

**Tennessee Trails Association
4th Quarter Board Meeting Minutes
Montgomery Bell State Park
October 26, 2014 at 8:00 a.m. CST
(Approved 20150207)**

PRESENT: Carolyn Miller, Kathy Woods, Tim Townley, Diane Manas, Nora Beck, Don Dresser, J.R. Tate, Marvin Caine, Rosemary Marshall, Joan Hartvigsen, Vicky Moeller, Charlie Bright, Sara Pollard, Doug Burroughs, Cheryl Heckler, Ed and Donna Pyers, Jane Hamm, Louise Miniard, Bob Richards

ABSENT: Levonn Hubbard, Graydon Swisher, Frank Jamison, Millette Jones

GUESTS PRESENT: Bruce Whitehead (2015's new East Regional Rep), Del Truitt (Friends of CT), Carol Jeandron, Jim Johnson, Tommy Haskins

MEETING CALLED TO ORDER – at 8:02 a.m. by Carolyn Miller

Several reports were circulated by email to the Board prior to the meeting for pre-reviewing purposes; reports are included with these minutes. Introductions were made of those attending. J.R. Tate provided a new email and phone number (modelt770@gmail.com / 931-378-6559). Beginning January 1, 2015 Bruce Whitehead will be our new East TN Regional Representative. Bruce is a member of the Plateau chapter. He can be reached at trailwalker80@gmail.com / 941-716-3620

2nd Quarter Meeting Minutes (May 3, 2014) – Diane Manas

Motion to approve meeting minutes with changes made by Diane Manas; seconded by Marvin Caine.

Treasurer's report – Kathy Woods

A financial report was sent out prior to meeting < attached >. A new report showing month by month income and expenses was circulated and well received; Kathy may continue this reporting quarterly. TTA received several donations in memory of Columbia/Franklin chapter member John Dillon. TTA's and CTC's annual audit has been completed and was circulated for filing to TTA's Treasurer, Secretary, President and CTC office.

Membership report – Tim Townley

A membership report was circulated prior to meeting < attached >. The purpose for wanting to know when a member became a Lifetime member was to have a precise record of each amount that went into making each CD. TTA has no intention of touching the principal of the CD. Interest earned on the CD was decided years ago to help provide operating expenses but here recently the interest amounts have been pretty low. A reminder: if you know or hear of a member who has changed their email address, please notify the Board (President, Vice President, Membership, Treasurer, Secretary) so there aren't any interruptions with their receiving future communications from TTA.

Annual Meeting Summary – Doug Burroughs

Sixteen hikes were planned for the entire weekend but 3 of these were cancelled.

151 is the combined total of pre-registered and walk-up attendees. Of the 151, 6 were absent, 12 were guests.

Monies collected* registration is \$4,865; t-shirts is \$534; Evan Means donations \$281.37; Communication/Enhancement donations \$562; money donations from 3 chapters totaled \$650; live auction \$1,245; silent auction \$1,528; white elephant \$312.75; cash bar \$455.10; bake sale \$265.60; personal donations \$110. (*these are gross amounts as expenses such as MBSP catering/facilities bill had not arrived.)

TTA/CTC Update – Carolyn Miller

Based on the discussion regarding the IRS' 990 form "Return of Organization Exempt From Income Tax," there are questions found in "Section B - Policies," and to be sure we have them, Nora Beck has offered to send a template of the various non-profit policies to Carolyn Miller, Kathy Woods, Diane Manas and Tim Townley, just in case we need them.

Gary Grametbauer, CTC's Chair, has been added as a signatory on CTC's activities.

The next CTC Board of Directors meeting is Saturday, December 6, 2014 in the Crossville area. The meeting is open to everyone. Carolyn will circulate a notice as soon as the time and location have been confirmed.

Regarding hiring a General Manager. No timeline or decision has been decided upon.

Del Truitt was introduced. He is the representative from the Friends of Cumberland Trail and made mention to watch their website for upcoming projects that need volunteers.

Our (CTC) relationship with TDEC & CTSP had reached a level of serious injury by the end of 2013 and it is really important that we get back on a positive track as we all have a goal of completing the CT.

