

Trails For All (TFA) Meeting Minutes October 13, 2020: 1730, Monthly Board Meeting Virtual Meeting via Zoom Board Approved: November 10, 2020

a) Board Members Present

Kate Vickery (KV)

Chuck Ziehr (CZ)

Herb Kober (HK)

Paul Parsons (PP)

Mark Dembosky (MD) Joined Late

John Anderson (JA)

Absent

Janet Smith (JS)

Secretary Note: President PP scheduled this meeting as virtual due to Corona Virus social restrictions.

b) Consent Agenda Approval

1. Approval of Sept 17th Special Meeting and Aug 20 Regular meeting minutes.
2. Approval of Treasurer's reports for Aug and Sept as well as State of Co non-profit registration
3. Approval of new SOP document for the retail goods procedure approved by the TFA board at the Sept 17th special meeting. This topic was removed from the consent agenda and moved to new business which was discussed later in the meeting.

CZ moved and KV seconded a motion to approve items 1 & 2. Passed unanimously

See Appendix A & B for Treasurers reports

c) Reports

Trail Maintenance

CZ presented a summary of this year's trails, volunteers, miles and hours worked. He pointed out that planned work was cancelled in some cases due to USFS Corvoid restrictions on activities of organized volunteers. See Appendix C for details.

Trail Summaries

HK Reported that a summary for Upper & Lower Sand Creek Lakes had been completed and that all summaries are on the TFA web site.

HK made a motion and KV seconded that HK compile and have printed on heavy stock a book of TfA trail summaries at a cost of no more than \$15/book for display at the Welcome Center and at Tom Dimlers(TD) store. CZ offered an amendment to the motion to allow the books to be sold at TDs store and to TfA members. The amended motion passed unanimously.

T-Shirts:

- A new batch of t-shirts and hoodies are now available in Tom's store
- KV will draft an ad to be included in the next TfA newsletter
- One t-shirt has been put in the Welcome Center for display
- The bandannas didn't sell so all remaining ones will be put in the shed for volunteers
- KV will clarify the Google Sheets spreadsheet used for inventory and maintain it on the TfA Google drive
- KV will submit an expense report to HK for the latest batch and give him a check for her shirts.

Spirit Campaign

PP reviewed the TfA information for last year's Spirit Campaign and determined that it was still appropriate and submitted it for this year's campaign.

Changes to SOPS

MD explained that although the TfA Board had approved the concept and text for retail sales, the minutes state that a modified SOP document including the new text would be presented at the next meeting. He suggested that motions for future approval of new procedures should specifically mention inclusion in the formal TfA SOP document. CZ moved and HK seconded to approve the SOP. Passed unanimously.

MD presented text for the management of virtual meetings conducted via email. MD stated that as secretary he found that the development of a TfA policy via email as appropriate but not the subsequent informal email consensus since it did not abide by By-Law requirements for voting and recorded minutes. CZ made and HK seconded a motion to accept the text and include it in the SOP document. Approved unanimously. See appendix D for the text.

Local BLM trails proposal

Local resident Greg Smith (GS) presented a proposal about the creation of bike trails on local BLM land particularly in the White Hills area. He noted the popularity and economic benefit of bike trails in other parts of Colorado. GS has ridden extensively in the area and has already contacted various agencies and organizations who might have an interest in such development. GS hoped that TfA would participate in trail development initially in the acquisition of grants, particularly from Colorado parks & Wildlife who can grant up to \$45k for planning.

GS noted that the initial TfA Master Plan put great emphasis on TfA involvement in developing new local trails. PP pointed out that due to limited volunteer availability, TfA had revised the Master Plan to reduce involvement in such activities in order to meaningfully support TfA trail maintenance activities and community education. PP stated the subject would be discussed at the next TfA Board meeting. CZ, KV and HK volunteered to assist any future planning committee.

