

Tennessee Trails Association (TTA)  
Minutes of the Board of Directors Meeting  
August 2, 2022  
Libby Francis's Virtual Meeting Room

**Call to Order/Welcome/Attendance**

Board President Libby Francis called the annual 3rd Quarter Meeting of the Board of Directors of TTA to order at 6:36 pm Central Time (CT). The meeting was hosted by Libby Francis via Zoom video-conferencing. (Attachment 1)

Members Attending: Libby Francis, Duane Frichtl, June Callahan, Melinda Pearson, Cheryl Heckler, Jane Coffey, Mark Hubbard, Susan Woods, Jenny Fitzgerald, Terry Warren, Ryan Dowdy, Joan Hartvigsen, Mary Lewis Tims, Patty Deen, Alice Cannon, Jeanie Conatser, Bob Oboboski, John Thomas, Cathy Moran, Jane Ellett

Members Absent: Marvin Cane, Patricia Appleton, Tom Cressler, Michelle Kelley

Guests: None

**Officer Reports**

Secretary—Melinda Pearson

Melinda Pearson presented revised Minutes of the 5-3-22, 2nd Quarter 2022 Board Meeting (revised 5-10-22, and emailed to Members 7-25-22). There being no further additions or corrections to the minutes, Melinda moved (2nd Joan Hartvigsen) to accept the Minutes of the 5-3-22 Board Meeting as a complete and accurate record of the Board's business. Motion carried. (Attachment 2)

Treasurer—June Callahan

June Callahan presented a budget recap for the end of the 2nd quarter showing a surplus larger than forecasted. In TTA's net worth, two CDs recently maturing are pending reinvestment as rates continue to rise. June Callahan made a motion (2nd Terry) for the Board to approve Income/Expense Reports for the General Fund and Evan Means Grant Fund, and the Association Net Worth report, as of 6-30-22. Motion carried. (Attachment 3)

**Committee Reports**

Audit Committee—Ryan Dowdy

The committee has written a new TTA Conflict of Interest Disclosure statement which it recommends to the Board for approval. The new Disclosure was presented by committee member Mark Hubbard, who made a motion (2nd June Callahan) that the Board vote to accept it. Motion carried. The committee has also written a set of instructions for using electronic signing on the TTA website. (Attachment 4)

Awards Committee—Duane Frichtl

Duane Frichtl made a motion (2nd Jenny Fitzgerald and Jane Coffey) on behalf of the committee, that the Board approve the following 2022 TTA awards: Tennessee Trails Award,

June Callahan; Bill Stutz Award, John and Deborah Martin; Bob Brown Lifetime Achievement Award, Earl Helmer. Motion carried. (Attachment 5)

#### Communications Committee—Doug Burroughs

Mark Hubbard reported the Committee is looking for a Newsletter Editor. Website issues, Mark reported, such as website improvement/enhancement, and potential for using the membership data base to send membership-wide emails, are also under study by the committee.

#### Finance Committee — June Callahan

June Callahan gave an update on a Treasurer's/Financial Director's Manual the committee is writing. It will include standardized rules for handling financial matters, and will serve as a guide to future financial directors and treasurers.

#### Grant Program—Jane Coffey

The Evan Means Grant Program Committee recommended Board approval of a 3rd quarter grant application from the Cumberland Trails Conference (CTC). Jane Coffey moved (2nd Mark Hubbard) to grant the CTC request for \$ 1,027.69 to purchase trail tools. Motion carried. (Attachment 6)

#### Insurance Committee—Duane Frichtl

Duane gave a completion report on a one-year purchase of general liability insurance and officer/director insurance, for the Association. (Attachment 7)

#### Membership Committee—Cheryl Heckler

Cheryl presented the TTA Membership Quarterly Report for 8-2-22, reporting continuing inching-up in growth. (Attachment 8)

#### Nominating Committee—Duane Frichtl

Duane Frichtl read the resignation letter of Patricia Appleton, and moved (2nd Jenny Fitzgerald) that the Board accept her resignation. Motion carried. Committee is swiftly moving on a candidate to fill the remaining 2.5 yrs of her term. Duane reviewed other Board positions that will be open at the time of the Annual Conference this year. (Attachment 9)

### **New Business**

Jane Ellett (Scenic City Chapter) presented an update on plans for the 2022 TTA Conference Nov 4, 5 & 6 at the Glenstone Lodge in Gatlinburg, TN. Jane reminded Members the deadline for Glenstone Lodge meals and Conference T-shirts is Oct 5.

### **Adjournment**

There being no further business, Libby Francis moved (2nd Patty Deen) that the Meeting be adjourned at 7:47 pm CT. Motion carried.

*Minutes submitted 8-8-22 by Melinda Pearson, TTA Secretary.*



Libby Francis is inviting you to a scheduled Zoom meeting.

