

Tennessee Trails Association
Board of Directors' Meeting Minutes
April 30, 2016
REI, Brentwood
(Approved July 30, 2016)

Present: Carolyn Miller, Bruce Whitehead, Gena Whitehead (for Diane Manas & Cheryl Heckler), Ken Johnson, Jim Poteet (for Joan Hartvigsen), Carolyn Watson, Rosemary Marshall, Naullain Kendrick, Sara Pollard, Doug Burroughs, Ed and Donna Pyers, Sally Ticaric, Rob Weber, Bob Richards.

Guests: Paul Schwab.

Meeting called to order by Carolyn Miller (TTA President) at 1:02 pm.

Approval of 2nd Quarter Board Meeting Minutes – Gena Whitehead (for Diane Manas)

Motion by Donna Pyers and seconded by Sara Pollard to approve the meeting minutes. Motion carried.

Treasurer's Reports – Kathy Woods (absent)

The Treasurer's report was circulated by email prior to the meeting for review <attached>.
Budget Report submitted was approved.

Jim Poteet discussed adding life memberships to report in order to note that \$20,750 cannot be spent but be recognized in the report.

Membership Report – Tim Townley (absent)

The Membership report was circulated by email prior to the meeting for review <attached>.

Family memberships are increasing. They have recently grown from 96 to 118. At least one person a day asks to join our Facebook page and membership is growing again.

Regional-at-large Reports

East TN – Garnett Rush (absent)
No report.

Middle TN – Jim Poteet (for Joan Hartvigsen)

As Highland Rim Chapter's Hike Coordinator, Joan asked the Board to encourage their chapter members to lead joint hikes. Joan and fellow hike leaders frequently offer joint hikes with other Chapters. Recently, joint hikes have been with the Nashville, Murfreesboro, Plateau and Sumner Trails Chapters. Jim & Marietta Poteet host an annual "Chilly Chili Hike" and invite all of the Chapters. Often Joan participates in other Chapters' outings; for example, Joan is absent today as she joined the Nashville Chapter's camping and hiking weekend at Joyce Kilmer. In June Joan has organized a GSMNP hiking/camping weekend in Cosby. In August Joan is offering an Ocoee Whitewater trip with hopes to paddle the Ghost River. All these activities attract members from many other Chapters. Offering these fun activities is a good way to recruit new members. Joan also arranges monthly programs for the Highland Rim Chapter which attract potential new members. Joan sometimes attends the Murfreesboro Chapter meetings. Ideally TTA members should "belong" to a specific chapter, although everyone is invited and encouraged to participate in hikes offered by all the chapters. When a "new" member attends a chapter event, of course they are welcomed but their name may not be recognized because they are indeed a TTA member but listed as an "unaffiliated" member in TTA's Membership Directory. Please encourage "unaffiliated" members to select a "local" chapter.

West TN – Margaret Dixon (absent)
No report.

Chapter Reports

Clarksville – Ken Johnson
No report.

Columbia / Franklin – Carolyn Watson
No report.

East TN – Rosemary Marshall
Rosemary reports that Jacobs Engineering from Oak Ridge contacted her to get Hiking Safety Materials for their Safety Week. She supplied TTA material for Hiking Safety Day on 05-04-16.

Highland Rim – Naullain Kendrick
No report.

Jackson – Vicky Moeller (absent)
No report.

Memphis – Charlie Bright (absent)
No report.

Murfreesboro – Sara Pollard

We had three backpacking trips that were well attended: Hidden Passage in Pickett State Park, North Chickamauga section of the Cumberland Trail, and Frozen Head State Park. Day hikes included a joint hike with the Clarksville chapter at Radnor Lake, Sewanee Perimeter Trail and Welch's Point near Sparta. Our annual Good Friday hike with the Highland Rim chapter took place at Frozen Head State Park and we had hikers from four chapters to attend. Our chapter supported two events at Edgar Evins State Park: the 15th Annual Waterfall Tour and 8th Annual Celebration of Spring. These events are organized by the Friends of Edgar Evins State Park. The chapter meeting for February was cancelled due to inclement weather. Beekeepers Susan and Donnie Welchance are rescheduled for a later meeting. March guest speaker was Rick Lausten of the Columbia chapter who shared his 286 mile hike on the Pembrokeshire Coastal Path in Wales. In April Jacqueline Kelley presented her experiences walking the entire Natchez Trace Parkway. We are meeting in May to plan hikes for July-December 2016.

Nashville – Doug Burroughs

Chapter membership is 88 as of April 2016. This is an increase of 6 since the last quarterly report. Our Chapter Officers are: Chair, Doug Burroughs; Treasurer, June Callahan; Hike Coordinator, Nancy Juodenas; Programs Coordinator, Nora Beck. Amy Sutton continues to collect the statewide TTA mail from the Melrose Post Office mailbox and process as needed. Membership applications/renewals are forwarded to the Membership Director, etc. Ten hikes were scheduled and published in the TTA Newsletter, they were: Percy Warner Park (2); Beaman Park; Stones River Greenway; Polly Branch Trail (Bridgestone/Firestone Centennial Wilderness); Virgin Falls Trail; Long Hunter State Park; Natchez Trace State Park; Montgomery Bell State Park; and a Nashville Urban Hike. The Nashville Chapter continues to meet the 4th Tuesday of each month at the REI store in Brentwood TN, except for May (Annual Picnic at Warner Park) and December (Annual Holiday Party). Recent monthly meeting topics were: Pictured Rocks National Lakeshore backpack trip in Michigan (presentation was in January); Pembrokeshire Coastal Path in Wales, Day Hiking Inn to Inn (in February) and in March, Steve Ward (the Park's Director) talked about Radnor Lake State Natural Area. On April 23, 2016 (after the reporting period), the Nashville Chapter co-organized a booth at the Nashville Earth Day Celebration in Centennial Park, with Nora Beck, representing CTC. The Nashville Chapter continues to collate, label, fold, tab, stamp and mail out the printed copies of the TTA Newsletter each month. This process is coordinated by Diane Manas.

Plateau – Gena Whitehead (for Cheryl Heckler)

Our membership is staying steady at 60. We hiked every Wednesday and at least two Saturdays per month with hikes in Big South Fork NRRRA, Cumberland Trail SP, Great Smoky Mountains NP, Frozen Head SP, Virgin Falls SNA, Savage Gulf SNA, Pickett SP, Standing Stone SP, and Sewanee University of the South. This year's overnight trip was a 3 day hike adventure in April staying in Maggie Valley, NC and hiking three trails in the North Carolina side of the Great Smoky Mountains NP. Programs at our Chapter meetings were "Latest hiking gear", "Hiking Trails of Cumberland County", and "Polar Bears". We are planning a National Trails Day hike on the Cumberland Trail's new Hebbitsburg section.

Soddy Daisy – Ed & Donna Pyers

No report.

Sumner Trails – Sally Ticaric

No report.

Upper Cumberland – Louise Miniard (absent)

No report.

Evan Means Small Grants & Projects - Bob Richards

Bob Richards reported that the CTC requested an Evan Means Grant for the upcoming Big Dig event <attached>. The amount requested was for \$2,500 to cover transportation expenses for the Ditch Witch to include fuel, spare tracks, and to stock replacement parts. That total came to approximately \$1,500. The other \$1,000 would be used to cover further unspecified Big Dig expenses. A motion to approve the Evan Means Grant request by CTC was made by Sara Pollard, seconded by Donna Pyers. The Board requested from Rob Weber that future requests detail all expenses to be noted so all questions are answered via the grant request. Motion carried.

CTC Update - Rob Weber

Two trail update reports were circulated by email prior to the meeting <attached>; they are: Spring BreakAway 2015 Office Report, and a Central Trail Crew BreakAway 2016 letter sent to Justin P. Wilson. Rob Weber updated us on the Spring Breakaway event. Combined, the TTA/Justin P. Wilson Grant, student revenues, and money received from TTA's 2015 Annual Meeting is projected to cover the monies spent this year. 7.2 miles of trails will be finished by June as a result and the last 2-3 miles are in various stages of completion. The next project will be 8.2 miles along the west side of Daddy's Creek immediately south of Devil's Breakfast Table. Bob Richards made a motion to allocate the remaining \$50,000 from the Ann Potter Wilson Foundation donation to the CTC. Seconded by Bruce Whitehead. Motion carried.