Brock Hill of TDEC has approved our plans/leadership for Spring BreakAway, which will be March 8 through April 4,

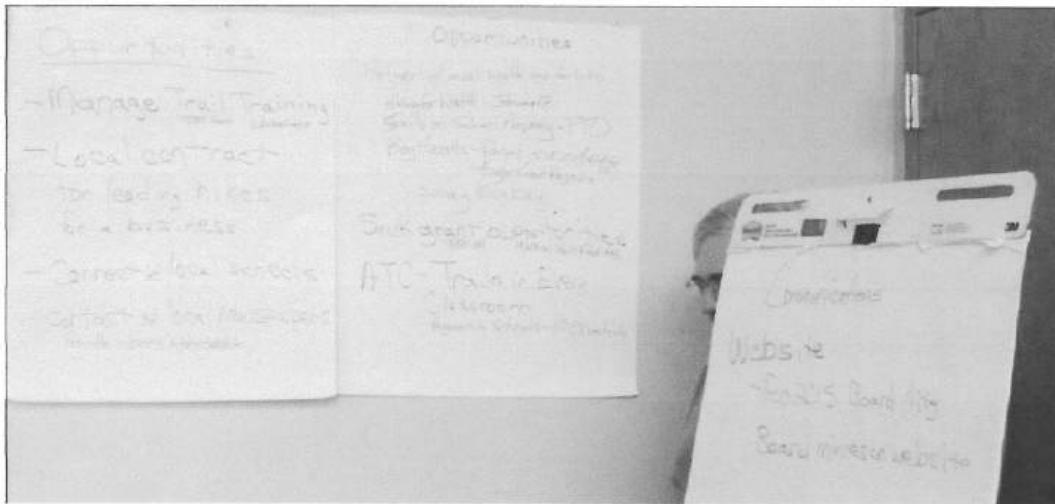
2015 in Graysville at the Fort Bluff Camp there. We will be building new trail. Meals and lodging will be very close to the trail work site. Fort Bluff Camp is a Christian Camp with a strict no drugs/alcohol policy. They have a full kitchen and staff on hand to run it so we will not need cooks/dishwashers this year; however, any volunteer wishing to help around the camp is encouraged to let Carolyn know. Although Judy Varner resigned from CTC's Board, she has agreed to assist with Breakaway.

Bob Richards was commended for his trail maintenance and building sessions over the Annual Meeting weekend and provided a good introduction for working on any trail. One or a combination of chapters may wish to offer a trail training workshops with Bob before March/Breakaway (we could gain some trail "bosses" for Breakaway). Bob also has "Pathways to Trail Building" for anyone wishing one, contact Bob. Also, it can be found online at: <http://www.tn.gov/environment/recreation/docs/pathways.pdf>

The Black Mountain reroute is part of an HPP Grant that expires January 31, 2015. The Friends of CT may plan a work period to complete this before the deadline.

SWOT Follow Up – Bob Richards

SWOT is a process for strategic planning and an acronym for Strengths, Weaknesses, Opportunities, and Threats. Out of our last meeting, Bob circulated a report dated August 2, 2014 (it's in the packet of August 2 Board meeting minutes). The report identifies our Strengths, Weaknesses, Opportunities, and Threats and concluded that the CT is important to TTA and its volunteers, and that we need to move forward to develop a cohesive relationship with the personnel of TDEC and CTSP. During this Board meeting we focused on opportunities and communication. Bob will be sending an analysis of this meeting. But for now, here is a photo of the bullet points discussed:



Evan Means Small Grants Program – Bob Richards

Deadline for grants is December 31. The application can be found on TTA's website at: www.tennesseetrails.org/grants.php. Our budget for 2013 was \$5,000 (\$1,000 to CTC Breakaway; \$600 to Friends of Edgar Evins for signage; \$600 to Outdoor Encounter for tools to build a city trail in Thompson Station; \$600 to Uplands Village for tools to maintain a 7-mile trail in the Knoxville area); and allocating \$2,800. There is \$2,200 remaining in the budget for 2014.

