

Tennessee Trails Association
Minutes of the 4th Quarter Board of Directors Meeting
Glenstone Lodge, November 6, 2022
Gatlinburg, TN

Call to Order/Welcome/ Attendance

Retiring TTA President, Libby Francis, called the annual 4th Quarter Board Meeting to order at 9:05 am Eastern Time (ET)

Members attending: Libby Francis, June Callahan, Melinda Pearson, Wayne Drown, Sara Pollard John Thomas, Jane Ellett, Alice Cannon, Michelle Kelley, Mary Lewis Tims, Patty Deen, Tom Cressler, Marvin Cane, Cheryl Heckler, Will Latham, Jane Coffey, Mark Hubbard, Jenny Fitzgerald

Members absent: Terry Warren, Ryan Dowdy, Duane Frichtl, Joan Hartvigsen, Bob Obohoski, Cathy Moran, Jeanie Conatser

Guests: Chris Hoffman (Columbia Franklin), Norm Brinsley (Plateau)

Officer and Committee Reports

Secretary—Melinda Pearson

Melinda presented the Minutes of the 3rd Quarter (8-2-22) Board Meeting, emailed to Board members on 8-9-22. Hearing no additions or corrections in reply, Melinda moved (2nd Cheryl Heckler) to accept the 8-3-21 TTA Board Meeting Minutes as a complete and accurate account of the Board's business on that date. Motion carried.

(Attachment 1)

Treasurer—June Callahan

June presented the Income and Expense Reports (General Fund & EMGF [Evan Means Grant Fund]) and the Net Worth Report through the 3rd financial quarter. Jenny Fitzgerald moved (2nd Will Lantham) to accept the 3rd financial quarter documents as a complete and accurate account. Motion carried (Attachment 2)

Audit Committee—June Callahan

June explained the difference between financial audit and financial review. She explained the appropriateness, content, benefit and cost estimate of a financial review, and recommended the firm Parson and Wrights CPAs (Certified Public Accountants), to conduct a review on TTA's 2022 financial records. Mark Hubbard moved (2nd Will Lantham) to approve the financial review by the recommended firm. Motion carried.

Communications Committee—Mark Hubbard

Mark Hubbard introduced and thanked Mary Lewis Tims (Jackson Chapter), who has accepted an invitation from the Communication Committee to become the TTA Newsletter Editor starting in January 2023. Mark moved (2nd Michelle Kelley) to award the editorship position to Mary Lewis Tims. Motion carried.

Finance Committee—June Callahan

June led discussion on placement of 2 Certificates of Deposit (CDs)—(Klabunde estate, app. \$67K; Life Memberships, app. \$25K) which matured in May 2022. June moved (2nd Wayne Drown) to invest the funds with Edward Jones Co. in laddered CDs with 6 month maturity intervals and automatic rollovers at maturity if funds are not needed to be withdrawn. Motion carried. (Attachment 3)

June asked the Board for guidance on the total restriction of Life Membership funds, a matter which next year's Board will need to address. (Attachment 3)

EMGP Committee—Jane Coffey

Jane Coffey reported one grant request in this quarter from the Friends of Roan Mountain, Inc. The Committee met 10-11-22 to discuss this grant application, and recommends that the request be refused (Attachment 4)

Membership Committee—Cheryl Heckler

Cheryl Heckler gave a report of the business of the Membership Committee meeting on 8-9-22. Attached to her report was the TTA Quarterly Membership Report for 11-6-22. (Attachment 5).

New Business

Jane Ellett presented a 2022 Annual Conference update reporting an attendance of 141 TTA members, and \$1100 received in donations. She also reported on some cost data for the Conference facility.

Mark Hubbard recommended acknowledgment of retiring Board members, and other leadership at the Annual Membership Meetings. He volunteered to write the acknowledgment for this year, and submit it as an article for the Newsletter.

Adjournment

At 10:25am ET, a motion was made by Cheryl Heckler (2nd Mark Hubbard) to adjourn the meeting.

Minutes submitted by Melinda Pearson, TTA Secretary, Nov. 16, 2022.

TTA Board of Directors
4th Quarter Annual Meeting 2022
November 6, 2022 9am ET
Glenstone Lodge
Gatlinburg, TN

Meeting Agenda

Call to Order/Welcome—Libby Francis
Roll Call—Melinda Pearson

Officer Reports

President's Report—Libby Francis ([Attachment 1](#))
Secretary's Report—Melinda Pearson ([Attachment 2](#))
Treasurer's Report—June Callahan ([Attachment 3](#))

Committee Reports

Communications Committee—Doug Burroughs
Finance Committee—June Callahan ([Attachment 4](#))
Grants Committee—Jane Coffey ([Attachment 5](#))
Membership Committee— Cheryl Heckler ([Attachment 6](#))

Old Business

Update on 2022 Annual Conference—Jane Ellett

New Business

— — —

Adjournment

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.

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.

