

**Tennessee Trails Association  
4th Quarter Board Meeting Minutes  
Fall Creek Falls State Park  
Oct 27, 2013**

**PRESENT:** Millette Jones, Carolyn Miller, Tim Townley, Diane Manas, Levonn Hubbard, Don Dresser, J.R. Tate, Marvin Caine, John Redmon, Linda Hudson, Vicky Moeller, Sara Pollard, Doug Burroughs, Cheryl Heckler, John Politte, Gayle Livingston, Jane Hamm, Louise Minniard, Ray Garret.

**ABSENT:** Ann Jacobs, Nora Beck, Graydon Swisher, Rosemary Marshall, Charlie Bright, Scott Pun, Bob Richards.

**GUESTS PRESENT:** Kathy Woods, Mark Stanfill, Jim Poteet.

**Meeting was called to order by TTA President, Millette Jones at 8:08 a.m.**

A "zipped" folder was circulated by email to the Board prior to the meeting and contained various reports for pre-reviewing; reports are included with these minutes. Welcome and introductions were made. The Plateau, Soddy Daisy and Upper Cumberland chapters were recognized for the work they have done for hosting this year's Annual Meeting.

**Secretary's Report** – Diane Manas

Motion to accept 3rd Qtr meeting minutes with corrections (page 1 misspelled John Politte's name; last name was spelled with one t) by Carolyn Miller; seconded by Tim Townley.

**Treasurer's Report** – Ann Jacobs – Absent.

Treasurer's reporting of TTA's & CTC's financials were circulated in the pre-review/zip folder <attached>. No comments or questions; nothing to report.

**Membership Report** – Tim Townley

Membership report (PowerPoint presentation) was circulated in the pre-review/zip folder <attached>. Current membership total is 567; 590 was the highest number reached in 2013. Tim was acknowledged for doing a good job with circulating reports; the report listing new members by chapter and the complete report which shows which members nearing or having expired. A suggestion for going back to a Jan-Dec membership period was proposed but would not really work as memberships are currently cyclical, and this is working well for all. Reminded all present that there is usually a delay in membership checks being processed – due to the amount of turnaround time; first, they are forwarded from the central P.O. Box to Tim and then from Tim on to the Treasurer. TTA's website has a PayPal option for renewing/joining TTA membership, which reduces the time from joining till the time one receives a newsletter. Very rarely, but it has happened, where one has renewed/joined through TTA's PayPal link and not received a newsletter. A disclaimer will be added to the PayPal link that if a newsletter hasn't arrived in an appropriate amount of time to contact the Membership Director.

**Reports by Associate Organizations**

**Cumberland Trail Conference** – Ray Garrett

Recognized Mark Stanfill for the CT presentation during last night's General Membership Meeting. The trail project on Black Mtn has been completed, and was paid for through an RTP Grant, and had money left over. The Big Soddy Bridge project is underway and calling for volunteers. The Lutheran Camp has been reserved and ready to house volunteers for this project. Also, working on completing the Barker Camp parking area in the "North Chick" area. BreakAway 2014 dates, work and housing locations have been set. Graysville Mtn is the location for the trail work; the Dogwood Lodge for the housing. Regular leadership meetings have been initiated between Ray, the CTC and State Park staff, and Bobby Fulcher (Park Manager of the Cumberland Trail State Park), Robin Wooten (East TN State Park Area Manager), and Mark Stanfill (Tennessee State Park trails administrator). The meetings help with planning, coordinating and construction along the CT. Jim Brannon (Geodatabase Manager/Park Ranger at Tennessee State Parks) is currently working on providing elevation profiles of the CT at a KIOSK. The plan to publish a printed hiking trail guide has been nixed; in lieu, trail descriptions and maps will be uploaded to the webpage for all to access. Russ Manning is overseeing all of the trail descriptions; Don Deakins is overseeing the maps. The trail descriptions are being provided by volunteers hiking segments or those who have adopted various segments. Kelly Stewart (known for starting and maintaining the Nashville Hiking Meetup) has been hired as webmaster on a complete redo of the CT webpage. The webpage message will emphasize hiking, with some construction opportunities available for volunteers. A financial committee has been established to produce better output on financial reporting (Frank Jamison is