National Trails Day – Bob Richards

NTD was successful in TN with 96 events and coming in at 4th in the Nation. Last year TN was 5th.

Request for Budget Items for 2015 – Carolyn Miller

On behalf of a request Fount Bertram made to Carolyn; asking for \$300 for SEFTC.

A motion was made by Joan Hartvigsen to increase the monthly stipend of our newsletter Editor from \$50 per month to \$100 per month, and receive a complimentary TTA membership for that year of service. Seconded by Cheryl Heckler. Motion passed.

Bob Richards is requesting TTA sponsorship for the April 15-17, 2015 TDEC Recreation Services Greenways & Trail Forum meeting at MBSP. This was tabled to the February 7, 2015 Board of Directors meeting.

TRAC – Bob Richards

Several Rail-Trails have opened and some are just getting started.

Shelby Farms (Memphis) Green Line has opened. Athens TN has opened 4.5 miles of rail-trail. Tweetsie Trail in Johnson City completed phase I which is 7 miles and recently opened. Tupelo Honey Restaurant/Café occupies the old train depot there. The Central Heritage Trail connecting Cookeville to Monterey does not have the trail into/from Monterey yet; however, the trailhead facilities are there. The Harahan Bridge project connecting Memphis TN with Memphis AR, when it opens will be one of very few bike and pedestrian friendly crossings of the Mississippi River.

Annual Meeting 2015 – Rosemary Marshall

The East TN chapter will be hosting the 2015 Annual Meeting. Because TTA has outgrown the small conference center in Townsend, and we like the Smokies, the chapter is looking at conference centers in the Pigeon Forge area. Also, looking at weekend dates in November as the hotel/conference room rates drop quite considerably after October 31.

J. R. Tate – J.R.

This will be J.R.'s last Board meeting. J.R. has been the chapter chair for Clarksville for the last 7 or 9 years and wanted to thank the Board for their leadership and support.

For your calendar - Upcoming Board Meeting:

Saturday, February 7, 2015 at REI in Brentwood TN

Saturday, May 2, 2015 at REI in Brentwood TN

Saturday, August 1 at REI in Brentwood TN

Last board meeting of 2015 will occur during the 2015 Annual Meeting weekend

A motion was made by Cheryl Heckler to adjourn the meeting at 11:13 a.m. and seconded by Joan Hartvigsen.

Respectfully Submitted,
Diane Manas
Secretary, Tennessee Trails Association



Attachments

1/2/2014

TTA Financials for 2013

Banking Summary - Last quarter

10/1/2013 through 12/31/2013

Category	10/1/2013-12/31/2013
INCOME	
Annual Meeting Proceeds	7,694.01
Bank Reimbursed To Acc.	45.45
CTC Membership Revenue	-95.00
Interest Inc	0.28
Membership Dues	3,649.99
Merchandise Sales	127.00
Support	165.00
Web Income	172.46
TOTAL INCOME	11,759.19
EXPENSES	
Chapter Dissolved	-201.43
Postage and Delivery	1,016.71
Postage Supplies	59.28
Printing and Reproduction	705.00
Stipend for Newsletter	150.00
TOTAL EXPENSES	1,729.56
OVERALL TOTAL	10,029.63

TTA Financials for 2013

1/2/2014

Banking Summary - Last year

1/1/2013 through 12/31/2013

Page 1

Category

1/1/2013-
12/31/2013

INCOME

Annual Meeting Proceeds	7,694.01
Bank Reimbursed To Acc.	45.45
CTC Membership Revenue	-150.00
Interest Inc	1.09
Membership Dues	14,299.96
Merchandise Sales	139.00
Support	620.00
Web Income	661.69
TOTAL INCOME	23,311.20

EXPENSES

Audit Costs	900.00
Chapter Allocation	1,868.00
Chapter Dissolved	-201.43
Donations - Misc	6,590.00
Evan Means Grants	2,800.00
Filing Fee	51.35
Meeting Supplies	17.76
Post Office Box	98.15
Postage and Delivery	3,565.18
Postage Supplies	249.18
Printing and Reproduction	5,188.60
Stipend for Newsletter	600.00
Subscriptions	-25.00
Support Payments	75.00
TOTAL EXPENSES	21,776.79