Topic: 3rd Quarter TTA BOD

Time: Aug 2, 2022 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81821216738>

Meeting ID: 818 2121 6738

Tennessee Trails Association (TTA)  
Minutes of the Board of Directors Meeting  
May 3, 2022  
Libby Francis's Virtual Meeting Room

### **Call to Order/Welcome/Attendance**

TTA President Libby Francis called the annual 2nd Quarter Meeting of the Board of Directors of TTA to order at 6:34 pm Central Time (CT). The meeting was hosted by Libby Francis via Zoom video-conferencing.

Members Attending: Libby Francis, Duane Frichtl, June Callahan, Melinda Pearson, Cheryl Heckler, Jane Coffey, Mark Hubbard, Susan Woods, Jenny Fitzgerald, Terry Warren, Ryan Dowdy, Marvin Cane, Wendy Porter, Patty Deen, Alice Cannon, Michelle Kelley, Jeanie Conatser, Bob Obohoski, John Thomas.

Members Absent: Joan Hartvigsen, Patricia Appleton, Tom Cressler, Cathy Moran, Jane Ellett

Guests: Rosemary Marshall (East Chapter)

### **Officer Reports**

#### Secretary—Melinda Pearson

Melinda called for additions or corrections to the Minutes of the 2-1-22 1st Quarter 2022 Board Meeting, which Minutes, together with Meeting attachments, were mailed to the Board 2-5-22. There being no additions/corrections, Melinda made a motion (2nd Terry Warren) to accept the Minutes of the 2-1-22 Board Meeting as a complete and accurate record of the Board's business. Motion carried. (Attachment 1)

#### President—Libby Francis

Libby presented an update on TTA committee membership. (Attachment 2)

#### Treasurer—June Callahan

June presented 1st Quarter 2022 financial reports. Expenses in the quarter, she commented, were routine or expected values, within budgeted amounts. Since becoming Treasurer, June has made changes in financial reporting methods, she explained, for the purpose of conforming to IRS expectations. She concluded with a motion (2nd Patty Deen) to accept the financial reports as presented. Motion carried. (Attachment 3)

### **Committee Reports**

#### Audit Committee—Ryan Dowdy

Ryan reported the committee's progress on three committee projects— a new TTA Conflict of Interest (COI), a TTA financial review, and an electronic signature option for conducting internal organizational business. (Attachment 4)

#### Evan Means Grant Program—Jane Coffey

Jane reported a grant request was received this quarter from the Friends of Nathan Bedford Forest State Park (NBFSP). The committee supports funding their request. Jane moved (2nd Terry) to fund a request from the Friends of NBFSP for \$1,260 to purchase metal trail signs. Board Director Susan Woods recused herself from the vote, as she is a member of the grant applicant organization. Motion carried. (Attachment 5)

#### Insurance Committee—Duane Frichtl

Duane gave an update of two kinds of organizational insurance which the committee has been investigating and recommends to the Board. Duane made a motion that the committee proceed directly to acquire for the Association (1) general liability insurance and (2) officer & director insurance. The motion was amended to say that the committee proceed directly to acquire for the Association, (1) general liability insurance and (2) officer & director insurance, for an initial one-year premium cost not to exceed \$1500. Amended motion carried. (Attachment 6)

#### TTA Membership—Cheryl Heckler

Cheryl presented the TTA Membership Quarterly Report for 5-2-22, reporting continuing growth in the number of memberships. (Attachment 7)

#### Outreach Committee—Susan Woods

Susan reported a letter received from the Cumberland Trails Conference (CTC) thanking TTA for its financial contribution to the CTC 2022 Alternative Spring Break program, and reporting on the work that was done during the event. Susan cited two TTA members who volunteered as support staff for participants in the event. (Attachment 8)

### **New Business**

Rosemary Marshall (East Chapter) presented an update on plans for the 2022 TTA Conference Nov 4, 5 & 6 at the Glenstone Lodge in Gatlinburg, TN. East Chapter and Soddy-Daisy chapter are co-hosts. According to the report, a great deal of the scheduling for the conference, save the hike details, has already been concluded by the host chapters.