Bob Richards provided an update on the Gator Bridge Project. He announced the prefab bridge has been designed and will last approximately 50 years. The Company is even going to install the Pilot Bridge which might be McGill Creek near Dayton.

TTA By-laws - Bruce Whitehead

Bruce Whitehead stated that due to distances between committee members, progress was slow. Carolyn Miller provided a solution using a conference call option that she has access to. Bruce will explore this and hopefully start back on track using this method. Jim Poteet expressed concerns for a template by-law system that was sent to the members and suggested areas we should be concerned with. This will be addressed in future discussions. Due to time constraints with getting a by-laws change introduced to the membership prior to the October 2016 Annual Membership Meeting, the by-laws template will have a completion date for the 2017 Annual Membership Meeting.

Website Committee Update –

One meeting took place in February. Getting everyone together at the same time has been a challenge (especially since committee members are from all over the state). Topics discussed included software updates, design issues, and different options offered through contracts with vendors. Jim Poteet stated that he would like to see a system that, once it was designed, he could transfer responsibility for Website maintenance.

VIPs and the Newsletter –

Some updates have been done but more are needed. Discussion centered around who should receive VIP status. Suggestions included but are not limited to all legislators, businesses and entities in each community, sports stores and outfitters, state parks and newspapers. It was suggested that each chapter should review the membership list and or suggest VIP recipients. It was generally agreed that VIP recipients should receive the email version of the newsletter.

Membership Directory –

The Directory will be ready for the printer around mid-June. Members should have the option to indicate how they would like to receive their copy of the Directory – be it via snail- or e- mail. Due to the cost of approximately \$1 in postage for each Directory mailed, it was suggested that Chapter Chairs receive them and distribute them. Another suggestion was to distribute them at the Annual Meeting.

Annual Meeting Update – Charlie Bright (absent)

Charlie Bright could not attend meeting due to home flooding issues. Everything is on track so far. The issue of the Auction as a fund raiser was discussed. Should we have one or not? It was decided to consult with Charlie and decide later. One suggestion was to continue the silent auction and have members make donations rather than bid in an auction.

National Trails Day – Bob Richards

National Trails Day this year is on Saturday, June 4. Bob Richards asked the TTA to consider sponsoring the Tennessee Greenways and Trails. He was asked to make sure any proposal be written and a dollar figure enumerated. A suggestion was also made to make this a budget item in the future.

New Business

CTC Obed Wild and Scenic Area - Rob Weber

Rob Weber is seeking contacts anybody might have near the Obed Wild and Scenic Area to assist with the next phase of the the projects.

The next Board meeting was set for Saturday, July 30, 2016 at REI in Brentwood TN. The start time will be 1:00 pm Central Time.

A motion to adjourn the TTA Board of Directors' meeting was made by Bob Richards, seconded by Bruce Whitehead. Motion carried. Meeting adjourned at 3:07 pm.

Respectfully Submitted,

Gena Whitehead

Acting Recording Secretary for Diane Manas

4/27/2016

Income/Expense by Category - Last quarter
1/1/2016 through 3/31/2016

Category Description	1/1/2016- 1/31/2016	2/1/2016- 2/29/2016	3/1/2016- 3/31/2016	OVERALL TOTAL
INCOME				
Amazon Income	36.52	29.56	10.49	76.57
Annual Mtg Proceeds	0.00	5,300.00	0.00	5,300.00
Donations	0.00	1,700.00	0.00	1,700.00
Memberships	0.00	1,495.00	755.00	2,250.00
TOTAL INCOME	36.52	8,524.56	765.49	9,326.57
EXPENSES				
Bank Charge	0.00	0.00	36.00	36.00
Chapter Allocations	0.00	1,085.00	446.00	1,534.00
Donations-Trail Support	0.00	3,787.00	0.00	3,787.00
Evan Means Grants	0.00	2,000.00	0.00	2,000.00
Filing Fees	0.00	0.00	20.47	20.47
Newsletter Stipend	300.00	0.00	0.00	300.00
POB and Mailing Supplies	0.00	0.00	21.84	21.84
Postage and Delivery	46.00	6.45	760.04	812.49
Printing and Reproduction	320.00	0.00	735.00	1,055.00
Remittance of CTC memberships	110.00	0.00	0.00	110.00
TOTAL EXPENSES	779.00	6,678.45	2,022.35	9,679.80
OVERALL TOTAL	-742.48	1,646.21	-1,256.86	-353.13

Page 1

Tennessee Trails Association
Net Worth
As Of March 31, 2016

Assets:

Cash and Bank Accounts:	
Regions Checking	101,006.79
Regions Money Market	61,224.10
CDxxxxxx3362	9,066.52 *
CDxxxxxx3612	10,403.61 **
Total Assets	181,701.02

Liabilities:

0.00

Net Worth

181,701.02

*Matures 9/2/16

**Matures 5/11/16

The Kiebunde Trust funds are in the checking account.

The remaining 50K from the Anne Potter Wilson Foundation resides in the money market account.



TTA Membership Report

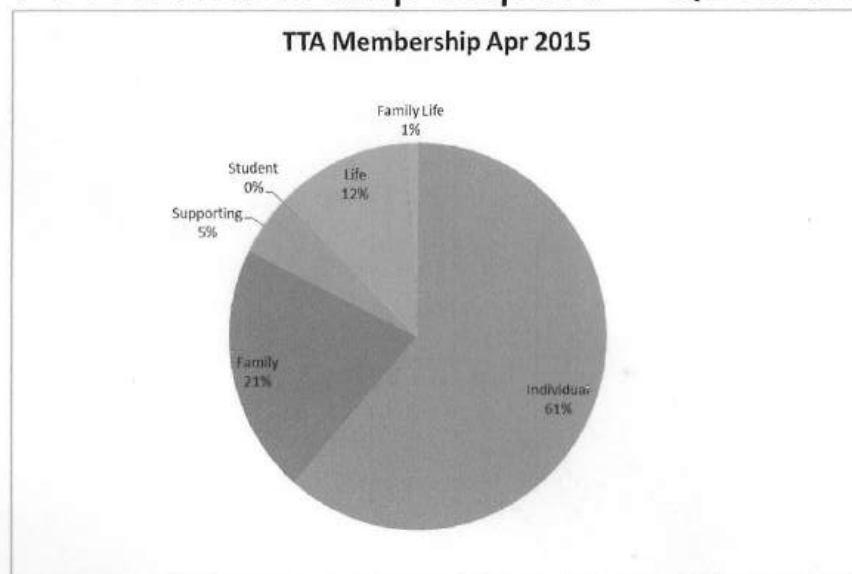
2nd Quarter 2016

Tim Townley – Membership Dir.