2023 TTA Committees

Executive Committee conduct the business and manage the affairs of the Association between meetings of the full Board

1. President ??
2. Vice President ??
3. Treasurer June Callahan
4. Secretary ??

Nominating Committee provide a slate of qualified candidates for election to the board and recommend qualified replacements for any vacancies

1. Vice President chair
2. West Tn Rep. Terry Warren
3. Middle TN Rep. Sara Pollard
4. East TN Rep. Will Latham
5. Cathy Moran

Audit Committee oversee policy compliance, conflicts of interest, ethics and program integrity, retain auditors for the association (This is a separate duty from the treasurer and does not involve finances)

1. Ryan Dowdy chair
2. Bob Richards, Trailbob51@outlook.com
3. June Callahan
4. Michelle Kelley michelkell38@gmail.com
5. Mark Hubbard

Finance Committee financial management of income, Life Memberships, and other investment funds, budget planning

1. June Callahan, chair
2. Mark Hubbard
3. Jane Coffey
4. Melinda Pearson (rotating off board)

Awards Committee recommends candidates for various recognition awards provided by the By-Laws

1. Vice President, chair
2. West TN Rep. Terry Warren
3. Middle TN Rep. Sara Pollard
4. East TN Rep. Will Latham
5. Bob Richards, Trailbob51@outlook.com

Membership Committee Collects dues and membership and forwards to Treasurer. Reports status to Board. (Here's the fun part, for rest of committee) Recommend actions which promote the attraction and enrollment of new members and retention of new members

1. Cheryl Heckler, Chair
2. West TN Rep. Terry Warren
3. Middle TN Rep. Sara Pollard
4. Est TN Rep. Will Latham
5. Jenny Fitzgerald

Communications Committee Responsible for insuring communication between the Association and the public and the membership. Newsletter, Website, Facebook. etc.

1. Doug Burroughs, chair
2. Mark Hubbard
3. Louanne Partington
4. Cheryl Heckler
5. Patty Deen

Special Committees:

Evan Means Grant Committee Examine small grant project funding for enhancing trails and the hiking experience

1. Jane Coffey-chair
2. Joan Hartvigsen (rotating off board)
3. Marvin Caine
4. Melinda Pearson (rotating off board)
5. Jane Ellett
6. Jenny Fitzgerald

Outreach: Responsible for State Display Board, exploring opportunities for national and statewide recognition through memberships and donations

1. Susan Woods
2. Bob Richards, Trailbob51@outlook.com
3. Bob Obohoski
4. John Thomas

Annual Meeting Committee - discuss general policies and duties; hosting of future annual meetings

1. Duane Fritch
2. Joan Hartvigsen (rotating off board)
3. Bob Richards
4. Trish Appleton (resigned)
5. Terry Warren

Insurance Committee

Duane Fritch

Jenny Fitzgerald

Wendy Porter

Jane Coffey

LouAnn Partington

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

General Fund by Quarter - Jan - Sep 2022

	1st Quarter	2nd Quarter	3rd Quarter	Total
Ordinary Income/Expense				
Income				
Donations				
Donations General	184.00	312.00	281.00	777.00
Total Donations	184.00	312.00	281.00	777.00
Memberships				
Family	1,960.00	910.00	665.00	3,535.00
Individual	3,000.00	1,750.00	1,950.00	6,700.00
Lifetime - Individual	0.00	500.00		500.00
Refund	-35.00	0.00		-35.00
Student	0.00	15.00	30.00	45.00
Supporting - Family	175.00	70.00		245.00
Supporting Individual	275.00	225.00	175.00	675.00
Total Memberships	5,375.00	3,470.00	2,820.00	11,665.00
Other Income				
Amazon Income	11.73	38.50	42.46	92.69
Bank Interest	2.36	23.74	5.65	31.75
Total Other Income	14.09	62.24	48.11	124.44
Total Income	5,573.09	3,844.24	3,149.11	12,566.44
Gross Profit	5,573.09	3,844.24	3,149.11	12,566.44
Expense				
Administrative Expenses				
Dues & Subscriptions	0.00	98.29	0.00	98.29
Chapter Allocations	1,738.00	0.00	0.00	1,738.00
Insurance				
D&O Liability Insurance	0.00	598.00	0.00	598.00
Liability Insurance	0.00	807.00	0.00	807.00
Total Insurance	0.00	1,405.00	0.00	1,405.00
Newsletter Editing	300.00	450.00	375.00	1,125.00
Newsletter Postage & Supplies	199.40	794.17		993.57
Newsletter Printing	1,326.22	663.39	893.06	2,882.67
PayPal Charges	154.15	110.59	89.56	354.30
PO Box & Mailing Supplies	0.00	252.00		252.00
State & Federal Filing Fees	20.46	0.00	10.00	30.46
Total Administrative Expenses	3,738.23	3,773.44	1,367.62	8,879.29
Program Expenses				
Awards			90.00	90.00
General Fund - Grants Given	500.00	0.00	0.00	500.00
Website & Supporting Software	0.00	0.00	250.00	250.00
Total Program Expenses	500.00	0.00	340.00	840.00
Total Expense	4,238.23	3,773.44	1,707.62	9,719.29
Net Surplus/Deficit	1,334.86	70.80	1,441.49	2,847.15

Tennessee Trails Association Inc

Income & Expense - General Fund

July through Sept 2022

General Fund by Month - 3rd Qtr 2022

Ordinary Income/Expense

Income

Donations

Donations General

July	Aug	Sep	Total
50.00	30.00	201.00	281.00

Total Donations

50.00	30.00	201.00	281.00
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Memberships

Family

175.00	140.00	350.00	665.00
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Individual

600.00	500.00	850.00	1,950.00
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Lifetime - Individual

0.00	0.00	0.00	0.00
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Refund

0.00	0.00	0.00	0.00
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Student

0.00	15.00	15.00	30.00
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Supporting - Family

0.00	0.00	0.00	0.00
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Supporting Individual