### **Adjournment**

There being no further business, Libby called the meeting adjourned at 7:54 pm

*Minutes submitted 5-9-22 by Melinda Pearson, TTA Secretary. Revised 5-10-22*

**Tennessee Trails Association Inc**  
**Income & Expense - General Fund**  
 April through June 2022

General Fund by Quarter - 2nd Qtr 2022

## Ordinary Income/Expense

	April	May	June	Total
<b>Income</b>				
<b>Donations</b>				
Donations General	0.00	175.00	137.00	312.00
<b>Total Donations</b>	0.00	175.00	137.00	312.00
<b>Memberships</b>				
Family	385.00	175.00	350.00	910.00
Individual	525.00	775.00	450.00	1,750.00
Lifetime - Individual	0.00	500.00	0.00	500.00
Refund	0.00	0.00	0.00	0.00
Student	0.00	15.00	0.00	15.00
Supporting - Family	0.00	70.00	0.00	70.00
Supporting Individual	75.00	300.00	100.00	475.00
<b>Total Memberships</b>	985.00	1,835.00	900.00	3,720.00
<b>Other Income</b>				0.00
Amazon Income	24.58	13.92	0.00	38.50
Bank Interest	0.16	21.74	1.84	23.74
<b>Total Other Income</b>	24.74	35.66	1.84	62.24
<b>Total Income</b>	1,009.74	2,045.66	1,038.84	4,094.24
<b>Gross Profit</b>	1,009.74	2,045.66	1,038.84	4,094.24
<b>Expense</b>				0.00
<b>Administrative Expenses</b>				0.00
Chapter Allocations	0.00	0.00	0.00	0.00
Insurance				0.00
D&O Liability Insurance	0.00	0.00	598.00	598.00
Liability Insurance	0.00	807.00	0.00	807.00
<b>Total Insurance</b>	0.00	807.00	598.00	1,405.00
Newsletter Editing	450.00	0.00	0.00	450.00
Newsletter Postage & Supplies	261.17	533.00	0.00	794.17
Newsletter Printing	327.72	335.67	0.00	663.39
PayPal Charges	35.97	48.52	26.10	110.59
PO Box & Mailing Supplies	212.00	40.00	0.00	252.00
State & Federal Filing Fees	0.00	0.00	0.00	0.00
<b>Total Administrative Expenses</b>	1,286.86	1,764.19	624.10	3,675.15
<b>Program Expenses</b>				
General Fund - Grants Given	0.00	0.00	0.00	0.00
<b>Total Program Expenses</b>	0.00	0.00	0.00	0.00
<b>Total Expense</b>	1,286.86	1,764.19	624.10	3,675.15
<b>Net Surplus/Deficit</b>	-277.12	281.47	414.74	419.09

**Tennessee Trails Association Inc**  
**Income & Expense - General Fund**  
 January through June 2022

General Fund by Quarter - June 2022

	1st Quarter	2nd Quarter	Total
<b>Ordinary Income/Expense</b>			
Income			
Donations			
Donations General	184.00	312.00	496.00 <i>Note 1</i>
Total Donations	184.00	312.00	496.00
Memberships			
Family	1,960.00	910.00	2,870.00
Individual	3,000.00	1,750.00	4,750.00
Lifetime - Individual	0.00	500.00	500.00
Refund	-35.00	0.00	-35.00
Student	0.00	15.00	15.00
Supporting - Family	175.00	70.00	245.00
Supporting Individual	275.00	475.00	750.00
Total Memberships	5,375.00	3,720.00	9,095.00
Other Income			
Amazon Income	11.73	38.50	50.23
Bank Interest	2.36	23.74	26.10
Total Other Income	14.09	62.24	76.33
Total Income	5,573.09	4,094.24	9,667.33
Gross Profit	5,573.09	4,094.24	9,667.33
Expense			
Administrative Expenses			
Chapter Allocations	1,738.00	0.00	1,738.00
Insurance			
D&O Liability Insurance	0.00	598.00	598.00 <i>Note 2</i>
Liability Insurance	0.00	807.00	807.00 <i>Note 2</i>
Total Insurance	0.00	1,405.00	1,405.00
Newsletter Editing	300.00	450.00	750.00
Newsletter Postage & Supplies	199.40	794.17	993.57
Newsletter Printing	1,326.22	663.39	1,989.61
PayPal Charges	154.15	110.59	264.74
PO Box & Mailing Supplies	0.00	252.00	252.00
State & Federal Filing Fees	20.46	0.00	20.46
Total Administrative Expenses	3,738.23	3,675.15	7,413.38
Program Expenses			
General Fund - Grants Given	500.00	0.00	500.00 <i>Note 3</i>
Total Program Expenses	500.00	0.00	500.00
Total Expense	4,238.23	3,675.15	7,913.38
Net Surplus/Deficit	1,334.86	419.09	1,753.95

*Note 1* Donations received into the General Fund - Cumberland Hiking Group, BlackBaud Giving Fund & some individuals

*Note 2* New expense for TTA - Insurance expense

*Note 3* General Fund grant to Cumberland Trails Conference



**Tennessee Trails Association Inc**  
**Income & Expense - General Fund**  
 January through June 2022

Tennessee Trails Association, Inc.