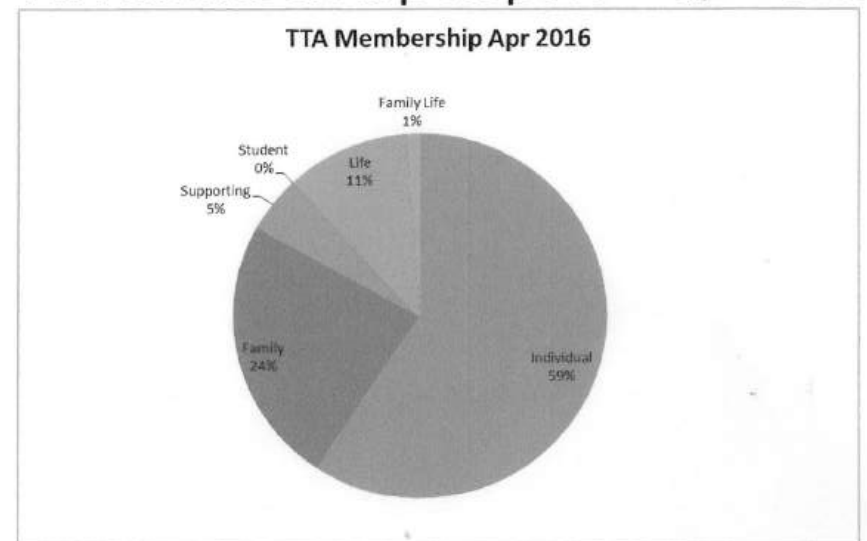
TTA Membership Report – Q2 2016

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
Apr-15	458	281	96	22	1	53	5
May-15	488	309	98	22	1	53	5
Jun-15	485	302	103	21	1	53	5
Jul-15	480	297	101	23	1	53	5
Aug-15	460	285	92	24	1	53	5
Sep-15	458	282	93	24	0	54	5
Oct-15	496	308	105	24	0	54	5
Nov-15	459	275	100	25	0	54	5
Dec-15	478	287	106	26	0	54	5
Jan-16	472	289	102	21	0	54	6
Feb-16	504	311	112	21	1	53	6
Mar-16	488	295	112	21	1	53	6
Apr-16	496	294	118	24	1	53	6

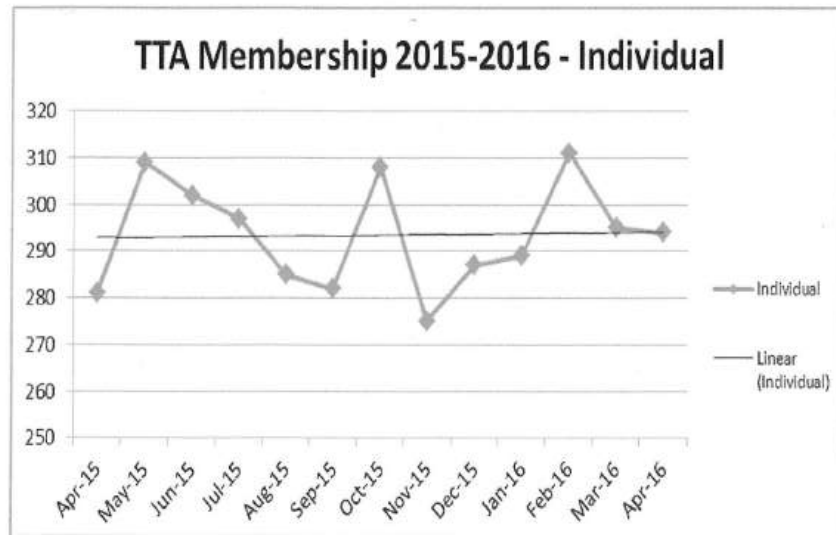
TTA Membership Report – Q2 2016



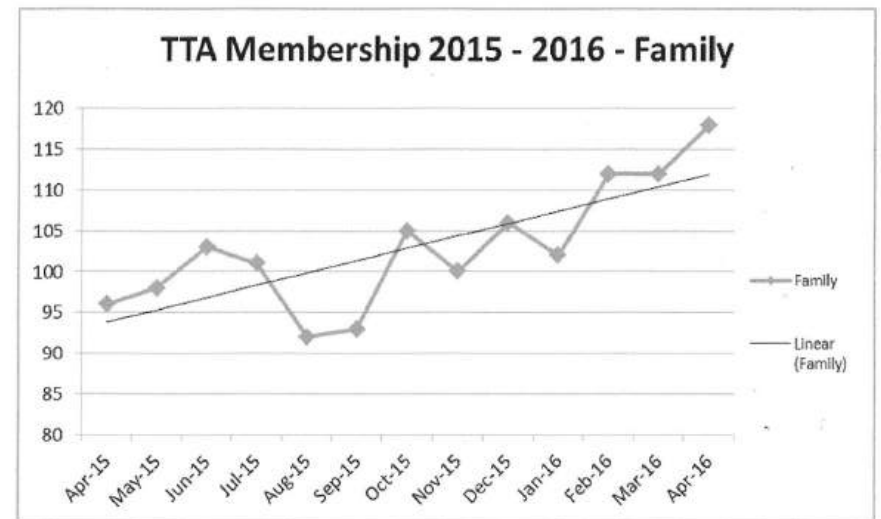
TTA Membership Report – Q2 2016



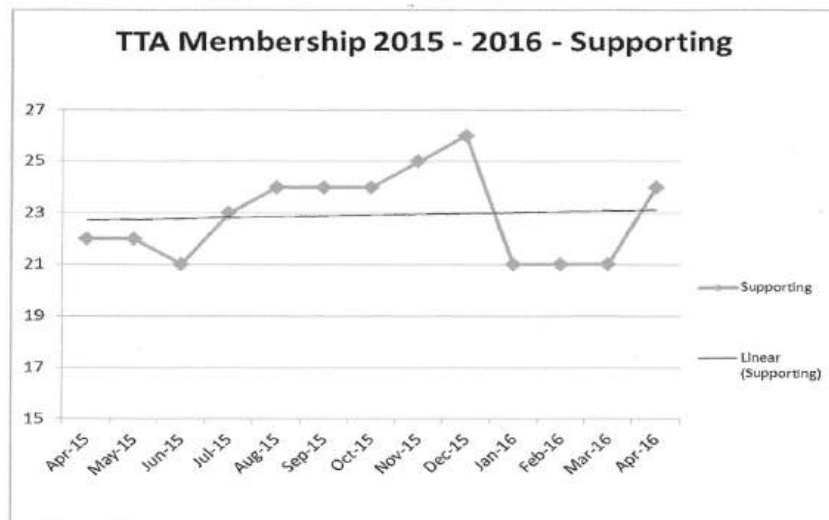
TTA Membership Report – Q2 2016



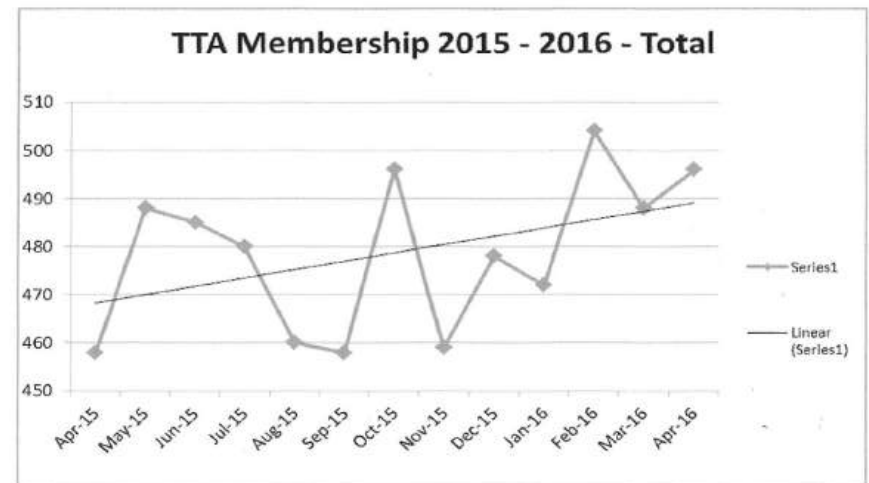
TTA Membership Report – Q2 2016



TTA Membership Report – Q2 2016



TTA Membership Report – Q2 2016



DESCRIPTIONS FOR EVAN MEANS GRANT
APPLICATION OF 2016

Tennessee Trails Association – Evan Means Small Grants Program
Application Form

Please use this form to fill out the grant application, or copy and paste the different sections into another Word document and save the completed application as a PDF if submitting electronically. Deadline to apply: December 31 of each year!

Project Name: Big Dig 2016 For grant reviewer use
Project Location: Near Crab Orchard, TN Date received
Applicant Organization: Cumberland Trails Conference
Organization Address: 444 Tennessee Ave, Suite 102
Crossville, TN 38526
Contact Name: Ray Garrett
Contact Address: 161 Mountain Ridge Rd, Crab Orchard, TN
Contact Cell Phone: 615-725-5123
Contact email: garrett@ctcconference.org

State amount requested from the Evan Means Small Grants Program: \$ 2,500.00
BRIEF description of your organization and history:

See attached

Project Description in detail: Use a separate sheet of paper to explain how and why this project will benefit the people of Tennessee and the state system of hiking trails.

