

The quarterly meeting of the Tennessee Trails Association Board of Directors (BOD) meeting was held February 7, 2023 at 6:30 P.M. Central Time by Zoom, the President, Duane Frichtl, being in the chair and the Secretary, Susan Woods, being present.

Members of the BOD present were: Marvin Caine, June Callahan, Alice Cannon, Jane Coffey, Jeanne Conatser, Patricia Deen, Amber Dobie-Grove, Ryan Dowdy, Jenny Fitzgerald, Libby Francis, Duane Frichtl, Michelle Kelley, Will Latham, Bob Obohoski, Sara Pollard, John Thomas, Terry Warren, Susan Woods. Guests present were: Mary Lewis Tims, Bob Richards, Melinda Pearson. Members of the BOD absent were: Tom Cressler, Wayne Drown, Jane Ellett, Cheryl Heckler, Mark Hubbard, Cathy Moran.

The minutes of the Special Organizational Meeting of the BOD and the 4<sup>th</sup> quarter BOD meeting both held on Nov. 6, 2022 were approved as corrected.

Patty Deen moved to accept the Committees as presented by President Duane Frichtl. The motion was adopted.

Following the Financial Report given by Treasurer June Callahan, Will Latham moved to accept the proposed budget as presented with the possibility of adjustment depending on the actions of the Board concerning the Communications Committee report. The motion was adopted.

Following her report of the Evan Means Grant Committee, Committee Chair Jane Coffey moved to accept the grant submission from Friends of Roan Mountain for \$1700 and the grant submission from Cumberland Trails Conference for \$1520. The motion was adopted. In her report the committee chair explained that the submission from Nathan Bedford Forrest State Park was not recommended for acceptance due to not being from a nonprofit organization.

The Board acknowledged having previously received the report of the Membership Chair, Cheryl Heckler, electronically.

Following the Report of the Communications Committee, Committee Chair Will Latham moved that TTA terminate the printing of newsletters with a goal of that being effective with the May edition. The motion was adopted. In the discussion on this action the Communications Committee assumed responsibility for contacting the individual chapters to inform them of members receiving printed newsletters in order for the chapter leadership to take necessary action for its members. This change will be publicized in the newsletter and on the website.

Due to the effect on the proposed budget concerning the cessation of the printing of the newsletter, Will Latham moved to increase the allocation to the chapters to \$5.00 per member with a minimum of \$150.00 per chapter. The motion was adopted.

Terry Warren reported on plans for the 2023 Annual TTA meeting to be held at Natchez Trace SP in the Pin Oak Lodge on Oct. 20-22, 2023. The Jackson and Memphis Chapters are hosting this meeting.

Patty Deen reported on plans for the 2024 Annual TTA meeting to be held at Fall Creek Fall SP. At this time the host chapters are Highland Rim and Murfreesboro. Whether other chapters will host will be discussed at the next BOD meeting in May.

There was no additional old or new business.

The next BOD meeting will be held on May 2<sup>nd</sup>, 6:30 P.M., CT, via Zoom

The meeting was adjourned. (Sorry, I forgot to note the time)

Proposed minutes submitted by Secretary Susan Woods

Tennessee Trails Association Board of Directors Meeting

6:30 P.M., CT, Tuesday, February 2, 2023 by Zoom

Call to Order and Welcome, Duane Frichtl, President

Roll Call, Susan Woods, Secretary

Approval of 4<sup>th</sup> Quarter Minutes, Susan Woods, Secretary – Attachment #1.combined.minutes

Annual Membership Meeting, 11/5/22

Special Organizational Meeting of BOD, 11/6/23

4<sup>th</sup> Quarter BOD meeting, 11/6/23

TTA Financial Report, June Callahan, Treasurer – Attachment #2.financial.report

General Fund by Month in 4<sup>th</sup> Quarter, 2022

Actuals/Budget 2022

General Fund by Quarter/2023 Draft Budget

Evan Means Grant Fund

TTA Net Worth

Evan Means Grant Committee Report, Jan Coffey, committee chair –Attachment #3.EMG Report

Membership Report, Attachment #4.Membership

Communications Committee Report, Attachment #5.Communications

2023 Annual Meeting report, Terry Warren

2024 Annual Meeting report, Patty Deen

Old Business

New Business

Next BOD meeting, May 2<sup>nd</sup>, 6:30 P.M., CT, via Zoom

Motion to adjourn

Tennessee Trails Association (TTA)  
Minutes of the Annual Membership Meeting  
November 5, 2022  
Glenstone Lodge  
Gatlinburg, TN

The 2022 Annual Business Meeting of the Membership was convened by TTA President Libby Francis at 7:05 pm ET (Eastern Time).

### **New Business/ Board of Directors Elections**

Libby read the report of Duane Frichtl, chairman of the Board of Director's Nominating Committee, presenting candidates the Committee recommends to the Membership for election to 4 open positions on the 2023 TTA Board of Directors. The candidates the Committee recommends for 3 open At-Large Director positions are Susan Woods (Jackson Chapter) Mark Hubbard (Nashville Chapter), and Wayne Drown (SumnerTrails Chapter). The candidate the Committee recommends for the open position of Middle TN Regional Director is Sara Pollard (Murfreesboro Chapter).

Libby called for candidate nominations from the floor. Hearing none, Libby made the motion to elect by acclamation vote, the 4 candidates recommended by the Nominating Committee. Motion carried.

Another new Board member, Will Latham (Scenic City Chapter), was elected by Executive Committee vote during 2022, to fill a vacancy in the Board position of East TN Regional Director.

### **2022 Leadership and Chapter Recognition**

Libby recognized exceptional contributions to the Association in 2022 from Cheryl Heckler in Membership, Doug Burroughs in the TTA website, and Mark Hubbard in management of the TTA Facebook. Libby recognized and thanked LouAnn Partington for 13 years service as TTA Newsletter Editor. She also recognized and welcomed Mary Lewis Tims as new Editor, pending Board approval.

Representatives from the following chapters made brief comments on behalf of their chapters:

East Tennessee	Memphis
Highland Rim	Plateau
Jackson	Scenic City

All Chapters were recognized by having members present stand and be recognized by applause.