Income &amp; Expense

Actuals &amp; Budget

	1st Qtr	2nd Qtr	Total	Annual Budget
<b>Ordinary Income/Expense</b>				
Income				
Donations				
Donations	184.00	312.00	496.00	600.00
Annual Meeting Income	0.00	0.00	0.00	11,590.00
Total Donations	184.00	312.00	496.00	12,190.00
Memberships				
Memberships	4,925.00	3,175.00	8,100.00	15,500.00
Supporting Memberships	450.00	545.00	995.00	400.00
Total Memberships	5,375.00	3,720.00	9,095.00	15,900.00
Other Income				
Amazon Income	11.73	38.50	50.23	100.00
Bank Interest	2.36	23.74	26.10	100.00
Total Other Income	14.09	62.24	76.33	200.00
Total Income	5,573.09	4,094.24	9,667.33	28,290.00
Total Income	5,573.09	4,094.24	9,667.33	28,290.00
Expense				
Administrative Expenses				
Accounting & Financial Review	0.00	0.00	0.00	2,500.00
Chapter Allocations	1,738.00	0.00	1,738.00	1,750.00
Liability Insurance	0.00	1,405.00	1,405.00	700.00
Miscellaneous	0.00	0.00	0.00	500.00
Newsletter Editing	300.00	450.00	750.00	1,500.00
Newsletter Postage & Supplies	199.40	794.17	993.57	1,750.00
Newsletter Printing	1,326.22	663.39	1,989.61	4,000.00
PayPal Charges	154.15	110.59	264.74	
PO Box & Mailing Supplies	0.00	252.00	252.00	150.00
State & Federal Filing Fees	20.46	0.00	20.46	150.00
Total Administrative Expenses	3,738.23	3,675.15	7,413.38	13,000.00
Program Expenses				
Annual Meeting Expenses	0.00	0.00	0.00	3,729.00
Annual Meeting Surplus (goes to EMGF)	0.00	0.00	0.00	7,861.00
Awards	0.00	0.00	0.00	200.00
General Fund - Grants Given	500.00	0.00	500.00	1,000.00
Printing & Reproduction	0.00	0.00	0.00	0.00
Website & Supporting Software	0.00	0.00	0.00	2,100.00
Total Program Expenses	500.00	0.00	500.00	14,890.00
Total Expense	4,238.23	3,675.15	7,913.38	27,890.00
Net Surplus / Deficit	1,334.86	419.09	1,753.95	400.00

**Tennessee Trails Association Inc**  
**Income & Expense EMGF**  
January through June 2022

Evans Means Grant Fund - by Quarter 2022

	1st Qtr	2nd Qtr	TOTAL
Ordinary Income/Expense			
Income			
Donations			
Donations Donor Directed	425.00	330.00	755.00
Total Donations	425.00	330.00	755.00
Total Income	425.00	330.00	755.00
Gross Profit	425.00	330.00	755.00
Expense			
Program Expenses			
Evan Means Grants Given	6,091.34	1,260.00	7,351.34
Total Program Expenses	6,091.34	1,260.00	7,351.34
Total Expense	6,091.34	1,260.00	7,351.34
Net Surplus/Deficit	-5,666.34	-930.00	-6,596.34
Net Surplus/Deficit	-5,666.34	-930.00	-6,596.34 <i>Note 1</i>

*Note 1* 2022 activity shows as a deficit because TTA's 2022 allocation to EMGF was given early & appears in 2021 accounts. If the allocation was given during 2022, tis report would show a surplus of \$3403.66.

**Tennessee Trails Association Inc**  
**Net Worth**  
**As of June 30, 2022**

Tennessee Trails Association, Inc.  
Statement of Net Worth  
2nd Quarter 2022

	<b>General</b>	<b>Evan Means</b>	<b>Grand</b>
	<b><u>Funds</u></b>	<b><u>Grant Fund</u></b>	<b><u>Total</u></b>
<b>ASSETS:</b>			
Cash in Checking Account	15,996.14	15,775.62	31,771.76
Cash in Money Market	112,143.84	0.00	112,143.84
Cash in CD 3219 (Klabunde)	0.00	0.00	0.00
Cash in CD 3612 (Life Members)	0.00	0.00	0.00
Cash in PayPal Account	<u>2,040.38</u>	<u>0.00</u>	<u>2,040.38</u>
<b>TOTAL ASSETS</b>	<b><u>130,180.36</u></b>	<b><u>15,775.62</u></b>	<b><u>145,955.98</u></b>
<b>NET WORTH:</b>			
Net Worth	<b><u>130,180.36</u></b>	<b><u>15,775.62</u></b>	<b><u>145,955.98</u></b>

**Proof of Net Worth:**

Net Worth March 31st 2022	146,466.89
Revenues for All Accounts	4,424.24
Expenditures for All Accounts	<u>-4,935.15</u>
Net Worth March 31 2022	<b><u>145,955.98</u></b>

Audit Committee Report 8/2/2022

- Updated *Conflict of Interest* form attached. Please review prior to BOD meeting
- Electric Signature Instructions
- The committee is working on updating the Release of Liability Waiver. More info at a later meeting

## Conflict of Interest Policy and Disclosure Form

The Tennessee Trails Association's policy regarding conflict of interest is spelled out in Section 5 of our bylaws, as adopted on October 19, 2019. The purpose of this policy is to protect the integrity of Tennessee Trails' decision-making process and to promote confidence in the impartiality of the Board's decisions. This policy applies to the work of the committees and the Board.

**Conflict of Interest.** Whenever a Director or committee member has a financial or personal interest in any matter coming before the Board, the affected person shall fully disclose the nature of the interest and withdraw from any subsequent discussion or voting on the matter.

Participation in discussion or voting by a Director or committee member with a potential conflict of interest will be permitted only when a majority of disinterested Directors or committee members determine that it is in the best interest of the Association to do so. The minutes of meetings at which such votes are taken shall record the rationale for such permission.

Before beginning a term of office, each Director or committee member shall acknowledge in writing that he or she has read, understands, and will abide by the provisions of this section. The Secretary shall collect and maintain a permanent record of these acknowledgements.