75.00	0.00	100.00	175.00
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Total Memberships

850.00	655.00	1,315.00	2,820.00
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Other Income

0.00

Amazon Income

0.00	0.00	42.46	42.46
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Bank Interest

1.78	2.03	1.84	5.65
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Total Other Income

1.78	2.03	44.30	48.11
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Total Income

901.78	687.03	1,560.30	3,149.11
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Gross Profit

901.78	687.03	1,560.30	3,149.11
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Expense

0.00

Administrative Expenses

0.00

Chapter Allocations

0.00	0.00	0.00	0.00
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Insurance

0.00

D&O Liability Insurance

0.00	0.00	0.00	0.00
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Liability Insurance

0.00	0.00	0.00	0.00
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Total Insurance

0.00	0.00	0.00	0.00
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Newsletter Editing

375.00	0.00	0.00	375.00
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Newsletter Postage & Supplies

0.00	0.00	0.00	0.00
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Newsletter Printing

335.67	0.00	557.39	893.06
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PayPal Charges

28.54	16.04	44.98	89.56
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PO Box & Mailing Supplies

0.00	0.00	0.00	0.00
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State & Federal Filing Fees

10.00	0.00	0.00	10.00
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Total Administrative Expenses

749.21	16.04	602.37	1,367.62
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Program Expenses

Awards

0.00	90.00	0.00	90.00
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General Fund - Grants Given

0.00	0.00	0.00	0.00
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Website & Supporting Software

250.00	0.00	0.00	250.00
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Total Program Expenses

250.00	90.00	0.00	340.00
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Total Expense

999.21	106.04	602.37	1,707.62
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Tennessee Trails Association Inc
Income & Expense EMGF
January through Sept 2022

Evans Means Grant Fund - by Quarter 2022

	1st Qtr	2nd Qtr	3rd Qtr	TOTAL
Ordinary Income/Expense				
Income				
Donations				
Donations Donor Directed	425.00	580.00	225.00	1,005.00
Total Donations	425.00	580.00	225.00	1,005.00
Total Income	425.00	580.00	225.00	1,005.00
Gross Profit	425.00	580.00	225.00	1,005.00
Expense				
Program Expenses				
Evan Means Grants Given	6,091.34	1,260.00	1,027.69	7,351.34
Total Program Expenses	6,091.34	1,260.00	1,027.69	7,351.34
Total Expense	6,091.34	1,260.00	1,027.69	7,351.34
Net Surplus/Deficit	-5,666.34	-680.00	-802.69	-6,346.34
Net Surplus/Deficit	-5,666.34	-680.00	-802.69	-6,346.34 <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, this report would show a surplus of \$2,600.97.

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

Tennessee Trails Association, Inc.

Income & Expense

Actuals & Budget - YTD Sept 2022

	YTD Sept Actuals	Annual Budget	Remaining Budget
Ordinary Income/Expense			
Income			
Donations			
Donations	777.00	600.00	-177.00
Annual Meeting Income	0.00	11,590.00	11,590.00
Total Donations	777.00	12,190.00	11,413.00
Memberships			
Memberships	10,745.00	15,500.00	4,755.00
Supporting Memberships	920.00	400.00	-520.00
Total Memberships	11,665.00	15,900.00	4,235.00
Other Income			
Amazon Income	92.69	100.00	7.31
Bank Interest	31.75	100.00	68.25
Total Other Income	124.44	200.00	75.56
Total Income	12,566.44	28,290.00	15,723.56
Total Income	12,566.44	28,290.00	15,723.56
Expense			
Administrative Expenses			
Accounting & Financial Review	0.00	2,500.00	2,500.00
Chapter Allocations	1,738.00	1,750.00	12.00
Liability Insurance	1,405.00	700.00	-705.00
Miscellaneous	98.28	500.00	401.72
Newsletter Editing	1,125.00	1,500.00	375.00
Newsletter Postage & Supplies	993.57	1,750.00	756.43
Newsletter Printing	2,882.67	4,000.00	1,117.33
PayPal Charges	354.30		-354.30
PO Box & Mailing Supplies	252.00	150.00	-102.00
State & Federal Filing Fees	30.46	150.00	119.54
Total Administrative Expenses	8,879.28	13,000.00	4,120.72
Program Expenses			
Annual Meeting Expenses	0.00	3,729.00	3,729.00
Annual Meeting Surplus (goes to EMGF)	0.00	7,861.00	7,861.00
Awards	90.00	200.00	110.00
General Fund - Grants Given	500.00	1,000.00	500.00
Printing & Reproduction	0.00	0.00	0.00
Website & Supporting Software	250.00	2,100.00	1,850.00
Total Program Expenses	840.00	14,890.00	14,050.00
Total Expense	9,719.28	27,890.00	18,170.72
Net Surplus / Deficit	2,847.16	400.00	-2,447.16

Tennessee Trails Association Inc

Net Worth

As of Sept 30, 2022

Tennessee Trails Association, Inc.