### **TTA Board Officer and Committee Reports**

June Callahan (Treasurer), Cheryl Heckler (Membership Committee Chairman), and Jane Coffey (Evan Means Grant Program Committee Chairman) presented slideshow reports recapping 2022 activity in their areas of TTA management.

## **2022 Association Awards**

Awards presented for 2022 were

Bill Stutz Award

Winner, John and Deborah Martin (Plateau Chapter)

Tennessee Trails Award

Winner, June Callahan (Nashville Chapter)

Bob Brown Lifetime Achievement Award

Winner, Earl Helmer (Scenic City Chapter)

## **2023 TTA Annual Conference**

Wayne Simpson (Memphis Chapter) reported on dates and preliminary plans for the 2023 TTA Conference to be hosted by the Memphis and Jackson chapters.

Meeting was adjourned at 8:05 pm ET

*Minutes submitted by Melinda Pearson, TTA Secretary, 11-28-22; revised 12-2-22*

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*

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.*

**Tennessee Trails Association Inc.**  
**General Fund by Month**

General Fund by Month - 4th Qtr 2022	Oct	Nov	Dec	Total
<b>Ordinary Income/Expense</b>				
Income				
Donations				
Donations General	0.00	250.00	271.00	521.00
Total Donations	0.00	250.00	271.00	521.00
Memberships				
Family	385.00	350.00	420.00	1,155.00
Individual	725.00	850.00	700.00	2,275.00
Lifetime - Family	0.00	0.00	750.00	750.00
Refund	0.00	0.00	0.00	0.00
Student	0.00	0.00	0.00	0.00
Supporting - Family	0.00	0.00	35.00	35.00
Supporting Individual	25.00	100.00	75.00	200.00
Total Memberships	1,135.00	1,300.00	1,980.00	4,415.00
Other Income				
Amazon Income	23.94	29.68	0.00	53.62
Bank Interest	1.90	1.84	6.56	10.30
Total Other Income	25.84	31.52	6.56	63.92
Total Income	1,160.84	1,581.52	2,257.56	4,999.92
Total Income	1,160.84	1,581.52	2,257.56	4,999.92
Expense				
Administrative Expenses				
Dues & Subscriptions	98.28	0.00	0.00	98.28
Chapter Allocations	0.00	0.00	0.00	0.00
Insurance				0.00
D&O Liability Insurance	0.00	0.00	0.00	0.00
Liability Insurance	0.00	0.00	0.00	0.00
Total Insurance	0.00	0.00	0.00	0.00
Newsletter Editing	375.00	0.00	0.00	375.00
Newsletter Postage & Supplies	162.00	337.98	0.00	499.98
Newsletter Printing	366.83	334.55	216.49	917.87
PayPal Charges	35.76	30.81	55.05	121.62
PO Box & Mailing Supplies	0.00	0.00	0.00	0.00
State & Federal Filing Fees	0.00	0.00	0.00	0.00
Total Administrative Expenses	1,037.87	703.34	271.54	2,012.75
Program Expenses				
Awards	0.00	0.00	0.00	0.00
General Fund - Grants Given	0.00	0.00	0.00	0.00
Website & Supporting Software	249.00	0.00	470.00	719.00
Total Program Expenses	249.00	0.00	470.00	719.00
Total Expense	1,286.87	703.34	741.54	2,731.75
Net Surplus/Deficit	-126.03	878.18	1,516.02	2,268.17



# Tennessee Trails Association

## Actuals Budget 2022

Tennessee Trails Association, Inc.

Income & Expense - General Fund & Annual Meeting

Actuals & Budget - 2022

	Full Year	Annual	Differences
	Actuals	Budget	Act/Budget
Ordinary Income/Expense			
Income			
Donations			
Donations	1,298.00	600.00	698.00
Annual Meeting Income	16,269.00	11,590.00	4,679.00
Total Donations	17,567.00	12,190.00	5,377.00
Memberships			
Memberships	14,925.00	15,500.00	-575.00
Supporting Memberships	1,155.00	400.00	755.00
Total Memberships	16,080.00	15,900.00	180.00
Other Income			
Amazon Income	146.31	100.00	46.31
Bank Interest	42.05	100.00	-57.95
Total Other Income	188.36	200.00	-11.64
Total Income	33,835.36	28,290.00	5,545.36
Total Income	33,835.36	28,290.00	5,545.36
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	196.56	500.00	-303.44
Newsletter Editing	1,500.00	1,500.00	0.00
Newsletter Postage & Supplies	1,493.55	1,750.00	-256.45
Newsletter Printing	3,800.54	4,000.00	-199.46
PayPal Charges	475.92		475.92
PO Box & Mailing Supplies	252.00	150.00	102.00
State & Federal Filing Fees	30.46	150.00	-119.54
Total Administrative Expenses	10,892.03	13,000.00	-2,107.97
Program Expenses			
Annual Meeting Expenses	6,898.11	3,729.00	3,169.11
Annual Meeting Surplus (goes to EMGF)	9,370.89	7,861.00	1,509.89
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	969.00	2,100.00	-1,131.00
Total Program Expenses	17,828.00	14,890.00	2,938.00
Total Expense	28,720.03	27,890.00	830.03
Net Surplus / Deficit	5,115.33	400.00	4,715.33