See attached

Will other groups be involved in this project with you? Please list their involvement and actions:

See attached

List any other funding sources and amounts to be used to complete this project:

see attached

Please attach any drawings of bridges, signs, etc. that are being built. Who drew up these plans?

Please attach (as separate sheet) a copy of the total project budget, include a detailed materials list showing costs.

Attach letters of support from any partners and/or government agencies.

Also attach proof of the IRS 501(c)(3) status if your group is NOT a chapter or associate organization of the Tennessee Trails Association.

To apply, mail this information and any other supporting documents you wish to include to:

Evan Means Small Grants Program
Tennessee Trails Association
P.O. Box 41446
Nashville, TN 37204

If you have questions about this grant program, please call Bob Richards at 615-210-1932, or email grants@tennesseetrails.org.

BRIEF HISTORY OF CUMBERLAND TRAILS CONFERENCE (CTC): The history of the CTC is familiar to most TTA members. In 2015 the Conference was reorganized into a nonprofit 501(c)(3) corporation. The purpose of the corporation remains as before, to construct, support and promote the Cumberland Trail project in East Tennessee, through the efforts of paid employees and volunteers and funds raised from private and non-Tennessee State Parks sources.

PROJECT DESCRIPTION: After a long hiatus, the Cumberland Trails Conference reestablished its Big Dig trail-building program in the fall of 2015. The project is to be repeated this year. The work will be directed by a senior trail building assistant, 2 additional paid part-time staff members and a number of volunteers. (Last year there were from 8 or ten to as many as 18 volunteers on a given day). The construction effort will again be devoted to work along Daddy's Creek north of Crab Orchard, TN. Lodging and meals will be provided for staff and volunteers over the course of two Big Digs (May 4-June 11 and September 14-October 22, 2016). Funds are required for staff wages, food and lodging, and fuel, maintenance and spare treads for equipment (Ditch Witch). Estimated cost is \$40,130.

WILL OTHER GROUPS BE INVOLVED?: Yes, a modest amount of work will be provided by Cumberland Trail State Park rangers, primarily some trail marking and flagging by ranger Anthony Jones.

OTHER FUNDING SOURCES: The CTC has an organized fund raising effort in support of the 2016 Big Dig. In addition to TTA, grant applications are being made to Middle Tennessee Natural Gas, Wild Trails, American Hiking Society, Community Foundation of Greater Chattanooga, Rock Creek Outfitters, Smokey Mt. Hiking Club, Keen Effect, REI, Cumberland County Bank, and local County Governments (County Commissions). Grant requests fall in the range of \$500 to \$5,000. The 2016 goal for total Big Dig funding is \$20,000 to \$25,000.

APPENDIX: Photo depictions of 2015 Big Dig efforts; IRS determination letters, Big-Dig 2016 budget.



CTC employee Red Young Preparing a path for utilization of the Ditch Witch on Daddy's Creek above Crab Orchard, TN



Picking the best pathway on Daddy's Creek



Volunteers digging trail on Big Dig 2015

Date of this notice: 06-23-2015

Employer Identification Number:
47-4348191

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

CTC FORMATION GROUP
% CAROLYN MILLER
409 THURMAN AVE STE 102
CROSSVILLE, TN 38555

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-4348191. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	04/30/2016
Form 940	01/31/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is CTCF. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records. CP 575 A (Rev. 7-2007)

Return this part with any correspondence
so we may identify your account. Please
correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number	Best Time to Call	DATE OF THIS NOTICE: 06-23-2015
()		EMPLOYER IDENTIFICATION NUMBER: 47-4348191
		FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
[Barcode]

CTC FORMATION GROUP
% CAROLYN MILLER
409 THURMAN AVE STE 102
CROSSVILLE, TN 38555

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

CTC FORMATION GROUP INC

-2-

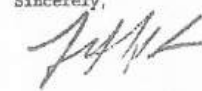
Date: OCT 14 2015

CTC FORMATION GROUP INC
C/O CAROLYN MILLER
409 THURMAN AVE STE 102
CROSSVILLE, TN 38555-4561

Employer Identification Number:
47-4348191
DLN:
17053198324015
Contact Person:
EDWARD S SCHLAACK ID# 31536
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 11, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

Letter 947

CUMBERLAND TRAILS CONFERENCE 2016 SPRING & FALL BIG DIG PROGRAMS



Cumberland Trails Conference
409 Thurman Avenue, Suite 102
Crossville, TN 38555
931-456-6259
ctcoffice2014@gmail.com

SPRING BIG DIG MAY 4-JUNE 11 FALL BIG DIG SEPTEMBER 14-OCTOBER 22

Crab Orchard Mountain Segment Trail Construction

Program Budget Expenses

Item	Description	Amount
Crew and Volunteer Lodging Eden Ridge Camp	Lodging includes dormitory style accommodations, tents	\$4,000
Crew (4) & Volunteers (240) Meals	Breakfast/lunch/dinner	\$5,000
Management Operations	Program Coordinator and Office Staff	\$14,300
Crew	Paid Crew Hours	\$9,680
Tools and supplies	Rock bars, loppers, hand clippers, saws	\$3,000
Vehicle and Ditch Witch Maint.	Oil changes & maint. Spare treads/DitchWitch	\$ 400 \$1,100
T-shirts & Emblems	Student, Staff and Volunteer T-shirts	\$1,000
Liability Insurance	Program Insurance	\$ 150
Transportation Expenses	Ditch Witch and vehicle fuel and to transport tools to worksite	\$1,500
Total Costs		\$40,130
Revenue	Small grants,(\$20,000) donations,(\$5,000)	\$25,000
Funding Needed		(\$15,130)

Spring BreakAway 2015

Cumberland Trail Conference hosted its 19th annual *Alternative Spring Break* program. The CTC is a host organization for Break Away®: the Alternative Break Connection, Inc. a national 501(c)(3) nonprofit organization that supports the development of quality alternative break programs by providing training and information primarily to colleges, universities, and nonprofit organizations interested in creating lifelong active citizens through these intensive service-learning programs. The 2015 *BreakAway* had two main goals: 1.) Provide a positive experience for participants, showcasing the Cumberland Trail experience and the volunteerism that is building this trail, and 2.) complete as much sustainable and high quality trail as possible in the Graysville Mountain Recreational Management Unit.

Week 1	Michigan State University -	12 students-	126 hours
	Boston University -	11 students-	231 hours
	Florida International Univ. -	6 students-	324 hours
	Volunteers	8	198 hours

Due to rain and muddy conditions sections were started but not completed in week 1. Students helped rangers spread gravel on road leading to Laurel/Snow Pocket area in between rain on Tues.

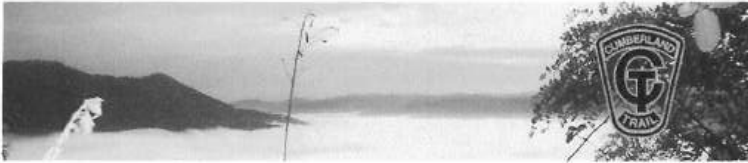
Week 2	Volunteer Week	11 volunteers-	131 hours
---------------	----------------	----------------	-----------

During week 2 sections were completed from week 1, approximately 1400 feet. in total. Ranger Daniel Basham and Brandy Selman provided chainsaw training certifications to Pete Berntsen, Levonn Hubbard, TC Varner and Don Deakins.

Week 4	University of Delaware-	21 students-	714 hours
	Volunteers	11	343 hours

This final week students arrived on Saturday so they got an extra work day during a near perfect weather week to complete 2550 feet of trail.