Statement of Net Worth

3rd Quarter 2022

	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
ASSETS:			
Cash in Checking Account	17,129.04	15,502.93	32,631.97
Cash in Money Market	112,149.49	0.00	112,149.49
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>1,715.04</u>	<u>0.00</u>	<u>1,715.04</u>
TOTAL ASSETS	<u>130,993.57</u>	<u>15,502.93</u>	<u>146,496.50</u>
NET WORTH:			
Net Worth	<u>130,993.57</u>	<u>15,502.93</u>	<u>146,496.50</u>

Proof of Net Worth:

Net Worth June 30th 2022	145,857.70
Revenues for All Accounts	3,374.11
Expenditures for All Accounts	<u>-2,735.31</u>
Net Worth Sept 30th 2022	<u>146,496.50</u>

Tennessee Trails Association
Finance Committee Meeting Minutes
October 17th 2022
Libby Francis Virtual Meeting Room

Attended by: Libby Francis, Jane Coffey, June Callahan

Absent: Melinda Pearson, Mark Hubbard

Placement of CDs

When this topic was discussed at August 8th 2022 board meeting, Terry Warren, raised the point that the Edward Jones Investment Company was offering better interest rates than we had been able to find. Our original research only looked at banks as this is where TTA had previously placed funds on deposit. With this information from Terry it was necessary that we did more research to confirm the information she had shared.

The research into Edward Jones confirmed that the CDs would be FDIC insured, exactly as they would if they were placed with a commercial bank. The current interest rates offered by Edward Jones for term lengths we would be interested in are: 6-months 3.95%, 12-months 4.25% and 18 months 4.45%. The merits of having CDs that mature every 6 months was agreed as being an advantage. As CDs matured, they would be renewed, but, if TTA needed to withdraw funds we would be able to do so without any penalty. Using the CD ladder approach, we could start with 1/3rd maturing in 6 months, 1/3rd maturing in 12 months and the final 1/3rd maturing in 18 months. On renewal the amounts on 6 months and 12 months would be moved on to being deposited for 18 months to maximize the interest earned but still allow for access to 1/3rd of the total funds every 6 months. The restricted life members fund was previously held for 12 months and we are recommending that it stays at 12 months.

Jane asked about penalties for early withdrawal of funds, i.e. withdrawal before the maturity date. June researched this after the meeting and found out that there would be no penalty if a portion of a CD, or if a portion of multiple CDs were withdrawn early. There would be a loss or gain if all of one CD was withdrawn early. The loss or gain would depend on the value of the CD in the secondary markets where it would be sold. That said, it is very unlikely that any CD would have to be closed out prior to its maturity date as TTA only puts a portion of its funds into CDs. Other funds are held in TTA's bank accounts which remain with Regions Bank.

The decision to take out certificates of deposit with Edward Jones Investment Company will be put before the board at the next board meeting which is scheduled for November 6th 2022.

Life Memberships

This item is on the agenda so that June can update the finance committee on her research into this topic. Cheryl Heckler, our Membership Director, found a database that held some very old membership records. This data included 20 life memberships from the period of January 1990 through May 2008 that are not on any of the life membership reports that June had inherited from previous Treasurers. All of the 20 life members are either deceased or inactive. To be classified as Inactive means that no communication has been successful, either by telephone, email and mailing address. Further research is still ongoing but, as it stands right now, the amount received in life membership appears to be \$31,250. That is \$6750 higher than the amount currently set aside in the restricted fund.

The classification as restricted funds comes from the by-laws which state:

"The dues collected from Life and Family Life memberships will not be used for operating expenses, but placed in a separate Life Membership Fund. Earnings from this Fund may be used as the Board deems appropriate."

June's view is that this treatment of life and family life membership dues is inconsistent with the treatment of dues for all the other classes of membership available to individuals. Examples shown below:

Individual membership	- annual dues go to General Operating Fund
Family membership	- annual dues go to General Operating Fund
Supporting membership	- annual dues go to General Operating Fund, additional contribution goes to EMG Fund (board direction)
Supporting Family	- annual dues go to General Operating Fund, additional contribution goes to EMG Fund (board direction)
Student membership	- annual dues go to General Operating Fund
Life memberships	- annual dues go to Restricted Fund and cannot be used for anything other than earning interest

An alternative treatment that would bring all membership dues into alignment would be:

Life memberships	- annual dues go to General Operating Fund each year, remaining balance is used to earn interest
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June will bring the matter of life and family life memberships to the attention of board for the benefit of receiving the board members' opinions.

The Evan Means Grant Committee met Tuesday evening, October 11, 2022, to discuss the proposal from the "Friends of Roan Mountain" to improve the signage for area information about Hampton Creek Cove (HCC) State Natural Area (SNA). The request was denied due to the fact that this area (HCC) currently is fulfilling an EMG pledge, but has not completed that pledge adequately. There has been no documentation, photogenic or other, to ensure the grant pledge has been fulfilled to the EMG Committee's standards. The Committee's standards specifically state that "photographic documentation of the completion of a project must generally be provided before another grant request from the recipient organization will be considered."

Jane Coffey

**Friends of Roan Mountain
Evan Means Grant Application**

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6.0 Total Man-Hours: 6

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**VOLUNTEER IN-KIND MATCH: OTTO SMITH EAGLE SCOUT PROJECT KIOSK
CONSTRUCTION 8**

Friends of Roan Mountain

Evan Means Grant Application, October 2022

1.0 Description: The Friends of Roan Mountain, Inc., (FORM), is a 501(c)(3) non-profit organization, that fosters greater awareness and understanding of the natural, historical, and cultural significance of Roan Mountain. Hampton Creek Cove (HCC) State Natural Area (SNA) is situated on the north flank of Roan Mountain and managed in partnership by the Tennessee Division of Natural Areas (DNA) and the Southern Appalachian Highlands Conservancy (SAHC). FORM has provided monetary and labor support for projects at HCC SNA since its designation as a state natural area in 1986.