committee chair). In the past, CTC had worked with American Hiking Society for recruiting volunteers through AHS's Volunteer Vacations. CTC's Big Dig program held in May every year was a huge trail building project but had to be eliminated when TN Department of Environment and Conservation made financial cutbacks several years ago. Regarding the CT's portion of trail making up the Great Eastern Trail (through AHS and local hiking organizations, the GET was created to provide America a new long distance trail for hikers from Alabama to New York), Joanna Swanson and Bart Houck are the first through hikers of the GET. They began in Jan 10, 2013 and completed it on June 19, 2013. Chattanooga was designated the first trail town along the GET.

Rails-to-Trails - Bob Richards - Absent.

A reporting by Rails to Trails Conservancy was circulated in the pre-review/zip folder <attached>; and, summarizes the top 10 RailTrails in TN. ..

### **Reports from Other Organizations**

National Trails Day - Bob Richards - Absent.

A reporting by American Hiking Society was circulated in the pre-review/zip folder <attached>; and, summarizes all of the activities occurring on National Trails Day 2013. Tennessee was number 5 in the number of events held in the nation (TN had 105 events).

Southeast Foot Trails Coalition (SEFTC) – Mark Stanfill

SEFTC's mission seeks to promote and protect the long-distance foot trails in the Southeast and to connect trails and their natural trail corridors by building a regional trail system and an active network of hiking organizations. Mark provided a brief history of TTA's involvement; in the past with the creation of SEFTC, and presently his involvement. Fount Bertram was one of the creators of SEFTC in 2000. In recent years Fount nominated Mark and Mark is now SEFTC's Treasurer. Carolyn Miller and Levonn Hubbard were recognized for their work at SEFTC's Biannual Conference in September 2012 at Fall Creek Falls State Park. SEFTC coordinates and promotes programs such as "No Child Left Inside" program and "Leave No Trace" courses. SEFTC recently received 501c3 designation and now eligible for soliciting grant funds, and recognized as a not-for-profit organization and receiving tax-exempt status. The next Biannual Meeting is September 18-21, 2014.

### **Reports by Regional Reps**

Regional Reps serve a 3 year term. Election held last night should have voted in a new term for East TN Regional Rep. During the General Membership Meeting in October 2014 the new regional rep term of 3 years will be for Middle TN Regional Rep. Lastly, October 2015 the new regional rep term of 3 years will be for West TN Regional Rep. Since no replacements were found there weren't any changes to the reps. Regional Reps could also serve TTA by getting involved in the nominating committee since they communicate with several chapters within their regions. And, can easily identify leadership type personalities within the chapters to become more involved in TTA. The focus in the coming months would be to identify a West TN Regional Rep.

East TN Regional Report - Levonn Hubbard

East TN has a tremendous amount of hiking groups. Ideally, it would be great to see them tied together. When chapters hike together it builds stronger relationships. Currently in touch with Carter Miller to do a wildflower presentation in the Cove Lake chapter area; and, would promote the event in the local papers.

Middle TN – Nora Beck - Absent

Nothing to report.

West TN – Graydon Swisher - Absent

Nothing to report.

### **New Business**

Evan Means Grant Fund

Any and all grant requests for 2013 must be submitted to the TTA Grants Administrator (via TTA's P.O. Box address) by December 31, 2013. The total amount available in February 2014 for awards is \$5,000 dollars. Grant requests in the range of \$300-\$600 are encouraged. However, if a project requires additional grant money, considerations will be made. Award monies will be mailed in February 2014, and the recipient must submit supporting documents of how the monies were used before December 31, 2014. Monies can be used for trail/trailhead signage, tools, and materials – the Board can be fairly lenient as long as the work/monies promote trail development.