OVERALL TOTAL

1,534.41

TTA Financials for 2013

1/2/2014

Net Worth - As of 1/2/2014
(includes unrealized gains)
As of 1/2/2014

Page 1

Account	1/2/2014 Balance
ASSETS	
Cash and Bank Accounts	
Regions - Jackson	28,777.44
REGIONS COMMERCIAL MONEY MARKE...	11,183.99
SMALL BUSINESS CD XX3362	9,041.77
SMALL BUSINESS CD XX3612	10,362.27
TOTAL Cash and Bank Accounts	59,365.47
TOTAL ASSETS	59,365.47
LIABILITIES	
	0.00
OVERALL TOTAL	59,365.47

10/20/2014

TTA Income & Expense Summary - Last quarter

7/1/2014 through 9/30/2014

Page 1

Category Description	7/1/2014-9/30/2014	OVERALL TOTAL
INCOME		
Memberships and Donations	1,675.00	1,675.00
Paypal membership renewals	807.41	807.41
Website fees	69.74	69.74
TOTAL INCOME	2,552.15	2,552.15
EXPENSES		
Donations--Trail Support	1,000.00	1,000.00
Dues & Subscriptions	75.00	75.00
Merchandise	360.00	360.00
Newsletter Stipend	150.00	150.00
Postage and Delivery	640.92	640.92
Printing and Reproduction	1,035.00	1,035.00
Remittance of CTC memberships	75.00	75.00
TOTAL EXPENSES	3,335.92	3,335.92
OVERALL TOTAL	-783.77	-783.77

Tennessee Trails Association - Net Worth
As of September 30, 2014

Assets:

Cash and Bank Accounts:

Regions Checking	28,901.75
Regions Money Market	11,184.80
CDxxxxxx3362	9,057.53 *
CDxxxxxx3612	10,393.31 **
Total Assets	59,537.39

Liabilities:

0.00

Net Worth

59,537.39

*Matures 3/9/15

**Matures 11/15/14

10/19/2014

MONTHLY BREAKOUT

TTA Income & Expense Summary - Last quarter

7/1/2014 through 9/30/2014

Page 1

Category Description	7/1/2014- 7/31/2014	8/1/2014- 8/31/2014	9/1/2014- 9/30/2014	OVERALL TOTAL
INCOME				
Memberships and Donations	0.00	1,675.00	0.00	1,675.00
Paypal membership renewals	0.00	0.00	807.41	807.41
Website fees	20.97	24.50	24.27	69.74
TOTAL INCOME	20.97	1,699.50	831.68	2,552.15
EXPENSES				
Donations-Trial Support	0.00	1,000.00	0.00	1,000.00
Dues & Subscriptions	0.00	75.00	0.00	75.00
Merchandise	360.00	0.00	0.00	360.00
Newsletter Stipend	150.00	0.00	0.00	150.00
Postage and Delivery	586.32	54.60	0.00	640.92
Printing and Reproduction	0.00	680.00	355.00	1,035.00
Remittance of CTC memberships	75.00	0.00	0.00	75.00
TOTAL EXPENSES	1,171.32	1,809.60	355.00	3,335.92
OVERALL TOTAL	-1,150.35	-110.10	476.68	-783.77