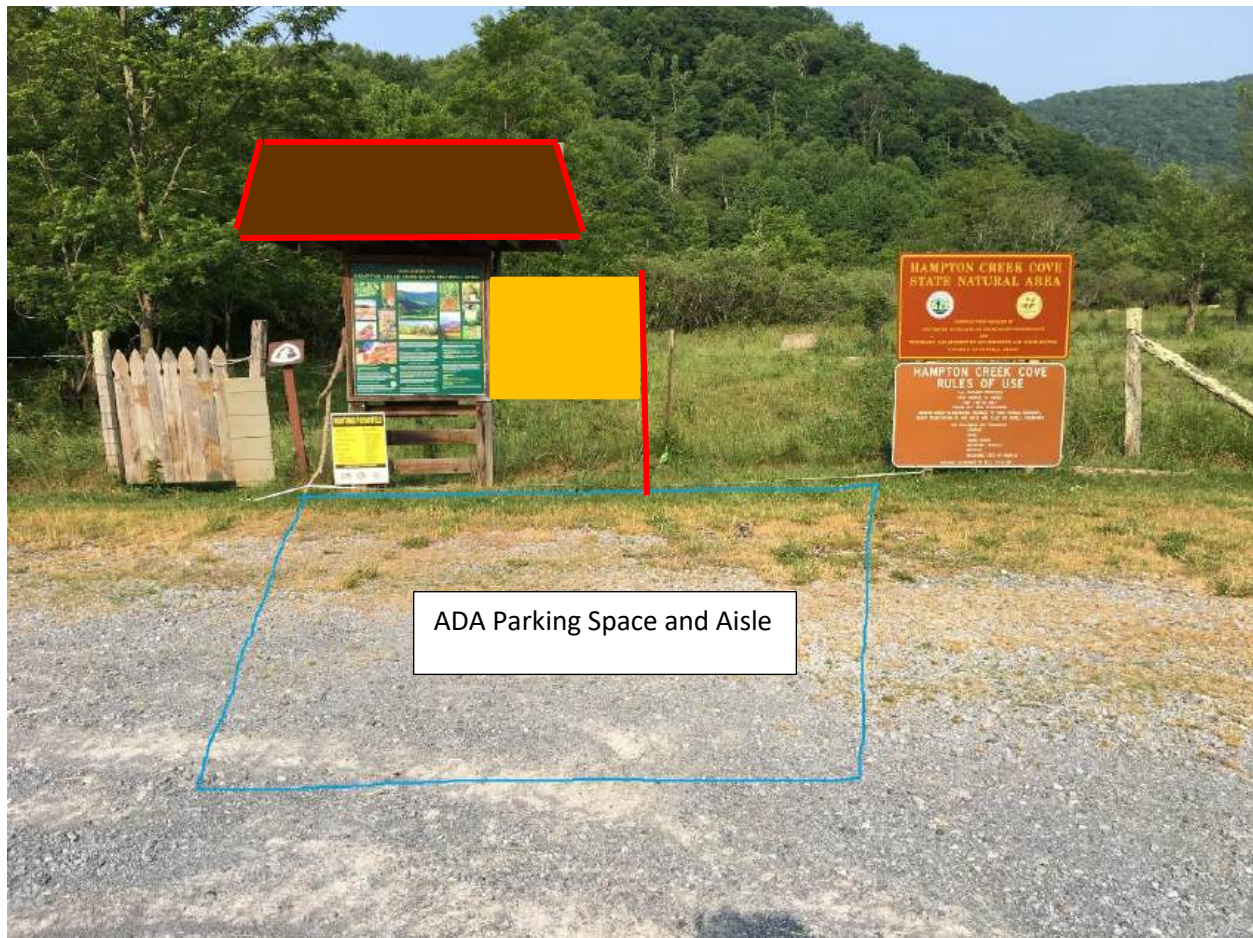
DNA and SAHC jointly completed the installation of two, new, steel pedestrian bridges at the natural area and, as part of that project, made improvements to the parking area and trailhead, including expansion and maintenance of the information kiosk. The Tennessee Trails Association helped to support that project with the Evan Means Grant to produce and install new trail signs throughout the natural area.

At the parking area/trailhead, the managing partners coordinated and supervised an Eagle Scout project to enlarge the information kiosk and build a boardwalk on part of a hiking trail. This volunteer labor will be applied as match to this grant if awarded. The front side of the kiosk now serves a new ADA parking space and access aisle. One purpose of the new display materials is to serve that facility with access to information about the area.

The kiosk is ready to receive updated visitor information to include a general display about the natural area, a revised trail map and trail descriptions, and educational information about critical management issues at the natural area, including rare Golden-winged Warblers that breed at the natural area and the threat from wild hogs. We are requesting an Evan Means Grant to support one-half of the production cost of panels for the information kiosk at the state natural area.

A high quality outdoor display product is needed for the display materials that resists weathering and fading from sunlight and exposure to harsh elements of wind-driven rain and excessive cold. This kiosk is exposed to harsh sunlight and the partners have had to replace many display materials frequently due to fading to the point of illegibility. Rather than continuing to replace these materials, we have opted for production with Fossil Graphics, Inc. which produced an outdoor display material that is resilient and carries a guarantee against sunlight fading and weather damage. Fossil Graphics supplies displays to many national land management agencies such as the National Park Service, municipal parks systems, museums, etc.

