

Tennessee Trails Association (TTA)  
Minutes of the Board of Directors 4th Quarter Meeting  
October 24, 2021  
Montgomery Bell State Park Lodge

**Call to Order/Welcome/Attendance**

TTA President Libby Francis called the annual 4th Quarter Meeting of the Board of Directors to order at 9:18 am CDT (Central Daylight Time). A quorum was present.

Members attending: Libby Francis, David Bowling, Cheryl Heckler, Patty Deen, Michelle Kelley, Jeanie Conatser, Wendy Porter, Jane Coffey, Duane Frichtl, Susan Woods, Tom Cressler, Jane Ellett, Jenny Fitzgerald, Doug Burroughs, Bob Obohoski, Joan Hartvigsen, Melinda Pearson

Members absent: Marvin Caine, Mark Hubbard, Terry Warren, Patricia Appleton, Ryan Dowdy, John Thomas, Cathy Moran.

Guests: Cindy Bowling (Highland Rim), Rosemary Marshall (East Chapter)

Meeting moderator Libby Francis initiated a session of board member introductions following roll call.

**Officer and Committee Reports**

Secretary—Melinda Pearson

Melinda presented the Minutes of the 3rd Quarter (8-3-21) Board Meeting, emailed to Board members on 9-28-21. There being no additions or corrections, Melinda made a motion (2nd Cheryl Heckler) to accept the 8-3-21 TTA Board Meeting Minutes. Motion carried.

(Attachment 1)

Treasurer—David Bowling

David presented 9-30-21 financial statements of the TTA general fund, of the Evan Means Grant Fund, and of the Association Net Worth. (Attachments 2, 3, 4) David Bowling made a motion (2nd Jane Coffey) to accept the 9-30-21 financial statements. Following discussion, motion passed.

TTA Membership—Cheryl Heckler

Cheryl Heckler presented the TTA Quarterly Membership Report for October 27, 2021 (Attachment 5). Membership is still steadily increasing, she reported. Cheryl discussed tools to use in keeping memberships renewed before they expire, and the importance of doing this.

### Evan Means Grants Committee—Joan Hartvigsen

Joan Hartvigsen reported all grants awarded in 2021. (Attachment 6) She followed with a restatement for the coming year of the the Evan Means Grant Program, in order to simply, streamline, and clarify the Program for interested parties. (Attachment 7) The committee recommends this restatement (Attachment 8) as replacement language for what is currently on the Grants page of the website. The committee also plans to revise the Grant application.

A motion was made by Joan Hartvigsen (2nd Patty Deen) that, based on history and recent growth of the program, the Board allocate \$10,000 to the Evan Means Grant Fund at this time, for funding of grant awards in 2022. Motion carried with one “No” vote.

### Communications Committee—Doug Burroughs

Website — Doug reported Richard’s Design has completed all its services that TTA contracted for in creating and launching the website. The committee has decided to contract on a time and materials basis with Richards for further services, as needed.

Doug reported developments, and took comments from members, on TTA Facebook, Listserv software, use of email, new email aliases, etc.

Committee member Cheryl Heckler reported a revision of the Newsletter Membership form to accommodate the new website. The reworded form says that new members will receive the TTA Hiking Handbook and Membership Directory through their account on the Association website.

### **New Business**

Duane Frichtl suggested that the Board look into acquiring liability insurance for the group, and possibly its Board, and Officers. Libby Francis responded by creating a new Special Committee for insurance fact-finding. Members of the committee will be Duane Frichtl , Wendy Porter, Jenny Fitzgerald, and Jane Coffey.

David Bowling reported how chapter allowances are allocated, based on the Membership chairman’s December report. Allocations for each chapter will be submitted to the Board by the Treasurer at the first quarterly Board Meeting of 2022. To receive their allocation a chapter must submit an annual financial report in December.

Libby Francis moved (2nd Joan Hartvigsen) to set the following dates and times for the 2022 Quarterly Board Meetings, the first 3 of which will be held virtually via video conferencing:

1st Quarter Meeting	February 1, 6:30 pm CT
2nd Quarter Meeting	May 3, 6:30 pm CT
3rd Quarter Meeting	August 2, 6:30 pm CT
4th Quarter Meeting	TBA

Motion carried.