Technology, QR Codes

HK reported that a TfA poster is now at the Welcome Center. They would like it to have QR codes. Previous discussions by TfA had proposed that QR codes be on UFS signs that linked to TfA trail summaries. *HK has discovered challenges on the TfA website that complicate QR code link integrity if the linked documents are edited. HK will investigate further, but suggested that professional assistance may be necessary at some point.*

d) Next Meeting/Adjourn

Next Board meeting 10Nov2020 @530PM probably via Zoom. PP adjourned the meeting

Appendix A: August 2020 Treasurers report

Dear Board,

Financial activity in August consisted of income from a donation, an Amazon Smile deposit, and t-shirt sales. Our expenses were limited to the bank maintenance fee. Our August 2020 cash flow was as follows;

Beginning Balance -	15717.92
Income -	590.02 (Emily & James Henkhaus donation, Amazon Smile, PP shirt, All the Range shirts)
Expenses -	6.00 (bank maintenance fee)
Ending Balance -	16301.94

I completed the annual financial filing for the state. This requirement snuck up on me since I tend to rely on notifications to get these things done. Now that I have changed (in July) the registered agent name to me, hopefully I will be more in the loop on notifications. There was another \$10.00 fee for this filing. I will submit an expense report for this fee, as well as the \$10.00 fee I paid last month for the annual report filing. The financial report has been attached to my August Treasurer's Report email as a separate attachment.

Attached for your review are the following documents:

- TFA 2020 Budget Summary
- TFA August 2020 Balance Sheet
- TFA August 2020 P/L Statement
- TFA August 2020 Bank Statement

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

Regards,

Herb Kober

Treasurer, Trails For All

Budget Status

The dollar amounts shown for 2020 actual are accurate relative checks written. Some activity did not post to the August 2020 bank.

Trails For All		9/4/2020		12/31/2019		
<i>Budget - 2020 (updated YTD 9/4/20)</i>						
Account Description	2018	2019	2019 Actual	2020 Budget	2020 Actual	
Direct Public Support - Individual Contributions	1,725.00	1,000.00	513.00	600.00	473.00	
Direct Public Support - Corporate Contributions	-	1,000.00	2,000.00	1,000.00	50.03	
Direct Public Support - Spirit Campaign	-	2,118.00	2,217.94	4,855.93	4,905.16	
Direct Public Support - Event Generated	-	-	-	-	-	
Product Sales	-	-	-	-	608.00	
Grants	-	5,800.00	5,800.00	7,500.00	7,500.00	
Total Income	1,725.00	9,918.00	10,530.94	13,955.93	13,536.19	
Bank Service Charge	(29.58)	(75.00)	(60.81)	(65.00)	(41.37)	
Insurance	(1,481.00)	(1,550.00)	(1,493.00)	(1,550.00)		
Event Sponsorship		(600.00)	(50.00)	(300.00)	(79.00)	
Equipment		(800.00)	(728.31)	(300.00)		
Operating Supplies		(100.00)	(58.10)	(100.00)	(40.70)	
Training/Tuition	-	(400.00)	(24.00)	(200.00)		
Travel Expenses		(800.00)	-	(400.00)		
SEEK Support	-	(5,000.00)	(4,969.50)	-		
Trail development expense		(400.00)	-	(400.00)		
Web Hosting Fee		(132.00)	(132.00)	(132.00)	(156.00)	
State Fees			(11.00)	(11.00)		
Web Registration			(51.76)			
Printing/Shirts/Collateral			(52.00)	(500.00)	(742.15)	
Advertising			(120.00)	(200.00)		
Total Expenses	(1,510.58)	(9,857.00)	(7,750.48)	(4,158.00)	(1,059.22)	
Net Cash	214.42	61.00	2,780.46	9,797.93	12,476.97	
				Projected net EOY 2020	Actual net YTD 2020	

Balance Sheet

Trails For All

As of Aug 31, 2020



ACCOUNTS	Aug 31, 2020
Assets	
Total Cash and Bank	\$16,301.94
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$16,301.94
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	\$16,301.94
Total Equity	\$16,301.94



Profit and Loss

Trails For All

Date Range: Aug 01, 2020 to Aug 31, 2020

ACCOUNTS	Aug 01, 2020 to Aug 31, 2020
Income	
Direct Public Support – Corporate Contributions	\$12.02
Direct Public Support – Individual Contributions	\$100.00
Sales	\$478.00
Total Income	\$590.02
Total Cost of Goods Sold	
	\$0.00
Gross Profit	
As a percentage of Total Income	\$590.02 100.00%
Operating Expenses	
Bank Service Charge	\$6.00
Total Operating Expenses	\$6.00
Net Profit	
As a percentage of Total Income	\$584.02 98.98%