Supporting documents from WATeR were circulated for review on their use of the \$1,200 dollars Evan Means Grant Award for 2012 received earlier this year in February 2013. Their work was along the Baker Creek

Boardwalk segment of the East Lakeshore Trail (of the Tellico Reservoir), and prominently promoted the funds were awarded by Tennessee Trails Association on the actual trail/boardwalk sign.  
Ray Garrett enquired whether CTC needed to request Evan Means Grant Funds for their projects or would CTC be automatically eligible for funding from profits of the Annual Meeting. Every organization requesting monetary support must be channeled through the Evan Means Grant Funds process.

#### Annual Meeting Review – Cheryl Heckler

Estimates regarding attendee and fundraising amounts (note: numbers recorded are not confirmed): 237 registrants; 10 no-shows; 20 unknowns of where the person stayed; \$4,400.00 accrued through registration fees; \$300.00 accrued in bake sale items; \$600.00 accrued in beverage sales; \$4,000.00 accrued in live, silent and white elephant items. There were minimal expenses incurred. December's newsletter will contain an article concluding the weekend and thanking those who helped with the Annual Meeting. Positive remarks were heard and seen in those attending the wildflower, first aid, leave no trace and bird sessions. Also, the reduction in live auction items received positive remarks. It was advised that hosting chapters should establish a contact with the local state park registration and State Park Registration System to have a better idea of what accommodations are still available/sold out. Several folks reserved accommodations off-site as they were told by the State Park Reservation System that all housing was sold out, but the staff at the check-in desk at FCFSP said there were several Inn Rooms available.

#### Discussion on future annual meetings:

Inviting one or several vendors to pay to set up displays or pay for a hospitality suite for promotional purposes.

Unregistered attendees placed an extra burden on the registration process. To avoid this, it was suggested to offer early registration discounts and charging as much as 20% to the registration/meals cost to walk-ups. Also suggested, at the meeting's on-site registration tables have one line for walk-ups while another line would service those pre-registered. This topic deferred to an Annual Meeting Committee.

Discussed the possibility of adding one more day to the weekend; for example, hikes and activities on Thursday. This topic deferred to an Annual Meeting Committee.

Discussed the possibility of emphasizing the outdoor experience versus the fundraising activities just to simplify the weekend, and a possibility of adding an additional day of activities; for example adding Thursday. This topic deferred to an Annual Meeting Committee.

#### Annual Meeting Committee – Millette Jones

A motion to set up a committee to define and manage when, where and how the organization has its annual meetings with recommendations to take effect in 2014, and it is recommended that the Board Chairman set up the committee with a goal to simplify, focus and make it fun for everyone. Motion accepted by Levonn Hubbard; seconded by Cheryl Heckler. A committee was formed and the members are Millette Jones (Chair), Cheryl Heckler, Doug Burroughs, J.R. Tate, Diane Manas, Marvin Caine. Advisors: Don Dresser, Levonn Hubbard. Although absent from the Board Meeting, Margaret Smith and Gloria Lenski will be invited to join the committee.

### Old Business

#### Website Committee Update – Millette Jones

An email was circulated for Board members to review several websites and provide comments and suggestions, for TTA's website redesign. Recurring comments were to modernize the look of TTA's website (like that of the Sierra Club and AHS), and that the information on TTA's webpage was good. The suggestions for TTA's website redesign included: adding more photos in addition to more current photos. Plus a more cohesive look of TTA's homepage to spillover to the chapters' webpages. Although early, a first bid from a company in Clarksville projected the redesign to cost \$10-15,000 dollars.