In summary: Fort Bluff Camp in Dayton proved to be an ideal base camp by providing the needed accommodations, meals, gym, meeting rooms and close access to the trail. 40 students donating 1,395 hours, 672 volunteers' hours, along with park rangers accomplished ¾ of a mile of newly constructed trail that has been blazed, GPS information gathered, and website information updated. The cost of this year's program, \$16,405.52, was offset with the grant funds we received from TTA Evans Means, Middle Tenn. Natural Gas Project Hometown Help, individual donations and student fees, totaling \$12,800, we were able to host a very successful program again this year. Thank you!



April 26, 2016

Justin P. Wilson
3022 Vanderbilt Place
Nashville, TN 37212

Re: Cumberland Trails Conference's Cumberland Trail Development/BreakAway 2016 Summary

Dear Justin,

I wanted to update you on our 2016 trail building activities and the recent success of Cumberland Trails Conference's (CTC) BreakAway 2016 program. These activities, in the central and southern Justin P. Wilson Cumberland Trail State Park (CTSP) corridor, are partially funded by current Justin P. Wilson grant funds as administered by our sister organization Tennessee Trails Association, supporting both the Central Trail Crew and BreakAway Alternative Spring Break (ASB) 2016.

BreakAway 2016 was hosted in Rhea County for 2016 on two lengths of trail: a 1.6 mile stretch on Graysville Mountain and a 3.6 mile corridor within McGill Creek Gorge. These tasks were assigned to the Central and Southern Trail Crews (which began work in January), and to BreakAway 2016, our 20th year, which was held March 6-April 2 at Fort Bluff Camp above the community of Dayton, TN. We are thrilled with the results and participation in BreakAway this year, see attached summary. The program completed 2.3 miles of trail utilizing the volunteer labor of 12 ASB schools, 154 students, totaling 4,217 trail hours. These students were supported by 1,535 CTC Volunteers hour and 445 Southern and Central Trail Crew hours. The students rose each day to the difficult task of trail building amazing us with their leadership, enthusiasm, and youth. They experienced numerous environmental and conservation educational opportunities both on the trail and in evening classes, learned critical team building skills, and made lasting friendships. We look forward to the challenges of BreakAway 2017 and all that we will accomplish.

The Central Trail Crew is now back to work after assisting with BreakAway during March, this team is working to complete their initial 7.3 mile trail corridor begun last fall on Daddy's Creek north of Crab Orchard, TN, with 5.0 miles now complete and open to hiking. The crew/volunteer team's success has allowed the Board to make a *new trail commitment*, the 8.0 miles historic build from Devil's Breakfast table south to Antioch Bridge (the end of the current project) within TWRA's Catoosa Wildlife Management Area. Design for this new segment is now underway with anticipated construction beginning mid-summer 2016.

Thank you for your critical support for these Cumberland Trail development project.

Cumberland Trails Conference A Sister Organization of Tennessee Trails Association
409 Thurman Avenue, Suite 102 Crossville, TN 38555
Phone 931-456-6259 www.cumberlandtrail.org E-mail ctcoffice2014@gmail.com

Other News:

- Trail Construction Planning and Design...to improve our efficiency and lead times on future projects and their design needs, CTC's trail leadership met with Bob Fulcher, CTSP State Parks Manager, in March to complete advanced planning on our future trail commitments for the southern and central trail crews.
- The Southern Trail Crew...with BreakAway now behind them and armed with an increased CTC's budget commitment providing for three team members at all times, is now ramping up for the spring/summer building season. Supported daily with community volunteers, they are now constructing 5-days per week to complete the balance of the McGill Creek Gorge corridor. CTC builds the highest standards of trail, and recent construction during the ASB program tested our rock and trail teams, but we are thrilled with the results of this work.
- Spring Big Dig...will again be hosted at Eden Ridge Camp in Crab Orchard, TN from May 4th thru June 11th and will create volunteer energy for the Central Crew.
- Gator Bridge...Gator Bridge presented the completed design for the Cumberland Trail Bridge, a proprietary design Gator will attempt to rollout corridor wide. The design, partially funded with CTC dollars, will create a mobile 20-60' footbridge design for the 40+ back country bridge sites. This all aluminum design has met or exceeded our specs and will provide 30-50 years of life, a critical achievement to reduce the program's long-term maintenance needs.
- Connector Program...the contract between CTC and University of Tennessee at Chattanooga is in place to complete the extensive Connector Program work to establish, study, and rank the extensive east and west connectors to the Cumberland Trail and associated State Park. We are now organizing the 8-10 field teams to support the work. Our initial field team orientation and educational meeting is now scheduled for early May in Oak Ridge, TN.

We continue to appreciate your support and leadership on acquiring and building the Cumberland Trail State Park. It is a project that is just now laying the groundwork for the extensive conservation and recreation work yet to come, while providing recreational opportunities for our kids...today. I am always available to answer any questions or concerns you might have.

Best Regards,

Rob Weber
Chairman
Cumberland Trail Conference
423-517-0920 (Home)

Cumberland Trails Conference A Sister Organization of Tennessee Trails Association
409 Thurman Avenue, Suite 102 Crossville, TN 38555
Phone 931-456-6259 www.cumberlandtrail.org E-mail ctcoffice2014@gmail.com

Tennessee Trails Association Board Meeting
04-30-16
REI, Brentwood

DRAFT

Present: Carolyn Miller, Bruce Whitehead, Gena Whitehead, Jim Poteet, Ken Johnson, Carolyn Watson, Rosemary Marshall, Naullain Kendrick, Sara Pollard, Doug Borrows, Ed and Donna Pyers, Sally Ticaric, Rob Weber, Bob Richards

Guests: Paul Schwab and Gena Whitehead (Acting Recording Secretary and Proxy for Cheryl Heckler)

Meeting Called to order at 1:02 pm.

Approval of 1st quarter General Membership and Board Meeting Minutes. Motion by D Pyers 2nd by Sara Pollard. Motion carried. *in changes*

Donna seconded

Budget Report: 1st Quarter Budget Report submitted online and printed in President's possession. Report approved.

- Jim Poteet discussed adding life memberships to report in order to note that \$20,750.00 cannot be spent but recognized in the report.

Membership Report: Family memberships are increasing. They have recently grown from 96 to 118 . At least one person a day asks to join our Facebook page and membership is growing again.

Chapter Reports: Rosemary Marshall made a verbal report. She reports that Jacobs Engineering from Oak Ridge contacted her to get Hiking Safety Materials for their Safety Week. She supplied TTA material for Hiking Safety Day on 05-04-16. ~~All other reports submitted via email.~~

Grants and Projects: Bob Richards reported that CTC requested a Grant from TTA, Evan Means Grant for the upcoming Big Dig. The amount requested was for \$2500.00 to cover transportation expenses for the Ditch Witch to include fuel, spare tracks, and to stock replacement parts. That total came to approximately \$1500.00. The other \$1000.00 would be to cover further unspecified Big Dig expenses. Motion to approve- Sara Pollard, 2nd- Donna Pyers. The Board requested from Rob Weber that future requests detail all expenses to be noted so all questions are answered via the Grant request. Motion carried.

CTC Update: Rob Weber updated us on the Spring Breakaway. The TTA/Justin P. Wilson Grant, student revenues, money from the 2015 TTA Annual Meeting is projected to cover the \$60.00.000 spent this year.

- 7.2 miles of trails will be finished by June as a result and the last 2-3 miles are in various stages of completion.
- The next project will be 8.2 miles along the Obed Wild and Scenic River area. This will be a difficult task as no machinery can be used.
- Motion was made to allocate the remaining \$50,000.00 from the Ann Potter Wilson Foundation donation to the CTC. Motion Bob Richards-2nd Bruce Whitehead. Motion carried.

what is this amount

seconded by project

Bob Richards updated us on the Gator Bridge Project. He announced the prefab bridge has been designed and will last approximately 50 years. The Company is even going to install the Pilot Bridge which might be McGill Creek near Dayton.

need to add these

Bruce Whitehead gave a By-laws update. He stated that due to distances between committee members, progress was slow. Carolyn Miller provided a solution using a conference call option that she has. Bruce will explore this and hopefully start back on track using this method. Jim Poteet expressed concerns for a template by-law system that was sent to the members and suggested areas we should be concerned with. This will be addressed in upcoming discussions. Since there were concerns that the Oct. 2016 Annual Meeting would be hard to get the revisions done, the target date for completion was set back to October 2017.