**Tennessee Trails Association  
General Fund by Quarter  
with 2023 Draft Budget**

General Fund by Quarter - Jan - Dec 2022

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	2023 Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Donations</b>						
Donations General	184.00	312.00	281.00	521.00	1,298.00	
<b>Total Donations</b>	184.00	312.00	281.00	521.00	1,298.00	1,000.00
<b>Memberships</b>						
Family	1,960.00	910.00	665.00	1,155.00	4,690.00	4,900.00
Individual	3,000.00	1,750.00	1,950.00	2,275.00	8,975.00	9,650.00
Lifetime - Individual	0.00	500.00			500.00	
Lifetime - Family				750.00	750.00	
Refund	-35.00	0.00			-35.00	
Student	0.00	15.00	30.00		45.00	45.00
Supporting - Family	175.00	70.00		35.00	280.00	280.00
Supporting Individual	275.00	225.00	175.00	200.00	875.00	0.00
<b>Total Memberships</b>	5,375.00	3,470.00	2,820.00	4,415.00	16,080.00	14,875.00
<b>Other Income</b>						
Amazon Income	11.73	38.50	42.46	53.62	146.31	150.00
Bank Interest	2.36	23.74	5.65	10.30	42.05	300.00
<b>Total Other Income</b>	14.09	62.24	48.11	63.92	188.36	450.00
<b>Total Income</b>	5,573.09	3,844.24	3,149.11	4,999.92	17,566.36	16,325.00
<b>Expense</b>						
<b>Administrative Expenses</b>						
Accounting & Financial Review	0.00	0.00	0.00	0.00	0.00	2,500.00
Dues & Subscriptions	0.00	98.28	0.00	98.28	196.56	200.00
Chapter Allocations	1,738.00	0.00	0.00	0.00	1,738.00	2,380.00
<b>Insurance</b>						
D&O Liability Insurance	0.00	598.00	0.00	0.00	598.00	598.00
Liability Insurance	0.00	807.00	0.00	0.00	807.00	807.00
<b>Total Insurance</b>	0.00	1,405.00	0.00	0.00	1,405.00	1,405.00
<b>Newsletter Editing</b>	300.00	450.00	375.00	375.00	1,500.00	1,500.00
<b>Newsletter Postage &amp; Supplies</b>	199.40	794.17		499.98	1,493.55	2,531.00
<b>Newsletter Printing</b>	1,326.22	663.39	893.06	917.87	3,800.54	3,990.57
<b>PayPal Charges</b>	154.15	110.59	89.56	121.62	475.92	0.00
<b>PO Box &amp; Mailing Supplies</b>	0.00	252.00		0.00	252.00	332.00
<b>State &amp; Federal Filing Fees</b>	20.46	0.00	10.00	0.00	30.46	30.46
<b>Total Administrative Expenses</b>	3,738.23	3,773.43	1,367.62	2,012.75	10,892.03	12,369.03
<b>Program Expenses</b>						
Awards			90.00	0.00	90.00	100.00
General Fund - Grants Given	500.00	0.00	0.00	0.00	500.00	1,000.00
Website & Supporting Software	0.00	0.00	250.00	719.00	969.00	2,559.00
<b>Total Program Expenses</b>	500.00	0.00	340.00	719.00	1,559.00	3,659.00
<b>Total Expenses</b>	4,238.23	3,773.43	1,707.62	2,731.75	12,451.03	16,028.03
<b>Net Surplus/Deficit</b>	1,334.86	70.81	1,441.49	2,268.17	5,115.33	296.97

# Tennessee Trails Association

## Evan Means Grant Fund

### Evans Means Grant Fund - by Quarter 2022

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Ordinary Income/Expense					
Income					
Donations - Donor Directed					
Annual meeting Income				9,370.89	9,370.89
Donations Donor Directed	425.00	580.00	225.00	315.00	1,545.00
Total Donations	<u>425.00</u>	<u>580.00</u>	<u>225.00</u>	<u>9,685.89</u>	<u>10,915.89</u>
 Total Income	<u>425.00</u>	<u>580.00</u>	<u>225.00</u>	<u>9,685.89</u>	<u>10,915.89</u>
 Total Income	425.00	580.00	225.00	9,685.89	10,915.89
 Expense					
Program Expenses					
Evan Means Grants Given	6,091.34	1,260.00	1,027.69	0.00	8,379.03
Total Program Expenses	<u>6,091.34</u>	<u>1,260.00</u>	<u>1,027.69</u>	<u>0.00</u>	<u>8,379.03</u>
 Total Expense	<u>6,091.34</u>	<u>1,260.00</u>	<u>1,027.69</u>	<u>0.00</u>	<u>8,379.03</u>
 Net Surplus/Deficit	<u>-5,666.34</u>	<u>-680.00</u>	<u>-802.69</u>	<u>9,685.89</u>	<u>2,536.86</u>
 Net Surplus/Deficit	<u>-5,666.34</u>	<u>-680.00</u>	<u>-802.69</u>	<u>9,685.89</u>	<u>2,536.86</u>

	Full Year
Cash in Hand 31 Dec 2021	21,111.96
Plus 2022 Income	10,915.89
Less 2022 Grants Given	-8,379.03
Total Funds 31 Dec 2022	<u>23,648.82</u>
 Cash in Hand - In Bank	15,377.93
Check to be Received (balance on Annual Meeting Proceeds)	<u>8,270.89</u>
	<u>23,648.82</u>

# Tennessee Trails Association Net Worth

Tennessee Trails Association, Inc.  
Statement of Net Worth  
4th Quarter 2022

	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
<b>ASSETS:</b>			
Cash in Checking Account	20,313.53	15,377.93	35,691.46
Cash in Money Market	20,153.84	0.00	20,153.84
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 Edward Jones CD acct	92,005.95		92,005.95
Cash in PayPal Account	<u>1,128.42</u>	<u>0.00</u>	<u>1,128.42</u>
<b>TOTAL ASSETS</b>	<u><b>133,601.74</b></u>	<u><b>15,377.93</b></u>	<u><b>148,979.67</b></u>
<b>NET WORTH:</b>			
Net Worth	<u><b>133,601.74</b></u>	<u><b>15,377.93</b></u>	<u><b>148,979.67</b></u>

	Full Year 2022	Full Year 2022	<u>Full Year 2022</u>
	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
Net Worth Dec 31st 2021	129,686.41	21,111.96	150,798.37
Revenues for All Accounts	17,566.36	10,915.89	28,482.25
Expenditures for All Accounts	-12,451.03	-8,379.03	-20,830.06
Increase in Assets **	<u>-1,200.00</u>	<u>-8,270.89</u>	<u>-9,470.89</u>
<b>Net Worth Dec 31st 2022</b>	<u><b>133,601.74</b></u>	<u><b>15,377.93</b></u>	<u><b>148,979.67</b></u>

\*\* This adjustment explains why the cash at bank is lower than the 2022 activity warrants. \$1,200 has been spent in advance, a deposit for the venue for the 2023 annual meeting, and \$8,270.89 from the 2022 Annual Meeting that was received in 2023.