Bank Statement



500 Ygnacio Valley Road • Suite 130
Walnut Creek, CA 94596

Trails for All
5555 County Road 255
Westcliffe CO 81252-9599

Page 1 of 1
Account Number: 5010004898
Period: 08/01/20 - 08/31/20
Images: 0

COMMERCIAL CHECKING(FSBC)	5010004898
---------------------------	------------

Summary of Activity Since Your Last Statement

Beginning Balance	8/01/20	\$15,717.92
Deposits / Misc Credits	3	\$590.02
Withdrawals / Misc Debits	1	\$6.00
Ending Balance	8/31/20	\$16,301.94
Service Charge		6.00
Average Balance		15,857
Average Collected Balance		15,857
Minimum Balance		15,717

DEPOSITS AND OTHER CREDITS

Date	Amount	Activity Description
8/13	12.02	AMZNRM1BD2D7/AmazonSmil payments.amazon.com ID#6NDR4S4B4DR1157 6NDR4S4B4DR1157 Trails For All
8/14	128.00	Deposit
8/28	450.00	Deposit

OTHER DEBITS AND WITHDRAWALS

Date	Amount	Activity Description
8/31	6.00	Maintenance Fee

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
8/13	15,729.94	8/28	16,307.94		
8/14	15,857.94	8/31	16,301.94		

Bank Activity Receipts

UNITED BUSINESS BANK **CHECKING DEPOSIT**

DATE: Trails for All
 NAME: 8-28-2020

ACCOUNT NUMBER: * 5010004898

CASH 450.00
 DEPOSIT 450.00

RUB TOTAL 450.00
 LESS CASH RECEIVED 0.00
 NET DEPOSIT \$ 450.00

RAS

Type	Routing & Transit	Account	Date	Check/Reference	Amount
Deposit Item	50113781	000005010004898	08-28-2020	20200828-000000018320000199709	450.00
Check Item	121143781	000005010003727	08-28-2020	18320000199710	450.00

UNITED BUSINESS BANK **CHECKING DEPOSIT**

DATE: 8/14/20
 NAME: Trails for All

ACCOUNT NUMBER: * 5010004898

CASH 28.00
 DEPOSIT 100.00

RUB TOTAL 128.00
 LESS CASH RECEIVED 0.00
 NET DEPOSIT \$ 128.00

Type	Routing & Transit	Account	Date	Check/Reference	Amount
Deposit Item	50113781	000005010004898	08-14-2020	20200814-000000018320000192252	128.00
Check Item	114000093	0000000584215338	08-14-2020	18320000192253	28.00
Check Item	111000614	0000009713062957	08-14-2020	18320000192254	100.00

Appendix B: September 2020 Treasurers report

Dear Board,

We had no income in September. Our expenses consisted of the bank maintenance fee, expense reimbursements to KV and PP, and our annual insurance premium payments. Our September 2020 cash flow was as follows;

Beginning Balance -	16301.94
Income -	0.00
Expenses -	2036.07 (bank maintenance fee, expenses for KV /PP, insurance premiums)
Ending Balance -	14265.87

Attached for your review are the following documents;

- TFA 2020 Budget Summary
- TFA September 2020 Balance Sheet
- TFA September 2020 P/L Statement
- TFA September 2020 Bank Statement

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

Regards,

Herb Kober

Treasurer, Trails For All

Budget Status

The dollar amounts shown for 2020 actual are accurate relative checks written.