Old Kiosk with Design Plan for Improvement: New Metal Roof; Expand Display



Finished Kiosk Expansion and Roof Improvement



This request is for \$1409.00 to cover one-half of the cost of production and delivery of 6 display panels. See the budget table (page 6) and the Fossil Graphics quote (page 7). The total cost of production and delivery is \$2818.00. The Tennessee Division of Natural Areas will cover the remainder of the additional cost.

2.0 Benefit to Hikers: A new trail map and trail descriptions are needed due to re-locations of trail segments during the installation of new pedestrian bridges. The new trail map and descriptions will prevent confusion and misdirection.

- The new trail descriptions are color coded to match the trail blazings and markings on the map and on the ground. The descriptions are short and highlight the features of each trail to let hikers know what to expect on each trail, including updated trail difficulty ratings.
- The new trail map provides better descriptions of trail lengths and topographic information.
- Rules of the natural area and prohibited activities are included on the main display as well as contact telephone numbers.
- The main display provides interpretation of the significant features of the natural area.
- The GWWA display is vetted by the Golden-winged Warbler Working Group. This species is a candidate for federal listing as an endangered species. Hampton Creek Cove provides the highest number of known locations of protected breeding territories in Southern Appalachia.
- The main display and GWWA display will be accessible to the handicap parking space and access aisle.

These new display panels are in layout production, and we can share them if needed with the Tennessee Trails Association. They are being produced by the DNA and the graphics department of the Tennessee Conservationist magazine.

Hikers visit Hampton Creek Cove from as far as North Carolina, Alabama, Nashville, Tennessee and elsewhere. Two official Overmountain Victory National Historic Trail (OVNHT) segments connect the natural area to the Cherokee National Forest, and then continue to the Appalachian Trail at Yellow Mountain Gap. This popular hike draws many visitors. Roan Mountain State Park often conducts hiking programs at the natural area. Many hikers of OVNHT use the Birchfield Trail as an alternative route through the mid-elevations of the cove. Elm Hollow and Shell Hollow are popular with people seeking shorter hikes for bird-watching, spring flower and old growth tree hikes. The Friends of Roan Mountain regularly conducts Roan Naturalist Rally field trips and other activities at Hampton Creek Cove.

3.0 Start and Completion Dates: Assuming receipt of the grant award by December 2022, the project will start by January 2023 and will be completed by June 30, 2023.

4.0 Budget Detail: The grant request is to cover one-half of the cost of materials production and delivery for this project. The total budget includes the cost of the display panels production. Match is provided by the value of labor to develop the display content, the graphic layouts, the installation, and the value of the volunteer labor donated to build the kiosk extension and replace its roof.

GRANT REQUEST			
Item	Quantity	Price Each (from Quotes)	Cost Rounded
Displays	6	See Attached Quote	\$2818.00
		GRANT REQUEST	\$1409.00
MATCH			
MATCH, In-Kind	Trips to Site	Hours	Cost
1 DNA staff and 1 TN Conservationist staff: panel content production and graphic layout	0	40 @ \$45/hr	\$1800
2 DNA staff, panel installation	1	20 @ \$45/hr (6 hours round trip driving plus 4 hours on site)	\$900
Volunteers (Otto Smith Eagle Project Accounting Attached)	2 (4 days)	184.5 hours @ \$7.25/hour	\$1338
Volunteers (Friends of Roan Mountain)	1 (donated, no charge)	5 @ \$7.25/hr (grant preparation, administration, and help on installation)	\$36
		TOTAL IN-KIND MATCH	\$4074
MATCH, Cash	Trips to Site	Hours	Cost
Tennessee Division of Natural Areas	NA	NA	\$1409
		TOTAL CASH MATCH	\$1409
		MATCH SUBTOTAL	\$5483
		TOTAL PROJECT COST	\$6892

5.0 Total Cost and Funding Sources: Total cost of the project is \$6892.00. Funding Sources include the Evan Means Grant for ½ the cost of display panel production and delivery, the Tennessee Division of Natural Areas for one-half cash match for display

production. The grant is matched 1:1 in cash and 2:1 from in-kind and cash match sources. The panels production quotes follow along with the hours already dedicated by scout volunteers.

6.0 Total Man-Hours: Excluding the scout project already completed, this project will require a total of 60 man-hours: 40 man-hours minimum to produce the panel content and graphic layout (to be done by the State) and 20 man-hours for installation. The Division of Natural Areas will oversee the installation.

7.0 Total Volunteer Hours: 184.5 scout volunteer hours already completed, plus 5 additional volunteer labor hours.

8.0 Acknowledgement: The Tennessee Trails Association contribution will be acknowledged by a statement of appreciation and attribution attached to the kiosk at the HCC SNA parking area/trail head (acknowledging this and previous award). All visitors to the area will be able to see the acknowledgement. A dedication of the new pedestrian bridges and the parking and trail improvements is planned. TTA (and all contributors) will be invited to that event and acknowledged publicly at it, and in any press releases about the project.