**Tennessee Trails Association  
General Fund by Quarter  
with 2023 Budget**

General Fund by Quarter - Jan - Dec 2022

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	2023 Budget
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Donations</b>						
Donations General	184.00	312.00	281.00	521.00	1,298.00	
<b>Total Donations</b>	184.00	312.00	281.00	521.00	1,298.00	1,000.00
<b>Memberships</b>						
Family	1,960.00	910.00	665.00	1,155.00	4,690.00	4,900.00
Individual	3,000.00	1,750.00	1,950.00	2,275.00	8,975.00	9,650.00
Lifetime - Individual	0.00	500.00			500.00	
Lifetime - Family				750.00	750.00	
Refund	-35.00	0.00			-35.00	
Student	0.00	15.00	30.00		45.00	45.00
Supporting - Family	175.00	70.00		35.00	280.00	280.00
Supporting Individual	275.00	225.00	175.00	200.00	875.00	0.00
<b>Total Memberships</b>	5,375.00	3,470.00	2,820.00	4,415.00	16,080.00	14,875.00
<b>Other Income</b>						
Amazon Income	11.73	38.50	42.46	53.62	146.31	150.00
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<b>Total Income</b>	5,573.09	3,844.24	3,149.11	4,999.92	17,566.36	16,325.00
<b>Expense</b>						
<b>Administrative Expenses</b>						
Accounting & Financial Review	0.00	0.00	0.00	0.00	0.00	2,500.00
Dues & Subscriptions	0.00	98.28	0.00	98.28	196.56	200.00
Chapter Allocations	1,738.00	0.00	0.00	0.00	1,738.00	3,015.00
<b>Insurance</b>						
D&O Liability Insurance	0.00	598.00	0.00	0.00	598.00	598.00
Liability Insurance	0.00	807.00	0.00	0.00	807.00	807.00
<b>Total Insurance</b>	0.00	1,405.00	0.00	0.00	1,405.00	1,405.00
<b>Newsletter Editing</b>	300.00	450.00	375.00	375.00	1,500.00	1,500.00
<b>Newsletter Postage &amp; Supplies</b>	199.40	794.17		499.98	1,493.55	1,270.00
<b>Newsletter Printing</b>	1,326.22	663.39	893.06	917.87	3,800.54	1,635.00
<b>PayPal Charges</b>	154.15	110.59	89.56	121.62	475.92	0.00
<b>PO Box &amp; Mailing Supplies</b>	0.00	252.00		0.00	252.00	332.00
<b>State &amp; Federal Filing Fees</b>	20.46	0.00	10.00	0.00	30.46	30.46
<b>Total Administrative Expenses</b>	3,738.23	3,773.43	1,367.62	2,012.75	10,892.03	9,387.46
<b>Program Expenses</b>						
Awards			90.00	0.00	90.00	100.00
General Fund - Grants Given	500.00	0.00	0.00	0.00	500.00	1,000.00
Website & Supporting Software	0.00	0.00	250.00	719.00	969.00	2,559.00
<b>Total Program Expenses</b>	500.00	0.00	340.00	719.00	1,559.00	3,659.00
<b>Total Expenses</b>	4,238.23	3,773.43	1,707.62	2,731.75	12,451.03	13,046.46
<b>Net Surplus/Deficit</b>	1,334.86	70.81	1,441.49	2,268.17	5,115.33	3,278.54

The Evan Means Grant Committee met on January 9, 2023 starting at 6:00 p.m. to review the merits of three grant requests:

1. Nathan Bedford Forrest State Park – submitted by one of the Park Rangers station at NBFSP. Proposal was rejected because NBFSP is not a 501(c)(3) organization. It is part of the TN State Park system. Request attached.
2. The Friends of Roan Mountain, which is part of the Hampton Creek Cove State Natural Area, requested \$1,700.00 for the replacement of a tin roof on an historic homestead house built in 1900. The name of the house is Birchfield House. This house is part of the Birchfield Trail along the left prong of Hampton Creek on Yellow Mountain. It is also on a side trail of the Overmountain Victory National Historic Trail. You will note on the attached request that much of the physical work has already been completed by volunteers, but the tin roof expenditure is more than they have allocated.  
The request is attached along with the questions that the committee asked, and the answers supplied by Arleen Decker, a member of the Friends of Roan Mountain. The committee approved the request for the amount requested.
3. The Cumberland Trails Conference submitted a request for trail building tools/supplies in the amount of \$1,511.30. They have outlined the specific costs and the suppliers who provided the costs. We granted a request last year for tools, and they have supplied answers/reasons why they need the additional tools/supplies. We even approved the request for \$1,520 to keep the bookkeeping as easy as possible.  
The CTC request is attached.

Jane Coffey  
Chairman – Evan Means Grant Committee

## **Nathan Bedford Forrest State Park**

To the Tennessee Trails Association Grants Committee,

Here at Nathan Bedford Forrest State Park, we have a MT100 Bobcat trail machine to work on our trail system of 25 miles. Our machine does not have any attachments besides the bucket that comes with the machine when purchased. We are looking for funding to purchase a Bobcat mini skid steer mount universal adapter. This tool would allow us to use most any attachment for a mini skid steer, allowing us to purchase more items for our trail machine in the future. We are looking for \$1,450 for the universal mounting adapter. Any other expenses such as shipping and or a match for any funds from the grant can be made by our friend's group to the park. At Nathan Bedford Forrest we have very rocky terrain to build and reroute our trails on, having a trail machine with the right attachments to break through the rocky terrain would be most beneficial to the park. This attachment would also help volunteers when they come to the park to help us work on trails. This attachment would put us on the right track to fixing trail needs here at the park, such as reroute due to poor trail layout and erosion issues on the trail. To show the participation of the Tennessee Trails Association we can add a tag to the attachment to show it was purchased with funds through the Tennessee Trails Association. We can also make post on our social media showing the purchase of the attachment through the TTA grant.