**Cumberland Trail Conference
Profit & Loss**
January through September 2014

Ordinary Income/Expense
Income

1,127.00 Still coming in from 1st

1,865.33
459.58

459.58
159.87

329.00
1,000.00

4

50,000.00

50,000.00

19,820.00

19,820.00

74,760.78

74,760.78

42.17

1,720.00

1,720.00

98.91

98.91

2,922.00

3,991.00

6,913.00

342.40

342.40

342.40

Page 1

10/19/14

Cumberland Trail Conference

Profit & Loss

January through September 2014

Jan - Sep 14

Office		
Marketing	25.00	
Outreach Events/Fees	486.00	
Website		
Total Marketing	511.00	
Postage and Delivery	1,481.85	
Printing and Reproduction	575.48	
Rent	7,400.00	
Software & Office Equip.	5,324.89	
Supplies	2,379.86	
Telephone	1,965.12	
Utilities		
Electricity	1,794.22	
Natural Gas	787.67	
Total Utilities	2,581.89	
Total Office	22,220.09	
Payroll Expenses		
Medical Benefits	1,816.33	
Mileage	588.88	
Officer Salary	0.00	
Payroll Tax	3,086.74	
Staff Salary Expense	37,499.45	
Unemployment	7,128.90	
Payroll Expenses - Other	0.00	
Total Payroll Expenses	50,120.30	
Professional Fees		
Accounting	175.00	
Total Professional Fees	175.00	
Trail Acquisition		
Trail Development/Maintenance	2,000.00	
CTC Vehicle Expense(Maint)	1,266.27	
Fuel	179.46	
Grant Contracts		
HPP-W. Slope Blk Mtn. GR1238688	-2,875.45	
RTP-Big Soddy Bridge Project		
Capital Purchase	-393.55	
RTP-Big Soddy Bridge Project - Other	-4,915.15	
Total RTP-Big Soddy Bridge Project	-5,308.70	
Total Grant Contracts	-8,184.15	
Lyndhurst 2013-14 SEYC	12,000.00	

10/19/14

Cumberland Trail Conference Profit & Loss January through September 2014

	Jan - Sep 14
Programs	
BreakAway 2014	
Food	7,358.71
Lodging	1,743.75
Programs	3,847.85
Refunds	1,615.00
Supplies & Materials	1,239.27
Travel/Fuel	5,127.40
Total BreakAway 2014	20,931.98
Training	
Trail Training Workshop	450.00
Total Training	450.00
Total Programs	21,381.98
Total Trail Development/Maintenance	26,643.56
Travel & Ent	4.00
Uncategorized Expenses	-0.61
Miscellaneous Expenses	-0.61
Total Uncategorized Expenses	-0.61
Unreconciled Checks	0.00
Total Expense	110,278.82
Net Ordinary Income	-35,518.04
Other Income/Expense	
Other Income	1,644.23
Interest Income	802.11
Unrealized Gain/(Loss)	2,446.34
Total Other Income	2,446.34
Net Other Income	2,446.34
Net Income	-33,071.70

10/19/14

Cumberland Trail Conference
Balance Sheet
 As of September 30, 2014

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	87,416.17
Edward Jones Investment Account	
Bank of India CD 1/21/15	90,000.00
Bank of India CD 7/22/15	90,000.00
CD-2; Bank of India 10/29/14	90,000.00
Compass Bank CD 12/15/14	90,000.00
Money Market Acct-Edward Jones	145,232.23
Total Edward Jones Investment Account	505,232.23
Fidelity Endowment Acct	38,472.58
Lyndhurst 2013-2014 Grant <i>operation & fuel bldg</i>	88,010.64
US Bank Money Market Account	91,378.05
Total Checking/Savings	810,509.67
Accounts Receivable	
Accounts Receivable	-13,677.75
Total Accounts Receivable	-13,677.75
Total Current Assets	796,831.92
Fixed Assets	
Equipment	
Accumulated Depreciation	-11,142.54
Equipment	11,142.54
Total Equipment	0.00
Total Fixed Assets	0.00
TOTAL ASSETS	<u>796,831.92</u>
LIABILITIES & EQUITY	
Equity	
Temporarily Restricted Net Asse	691,180.00
Unrestricted Net Assets	138,723.62
Net Income	-33,071.70
Total Equity	796,831.92
TOTAL LIABILITIES & EQUITY	<u>796,831.92</u>