FOSSIL GRAPHICS DISPLAY PANEL PRODUCTION QUOTE



FOSSIL INDUSTRIES, INC.
44 Jeffryn Boulevard
Deer Park, NY 11729
800-244-9809 631-254-9200
Fax: 631-254-4172
www.FossilGraphics.com

QUOTE F99437

DATE: 9-26-22

PAGE: 1

To: Lisa C. Huff
Tennessee State Parks
TN Dept. of Environment & Conservation
3711 Middlebrook Pike
Knoxville, TN 37921

Phone#: 865-594-5601

Fax#: 865-594-6105

Account Executive: Rhiannon Andrews

ID #: 1058640.09

Tag Name:

Part Number	Qty	Description	Each	Ext
E18-16	1	HCC Main Display 1/8" Exterior CHPL Graphic. Panel Size: 48"w x 48"h	672.00	672.00
E18-098	1	GWWA poster 1/8" Exterior CHPL Graphic. Panel Size: 32"w x 44"h	412.00	412.00
E18-134	1	HCC Trail Map 1/8" Exterior CHPL Graphic. Panel Size: 44"w x 44"h	563.00	563.00
E18-057	1	HCC Trail Descriptions 1/8" Exterior CHPL Graphic. Panel Size: 25"w x 33"h	239.00	239.00
E18-028	1	Important Bird Area 1/8" Exterior CHPL Graphic. Panel Size: 9"w x 44"h	118.00	118.00
E18-061	1	Hog Wanted 1/8" Exterior CHPL Graphic. Panel Size: 25"w x 35"h	256.00	256.00
99810	1	Color Sample - 8" x 10" x 1/10" CHPL. - Used in production for color matching and resolution. - Includes shipping.	40.00	40.00

All Fossil panels feature our exclusive 12-Color HD Printing.

Subtotal: \$2,300.00

Digital files must conform to Fossil File Prep Guidelines (FossilGraphics.com)
Electronic layout proofs provided at no charge.

Subtotal: 2,300.00

Features are indicated in Part Numbers:
"-P" = Custom Shape; "-T" = Threaded Inserts; "-D" = Double Sided; "-H" =
Holes; "MURAL" - Indicates panels built to go directly beside another panel.

Shipping: 518.00

0 %Tax: 0.00

TOTAL: \$2,818.00

Shipping to zip code: 37921. Estimate based on destination being a non-
residence that has a forklift if necessary.

Deposit Due: 1,691.00

Shipping charges include packaging and insurance.

Quote valid 90 days. Order produced under our standard Terms and Conditions
of Sale (FossilGraphics.com/terms). For installation info or to determine best
thickness of CHPL to meet your requirements (FossilGraphics.com/guide).

TERMS: 60% Deposit / Balance Net 10 After Delivery

Please sign to authorize production: _____ **Print:** _____

VOLUNTEER IN-KIND MATCH: OTTO SMITH EAGLE SCOUT PROJECT KIOSK CONSTRUCTION

DocuSign Envelope ID: C1B803CF-1E4A-4793-B4AB-E0A0AE602D50

Project: Otto Smith Eagle Scout Project, Hampton Creek Cove State Natural Area

Work Included: Expanding kiosk to a two-panel design, install wooden walkway and harden approach to new bridge at entrance of State Natural Area

Volunteer Hours: This project included a total of 184.5 volunteer hours, recruited and supervised by Otto Smith, work was supervised and approved by Lisa Huff, Tennessee Division of Natural Areas.

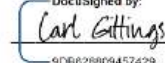
Dates: July 29-30th	Total Hours (Travel and Work)
Carl Gittings	10.5
Arden Gittings	10.5
Conner Tate	10.5
Peyton Douglas	10.5
Laura Douglas	10.5
Otto Smith	10.5
David Smith	10.5
Jeff Tate	10.5
Total Volunteer Hours	94.5

Dates: August 5- 6th 2022	Total Hours (Travel and Work)
Melissa Smith	7.5
Asa Smith	7.5
Clyde Smith	7.5
Otto Smith	7.5
David Smith	7.5
Conner Tate	7.5
Ethan Walls	7.5
Jason Walls	7.5
Caleb Knapp	7.5
Maggie Knapp	7.5
Lisa Gittings	7.5
Kai Provine	7.5
Total Volunteer Hours	90

Signature

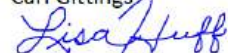
Date

Otto Smith

DocuSigned by:


9/13/2022

906626809457429
Carl Gittings



9/14/2022

Lisa Huff

TTA Membership Committee

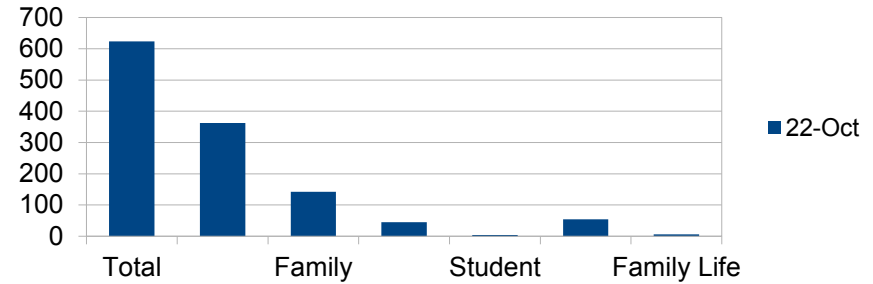
The Membership Committee met on August 9, 2022 regarding the following topics:

- 1) Recognition of Lifetime Membership
 - a. The committee's decision was unanimous to do the following for Lifetime members:
 - i. When a member joins as a Lifetime member the Membership Director notifies the TTA President who emails a letter to the Lifetime Member when they join thanking them for becoming a Lifetime Member and their support and cc's the Chapter Chair
 - ii. A recognition article is put in the newsletter
 - iii. Once a year all Lifetime members are recognized in the newsletter
- 2) Revamp the application form in the newsletter and all the brochures to show both email and paper newsletter options but encourage the email option.
 - a. This topic is postponed until the new newsletter editor is in place and have a combined meeting with the Membership Committee, Communications Committee, Newsletter Editor, and Newsletter Mailing Party Coordinator
 - i. Discussion also came up to consider all new members only get newsletters by email.
- 3) Discussion on suggestion to phase out the unaffiliated category.
 - a. The committee's decision was unanimous to keep the unaffiliated category as is.