### **Project start date and completion:**

Once the grant is approved if any additional funding is needed, we would obtain through the Friends of Nathan Bedford Forrest and then purchase universal mount adapter.

### **Cost of total project:**

\$1,450.00

**CONCLUSION:** Grant rejected because the ranger is not connected to a Section 501(c)(3) organization. He is an employee of the TN State Park organization.

Grantee: Friends of Roan Mountain

Amount Requested: \$ 1,700.00

Project: New Tin Roof for Birchfield House  
Lumber and Materials to Rebuild Back Porch

**Project Description:** The 693 acre Hampton Creek Cove State Natural Area includes an historic homestead house built in 1900. This house is the destination highlight of the 2.5 mile Birchfield Trail along the left prong of Hampton Creek on Yellow Mountain, and is on a side trail of the Overmountain Victory National Historic Trail. Volunteers have been working for the past three years to restore the 3 bedroom house so that it can be used as lodging for volunteers who work on the hiking trails in the State Natural Area: the Overmountain Victory National Historic Trail (5 miles) the Birchfield Trail (2.5 miles), and the Shell Hollow Loop Trail (2 Miles). Projects completed by volunteers in the past three years include temporary repairs to the tin roof, caulking the tin screws and putting a coat of fiber roof coating as a stop-gap measure to prevent leaks in the house. Broken windows have been replaced, new screens have been built for the windows, holes in the wood floors have been repaired and the floors have been painted, as well as the walls and ceilings in the five rooms of the house. At the most recent volunteer outing in September 2022, all the outside of the house was painted, and half of the front porch decking that had rotted was removed and new flooring put down, as well as new support posts. The new front porch was painted. Local volunteers Ed and Arleen Decker have coordinated volunteer efforts in conjunction with Lisa Huff of the Division of State Natural Areas. The Deckers donated six twin bunkbeds for the three bedrooms so that 12 volunteers can stay at the house. Additional volunteers can be accommodated if they wish to pitch tents outside.

There are two major projects which need to be completed in order to protect the house long term from weather and make it safe:

A new tin roof needs to be installed as permanent protection for the house. The house is 22x30 feet, and the front porch is 8x22 ft. The fiber roof coating that volunteers applied in 2021 was a stop gap measure but a new tin roof is a permanent solution.

The 6x12 foot back porch is completely falling down and needs to be rebuilt for safety reasons.

Project Start Date: Fall 2023      Project End Date: Spring 2024

A volunteer outing has been scheduled with the Tennessee Division of State Natural Areas for September 22-23, 2023. If TTA Evan Means grant funds are awarded for replacing the roof, this will be the volunteer project. If TTA funds are not awarded, volunteers will demolish the compromised back porch and rebuild it with State Natural Areas funds.

**Volunteer Hours Required:** Two days to transport roof and back porch materials (2 people), one day to remove old tin and repair sheathing (6 people), and one day to install new tin roof (6 people). One day to tear down compromised parts of back porch (4 people), and one day to rebuild back porch (6 people). Total Volunteer Hours: 208 hours

**Publicity:** The TTA Evan Means grant award will be publicized on the Tennessee State Natural Areas website for the Hampton Creek Cove SNA, the Friends of Roan Mountain website, and a press release will be submitted to the Johnson City Press and Elizabethton Star.



The Board of Directors of Friends of Roan Mountain met in December and approved the submission of this grant proposal. Friends of Roan Mountain, Dr. Gary Barrigar, President, 708 Allen Ave, Elizabethton, TN 37643, [www.friendsofroanmtn.org](http://www.friendsofroanmtn.org), Facebook Friends of Roan Mountain.

Submitted by Arleen Decker, 159 Winters Hollow Pvt Dr, Roan Mountain, TN 37687  
423-772-3141, [onceuponatimetwo@gmail.com](mailto:onceuponatimetwo@gmail.com)

#### BUDGET FOR BIRCHFIELD HOUSE REPAIRS

##### Tin Roof

\$1,350.00	870 sq feet galvanized tin and ridgecap
150.00	1x6x12 boards to repair sheathing
<u>200.00</u>	Misc. Supplies (Tyvek or Felt, nails, screws, adhesive, flashing)
\$1,700.00	Total

##### Other Sources of Funding:

The Tennessee Division of Natural Areas – Hampton Creek Cove State Natural Area will cover the cost of lumber and materials for the back porch, totaling \$436.05

##### EMG Committee Questions to Arleen Decker (EMG Writer):

1. How is Birchfield House accessible to the public?
2. Could we see a printed version of the cost estimates?

##### Arleen Decker Responses:

1. I should add that, in our management plan, we state that the cabin can serve as respite or shelter for hikers trapped by bad weather in the highlands. The house is not locked, so any hikers who hike the trail to the house have access to go inside and read interpretive displays, take a lunch/snack break, refill water bottles from the spring, etc.  
The cabin is accessible to the public at any time, but it is not announced or advertised as a destination. Overnight camping at the cabin is allowed only for special events hosted by the Division of Natural Areas. Those events may be purely recreational programs, or they may be volunteer events, which are focused on stewardship or research within the natural area.
2. See the first paragraph under budget for Birchfield House Repairs. We have attached the documented draft invoice from Big John's Supply for the tin roof supplies.

Big John's Closeouts - Elizabethton  
238 E. Elk Avenue  
Elizabethton, TN 37643  
(423)542-3117  
WE ARE MORE THAN JUST CLOSEOUTS!!!

Price Quote  
01/11/2023 Time 03:22pm TX# 884031  
Station:02 Drawer:1  
Sales: 3 Travis

4 25 Price 18.99	
Metal Roofing & Accessories	75.96
Discounted Reg. 19.99	
3 25 Price 24.99	
Metal Roofing & Accessories	74.97
462 25 Price 2.59	
Metal Roofing & Accessorie	1196.58

\*\* Quote \*\* Quote \*\* Quote \*\* Quote \*\*

469 Item(s)	Sub Total	1347.51
	Total	1347.51

Memo:  
4pcs galvalume ridge  
3 bags screws  
462ft galvalume metal  
for hampton house hampton creek  
conservancy

**Grantee Name**

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

Savana Keeton  
931.456.6259  
savana@cumberlandtrail.org

**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 operations coordinator, a trail crew leader, and a full-time trail crew consisting of five members.