### CONFLICT OF INTEREST ACKNOWLEDGEMENT AND DISCLOSURE FORM

A conflict of interest can be of a financial nature, a situation where the Board or committee member, (or member of his or her family) may gain financially from a board decision. A conflict of interest can also arise if a decision will yield a gift or funding from TTA *and* the voting Board or committee member has a close relationship with an individual payee, *or* is also a board member of, *or* holds a membership with the benefitting organization.

If any such potential conflicts are known, they shall be disclosed below to be reviewed by the board, and the Board or committee member shall recuse themselves from voting on this issue.

Please list any potential conflict of interest below:

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I have read the conflict of interest policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Tennessee Trails Association Board member or committee member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Tennessee Trails' Board of Directors in writing.

Signature\_\_\_\_\_Date\_\_\_\_\_

Print Name\_\_\_\_\_

## E-Signing with Adobe Reader

1. Login to your account on the TTA website and go to the **Conflict-of-Interest** page at the bottom of the **Members Area** menu.
2. **Download / Save** a copy of the **Conflict-of-interest** PDF to your computer. Then open it in the free **Acrobat Reader DC**.
3. Click on the icon that looks like the tip of a fountain pen, located on the top-right side of the screen.
4. Then select **Add Signature**. You'll then be taken to the signature screen and be given three signature style options:
  - a. Type lets you simply type in your signature using one of Adobe's preset handwriting fonts.
  - b. Draw lets you sign the document in your own handwriting by using your mouse.
  - c. Image allows you to upload an image from your computer to be used as your signature.
5. Once you've chosen your style option and completed your signature, your signature will appear on your PDF as a movable image.
6. Once you've picked where you want to place your signature on the page, simply click on that location in your PDF and your signature will attach itself to your document.
7. For the **Print Name and Date** boxes, first hover your mouse over the **Print Name** area and double-click to open a text box.
8. Type in the information and click again somewhere outside the box to close it.
9. Do the same to enter the date into the Date area
10. Once the **Signature, Print Name, and Date** areas have been completed, select the blue **Apply** button.
11. Finally, click on the blue **Next** button at the upper right of the screen and **Save** your signed COI PDF as a Read-only document, preferably with a different filename.

Awards Committee Meeting 7/13/22 at 6pm  
via Zoom

The meeting was called to order by Duane Frichtl, chair of the committee. Members of the committee present were Terry Warren, West Tennessee Rep, Joan Hartvigsen, Middle Tennessee Rep, Libby Francis, Board President, Bob Richards, and Duane Frichtl. East Tennessee Rep, Trish Appleton, was absent as she has resigned her position.

Nominations have been received for John & Deborah Martin of the Plateau Chapter to receive the Bill Stutz Award, June Callahan of the Nashville Chapter to receive the Tennessee Trails Award, and Earl Helmer of the Scenic City Chapter to receive the Bob Brown Lifetime Achievement Award.

It was the committee's consensus that all were well qualified candidates for these awards and recommends that the Board approve all three nominations to be awarded at the Annual Meeting this November.

Respectfully submitted,  
Duane Frichtl



The Evan Means Grant Program committee met on ZOOM to review EMG proposals for third quarter 2022. We had one proposal to consider and that was the Cumberland Trails Conference (CTC) request for assistance with the preservation of natural resources and rational development in the Cumberland Trail Scenic Park. The CTC is a nonprofit 501-(c)(3) organization.

The only request from the CTC was for the tools required to clear the Upper Piney section. The CTC laid out an organized plan and development of Upper Piney with costs for the tools as well as overall costs of the proposed project itself. As you can see from the attached proposal, the tool cost requested was \$1,027.69 while the forecasted overall cost of the project was \$10,627.69. The proposal itself was extremely well written and organized in its presentation to the EMG committee. It was unanimously agreed that the request for \$1,027.69 for tools be granted and passed to the entire board for approval.

The committee also received grant completion documents and pictures from the Friends of NBFSP for a grant awarded to them at the 5-3-22 Board Meeting.

Jane Coffey

The Friends of NBFSP  
and  
Staff of the Park  
appreciate receiving an  
Evan Means Grant  
from  
Tennessee Trails Association  
to provide directional signs  
at the trail intersections.



**TENNESSEE TRAILS  
ASSOCIATION**





## **A Walk in the Park**

The Friends of Nathan Bedford Forrest State Park recently received an Evan Means Grant from Tennessee Trails Association to be used for directional signs at each of the hiking trail intersections. The park boasts of over 20 miles of hiking trails and sections of these trails have specific names. Having signs at the intersections of these trails will be a helpful addition for hikers. These 31 signs should all be installed by the end of the year.

The Evan Means Grant is named for one of the co-founders of the Tennessee Trails Association and is used to improve the hiking trails in Tennessee.

Hikers are encouraged to pick up a free updated map of the trails before heading out. These maps are available at the park office or the Pilot Knob museum. The updated map will show the most recent trail names, mileage between given points, and has color coding that corresponds to the trail markers on the course.