TTA Membership Report for November 6, 2022 Board Meeting

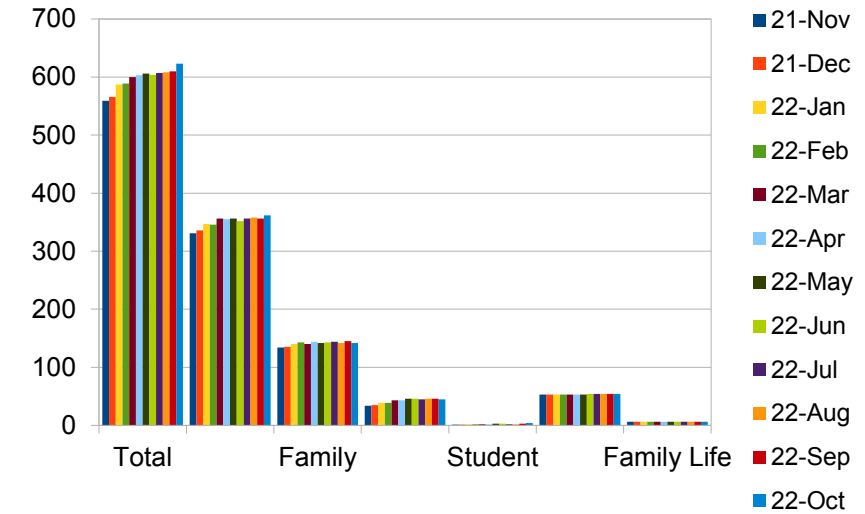
TTA Membership for October 2021

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
22-Oct	623	362	142	45	4	54	6



TTA Membership for past 12 months

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
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
22-Aug	608	358	142	46	2	54	6
22-Sep	610	356	145	46	3	54	6
22-Oct	623	362	142	45	4	54	6

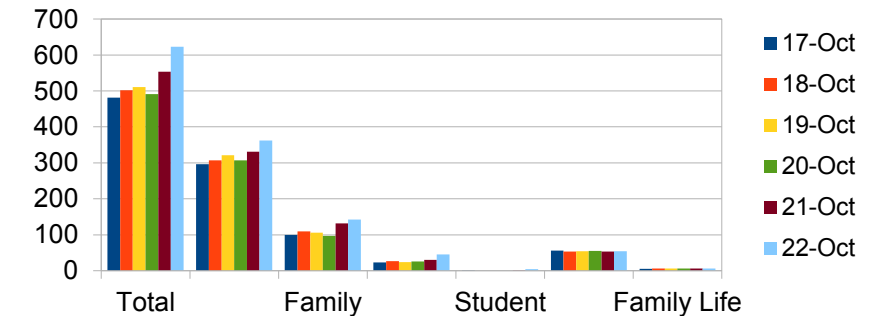


**Note: Individual up 31; Family up 8; Supporting up 11; Student up 3;
Total up 64**

TTA Membership for October in the past 6 years

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
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
22-Oct	623	362	142	45	4	54	6

**Note: Individual up 66; Family up 42; Supporting up 22; Student up 3;
Total up 142;**



Tennessee Trails Association
Minutes of the Special Organizational Meeting of the Board of Directors
Glenstone Lodge, November 6, 2022
Gatlinburg, TN

Call to Order/Welcome/ Attendance

Retiring TTA President Libby Francis, called the 2022 Special Organizational Meeting to order at 9:01 am Eastern Time (ET). The purpose of this meeting is set forth in 10-19-2019 TTA Bylaws, lines 198-204.

Members attending: Libby Francis, June Callahan, Melinda Pearson, Wayne Drown, Sara Polard John Thomas, Jane Ellett, Alice Cannon, Michelle Kelley, Mary Lewis Tims, Patty Deen, Tom Cressler, Marvin Cane, Cheryl Heckler, Will Latham, Jane Coffey, Mark Hubbard, Jenny Fitzgerald

Members absent: Terry Warren, Ryan Dowdy, Duane Frichtl, Joan Hartvigsen, Bob Obohoski, Cathy Moran, Jeanie Conatser

Guests: Chris Hoffman (Columbia Franklin), Norm Brinsley (Plateau)

TTA Officers

Mark Hubbard made a motion (2nd Jane Coffey) to elect the following slate of TTA officers for 2023: President, Duane Frichtl; Vice- President, Michelle Kelley; Secretary, Susan Woods; Treasurer, June Callahan. Motion carried.

TTA 2023 Committees

In the absence of the President-elect, Duane Frichtl, Libby Francis presented a committee membership roster for TTA's Standing and Special Committees in 2022, and expressed anticipation that 2023 committee membership will be largely the same. A finalized committee membership list for 2023 can be presented and voted on when Duane presides at the 2023 1st Qtr. Board Meeting. (Attachment 1a)

Att 9:03 am ET, Jenny Fitzgerald moved (2nd Michelle Kelley) to adjourn. Motion carried.

Minutes submitted 11-16-22 by Melinda Pearson, TTA Secretary