Trails For All		10/12/2020		12/31/2019	2020 Budget	2020 Actual
<i>Budget - 2020 (updated YTD 10/12/20)</i>						
Account Description	2018	2019	2019 Actual	2020 Budget	2020 Actual	
Direct Public Support - Individual Contributions	1,725.00	1,000.00	513.00	600.00	473.00	
Direct Public Support - Corporate Contributions	-	1,000.00	2,000.00	1,000.00	50.03	
Direct Public Support - Spirit Campaign	-	2,118.00	2,217.94	4,855.93	4,905.16	
Direct Public Support - Event Generated	-	-	-	-	-	
Product Sales	-	-	-	-	608.00	
Grants	-	5,800.00	5,800.00	7,500.00	7,500.00	
Total Income	1,725.00	9,918.00	10,530.94	13,955.93	13,536.19	
Bank Service Charge	(29.58)	(75.00)	(60.81)	(65.00)	(47.37)	
Insurance	(1,481.00)	(1,550.00)	(1,493.00)	(1,550.00)	(1,512.00)	
Event Sponsorship		(600.00)	(50.00)	(300.00)	(79.00)	
Equipment		(800.00)	(728.31)	(300.00)		
Operating Supplies		(100.00)	(58.10)	(100.00)	(40.70)	
Training/Tuition	-	(400.00)	(24.00)	(200.00)		
Travel Expenses		(800.00)	-	(400.00)		
SEEK Support	-	(5,000.00)	(4,969.50)	-		
Trail development expense		(400.00)	-	(400.00)		
Web Hosting Fee		(132.00)	(132.00)	(132.00)	(156.00)	
State Fees			(11.00)	(11.00)		
Web Registration			(51.76)			
Printing/Shirts/Collateral			(52.00)	(500.00)	(742.15)	
Advertising			(120.00)	(200.00)		
Total Expenses	(1,510.58)	(9,857.00)	(7,750.48)	(4,158.00)	(2,577.22)	
Net Cash	214.42	61.00	2,780.46	9,797.93	10,958.97	
				Projected net EOY 2020	Actual net YTD 2020	

Balance Sheet

Trails For All

As of Sep 30, 2020



ACCOUNTS	Sep 30, 2020
Assets	
Total Cash and Bank	\$14,265.87
Total Other Current Assets	\$0.00
Total Long-term Assets	\$0.00
Total Assets	\$14,265.87
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	\$14,265.87
Total Equity	\$14,265.87



Profit and Loss

Trails For All

Date Range: Sep 01, 2020 to Sep 30, 2020

ACCOUNTS	Sep 01, 2020 to Sep 30, 2020
Total Income	\$0.00
Cost of Goods Sold	
T-Shirts for Resale	\$499.80
Total Cost of Goods Sold	\$499.80
Gross Profit	-\$499.80
As a percentage of Total Income	0.00%
Operating Expenses	
Bank Service Charge	\$6.00
Insurance	\$1,512.00
Repairs & Maintenance	\$18.27
Total Operating Expenses	\$1,536.27
Net Profit	-\$2,036.07
As a percentage of Total Income	0.00%

Bank Statement



500 Ygnacio Valley Road • Suite 130
Walnut Creek, CA 94596

Trails for All
5555 County Road 255
Westcliffe CO 81252-9599

Page 1 of 2
Account Number: 5010004898
Period: 09/01/20 - 09/30/20
Images: 2

COMMERCIAL CHECKING(FSBC)	5010004898
---------------------------	------------

Summary of Activity Since Your Last Statement

Beginning Balance	9/01/20	\$16,301.94
Deposits / Misc Credits	0	\$0.00
Withdrawals / Misc Debits	5	\$2,036.07
Ending Balance	9/30/20	\$14,265.87
Service Charge		6.00
Average Balance		14,398
Average Collected Balance		14,398
Minimum Balance		14,271
Enclosures		2

CHECKS

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
9/04	1016	499.80	9/03	1017	18.27			

* indicates a break in check number sequence

OTHER DEBITS AND WITHDRAWALS

Date	Amount	Activity Description
9/02	750.00	ALLIANCE MEMBER/TC ACH 035-0032901232 TRAILS FOR ALL
9/03	762.00	GreatAmer - Grea/VENDOR PMT #102167376 GreatAmer
9/30	6.00	Maintenance Fee

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
9/02	15,551.94	9/04	14,271.87		
9/03	14,771.67	9/30	14,265.87		