The Website Committee also gave an update. They advised that one meeting took place in February but that communications are an issue here as well, due to distance. Many issues were discussed, including software update, design issues, and different options offered through contracts with vendors. Jim Poteet stated that he would like to see a system that, once it was designed, he could transfer responsibility for Website maintenance.

The VIP Committee reported on Newsletter addresses. Some updates have been done but more are needed. Discussion centered around who should receive VIP updates. Suggestions included but are not limited to all legislators, businesses and entities in each community, sports stores and outfitters, State Parks and Newspapers. It was suggested that each chapter should find or suggest recipients. It was generally agreed that recipients should receive email versions of the newsletter.

Membership Directory: The Directory will be ready as of 6-01-16. Members can decide on email or mailed version of it. Due to the cost of approximately \$1.00 for postage for each newsletter, it was suggested that Chapter Chairs receive them and distribute them or they can be distributed at the Annual Meeting.

Annual Meeting Update: Charlie Bright could not attend meeting due to home flooding issues. Everything is on track so far. The issue of the Auction as a fund raiser was discussed. Should we have one or not? It was decided to consult with Charlie and decide later. One suggestion was to continue the silent auction and have members make donations rather than bid in an auction.

National Trails Day: This year it is June 4, 2016. Bob Richards asked the TTA to consider sponsoring for the Tennessee Greenways and Trails. He was asked to make sure any proposal be written and a dollar figure enumerated. A suggestion was also made to make this a budget item in the future.

New Business: Rob Weber asked for contacts anybody might have near the Obed Wild and Scenic Area to assist with the next phase of the the projects.

The next Board meeting was set for July 30th. Motion to adjourn by Bob Richards-2nd by Bruce Whitehead. Motion carried. Meeting adjourned at 3:07 pm.

Gena Whitehead
Acting Recording Secretary for April Board Meeting



Tennessee Corporation Annual Report Form

File online at: <http://TNBear.TN.gov/AR>

Due on/Before: 04/01/2017

Reporting Year: 2016



05571731

AR Filing #: 05571731

FILED: Feb 9, 2017 6:00PM

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

Payment-Credit Card - State Payment Center - CC #: 3694481092

SOS Control Number: 85667

Nonprofit Corporation - Domestic

Date Formed: 08/01/1975

Formation Locale: TENNESSEE

(1) Name and Mailing Address:

TENNESSEE TRAILS ASSOCIATION, INC.
CAROLYN MILLER, PRESIDENT
23 DEVIL CREEK PL
MONTEREY, TN 38574-7074

(2) Principal Office Address:

CAROLYN MILLER, PRESIDENT
23 DEVIL CREEK PL
MONTEREY, TN 38574-7074

(3) Registered Agent (RA) and Registered Office (RO) Address:

TENNESSEE TRAILS ASSOCIATION, INC.
CAROLYN MILLER
23 DEVIL CREEK PL
MONTEREY, TN 38574-7074

Agent Changed: No

Agent County: PUTNAM COUNTY

(4) Name and business address (with zip code) of the President, Secretary and other principal officers.

Title	Name	Business Address	City, State, Zip
Vice President	Bruce Whitehead	103 BRIGHTON LANE	CROSSVILLE, TN 38558
Membership Director	Tim Townley	125 WILLIAMS STREET	SAVANNAH, TN 38372
Previous Past President	Donald Dresser	206 NORMANDY PLACE	JACKSON, TENNESSEE 38305
Past President	Millette Jones	320 KINNARD CT	MURFREESBORO, TENNESSEE
President	Carolyn Miller	23 DEVIL CREEK PLACE	MONTEREY, TENNESSEE
Treasurer	Kathy Woods	171 NORTH BERWICK LANE	FRANKLIN, TN 37069
Secretary	Diane Manas	716 MOUNT CARMEL PLACE	NASHVILLE, TENNESSEE

(5) Board of Directors names and business address (with zip code). None, or listed below.

Name	Business Address	City, State, Zip
Garnett Rush	1102 OAK PARK AVENUE	MARYVILLE, TN 37803
Rosemary Marshall	5400 PARKDALE ROAD	KNOXVILLE, TN 37912
Sally Ticaric	1051 CAGES BENT COURT	GALLATIN, TN 37066
Naullain Kendrick	1224 BOYNTON VALLEY RD	MANCHESTER, TN 37355
Sara Pollard	2306 LONDON AVENUE	MURFREESBORO, TENNESSEE 37129
Joan Hartvigsen	220 CHOCTAW ROAD	WINCHESTER, TENNESSEE 37398
Margaret Dixon	8151 MONTROSE DRIVE	OLIVE BRANCH, MISSISSIPPI 38654
Ken Johnson	731 NEEDMORE ROAD	CLARKSVILLE, TENNESSEE 37040
Carolyn Watson	2006 KINGSTON PLACE	SPRING HILL, TENNESSEE 37174
Vicky Moeller	4804 WILLIAMSBURG VILLAGE DR	JACKSON, TENNESSEE 38305
Charlie Bright	8470 ROSEMARK ROAD	MILLINGTON, TENNESSEE 38053
Doug Burroughs	507 ROSE HALL	NASHVILLE, TENNESSEE 37212
Cheryl Heckler	882 MIMOSA LANE	CROSSVILLE, TENNESSEE 38578



Tennessee Corporation Annual Report Form

File online at: <http://TNBear.TN.gov/AR>

Due on/Before: 04/01/2017

Reporting Year: 2016

Annual Report Filing Fee Due:

\$20 if no changes are made in block 3 to the registered agent/office, or
\$40 if any changes are made in block 3 to the registered agent/office

This Annual Report has been successfully paid for and filed. Please keep this report for your records.

Payment-Credit Card - State Payment Center - CC #: 3694481092

Ed and Donna Pyers	9207 RAMBLEWOOD DRIVE	HARRISON, TN 37341
Louise Miniard	33 SOUTH JAMESTOWN ROAD	COOKEVILLE, TENNESSEE 38501
Bob Richards	808 NEARTOP ROAD	NASHVILLE, TENNESSEE 37205
Bob Crouch	130 CHOCTAW DRIVE	HENDERSONVILLE, TN 37075

(6) This section applies to non-profit corporations ONLY.

A. Our records reflect that your non-profit corporation is a public benefit or a mutual benefit corporation as indicated.

If blank or incorrect, please check appropriately: ☒ Public ☐ Mutual

B. If a Tennessee religious corporation, please check here if blank: ☐ Religious

(7) Signature: Electronic

(8) Date: 02/09/2017

(9) Type/Print Name: diane manas

(10) Title: secretary

B0344-5638 02/09/2017 6:00 PM Received by Tennessee Secretary of State Tre Hargett

B0344-5639 02/09/2017 6:00 PM Received by Tennessee Secretary of State Tre Hargett

TTA file (a cc: CTC file)

DManasHikes

From: Carolyn Miller <cardan@frontiernet.net>
Sent: Thursday, May 26, 2016 5:22 AM
To: Whitehead Bruce and Gena; Woods Kathy; Manas Diane; Townley Tim; Garnett Rush; Dixon Margaret; Dresser Don; Hartvigsen Joan
Cc: Cumberland Trail Conference; Robert Weber; Jamison Frank
Subject: Fw: Dept of Labor docs - this is part of the spinoff of CTC
Attachments: TN Dept of Labor Change Report.pdf; TN Dept. of Labor CTC status.pdf

Attached are documents regarding the TN department of labor and reporting required for organizations with employees.

As CTC is a new corporation and TTA does not have employees, there are two documents.

I signed them as the President of TTA.

There may be a few other similar documents that need to be submitted to complete the spinoff, but most of the paperwork associated with changing names and federal tax id should be complete.

As you can see Marianne has asked the CTC officers to review and I am sending to you for your review.