At 10:42am CDT, Duane Fritctl made a motion (2nd Bob Obohoski) to adjourn the meeting. Motion carried.

*Minutes submitted by Melinda Pearson, TTA Secretary Nov. 3, 2021*

*Revised 1-19-22*

Tennessee Trails Association (TTA)  
Minutes of the Board of Directors Meeting  
August 3, 2021  
Libby Francis's Virtual Meeting Room

**Call to Order/Welcome/Attendance**

TTA President Libby Francis called the annual 3rd Quarter Meeting of the Board of Directors to order at 6:06 pm CDT (Central Daylight Time). A quorum was present. The meeting took place virtually, via Zoom video-conferencing.

Members Attending: Libby Francis, Duane Frichtl, David Bowling, Melinda Pearson, Cheryl Heckler, Jane Coffey, Susan Woods, Patricia Appleton, Joan Hartvigsen, John Thomas, Jenny Fitzgerald, Michelle Kelley, Tom Cressler, Marvin Caine, Patti Deen, Doug Burroughs, Jane Ellett, Cathy Moran

Members Absent: Ryan Dowdy, Mark Hubbard, Terry Warren, Jeanne Conatser, Bob Oboboski.

Guests (non-voting): Norman Brinsley—Plateau Chapter (attending for Bob Oboboski), Rosemary Marshall—East Chapter (attending to introduce new chapter Board Representative), Sara Kennedy—Upper Cumberland (attending for Cathy Moran)

Libby Francis welcomed two new Board members—Tom Cressler and Michelle Kelley. Tom and Michelle each spoke briefly to introduce themselves.

**Officer and Committee Reports**

Secretary—Melinda Pearson

Melinda Pearson presented the Minutes of the 2nd Quarter (5-4-21) Board Meeting. There being no additions or corrections, Melinda made a motion (2nd Patti Deen) to accept the 5-4-21 TTA Board Meeting Minutes. Motion carried. (Attachment 1)

Treasurer—David Bowling

David Bowling presented revised financial statements for the 1st Quarter of 2021. (Attachments 2 -7) Motion was made by David (2nd Duane Frichtl) to accept the revised statements. Motion carried.

David presented financial statements as of 6-30-21 for the TTA general fund, and for the Evan Means Fund. (Attachments 8-13) David Bowling made a motion (2nd Duane Frichtl) to accept the 6-30-21 financial statements. Motion carried.

TTA Membership—Cheryl Heckler

Cheryl Heckler presented the TTA Quarterly Membership Report for Aug. 3, 2021. (Attachment 14) Cheryl noted membership as of July 2021 is the highest in the last 12 months, and is significantly higher than the same period last year. Jane Coffey made a motion (2nd Jenny Fitzgerald) to accept the Membership report. Motion carried.

#### Awards Committee—Duane Frichtl

Duane Frichtl presented a report of the committee's recommendations for TTA awards to be presented at the 2021 TTA Annual Conference. Duane made the motion ( 2nd Jane Coffey) that the Board accept the committee's recommended award winners for 2020-2021. Motion carried. (Attachment 15)

#### Evan Means Grants Committee—Joan Hartvigsen

Joan Hartvigsen reported on Evan Means Grant Fund presentation events for recent grant recipients. (Attachment 16)

#### Communications Committee—Doug Burroughs

Website — Doug reported the website developer, Richards Designs, has completed its contract work for our website, except for 60 days in which the company remains available for technical support. Work continues on problems with board email aliases. TTA has fully paid its contract with Richards Designs.

TTA Facebook — Doug reported work underway to acquire new TTA memberships from TTA Facebook members.

#### Nominating Committee—Duane Frichtl

Duane Frichtl presented the Committee's list of nominees for Board positions with terms of office beginning in 2022. These nominees will be recommended to the TTA Membership at the 2021 Annual Membership Meeting. (Attachment 17)

### **New Business**

#### 2021 Annual Conference Update—Doug Burroughs/Jenny Fitzgerald

Doug & Jenny reported on accommodations, hike and non-hiking events/entertainment, chapter displays, booths, auction items, etc.

#### Annual Meeting Committee (new committee)—Libby Francis

Libby reported the committee has recommended East Tennessee Chapter and Soddy-Daisy Chapter co-host the 2022 TTA Annual Conference. Leaders in both chapters have agreed to the recommendation, pending the vote of their chapters.