- Expansion Fund
→ Land Acquisition funds



TTA Membership Report

4th Quarter 2014

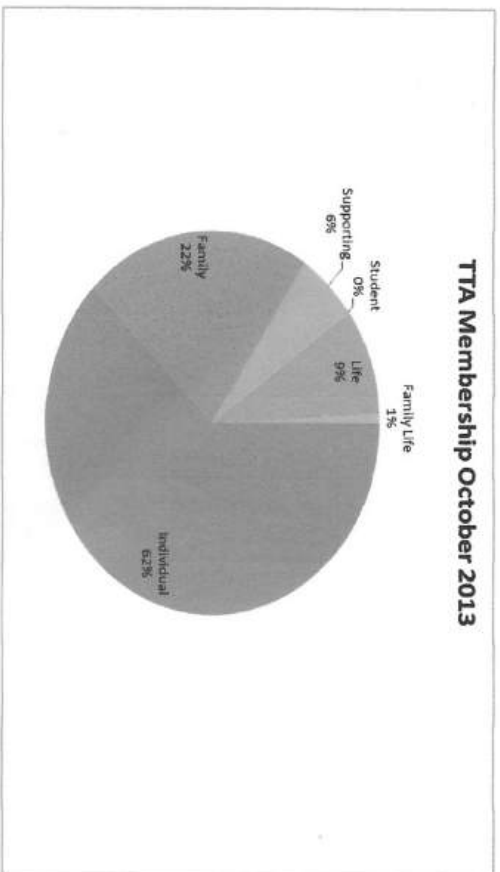
Tim Townley – Membership Dir.

TTA Membership Report – Q4 2014

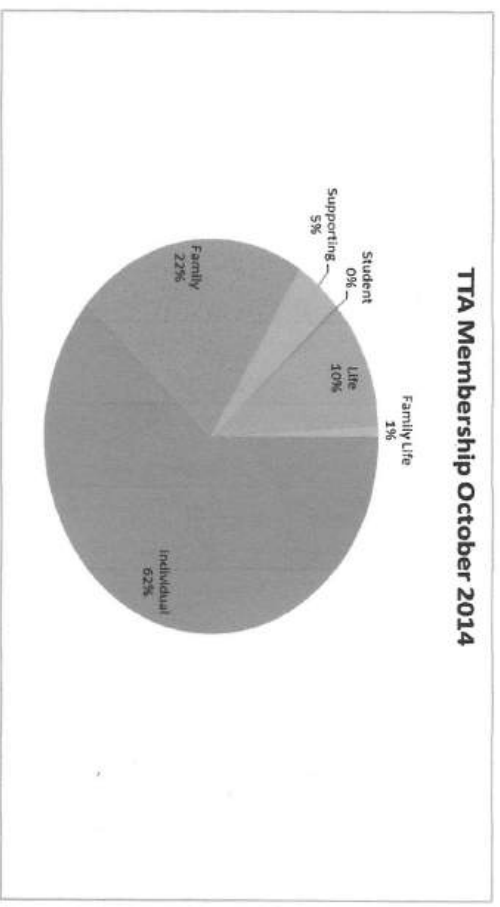
Date	Total	Individual	Family	Supporting	Student	Life	Family Life
Jan-12	539	330	121	31	2	51	4
Feb-12	584	356	133	38	2	51	4
Mar-12	580	352	134	36	2	51	5
Apr-12	583	353	134	37	3	51	5
May-12	573	345	136	34	2	52	5
Jun-12	594	354	145	36	2	51	5
Jul-12	580	347	138	37	2	51	5
Aug-12	573	345	137	34	1	51	5
Sep-12	583	345	144	37	1	51	5
Oct-12	588	348	146	37	1	51	5
Nov-12	591	349	147	38	1	51	5
Dec-12	584	353	137	37	1	51	5
Jan-13	590	358	138	37	1	51	5
Feb-13	586	350	139	40	1	51	5
Mar-13	573	343	138	36	0	51	5
Apr-13	574	352	132	34	0	51	5
May-13	575	354	133	32	0	51	5
Jun-13	594	364	137	37	0	51	5
Jul-13	589	359	138	36	0	51	5
Aug-13	549	339	122	32	0	51	5
Sep-13	567	354	124	33	0	51	5
Oct-13	562	352	120	33	1	51	5
Nov-13	564	353	122	32	1	51	5
Dec-13	554	338	126	33	1	51	5
Jan-14	547	331	131	28	1	51	5
Feb-14	564	346	131	29	1	52	5
Mar-14	557	344	126	29	1	52	5
Apr-14	547	337	124	28	1	52	5
May-14	540	338	117	27	1	52	5
Jun-14	527	331	113	25	1	52	5
Jul-14	538	335	115	25	1	52	5
Aug-14	529	328	117	26	1	52	5
Sep-14	509	314	113	23	2	52	5
Oct-14							

Chapter Officers
circled
to your members to
catch anyone
back email
correctly email.