Another option is to download an Avenza map of the park to your cell phone. This geo-referenced map will show you where you are in the park, whether you have a phone signal or not. It will also show the color coding for each trail section. Avenza maps are available for almost all trails in the TN park system and only cost 99 cents to download.

In 2019 a tornado caused many of the park's hiking trails to be closed. However, all the trails have now been reopened. While the damage is still recognizable, Mother Nature is speedily healing the woods in NBF State Park.

The Friends of NBFSP and the park staff encourage you to put on your walking shoes and a bit of bug spray, pick up a free map, and come enjoy a hike in your local state park.

**Grantee Name**

Cumberland Trails Conference  
409 Thurman Avenue, Suite 102  
Crossville, TN 38555

Savana Keeton  
931.456.6259  
ctcoffice2014@gmail.com

**Organizational Description**

The Cumberland Trails Conference (CTC) provides paid and volunteer labor, equipment, supplies, and vehicles to design and construct the Cumberland Trail under the auspices of the Tennessee Department of Environment and Conservation.

The development and construction of the Cumberland Trail is accomplished through a working relationship between the Cumberland Trails Conference, the Cumberland Trail State Scenic Park, and the Tennessee Department of Environment and Conservation. The CTC, private corporations, foundations, individuals, and others assist TDEC in raising funds for land acquisition, providing maintenance, and further developing the Cumberland Trail.

The Cumberland Trails Conference maintains a professional trail crew that works twelve months a year. Additional labor comes from thousands of hours of volunteer service provided through the CTC, including through the CTC BreakAway, a college Alternative Spring Break program.

CTC is a non-profit 501-(c)(3) membership organization.

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

The CTC has an executive board of seven volunteer members, an executive director, an office manager, a trail crew leader, and a full-time trail crew consisting of five members.

## **Description of Project**

### **Cumberland Trails Conference Volunteer Weekend Events**

The CTC's mission is to serve as an advocate for The Cumberland Trail. The most productive form of advocacy is to develop a strong and involved volunteer base. At one time, the CTC had a thriving volunteer base and we are looking to reestablish that through monthly volunteer opportunities. As of July 2022, we have held five volunteer weekend events since February 2022. We implement volunteer weekends through outreach on our social media pages and our emailing service. We meet the volunteers at a central location and carpool to the worksite. Volunteers then hike to the worksite and remove the duff layer of the soil. Our professional trail crew follows behind and finishes the trail to the state park specifications.

Over the last five volunteer weekend events, we have averaged 700 feet of cleared trail and averaged 250 volunteer hours for each weekend event. As a treat, we provide breakfast, lunch, and snacks for the volunteers who come out and participate. To date, we have had success in gathering volunteers. In fact, since January 2022 we have logged 1,350.5 volunteer hours and 93 volunteers have participated. Our volunteer weekends have been very effective in building our volunteer base. To expand participation, our goal is to invest in tools so we can have more productive volunteer events now and in the future. We have scheduled a volunteer weekend event every second weekend of the month on Fridays and Saturdays throughout the rest of 2022.

## **Description of benefit to hikers and usage level**

The Upper Piney section where the volunteers will be working is a highly anticipated section of the Cumberland Trail. When this section is completed, it will connect Laurel-Snow State Natural Area to the Piney River Management Area. Although it is difficult to give exact usage levels of these areas, historical usage data of the Cumberland Trail suggests that this area will be heavily trafficked.

## **Projects start and end dates**

July 8th and 9th 2022

August 12th and 13th 2022

September 9th and 10th 2022

October 7th and 8th 2022

November 11th and 12th 2022

December 9th and 10th 2022

### Detailed budget for spending amount requested

Item	Store	Brand	Description	Price per Unit	Amount	Total Cost
Lopper	Lowe's	Corona	25 inch forged steel bypass loppers	\$39.98	5	\$199.90
Hand saws	Tractor Supply	Corona	14 in Razortooth Pruning Garden Tree Saw	\$27.99	5	\$139.95
Safety Glasses	Lowe's	3M	Plastic 4 pack	\$23.98	3	\$71.94
Gloves	Lowe's	Project Source	Polyester Nitrile Dipped Gloves 10 pack	\$10.98	2	\$21.96
Hand clippers	Lowe's	Fiskar	Carbon Steel Bypass Hand Pruner	\$11.48	10	\$114.80
Axe	Lowe's	Kobalt	36 in Steel Axe with Fiberglass handle	\$33.98	2	\$67.96
Rock Bar	Lowe's	Bon Riverworks	60 in San Angelo digging bar	\$92.06	3	\$276.18
Angle Grinder	Lowe's	Dewalt	4.5 in 20-volt Trigger Switch Cordless	\$135.00	1	\$135.00
					<b>Total</b>	<b>\$1,027.69</b>

### Total cost of project

This estimate is for one volunteer weekend:

Tools - \$1,027.69

Food - ~\$250

Labor - ~\$1300

Transportation - ~\$50

Total Cost: \$2,627.69

This estimate is for the remaining six volunteer weekends in 2022:

Tools - \$1,027.69

Food - ~\$1,500

Labor - ~\$7,800

Transportation - ~\$300

Total Cost: \$10,627.69



**Total man-hours**

This estimate is for one volunteer weekend:

Paid staff hours: 80

Volunteer hours: 250

This estimate is for the remaining six volunteer weekends in 2022:

Paid staff hours: 480

Volunteer hours: 1,500

**Total volunteer hours expected to be used**

Based on the volunteer turnout from previous events, we expect about 250 volunteer hours for each volunteer weekend. For the estimated total of six volunteer events through the rest of 2022, we project 1,500 volunteer hours.