Thanks,
 Carolyn

From: Cumberland Trails Conference
Sent: Wednesday, May 25, 2016 1:44 PM
To: Carolyn Miller ; Robert Weber ; Frank Jamison
Subject: Dept of Labor docs

Told by Dept of Labor, CTC needs to set up account under new name. Please review forms prior to me sending.

Marianne Mailhot
 CTC Office Manager
 931-456-6259
ctcoffice2014@gmail.com



TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
 DIVISION OF EMPLOYMENT SECURITY
 EMPLOYER SERVICES
 220 FRENCH LANDING DRIVE, 3-B
 NASHVILLE, TENNESSEE 37243-1002
 (615) 741-2485 FAX (615) 741-7214

SC

EMPLOYER'S REPORT OF CHANGE

This form is used to update or make changes to your existing State Unemployment Insurance Account. Please provide your State Account Number, Company Name as shown on your quarterly reports, and Federal ID Number. Complete any sections you wish to change. The secondary address, if provided, will be used for mailing any Notice of Claim Filed. All other documents will be sent to the mailing address.

STATE ACCOUNT NUMBER 0691-4393		COMPANY NAME (AS PRINTED ON REPORTS) TN Trails Assoc., Inc. Cumberland Trail Conference		FEDERAL ID NUMBER 23-7352045	
COMPANY NAME CHANGE	Business Name and DBA (if applicable) Tennessee Trails Association		MAILING ADDRESS CHANGE	P.O. Box 41446 Nashville, TN 37204-1446	
CONTACT INFORMATION CHANGE	Contact Person's Name and Title Carolyn Miller, President		PHYSICAL ADDRESS CHANGE	23 Devil Creek Place Monterey, TN 38574	
	Telephone Number (931) 260-6674				
	Fax Number		SECONDARY ADDRESS CHANGE		
	Email Address President@tennesseetrails.org				
CLOSE OR INACTIVATE ACCOUNT	Last Date of Payroll 12/31/15		REACTIVATE ACCOUNT	Date employment resumed	
	Reason for account closure or inactivation no employees			Type of services provided in TN	
	If transferring workers to a related entity, please provide the State Account Number.			If transferring workers from a related entity, please provide the State Account Number.	
	Address for any future mailings Tennessee Trails Association P.O. Box 41446 Nashville, TN 37204-1446			Current Mailing Address	

I certify that the above information is true and correct.

Owner or Authorized Representative

Signature Carolyn Miller
 Title President, Tennessee Trails Association
 LB-0792 (Rev 10-10)

Date 05/25/16
 Phone No. (931) 260-6674

TN DEPT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT SECURITY
EMPLOYER ACCOUNTS/EMPLOYER SERVICES
220 FRENCH LANDING DRIVE, 3-B
NASHVILLE TN 37243
(615)741-2486 FAX (615)741-7214



**REPORT TO DETERMINE STATUS
NONPROFIT ORGANIZATION
PRIVATE PRIMARY, SECONDARY SCHOOLS**

1. Federal No. 4 7 - 4 3 4 8 1 9 1

Name

Cumberland Trails Conference

Address

409 Thurman Avenue, Suite 102
Crossville, TN 38555

PHYSICAL BUSINESS ADDRESS in Tennessee if different from above:

Phone (931) 456-6259

Fax

Email Address ctcoffice2014@gmail.com

Business Website www.cumberlandtrail.org

2. (a) Type of organization: ☒ Nonprofit ☐ Nonprofit Corporation
☐ Private Primary, Secondary School

☐ Institution of Higher Education ☐ Hospital
☐ Other

(b) List Name and Title of three (3) principal officers or officials:

(1) Name <u>Robert Weber</u>	(2) Name <u>Frank Jamison</u>	(3) Name <u>Carolyn Miller</u>
(1) Title <u>Chairman</u>	(2) Title <u>Vice-Chairman</u>	(3) Title <u>Secretary/Treasurer</u>

(c) If a corporation, provide formation information. Date 01/04/2016 State TN Control Number 799420

3. Name of person responsible for payroll records Marianne Mailhot Phone (931) 456-6259

4. Date your organization first had employees in Tennessee 01/04/2016

5. Is your organization exempt from Federal Income Taxes under Section 501(c)(3) of the IRS Code? YES ☒ NO ☐
If answer is YES, attach a copy of Certificate of Exemption for Federal Income Tax.

Has your organization employed or does your organization expect to employ four (4) or more individuals in Tennessee for any portion of a day within twenty (20) different weeks in a calendar year? YES ☒ NO ☐

If answer is YES, give month and year of the twentieth week of the first year this occurred. MONTH May YEAR 2016

6. If answer to number 5 is YES, does your organization elect to reimburse the Department of Labor and Workforce Development for benefits paid in lieu of paying premiums? YES ☒ NO ☐
If answer is YES, complete Reimbursement Election on page 2 of this form.

Note: Reimbursing employers are liable for all benefits based on wages paid by them including overpayments due to administrative errors or improper employer reporting.

7. Please describe the nature of the services provided by your organization.

To serve as an advocate for the Cumberland Trail State Scenic Park as a scenic foot trail, to conserve natural resources and promote rational development within the counties surrounding it so as to preserve their natural beauty and intrinsic value for posterity.

Number of employees 9 County in which services are provided Cumberland

THIS REPORT MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

DATE 05/24/16

SIGNATURE

Carolyn Miller

TITLE

Secretary/Treasurer

ELECTION TO BECOME A REIMBURSING EMPLOYER

Federal No. 4 7 - 4 3 4 8 1 9 1

Date 05/24/16

Pursuant to the provisions of Section 50-7-403(h) of the Tennessee Employment Security Law, the undersigned eligible employer elects to reimburse the Tennessee Department of Labor and Workforce Development for all unemployment insurance benefits (including the amount of extended benefits) charged to this legal entity during the effective period of election.

This employer elects to reimburse the Department of Labor and Workforce Development for benefits charged by one of the two methods indicated below:

- ☒ 1. The Department shall bill the employer on a monthly basis for the full amount of regular benefits plus one-half of extended benefits paid attributable to service in the employ of the employer. The employer shall make full payment of the billed amount within thirty (30) days from the date the bill was mailed to the employer, unless the employer has filed an application for a review and redetermination of such bill. If an application for a review and redetermination has been filed, the employer must pay the bill in full within fifteen (15) days of the final determination of this issue by the Department of Labor and Workforce Development.

OR

- ☐ 2. The employer shall on a quarterly basis pay a percentage of its total payroll for the immediately preceding calendar year. The percentage will be determined by the Department based on the employer's average unemployment benefit cost during the preceding calendar year. The Department will determine the percentage if the employer did not pay wages in the preceding calendar year. At the end of the calendar year, the Department will determine whether the total payments are less than or in excess of benefits chargeable to the employer during the calendar year. If the payments are insufficient, the employer will be billed for the unpaid balance. If the payments are in excess of benefit charges, the Department may, at its discretion, refund all or part of the excess or may retain all or part as payment against charges expected to be incurred in the next calendar year.

This agreement is effective for a minimum of one complete taxable year. Any request to terminate this agreement and become a premium-paying employer must be filed in writing with the administrator of the Employment Security Division within thirty (30) days prior to the end of the then current taxable year. (All taxable years end on June 30th.)

Organization Cumberland Trails Conference

By Carolyn Miller

Title Secretary/Treasurer

CTC file (# cc: TTA file)



TENNESSEE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT SECURITY
EMPLOYER SERVICES
220 FRENCH LANDING DRIVE, 3-B
NASHVILLE, TENNESSEE 37243-1002
(615) 741-2486 FAX (615) 741-7214

SC

DManasHikes

From: Carolyn Miller <cardan@frontiernet.net>
Sent: Thursday, May 26, 2016 5:22 AM
To: Whitehead Bruce and Gena; Woods Kathy; Manas Diane; Townley Tim; Garnett Rush; Dixon Margaret; Dresser Don; Hartvigsen Joan
Cc: Cumberland Trail Conference; Robert Weber; Jamison Frank
Subject: Fw: Dept of Labor docs - this is part of the spinoff of CTC
Attachments: TN Dept of Labor Change Report.pdf; TN Dept. of Labor CTC status.pdf

Attached are documents regarding the TN department of labor and reporting required for organizations with employees.

