Collateral	(1,461.65)	(3,923.07)	(5,200.00)	(1,919.29)
Advertising		(400.00)	(400.00)	
Total Expenses	(10,834.72)	(7,553.56)	(19,899.00)	(1,946.01)
Net Cash	4,417.89	13,063.08	2,316.86	11,616.82
		Actual net YTD 2021	Projected net EOY 2022	Actual net YTD 2022



Trails for All Balance Sheet

Trails For All

As of May 31, 2022



ACCOUNTS	May 31, 2022
Assets	
Total Cash and Bank	\$24,916.03
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$24,916.03
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	\$24,916.03
Total Equity	\$24,916.03



Trails for All
Profit and Loss
Trails For All



Date Range: May 01, 2022 to May 31, 2022

ACCOUNTS	May 01, 2022 to May 31, 2022
Income	
Direct Public Support – Corporate Contributions	\$18.00
Direct Public Support – Individual Contributions	\$500.00
Total Income	\$518.00
Total Cost of Goods Sold	
	\$0.00
Gross Profit	
As a percentage of Total Income	100.00%
Operating Expenses	
Legal Fees	\$20.00
Printing and Reproduction	\$1,919.29
Total Operating Expenses	\$1,939.29
Net Profit	
As a percentage of Total Income	-274.38%



Bank Statement – May 2022



Statement Ending 05/31/2022

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PO Box 2850
Edmond, OK 73083

RETURN SERVICE REQUESTED

TRAILS FOR ALL
PO BOX 1063
WESTCLIFFE CO 81252-1063

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	\$24,916.03

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900

Account Summary

Date	Description	Amount
04/30/2022	Beginning Balance	\$26,337.32
	3 Credit(s) This Period	\$518.00
	3 Debit(s) This Period	\$1,939.29
05/31/2022	Ending Balance	\$24,916.03

*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.

SIMPLY FREE BUSINESS CHECKING-XXXXXXXX2900 (continued)

Electronic Credits

Date	Description	Amount
05/31/2022	AmazonSmil AMZNZVNNA8LW payments.amazon.com ID#DSWLCTX2GMLOI69	\$9.60

Other Credits

Date	Description	Amount
05/11/2022	MOBILE DEPOSIT	\$8.40
05/13/2022	MOBILE DEPOSIT	\$500.00

Electronic Debits

Date	Description	Amount
05/06/2022	XX9278 PURCHASE SOS REGISTRATION 3038606962 CO 74482685 232109	\$10.00
05/12/2022	XX9278 PURCHASE SOS REGISTRATION 3038606962 CO 17688465 403028	\$10.00
05/12/2022	XX9278 PURCHASE MIXAM.COM BOSTON MA 09986315 825190	\$1,919.29

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/06/2022	\$26,327.32	05/12/2022	\$24,406.43	05/31/2022	\$24,916.03
05/11/2022	\$26,335.72	05/13/2022	\$24,906.43		

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

Bank Activity Receipts – May 2022

05/31/2022 AmazonSmile AMZNZVNN8LW payments.amazon.com ID#DSWLCTX2GMLOI69 \$9.60

Electronic Credit		
Kirkpatrick Bank 02#A022111	Deposit Number:	69906650
Processing Date: 2022-05-11	Deposit Amount: \$	8.40
Customer Name:		
Description:		
Online User ID: HKober		
Deposit made to: 9c35514b-55de-4d0f-a		
103001469	2037012900	20
#0000	05/11/2022	\$8.40

Electronic Credit		
Kirkpatrick Bank 02#A022111	Deposit Number:	70052900
Processing Date: 2022-05-13	Deposit Amount: \$	500.00
Customer Name:		
Description:		
Online User ID: HKober		
Deposit made to: 9c35514b-55de-4d0f-a		
103001469	2037012900	20
#0000	05/13/2022	\$500.00

All electronic debits shown on statement made with debit card