**Plans for Publicity regarding TTA**

We would plan to publicize the TTA's generous donation by posting on our website and social media pages about the donation. We would also report the donation in the TTA newsletter and in the CTC's own monthly newsletter which is received by an audience of 700 people. We would also be happy to ask the state to post signage at the kiosk when the trail is completed recognizing the TTA for their help in financing this portion of the trail.

Insurance Committee Report  
8/2/22

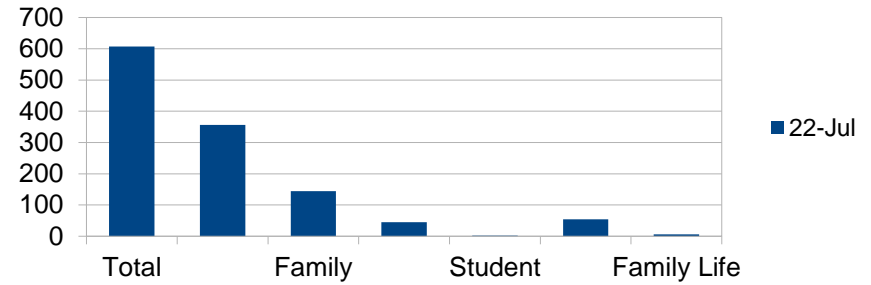
A motion was approved at our May 2022 meeting that stated; “The Committee should proceed directly to acquire 1) general liability insurance and 2) officer and director insurance, for the Association, not to exceed an initial one year premium of \$1500”.

A general liability insurance policy was purchased from Auto-Owners Insurance for an annual premium of \$807. Effective dates of the policy are 6/1/22 through 5/31/23. A directors and officers policy was purchased from Travelers Insurance for an annual premium of \$598. Effective dates of the policy are 6/1/22 through 5/31/23.

## TTA Membership Report for August 2, 2022 Board Meeting

### TTA Membership for April 2022

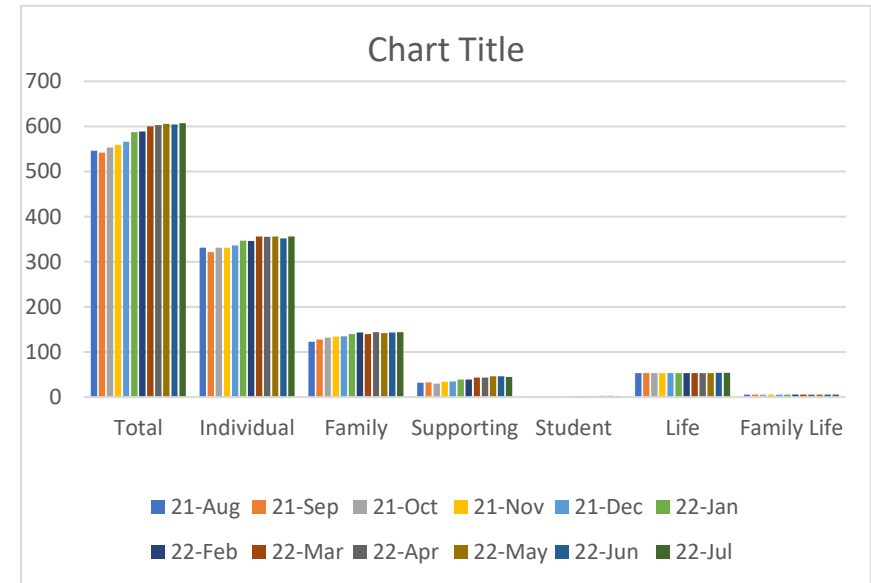
Date	Total	Individual	Family	Supporting	Student	Life	Family Life
22-Jul	607	356	144	45	2	54	6



### TTA Membership for past 12 months

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
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
21-Nov	559	331	134	34	1	53	6
21-Dec	566	336	135	35	1	53	6
22-Jan	587	347	140	39	2	53	6
22-Feb	589	346	143	39	2	53	6
22-Mar	600	356	140	43	2	53	6
22-Apr	603	355	144	43	2	53	6
22-May	606	356	142	46	3	53	6
22-Jun	604	352	143	46	3	54	6
22-Jul	607	356	144	45	2	54	6