## **Description of Project**

### **Cumberland Trails Conference Alternative Spring Break**

The Alternative Spring Break (ASB) program is a national event where college students from all over the country spend their spring breaks volunteering to do different projects provided by their schools.

The Cumberland Trails Conference has hosted ASB since 1996. During this time, through the ASB program we have built approximately 50 miles of the Cumberland Trail using volunteer labor during the month of March. Although COVID has put a damper on the ASB program, we are working to rebuild our event in 2023.

Many schools are still choosing to remain closer to their campuses. However, we have two weeks booked with schools. University of Pittsburgh, Boston University, Cornell College and the University of Alabama at Birmingham will all be joining us in 2023. During these two weeks, we plan to build trail along the Piney River in Spring City, Tennessee to help complete the Upper Piney section which we have been working on since January 2022.

Our ASB program is not only exciting due to the trail work being done but we also provide educational programs which teach the students about our region. This provides an opportunity to build future stewards of the trail and of our state.

We will be lodging students, staff and volunteers at Fort Bluff Camp in Dayton, Tennessee for the duration of the event.

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

The Upper Piney section where the ASB program will be held is a highly anticipated section of the Cumberland Trail. When this section is completed, it will be used to 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**

March 5, 2023 - March 18, 2023

### Detailed budget for spending amount requested

Item	Store	Brand	Description	Price per Unit	Amount	Total Cost
Loppers	Lowes	Fiskar	21.5-in Steel Bypass Lopper	\$22.98	10	\$229.80
HandClippers	Lowes	Fiskar	Carbon Steel Bypass Hand Pruner	\$12.48	10	\$124.80
Axes	Lowes	Kobalt	Michigan Axe 4 lbs, fiberglass handle	\$39.98	5	\$199.90
Mattocks	Lowes	Kobalt	5 lb pick mattock with fiberglass handle	\$37.98	5	\$189.90
McLeods	Zoro	Nupla	Hoe/Rake Tool 48 in, Handle Fiberglass, Head Steel	\$66.00	5	\$330.00
Gloves	Lowes	Project Source	Polyester Nitrile Dipped Gloves 10 pack	\$11.98	4	\$47.92
Safety Glasses	Lowes	Craftsmen	Plastic 4 pack	\$12.98	5	\$64.90
Hand Saws	Corona	Corona	10 in Razortooth Pruning Garden Tree Saw	\$37.60	5	\$188.00
Pulaski	Zoro	Collins	Collins 3.5 lb Double Bit Pulaski Axe 34 in. Fiberglass Handle	\$68.04	2	\$136.08
					<b>TOTAL</b>	<b>1511.30</b>

### Addressing Concerns of Duplicate Items from Previous Evan Means Grant

In the previous Evan Means Grant receive in August 2023, we received tools for our volunteer events. The TTA has noted some duplicates from the last Evan Means Grant and this current one. Three factors go into the need for duplicate items on the trail.

First, during our Alternative Spring Break Event, we have larger groups of volunteers that we break up into separate groups. Each group receives sets of tools in accordance with the group size. Having duplicates of trail tools guarantees that each group is adequately equipped to build trail. This grouping method is used to keep track of individual students and helps the trail crew insure that trail is being built to the correct specifications.

Secondly, we often have tools that break on the trail. Axe heads fall off axes, sledgehammer handles break in half, hand clippers get lost, and lopper blades snap on roots. It is the reality of daily use of trail tools. We try to keep our tools in good working order but if a tool is deemed too

dangerous for use we have to retire it. Obviously, if a tool is broken beyond repair then we have to dispose of it.

Lastly, in October 2022, we had ~\$1000 worth of trail tools stolen from our stash spot on the Upper Piney section 1. We filed a police report with the Rhea County Sheriff's Department but unfortunately, we do not expect to recover any of the stolen tools.

Hopefully, this address some of the concerns over duplicate tool needs but if you have further questions feel free to reach out to me by email or phone.

#### **Total cost of project**

	Estimated Weekly Cost	Estimated Total Cost
Fort Bluff fee per student @ 30 students	\$9,900.00	\$19,800.00
Volunteer and Staff lodging	\$1,680.00	\$3,360.00
Volunteer and Staff meals	\$864.00	\$1,728.00
Management Operations	\$760.00	\$1,520.00
Work Truck Mileage	\$368.00	\$736.00
Tools and Supplies	\$2,105.00	\$2,105.00
T-shirts and stickers for students	\$103.80	\$207.60
Educational Programs	\$500.00	\$1,000.00
Total Cost	\$16,280.80	\$30,456.60

#### **Total man-hours**

Trail Crew hours for two weeks: 400 hours  
Volunteer hours for two weeks: 2,240 hours  
Total estimated man hours: 2,640 hours

#### **Total volunteer hours expected to be used**

Based on previous ASB events, we expect roughly 35 participants each week. This includes college students, college staff and Cumberland Trails Conference volunteers. The participants

work 4 days a week and typically spend 8 hours work. An estimated total of volunteer hours using those numbers would be 2,240 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 donationCTC's monthly newsletter which is received by an audience of 900 people. We would also be happy to invite members of the TTA to join us on our ASB program to speak either during the work day or in the evening about TTA's mission and successes.

**Grantee Name**

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### **Cost of total project:**

\$1,450.00

**CONCLUSION:** Grant rejected because the ranger is not connected to a Section 501(c)(3) organization. He is an employee of the TN State Park organization.

TTA Membership Director Report for Feb 7 2023 Board meeting:

I am sorry to say that I will not be able to attend the February 7<sup>th</sup> Board meeting so I am sending you this written report.

Attached is the Membership report. You will see that we are staying steady with some increase in memberships. Comparing this month to January six years ago the membership has increased 123 members with an increase in Individual memberships of 72, increase in Family memberships of 30, and 17 more supporting memberships.