#### Annual Conference Board Meetings—Libby Francis

Libby announced that the 2022 Board Special Organizational Meeting will be held at 9am on 10-24-24. Immediately following, the 2021 4th Quarter Regular Board Meeting will start.

## **Old Business**

Libby Francis reported an annual membership in the American Hiking Society has been acquired for TTA.

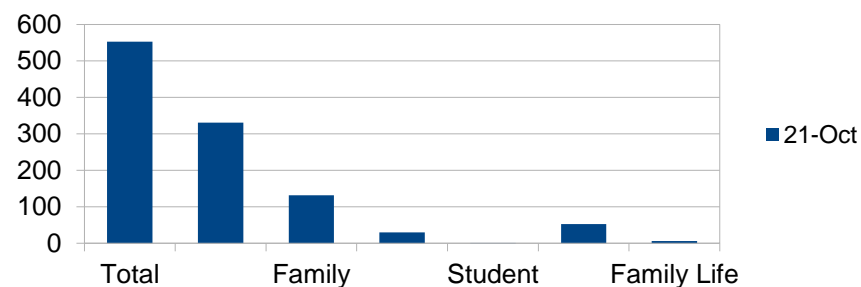
At 7:32 CDT, Jenny Fitzgerald made a motion (2nd Jane Coffey) to adjourn the meeting. Motion carried.

*Minutes submitted 8-9-21 and revised 9-28-21 by Melinda Pearson, TTA Secretary.*

## TTA Membership Report for October 27, 2020 Board Meeting

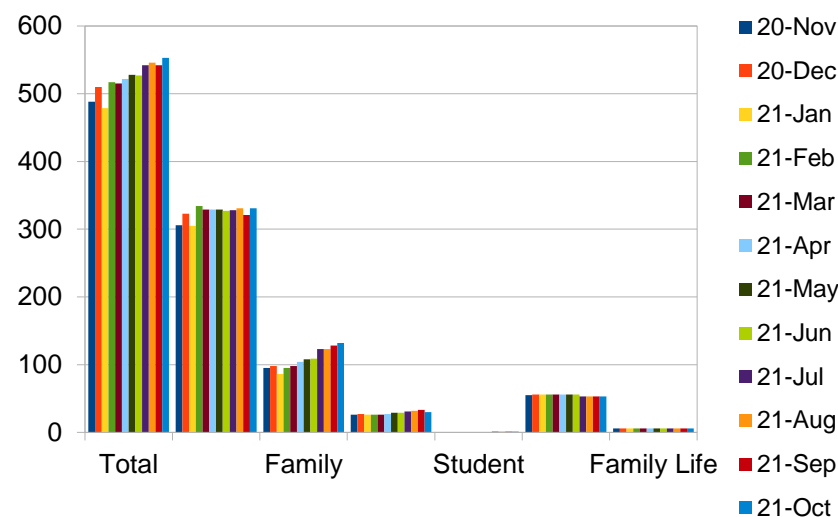
### TTA Membership for October 2021

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
21-Oct	553	331	132	30	1	53	6



### TTA Membership for past 12 months

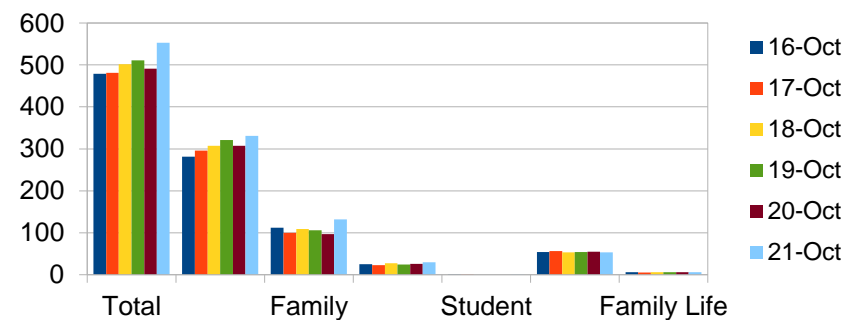
Date	Total	Individual	Family	Supporting	Student	Life	Family Life
20-Nov	488	306	95	26	0	55	6
20-Dec	510	323	98	27	0	56	6
21-Jan	479	305	86	26	0	56	6
21-Feb	517	334	95	26	0	56	6
21-Mar	515	329	98	26	0	56	6
21-Apr	522	329	104	27	0	56	6
21-May	528	329	108	29	0	56	6
21-Jun	527	327	109	29	0	56	6
21-Jul	542	328	123	31	1	53	6
21-Aug	546	331	123	32	1	53	6
21-Sep	542	321	128	33	1	53	6
21-Oct	553	331	132	30	1	53	6