As CTC is a new corporation and TTA does not have employees, there are two documents.

I signed them as the President of TTA.

There may be a few other similar documents that need to be submitted to complete the spinoff, but most of the paperwork associated with changing names and federal tax id should be complete.

As you can see Marianne has asked the CTC officers to review and I am sending to you for your review.

Thanks,
Carolyn

From: Cumberland Trails Conference
Sent: Wednesday, May 25, 2016 1:44 PM
To: Carolyn Miller ; Robert Weber ; Frank Jamison
Subject: Dept of Labor docs

Told by Dept of Labor, CTC needs to set up account under new name. Please review forms prior to me sending.

Marianne Mailhot
CTC Office Manager
931-456-6259
ctcoffice2014@gmail.com

EMPLOYER'S REPORT OF CHANGE

This form is used to update or make changes to your existing State Unemployment Insurance Account. Please provide your State Account Number, Company Name as shown on your quarterly reports, and Federal ID Number. Complete any sections you wish to change. The secondary address, if provided, will be used for mailing any Notice of Claim Filed. All other documents will be sent to the mailing address.

STATE ACCOUNT NUMBER 0691-4393		COMPANY NAME (AS PRINTED ON REPORTS) TN Trails Assoc., Inc. Cumberland Trail Conference		FEDERAL ID NUMBER 23-7352045
COMPANY NAME CHANGE	Business Name and DBA (if applicable) Tennessee Trails Association		MAILING ADDRESS CHANGE	P.O. Box 41446 Nashville, TN 37204-1446
CONTACT INFORMATION CHANGE	Contact Person's Name and Title Carolyn Miller, President		PHYSICAL ADDRESS CHANGE	23 Devil Creek Place Monterey, TN 38574
	Telephone Number (931) 260-6674			
	Fax Number		SECONDARY ADDRESS CHANGE	
	Email Address President@tennesseetrails.org			

Tennessee Employment Security Law provides for the mandatory transfer of an employer's benefit and premium experience whenever there is any common ownership, management or control between predecessor and successor employers. The transfer of workers between or among related entities is also subject to a mandatory transfer. Failure to disclose such transfers can result in assessment of a penalty rate. If you are closing your account due to an acquisition or merger, please complete a Report to Determine Status/ Application for Employer Number (LB-0441) for the new employing entity.

CLOSE OR INACTIVATE ACCOUNT	Last Date of Payroll 12/31/15	REACTIVATE ACCOUNT	Date employment resumed
	Reason for account closure or inactivation no employees		Type of services provided in TN
	If transferring workers to a related entity, please provide the State Account Number.		If transferring workers from a related entity, please provide the State Account Number.
	Address for any future mailings Tennessee Trails Association P.O. Box 41446 Nashville, TN 37204-1446		Current Mailing Address

I certify that the above information is true and correct.

Signature Carolyn Miller
Title President, Tennessee Trails Association
LB-0792 (Rev. 10-10)

Owner or Authorized Representative

Date 05/25/16
Phone No. (931) 260-6674

RDA 2438



**REPORT TO DETERMINE STATUS
NONPROFIT ORGANIZATION
PRIVATE PRIMARY, SECONDARY SCHOOLS**

1. Federal No. 4 7 - 4 3 4 8 1 9 1

Name

Cumberland Trails Conference

Address

409 Thurman Avenue, Suite 102
Crossville, TN 38555

OFFICIAL USE ONLY			
Tennessee ID Number	M. No.	County	Alt Zip
Lab. Org.	First Employment	Date Liab.	
Comp Year	NAICS	M-NAICS	VERIFIED
Previous No.	Rate		

PHYSICAL BUSINESS ADDRESS in Tennessee if different from above:

Phone (931) 456-6259

Fax

Email Address ctcoffice2014@gmail.com

Business Website www.cumberlandtrail.org

2. (a) Type of organization: ☒ Nonprofit ☐ Nonprofit Corporation ☐ Institution of Higher Education ☐ Hospital
☐ Private Primary, Secondary School ☐ Other

(b) List Name and Title of three (3) principal officers or officials:

(1) Name <u>Robert Weber</u>	(2) Name <u>Frank Jamison</u>	(3) Name <u>Carolyn Miller</u>
(1) Title <u>Chairman</u>	(2) Title <u>Vice-Chairman</u>	(3) Title <u>Secretary/Treasurer</u>

(c) If a corporation, provide formation information. Date 01/04/2016 State TN Control Number 799420

3. Name of person responsible for payroll records Marianne Mailhot Phone (931) 456-6259

4. Date your organization first had employees in Tennessee 01/04/2016

5. Is your organization exempt from Federal Income Taxes under Section 501(c)(3) of the IRS Code? YES ☒ NO ☐
If answer is YES, attach a copy of Certificate of Exemption for Federal Income Tax.

Has your organization employed or does your organization expect to employ four (4) or more individuals in Tennessee for any portion of a day within twenty (20) different weeks in a calendar year? YES ☒ NO ☐

If answer is YES, give month and year of the twentieth week of the first year this occurred. MONTH May YEAR 2016

6. If answer to number 5 is YES, does your organization elect to reimburse the Department of Labor and Workforce Development for benefits paid in lieu of paying premiums? YES ☒ NO ☐
If answer is YES, complete Reimbursement Election on page 2 of this form.

Note: Reimbursing employers are liable for all benefits based on wages paid by them including overpayments due to administrative errors or improper employer reporting.

7. Please describe the nature of the services provided by your organization.

To serve as an advocate for the Cumberland Trail State Scenic Park as a scenic foot trail, to conserve natural resources and promote rational development within the counties surrounding it so as to preserve their natural beauty and intrinsic value for posterity.

Number of employees 9 County in which services are provided Cumberland

THIS REPORT MUST BE SIGNED BY AN AUTHORIZED OFFICIAL

DATE <u>05/24/16</u>	SIGNATURE <u>Carolyn Miller</u>	TITLE <u>Secretary/Treasurer</u>
-------------------------	------------------------------------	-------------------------------------

ELECTION TO BECOME A REIMBURSING EMPLOYER

Federal No. 4 7 - 4 3 4 8 1 9 1

Date 05/24/16

Pursuant to the provisions of Section 50-7-403(h) of the Tennessee Employment Security Law, the undersigned eligible employer elects to reimburse the Tennessee Department of Labor and Workforce Development for all unemployment insurance benefits (including the amount of extended benefits) charged to this legal entity during the effective period of election.

This employer elects to reimburse the Department of Labor and Workforce Development for benefits charged by one of the two methods indicated below:

- ☒ 1. The Department shall bill the employer on a monthly basis for the full amount of regular benefits plus one-half of extended benefits paid attributable to service in the employ of the employer. The employer shall make full payment of the billed amount within thirty (30) days from the date the bill was mailed to the employer, unless the employer has filed an application for a review and redetermination of such bill. If an application for a review and redetermination has been filed, the employer must pay the bill in full within fifteen (15) days of the final determination of this issue by the Department of Labor and Workforce Development.

OR

- ☐ 2. The employer shall on a quarterly basis pay a percentage of its total payroll for the immediately preceding calendar year. The percentage will be determined by the Department based on the employer's average unemployment benefit cost during the preceding calendar year. The Department will determine the percentage if the employer did not pay wages in the preceding calendar year. At the end of the calendar year, the Department will determine whether the total payments are less than or in excess of benefits chargeable to the employer during the calendar year. If the payments are insufficient, the employer will be billed for the unpaid balance. If the payments are in excess of benefit charges, the Department may, at its discretion, refund all or part of the excess or may retain all or part as payment against charges expected to be incurred in the next calendar year.

This agreement is effective for a minimum of one complete taxable year. Any request to terminate this agreement and become a premium-paying employer must be filed in writing with the administrator of the Employment Security Division within thirty (30) days prior to the end of the then current taxable year. (All taxable years end on June 30th.)

Organization Cumberland Trails Conference

By Carolyn Miller

Title Secretary/Treasurer