Lifetime memberships have stayed steady at 54 Life and 7 Family Life. During the last 6 years we had 2 Life members in 2018, 4 in 2020, 3 in 2021, and 2 in 2022 (1 of those a Family Life). The reason the numbers have stayed the same is the Lifetime membership is active as long as that member lives so even though we have increased 11 new Lifetime memberships over the past 6 years we have also lost 10. When we were changing over to the new system we researched to update information on the Lifetime members and found some that were deceased.

In August 2022 the Membership Committee had decided to recognize Lifetime members with a letter from the President, an article of recognition in the newsletter and once a year recognizing all the Lifetime members. This was presented to the Board at the following Board meeting. The membership committee is preparing an article to go in the March newsletter to begin this recognition. I apologize for dropping the ball on this and am trying to correct that now.

Since July we have been having issues with the PayPal interface and the TTA website causing some of the payments to not go through. When that happens the online membership program labels their transaction as pending so I have had to check those, verify if payment shows up in PayPal and send an email to the member trying to renew or join letting them know the payment didn't go through and giving them the option to try again with instructions I give them or mail a check into the TTA Nashville Post office address for me to log manually. This issue has increased in the last couple of months frustrating both the members and me. The Communications Committee has discussed this and are working on a solution. Some attempts go through the 1<sup>st</sup> time, others take 2 or 3 times and then others never seem to go. In the meantime, if members are frustrated with it, please ask them to send in a check this time. They can email me to verify it did go through before they mail a check so they don't pay twice. We can let you know when the issue has been corrected and payments go through smoothly.

If you have any membership questions for me don't hesitate to contact me.

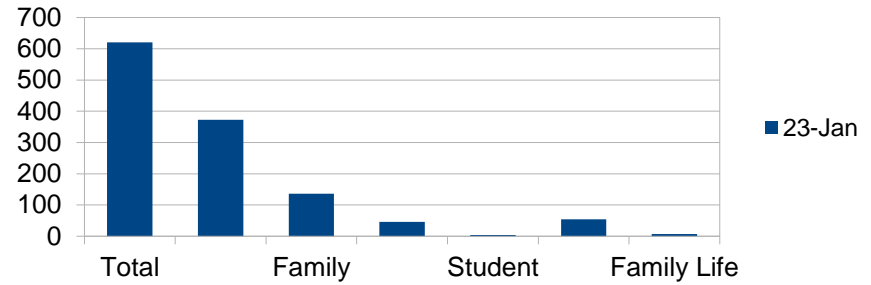
Cheryl Heckler  
TTA Membership Director

# TTA Membership Report for February 7, 2023 Board Meeting

as of 1/24/2023

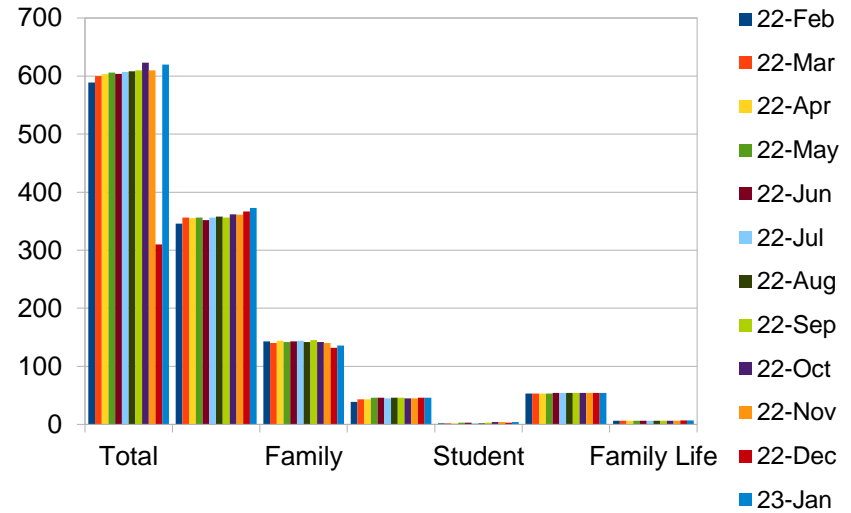
## TTA Membership for January 2023

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
23-Jan	620	373	136	46	4	54	7



## TTA Membership for past 12 months

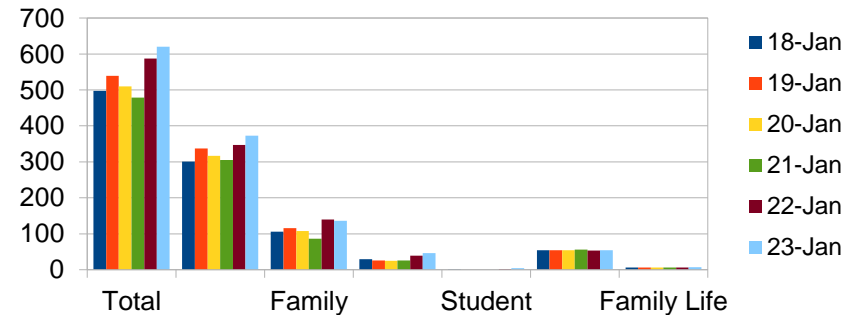
Date	Total	Individual	Family	Supporting	Student	Life	Family Life
22-Feb	589	346	143	39	2	53	6
22-Mar	600	356	140	43	2	53	6
22-Apr	603	355	144	43	2	53	6
22-May	606	356	142	46	3	53	6
22-Jun	604	352	143	46	3	54	6
22-Jul	607	356	144	45	2	54	6
22-Aug	608	358	142	46	2	54	6
22-Sep	610	356	145	46	3	54	6
22-Oct	623	362	142	45	4	54	6
22-Nov	610	361	140	45	4	54	6
22-Dec	310	367	132	46	3	54	7
23-Jan	620	373	136	46	4	54	7