**Note: Individual up 25; Family up 37; Supporting up 4; Life down 3**

### TTA Membership for October in the past 6 years

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
16-Oct	479	281	112	25	1	54	6
17-Oct	481	296	100	23	1	56	5
18-Oct	502	307	109	27	0	53	6
19-Oct	511	321	106	24	0	54	6
20-Oct	491	307	97	26	0	55	6
21-Oct	553	331	132	30	1	53	6



**Note: Total up 74; Individual up 50; Family up 20; Supporting up 5**

## 2021 Evan Means Grants

The Tennessee Trails Association Executive Committee recently approved the Friends of Dunbar Cave State Park Evan Means Grant for \$940. The funds will be used to purchase tools for the purpose of rerouting the Recovery and Short Loop Trails at Dunbar Cave State Park. The other recipients of Evan Means Grants in 2021 are : Uplands Village Retirement Community for \$2,000, Friends of Mousetail Landing State Park for \$1,000, Friends of Natchez Trace State Park for \$2,675, Sergeant York Patriotic Foundation for \$1,000 for Sergeant York State Historic Park, Friends of Long Hunter State Park for \$813.35, Friends of South Cumberland State Park for \$1,470, Friends of Rocky Fork State Park for \$859.45, Friends of Johnsonville State Park, \$750. All the grants are for trail related projects. The nine Evan Means Grants for 2021 total \$11,507.80. The proceeds from the 2021 TTA Annual Meeting will go towards the Evan Means Grant program.

Joan Hartvigsen  
Evan Means Grant Committee Chair



To: TTA Board of Directors  
From: Joan Hartvigsen, Chair, Evan Means Grant Committee  
Subject: Committee recommendations for coming grant year  
Date: October 20, 2021

As discussed at previous meetings, the committee has been working on ways to implement tweaks to the program to streamline, simplify, and clarify the process for both applicants and committee members.

Attached is our recommendation for revised copy for the grants page on the website.

In summary we've:

- Deleted the reference to the 2019 program revisions
- Simplified the non-profit / eligibility language
- Listed the requirement to include plans for "publicity regarding the award and for recognition of TTA's contribution to the project." We see these as two distinct things - the former more short term and the latter more long term.
- Revised the application checklist to realistic language around hiker usage and to clarify budget scope.
- Revise review language to favor acknowledgement via permanent fixtures such as signs, require email submission, and set up expectation of acknowledgment from committee.
- Remove "carrying over" of late or unfunded applications; the committee will respond to such submittals with a note encouraging the applicant to resubmit in the next cycle with any necessary revisions / updates.
- Simplified completion language.

The committee intends to revise the "application" to be more of a grant format document and harmonize it with the website language.

As discussed in previous meetings, Evans Means Grants Program funding is no longer a budget item. The board will need to allocate funds to the program. Based on history and recent growth of the program we request that the board allocate \$10,000 to the fund at this time.

## Evan Means Grants Program

### Purpose

**The Evan Means Grants Program** was created in 1999 to honor the memory of Evan Means, one of the co-founders of the Tennessee Trails Association in 1968. The program provides funding for volunteer-based nonprofit groups that may feel their request is too small to submit to more formal grant-making organizations.

***Update:** The funds budgeted for the 2021 Evan Means Grant Program have been awarded. We will post the due date when we begin accepting grant applications again in 2022.*

### Requirements

- Grant requests must be for projects related in some way to improving or enhancing trails and/or the hiking experience in Tennessee.
- Grant requests are generally expected to be less than \$1,000, but requests for any amount will be considered.
- Applications must benefit non-profit grantees.
- Projects must be freely accessible to the general public.
- There should be a significant use of volunteer labor in the project.