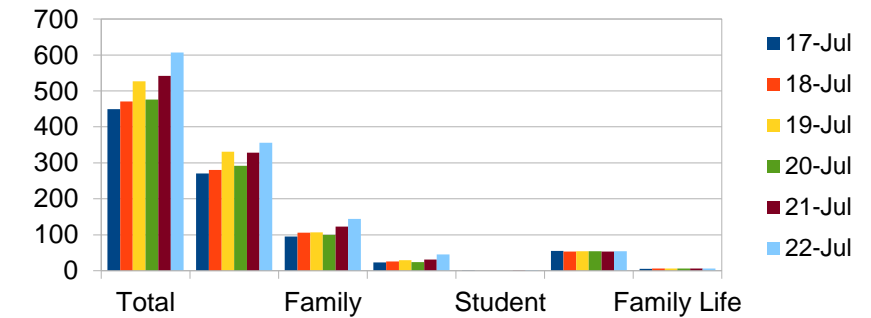
**Note: Individual up 25; Family up 21; Supporting up 13; Life up 1**



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

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
17-Jul	449	270	95	23	1	55	5
18-Jul	471	280	106	26	0	53	6
19-Jul	527	331	107	29	0	54	6
20-Jul	476	292	100	24	0	54	6
21-Jul	542	328	123	31	1	53	6
22-Jul	607	356	144	45	2	54	6

**Note: Total up 158; Individual up 86; Family up 49; Supporting up 22**



Nominating Committee Report 7/13/22  
6:30 pm via Zoom

Duane Frichtl, nominating committee chair, called the meeting to order at 6:30 pm. Committee members present were Terry Warren, West Tennessee Rep, Joan Hartvigsen, Middle Tennessee Rep, Libby Francis, Board President, and Cathy Moran. Trish Appleton, East Tennessee Rep, was absent as she has resigned her position.

We discussed candidates to fill out the remaining 2 1/2 term of the East Tennessee Rep. Committee members will be contacting respective candidates before our August Board meeting with the goal of having someone to present to the board to fill the unexpired term at that time.

The Middle Tennessee Rep position term will be expiring this fall at the annual meeting. Joan Hartvigsen has been in that position and will not be able to continue because she will of served 6 consecutive years on the Board. The bylaws state that a Board Member may serve 6 consecutive years, then must sit out a year before seeking re-election to the Board. Candidates for this position were discussed and committee members will be contacting candidates in order to have a candidate to present to the membership at the annual meeting.

Three At Large Board positions will be open at this Fall's Annual Meeting. Susan Woods and Mark Hubbard have agreed to be candidates for re-election. Melinda Pearson will not be standing for re-election as she has served 6 consecutive years. Candidates for that position were discussed and committee members will be contacting our choices to fill that position. A new candidate will be presented, along with Susan and Mark, to fill those 3 at Large positions at the Annual Meeting.

Respectfully Submitted,  
Duane Frichtl

Sorry to take so long to get back to you but I have been having a real struggle with this decision. I think I have to bow out from an active roll in TTA. I am rapidly approaching the age of 82 and will soon have to hang up my hiking boots. This is a very difficult decision for me because hiking has long been my passion. The work TTA does is wonderful and I have loved being a part of it.

My best wishes for the future.

Trish Appleton

## August 3, 2021 Evan Means Grant Committee Report

The Evan Means Grant Committee and other TTA members participated in Evan Means Grant presentations this quarter. Susan Wood, TTA Board Member and Jackson Chapter member, presented a Evan Means Grant to the Friends of Johnsonville State Historic Park for updated hiking trail maps. Terry McCoy Warren, Jackson TTA Chapter member and TTA Board Member, presented the Evan Means Grant to the Friends of Natchez Trace State Park. This Grant provides funds for a heavy duty tilting bucket designed for trail building. Committee members Libby Francis and Joan Hartvigsen travelled to Uplands Village in Crossville to participate in the Evan Means Grant photo opportunity with the Plateau Chapter, including Cheryl Heckler and Norm Brinsley. This Grant is for a ADA Trail at Uplands Village. Committee members Libby Francis, Mark Hubbard, Marvin Caine and Joan Hartvigsen attended the Evan Means Grant presentation to the Friends of Long Hunter State Park for improvements of the Bryant Grove Trail.

Committee members Mark Hubbard and Joan Hartvigsen and TTA members of the Soddy-Daisy, Sumner Trails, Highland Rim, Murfreesboro and Nashville Chapters met the Friends of Mousetail Landing State Park for a fun weekend of camping, kayaking and hiking at Mousetail Landing State Park, along with the Evan Means Grant presentation. The Grant is for restoration of the Eagle Point Trail damaged by a tornado and flood. The President of the Friends of Mousetail Landing State Park took us on a hike on the Eagle Point Loop Trail.

The Friends of South Cumberland Trail completed the Foster Falls trail project and the Mile Marker project. Libby Francis, Joan Hartvigsen and Marietta Poteet attended the check presentation for Foster Falls trail renovation. Joan and Marietta Poteet attended the check presentation for the Mile Marker project.

The Friends of Henry Horton proudly showed us the bridges and stairs on the new Spring Creek Trail funded by a Evan Means Grant. The Friends then took us on a hike on the Spring Creek Trail. TTA members attending were Joan Hartvigsen, Sara Pollard and Patty Deen. The Friends are also proud of the trailhead sign thanking TTA.