**Note: Individual up 27; Familydown 7; Supporting up 7; Student up 2;  
Total up 31**

## TTA Membership for October in the past 6 years

Date	Total	Individual	Family	Supporting	Student	Life	Family Life
18-Jan	497	301	106	29	1	54	6
19-Jan	539	337	116	26	0	54	6
20-Jan	510	317	108	25	0	54	6
21-Jan	479	305	86	26	0	56	6
22-Jan	587	347	140	39	2	53	6
23-Jan	620	373	136	46	4	54	7



**Note: Individual up 72; Family up 30; Supporting up 17; Student up 3;  
Total up 123;**

# Tennessee Trails Association

## Communications Committee

**Recommendation: terminate the printing and mailing of monthly newsletters effective with the May edition.**

**Reasons:**

- Newsletter production consumes roughly 40% of TTA's total expense budget. This proposal frees those funds for things like Evan Means Grants, maintaining and enhancing the website, implementing other modern marketing methods, and providing more support to chapters.
- Preparing 200 newsletters for mailing each month takes up volunteer time.
- The consumption of paper for newsletters is not consistent with our core values in terms of preserving natural resources and protecting the environment.
- Our use of a printed newsletter is out of step with the more modern practices of other comparable organizations.
- The vast majority of the newsletter's content is easily accessible on our website.

**Plan:**

- Notify all members that beginning with the April edition the newsletter will be exclusively electronic (.pdf distributed by email and posted on the website) and advise those who are unable to access it online to contact a chapter chair via articles in the March and April editions of the newsletter. If possible, highlight the change in the body of the email used to distribute the March and April newsletters.
- Encourage chapters to work with those few members who are absolutely unable to access the newsletter electronically via email or the website.

Note: The communication committee is discussing further steps to modernize our communications. These considerations include streamlining production, re-purposing the newsletter to avoid redundancy with the website and exploring the potential of a more modern format.



## TTA Communications Committee

### Communications Committee Meeting Minutes

#### June 30, 2022: Summary

1. Chapter name change & the website Membership data - Start Scenic City - completed
2. Update all of the email aliases to add **tta & 68**
3. Reviewing the recently updated Facebook Group rules - revised to require admin approval for 1st comment
4. Other website issues:
  1. Unreliable production of the custom Member List report - resolved
  2. Errors with renewal emails
  3. Calendar rules needed? - date of event, duplicating info in the event title, etc.
  4. Request to add "Site by Richards Design Group" to homepage footer - approved
  5. Improvement? - Day of Week field on Calendar - completed
5. Chapter email groups versus the TTA Listserv. Listserv not working well, etc.
  1. *"Sumner Trails is having problems with the old Listserv. It's so hard to handle and we are having some trouble recently with replies to our posts." Duane Frichtl*
  2. *The Listserv website / system is also used to generate the PDF Newsletter emails.*
  3. *An option is to explore if the MailChimp add-on for MemberPress can address these needs.*
6. Sharing Membership mailing lists, such as CTC? - pending

#### December 6, 2022 Summary

Reviewed proposal from Will Latham to discontinue the printed TTA Newsletter - to save TTA funds, but also to update the Newsletter format and content, etc. Committee members later approved the written proposal included here that was drafted by Will Latham and Mark Hubbard and is to be submitted for the February TTA Board for review.

#### January 13, 2023 Summary

Meeting with Richards Designs (website designers), Cheryl Heckler (Membership), June Callahan (Treasurer), and Doug Burroughs (Website) to discuss website membership and payment issues.

1. MemberPress plugin is not sending email notices to TTA Admin. **Plan:** Switch to SMTP email system to replace the default PHP email system
2. Paypal payment system has been difficult to use by current and prospective members - numerous failed transactions and loss of potential TTA members. Plan: Switch to Stripe payment system

January 18, 2023 Update and Notice to TTA Members: Amazon will shut down the Amazon Smile program in February. References and links to the Smile program will be removed.

## 2023 TTA Proposed Committees

**Executive Committee** Conducts the business and manage the affairs of the Association between meetings of the full Board.

1. President Duane Frichtl
2. Vice President Michelle Kelley
3. Treasurer June Callahan
4. Secretary Susan Woods

**Nominating Committee** Provides a slate of qualified candidates for election to the Board and recommends qualified replacements for any vacancies.

1. Libby Francis, Chair
2. West TN Rep. Terry Warren
3. Middle TN Rep. Sara Pollard
4. East TN Rep. Will Latham
5. Cathy Moran

**Audit Committee** Oversees policy compliance, conflicts of interest, ethics and program integrity, and retains auditors for the Association.

1. Bob Richards, Chair
2. June Callahan
3. Mark Hubbard
4. Wayne Drown

**Finance Committee** Financial management of income, Life Memberships, and other investment funds, and budget planning.

1. June Callahan, Chair
2. Mark Hubbard
3. Jane Coffey
4. Melinda Pearson

**Awards Committee** Recommends candidates for various recognition awards provided by the Bylaws and the Board.

1. Michelle Kelley, Chair
2. West TN Rep. Terry Warren
3. Middle TN Rep. Sara Pollard
4. East TN Rep. Will Latham
5. Bob Richards

**Membership Committee** Collects dues from membership and forwards to the Treasurer. Reports status to the Board. Recommends actions which promote the attraction and enrollment of new members and retention of current members.

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

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

1. Will Latham, Chair
2. Doug Burroughs
3. Mark Hubbard
4. Cheryl Heckler
5. Patty Deen
6. Mary Lewis Tims

**Special Committees:**

**Evan Means Grant Committee** Examines grant project funding for enhancing trails and the hiking experience in Tennessee.

1. Jane Coffey, Chair
2. Marvin Caine
3. Libby Francis
4. Jane Ellett
5. Jenny Fitzgerald

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

1. Susan Woods
2. Bob Richards
3. Bob Obohoski
4. John Thomas

**Bylaws Committee** Tasked with researching Bylaws that may need to be updated, bringing their recommendations to the Board, and ultimately presenting amendments to next year's Annual Meeting for a vote. Any proposed amendments must be distributed to the membership at least 30 days prior to the Annual Meeting.

1. Libby Francis, Chair
2. June Callahan
3. Michelle Kelley
4. Patty Deen

**Note:** The Insurance Committee and Annual Meeting Committee are discontinued for 2023.