- Grant requests will generally be for tools and materials, not for general labor. However, payment for specialized skills may be considered. Tools purchased for a project may be retained by the recipient, passed on to another non-profit, or returned to TTA. They may not be sold to other organizations, or sold or given to individuals.
- Individuals submitting grant requests do not have to be members of the grantee organization, but should have the organization's approval.
- Projects generally should be completed within 12 months and TTA should be advised of any delays encountered as a project progresses. Significant delays in starting a project may result in revocation of the grant, with resubmission in a later cycle. Significant delays in completing a project should be discussed with TTA as soon as possible.
- Applications must include plans for publicity regarding the award and for recognition of TTA's contribution to the project.

## Application

Grant requests will be submitted to the TTA Grants Committee and must include:

- Grantee name (the organization to which the check will be written)
- A brief narrative description of the project and how it fits within the range of the organization's total activities

- A description of how the project will benefit hikers and the usage level at the location. An estimate of the project's start and completion dates
- A detailed budget for spending the amount requested
  - The scope should be for the project at hand and not for any larger initiative
  - This should not include the value of volunteer or staff labor
- The total cost of the project from all funding sources
- The number of total man-hours required by the project, and
- The amount of volunteer hours expected to be used.

### [Download Application](#)

## Review

A Grants Committee, appointed by the TTA President and approved by the TTA Board of Directors, will evaluate each grant request and make a recommendation to the Board to approve the grant in full, approve the grant for a different amount, or reject the grant.

The Committee will consider both subjective and objective factors in evaluating each request. Requests should be complete but succinct. Priority is given to projects with significant volunteer labor content, which impact a substantial number of hikers. Plans that include an acknowledgement of TTA's support on permanent fixtures such as signage are favored.

The Grant cycle will be quarterly. Requests must be submitted by email and received by the Grants committee no later than 30 days prior to a regularly scheduled board meeting. Receipt of the request will be acknowledged by email; contact the committee if you have not received a confirmation within 3 business days.

### **Publicity**

The grantee will acknowledge TTA's participation in the project, either by attaching tags or placards to a structure, or by inclusion in signage or in publications prepared by the recipient.

TTA is free to publicize its contribution to the project.

The grantee agrees to participate in a press release or other publicity that acknowledges TTA's participation in the project

### **Completion**

The grantee must keep the committee informed about the project's progress and completion with emails and photos.

Tennessee Trails Association  
Minutes of the Special Organizational Meeting of the Board of Directors  
October 24, 2021  
Montgomery Bell State Park Lodge

Libby Francis called the Special Organizational Meeting of the TTA Board to order at 8:58 am CT (Central Daylight Time).

Members attending: Libby Francis, David Bowling, Cheryl Heckler, Patty Deen, Michelle Kelley, Jeanie Conatser, Wendy Porter, Jane Coffey, Duane FritchI,, Susan Woods, Tom Cressler, Jane Ellett, Jenny Fitzgerald, Doug Burroughs, Bob Obohoski, Joan Hartvigsen, Melinda Pearson

Members absent: Marvin Caine, Mark Hubbard, Terry Warren, Patricia Appleton, Ryan Dowdy, John Thomas, Cathy Moran.

Guests: Cindy Bowling (Highland Rim), Rosemary Marshall (East Chapter)

Joan Hartvigsen moved (2nd Bob Obohoski) to elect Board Member Libby Francis as TTA 2022 Board President. Motion carried.

Jenny Fitzgerald moved (2nd Jane Coffey) to elect Board Member Duane FritchI as TTA 2022 Board Vice-President. Motion carried.

Patty Deen moved (2nd Michelle Kelley) to elect Board Member Melinda Pearson as TTA 2022 Board Secretary. Motion carried.

Doug Burroughs moved (2nd Jane Ellett) to elect Board Member-elect June Callahan as TTA 2022 Board Treasurer. Motion carried.

### **TTA 2022 Committees**

Libby Francis reviewed a roster of committee chairmen & members for TTA's Standing and Special Committees in 2022. Joan Hartvigsen moved (2nd Bob Obohoski) to accept all 2022 TTA Committees together with their membership and leadership, as presented. Motion carried.  
(Attachment 1)

Libby Francis adjourned the Meeting at 9:18 am.

*Minutes submitted 10-30-21 by Melinda Pearson, TTA Secretary*