5010004898

Member FDIC

www.unitedbusinessbank.com • T: 925.476.1880 • F: 925.476.1818

Bank Activity Receipts

TRAILS FOR ALL
5525 COUNTY ROAD 255
WESTCLIFFE CO 81252

1016
03-1701021

DATE: 9/10/20

PAY TO THE ORDER OF: Kate Vickery \$ 499.80

Four Hundred Ninety Nine and 80/100

First State Bank of Colorado
www.fsb.com

for Expense Report 7/4/20 [Signature] Treasurer

⑆102101700⑆ 5010004898⑆ 1016

09/04/2020 1016 \$499.80

⑆102101700⑆ 5010004898⑆ 1016

FOR DEPOSIT ONLY

⑆2500082899370000⑆

Processed via Mobile Deposit
BANK OF AMERICA
09/04/2020 1016

TRAILS FOR ALL
5525 COUNTY ROAD 255
WESTCLIFFE CO 81252

1017
03-1701021

DATE: 9/23/20

PAY TO THE ORDER OF: Paul Pargons \$ 18.27

Eighteen and 27/100

First State Bank of Colorado
www.fsb.com

for PP Expense Report 7/4/20 [Signature] Treasurer

⑆102101700⑆ 5010004898⑆ 1017

09/03/2020 1017 \$18.27

⑆102101700⑆ 5010004898⑆ 1017

FOR DEPOSIT ONLY

⑆2500082899370000⑆

Ally Bank
1619344
2170607251
0246233360

Post Made Possible by
09/02/20-02:27:13
M24603116C

Processed via Mobile Deposit
BANK OF AMERICA
09/03/2020 1017

Appendix C: 2020 Trail Maintenance report

1. Report on Trail Maintenance (CZ)

- We worked on five (5) official USFS trails (Venable, North Taylor, Horn Creek, Dry Creek, and Newlin) and one (1) unofficial trail (Gibson); covering 15.45 miles of trail (14.2 miles not counting Gibson).
- There were 21 volunteers who contributed 190.5 hours (185 hours not counting Gibson).
- Venable Creek Trail
Four volunteers led by John Carroll worked (6.75 hours) up to the falls (2.5 miles) daylighting and clearing 20 deadfalls.
- North Taylor Creek Trail
Seven volunteers led by Paul Parsons worked (7 hours--estimated) all the way to Megan Lake (2.5 miles) daylighting and clearing deadfalls
- Horn Creek Trail
Five volunteers led by Suzanne Beck and Mark Dembosky worked (7.5 hours) up 3.5 miles of trail creating 24 water diversion and doing some daylighting.
- Dry Creek Trail
Seven volunteers led by Mark Dembosky worked (5.5 hours) to the wilderness boundary (3.7 miles) clearing 33 deadfalls, daylighting, and creating one water diversion.
- Newlin Creek Trail
Five volunteers led by Paul Parsons worked (7 hours, including 2 hours of travel) up the trail for two miles daylighting and clearing 11 deadfalls.
- Gibson Creek Trail (not an official USFS trail)
One volunteer worked 5.5 hours daylighting and clearing several deadfalls on about 1.25 miles of trail. A small cairn was built to indicate where the trail turns south to cross Gibson Creek
- Additional work days were planned but had to be cancelled due to closure of the forest to volunteer groups by the USFS and due to inclement weather.

Appendix D: Virtual Meeting conducted via Email SOP draft text

SOP 5

Use of email in the conduct of Virtual Board Meetings and formal voting

The Bylaws of TFA provide the President the authority to call for and conduct virtual Board Meetings. This SOP is intended to expedite such meetings but is not intended to dictate conduct of such a meeting or encroach on the prerogatives of the President. It intended as a guide to practical conduct of such a meeting.

Email discussions which help the TFA Board evolve, modify, or clarify policy should be conducted without a declaration of a virtual meeting. Such discussions do not require a quorum and are not limited by date or time.

However, when the president observes that discussions are focusing on consensus building or that it is in the interest of TFA to formally vote on the topic, a virtual special meeting should be called and conducted as described in Bylaw VI. The agenda for this meeting should be minimized to avoid prolonged and confusing email exchanges caused by simultaneous emails and system delays.

Given the likelihood of simultaneous responses to a request for a Motion, the Secretary will determine who made and who seconded a motion by the order in which responses were received on his/her email system.

The secretary will produce formal minutes as required by the By-laws.