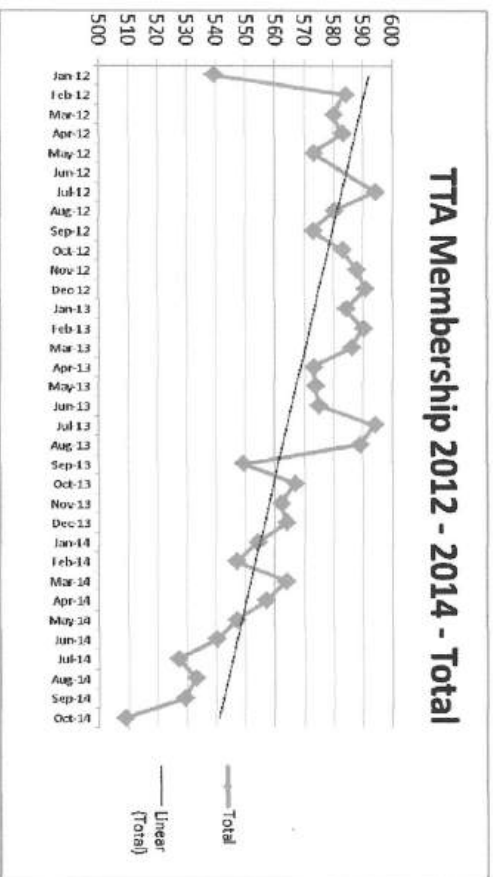
TTA Membership Report – Q4 2014



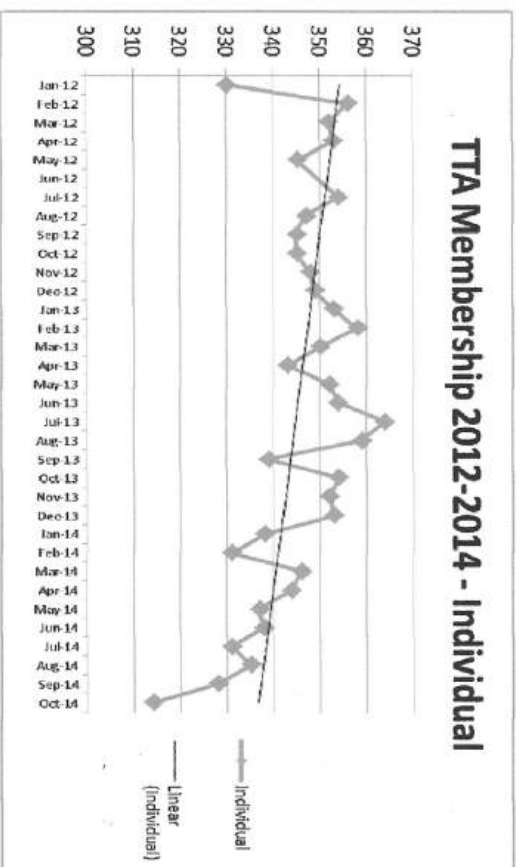
TTA Membership Report – Q4 2014



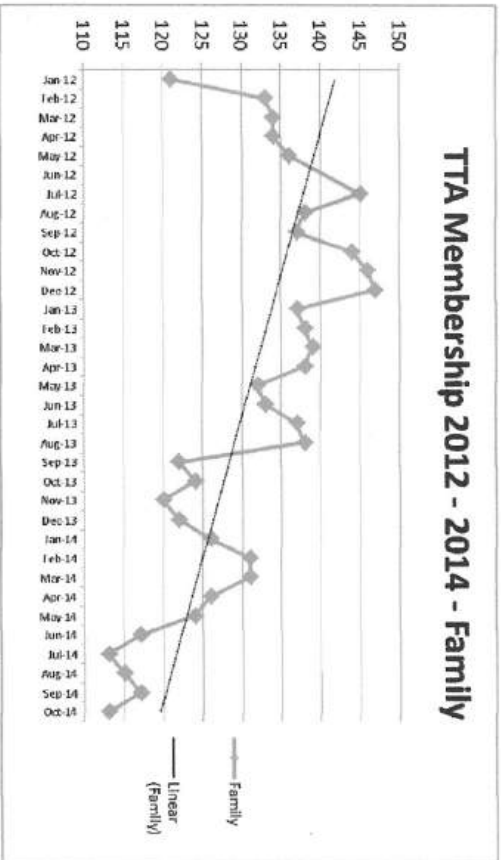
TTA Membership Report – Q4 2014



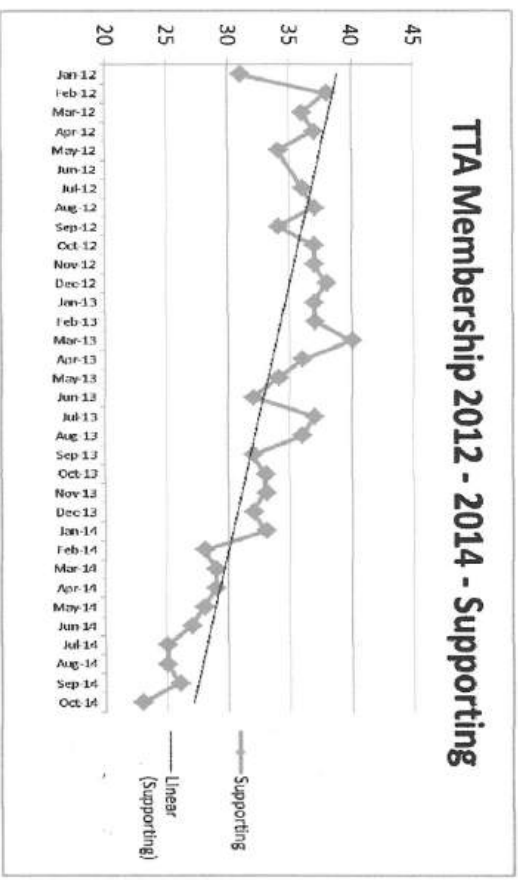
TTA Membership Report – Q4 2014



TTA Membership Report – Q4 2014



TTA Membership Report – Q4 2014



TTA Membership Report – Q4 2014



TTA Membership Report – Q4 2014

Month	Total Members	CTC Renewals	% Participation
Jan-12	539	7	1.30%
Feb-12	584	6	1.03%
Mar-12	580	2	0.34%
Apr-12	583	13	2.23%
May-12	573	2	0.35%
Jun-12	584	5	0.86%
Jul-12	594	6	1.01%
Aug-12	580	5	0.86%
Sep-12	573	4	0.70%
Oct-12	583	8	1.37%
Nov-12	588	6	1.02%
Dec-12	591	4	0.68%
Jan-13	584	0	0.00%
Feb-13	590	6	1.02%
Mar-13	586	22	3.75%
Apr-13	573	7	1.22%
May-13	574	9	1.57%
Jun-13	575	8	1.39%
Jul-13	594	10	1.68%
Aug-13	589	2	0.34%
Sep-13	549	7	1.28%
Oct-13	567	18	3.17%
Nov-13	562	4	0.71%
Dec-13	564	8	1.42%
Jan-14	554	19	3.43%
Feb-14	547	15	2.74%
Mar-14	564	13	2.30%
Apr-14	557	11	1.97%
May-14	547	3	0.55%
Jun-14	540	1	0.19%
Jul-14	527	3	0.57%
Aug-14	533	8	1.50%
Sep-14	529	3	0.57%
Oct-14	509	4	0.79%