Regarding chapter officers having access to the calendar, the information posted for each chapter is very inconsistent; bringing up the question: if all of the information about an outing is posted to the calendar, then what's the benefit to members for publishing, having or subscribing to the newsletter? Because decentralization for input on the calendar is going on, there is a loss of editorial consistency. On the flip side, making the website accessible to other groups (by invitation only) to upload their events (such as Meetup, other Tennessee hiking orgs) would provide a service and tool for smaller orgs not having funding for a full website presence. A template could be designed where chapters and other orgs wanting to post on TTA's website would just fill in the form and the output would look the same for all involved. When the time comes to invite other orgs to input their activities, we'll invite up to 6 or 8 orgs.

Tim Townley is in the process of obtaining bids and has determined prices to range \$5-10,000 dollars to update "stale" information and \$10,000 dollars if the website is defined as "high user content." Just to have a company set up a demo site will be between \$500-1,500 dollars.

The Website Committee expressed a goal of presenting to the Board at the next Board meeting a few templates, designs and bids for consideration.



# TTA Membership Report

4th Quarter 2013

Tim Townley - Membership Dir.

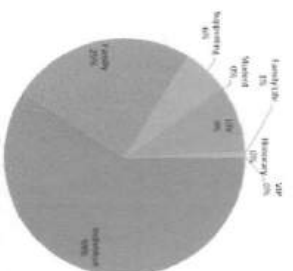
## TTA Membership Report - Q4 2013

*decline declining*

Date	Total	Individual	Family	Supporting	Student	Life	Family Life	Monetary	VP
Jan-12	539	330	121	31	2	51	4	0	0
Feb-12	584	306	133	36	2	51	4	0	0
Mar-12	580	352	134	36	2	51	5	0	0
Apr-12	583	353	134	37	2	51	5	0	0
May-12	579	345	136	34	2	51	5	0	0
Jun-12	594	354	143	36	2	52	5	0	0
Jul-12	580	347	138	37	2	51	5	0	0
Aug-12	579	345	137	34	1	51	5	0	0
Sep-12	583	345	144	37	1	51	5	0	0
Oct-12	588	348	146	37	1	51	5	0	0
Nov-12	591	349	147	38	1	51	5	0	0
Dec-12	584	353	127	27	1	51	5	0	0
Jan-13	590	358	138	37	1	51	5	0	0
Feb-13	586	350	139	40	1	51	5	0	0
Mar-13	573	343	138	36	0	51	5	0	0
Apr-13	574	352	132	34	0	51	5	0	0
May-13	575	354	133	33	0	51	5	0	0
Jun-13	594	364	137	37	0	51	5	0	0
Jul-13	589	359	138	36	0	51	5	0	0
Aug-13	569	339	122	32	0	51	5	0	0
Sep-13	567	334	124	33	0	51	5	0	0
Oct-13									

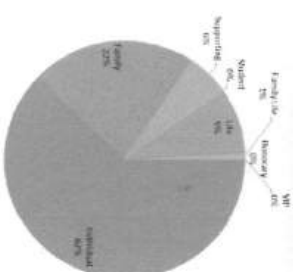
# TTA Membership Report - Q4 2013

TTA Membership October 2012



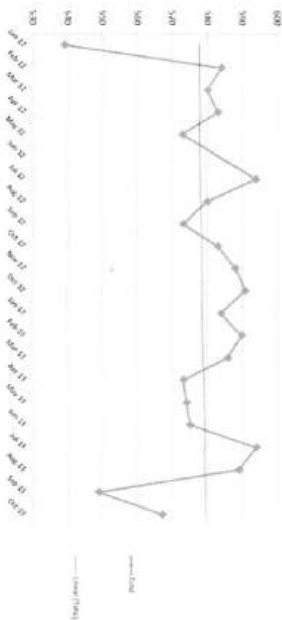
# TTA Membership Report - Q4 2013

TTA Membership October 2013



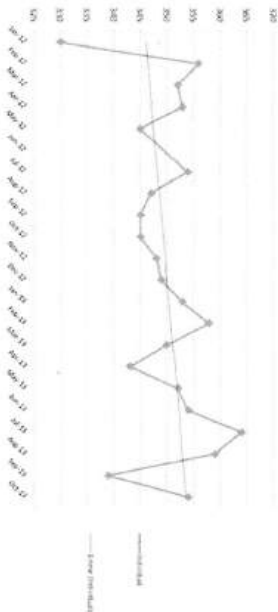
## TTA Membership Report – Q4 2013

TTA Membership 2013 - Total



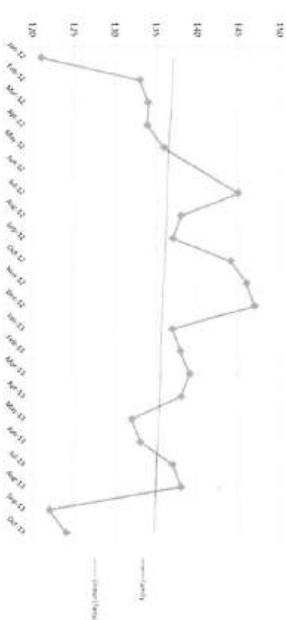
## TTA Membership Report – Q4 2013

TTA Membership 2013 - Individual



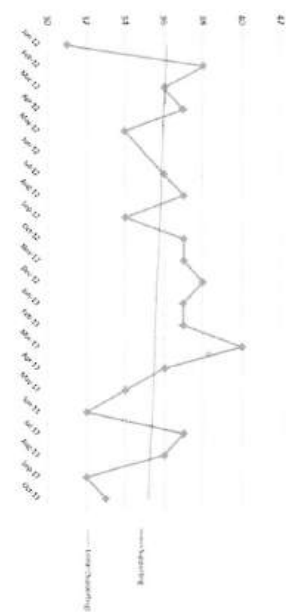
## TTA Membership Report – Q4 2013

TTA Membership 2013 - Family



## TTA Membership Report – Q4 2013

TTA Membership 2013 - Supporting



Tre Hargett, Secretary of State  
**State of Tennessee**



Division of Charitable Solicitations and Gaming  
312 Rosa L. Parks Avenue, 8<sup>th</sup> Floor  
Nashville, Tennessee 37243-0305

Brent Culberson  
Director

615-741-2555  
Brent.Culberson@tn.gov

August 14, 2013

Anthony Hook, Director  
Tennessee Trails Association, Inc.  
409 Thurman Avenue, Suite 102  
Crossville, TN 38555

RE: **APPROVAL** - Registration to Solicit Funds for Charitable Purposes  
Tennessee Trails Association, Inc. - CO4078  
Registration Expiration Date: **June 30, 2014**

Dear Anthony Hook:

Pursuant to Tenn. Code Ann. § 48-101-501, *et seq.*, the Division of Charitable Solicitations and Gaming has reviewed your submitted application and is pleased to announce your organization's registration to solicit contributions has been approved.

With this approval, your organization has new responsibilities for maintaining statutory compliance, including submission of the proper documents and required fees on an annual basis. The required filings include:

- Completed *Application to Renew Registration* form
- Completed *Summary of Financial Activities* form
- IRS determination letter granting tax-exempt status, if not previously filed
- IRS Form 990, Form 990EZ, or 990N for the most recently completed accounting year, if the organization qualifies as tax-exempt
- An audited financial statement if the organization grossed more than \$500,000 in revenue
- Any amendments to the organization's governing documents

The *Application to Renew Registration* and *Summary of Financial Activities* forms are available on our website at [www.tn.gov/sos/charity](http://www.tn.gov/sos/charity). Additionally, the "CO" number listed above will serve as your organization's identification number specific to this division and should be included on all correspondence.

Please also be advised that if the organization's application or other provided information includes false, misleading or deceptive statements, appropriate action will be taken. Pursuant to the Tennessee Charitable Solicitations Act, a civil penalty of up to five thousand dollars (\$5,000) may be assessed for any violation.

Thank you for registering your organization and please do not hesitate to contact us with any questions.

Sincerely,

Brent Culberson, Director  
Division of Charitable Solicitations and Gaming

BG:BPCO4078