

Minutes of 1st Quarter Meeting of Tennessee Trails Association Board of Directors

Held Feb. 4th 2025, 6:30 CT pm, 7:30 ET pm by Zoom

President Will Latham called the meeting to order at 6:30 CT pm. He welcomed the BOD and introduced guests Arleen Decker, TTA member of East TN chapter and VP of Board of Cumberland Trails Conference, Libby Francis, TTA chair of Archives committee, Nominating Committee, and newsletter editor, and Bob Richards, chair of Audit committee.

President Latham then called the roll. Present were: Will Latham, Steve Turner, June Callahan, Susan Woods, Jane Coffey, Wayne Drown, Jenny Fitzgerald, Mark Hubbard, Jan Lyons, Marti Owensby, Sara Pollard, Cinde Jones, Bryan Brand, Patty Deen, Patricia Bolde, Nancy Wark, Lynn Rosser, Alice Cannon, Michael Hernan, and Cathy Moran. Absent were: Nina Heckler, Karen Shoemaker, Bob Obohoski, and Lucy Cahill.

Secretary Susan Woods then asked the Board if there were any additions or corrections to the minutes of the Annual General Meeting, the Special Organizational Meeting, and the Quarterly BOD minutes as emailed to the Directors with the agenda. There being none, the motion was made by Wayne Drown to approve the minutes, was seconded by Jane Coffey, and was approved by the Board.

Following a brief explanation by Treasurer June Callahan the motion to approve the 2025 budget was made by Bryan Brand, seconded by Mark Hubbard and approved by the Board.

Reports had been previously submitted by the Membership and Communications Committees and emailed to the Directors. Opportunity was given the Directors to ask questions of these committees but no action was needed.

Steve Turner, co-chair of the 2025 Annual Meeting had submitted his report that had been emailed to the Directors with the agenda. He requested and received input from the Directors as to the general purpose of the Annual Membership Meeting and its relation to the Evan Means Grant donation.

The Strategic Planning committee, chaired by Steve Turner, had submitted their report which had been emailed with the agenda. Even more progress was reported since the committee has met since that report. The question of assuring input by all chapters was discussed.

Relative to the report submitted by the Archives committee, chaired by Libby Francis, the motion was made by Libby Francis that the minutes from past Board of Director meetings be stored on the TTA Archives website, seconded by Wayne Drown and approved by the Board.

The president's report required a decision to approve the committees and committee membership as presented by President Will Latham and previously emailed to the Board. Bryan Brand moved to accept the committees, it was seconded by Jenny Fitzgerald and approved by the Board.

There was no old business to come before the Board.

The only new business was to urge Board members to make their chapters aware of and encourage participation in surveys that would be coming out for all TTA members.

The motion to adjourn the meeting was made by Marti Owensby, seconded by Alice Cannon and approved by the Board. The meeting adjourned at 7:23 CT.

Minutes submitted by Susan Woods, Secretary



Agenda for Tennessee Trails Association Board of Directors Meeting

7:30 pm ET, 6:30 pm CT, Feb. 4, 2025, by Zoom

7:20 ET/6:20 CT pm	Initiate Zoom
7:30 ET/6:30 ET pm	Call to Order

Mission:

The mission of TTA is to promote and support the development of a system of hiking trails in the State of Tennessee, to provide opportunities for the enjoyment of trails, and to educate the membership and the general public as to the wise stewardship of trails and the outdoor areas through which they pass.

1. Call to Order and Welcome, Will Latham, President
2. Roll Call, Susan Woods, Secretary
3. Approval of Annual Membership Minutes, Special Organizational Meeting minutes, and Quarterly Board of Directors Minutes, Susan Woods, Secretary – Attachment #1.
4. TTA Financial Report, June Callahan, Treasurer – Attachment #2
 - a. PRESENTATION OF BUDGET AND QUESTIONS
 - b. DECISION: approval of 2025 budget
5. Membership Report, Marti Owensby, Membership committee chair – Attachment #3
 - a. QUESTIONS
6. Communications Committee Report, Will Latham/Sara Pollard, Communications chair – Attachment #4
 - a. QUESTIONS
7. 2024 TTA BOD Annual Meeting Report, Steve Turner – Attachment #5
 - a. QUESTIONS: What is expectation of AGM for Evan Means donation?
8. Strategic Planning Committee Report, Steve Turner, chair – Attachment #6
 - a. QUESTIONS: Board input
9. Archive Committee Report, Libby Francis, chair – Attachment #7
 - a. QUESTIONS:
 - b. DECISION: approval to store past minutes on TTA website



10. President's Report, Will Latham, TTA BOD President, -- Attachment # 8
 - a. QUESTIONS
 - b. DECISION: Approval of the committees and committee membership.
11. Old Business
12. New Business
13. Motion to adjourn

Dates for future TTA Board of Directors meetings:
May 6, 2025, at 7:30 pm, ET, 6:30 pm. CT, via Zoom
August 5, 2025, at 7:30 pm, ET, 6:30 pm CT, via Zoom
October 19, 2025, at 8:00 am. at Paris Landing State Park Lodge

Annual Membership Meeting of Tennessee Trails Association

6:00 p.m., October 26, 2024

Fall Creek Falls State Park Lodge, Spencer, TN 38585

The meeting was called to order by President Duane Frichtl at 6:10 who then recognized the outstanding work done by the Annual Meeting committee.

President Frichtl read aloud the minutes of the 2023 Annual Meeting which had already been approved by the Board of Directors.

Each of the chapter presidents or their representative then reported on the progress of their chapter during the past year.

Steve Turner, Clarksville chapter, reported that the 2025 Annual Meeting, hosted by the Clarksville and Columbia/Franklin chapters, would be held on October 17-19, 2025, at Paris Landing State Park.

Treasurer June Callahan reported that online registration for the conference and membership registration had proved very successful. A balance of \$25,643.70 was reported.

President Frichtl reported the successes of TTA during the past year to include the revamped newsletter, online registration for membership and the annual meeting, and several Evan Means Grants given. He explained that a Strategic Plan committee is in the works and that each chapter will be represented on that committee. Ideas from members to improve the workings of TTA are welcome. President Frichtl recognized the successful work done by all the TTA committees. He also acknowledged the many accomplishments done by Libby Francis and that she will be greatly missed as she rolls off the BOD.

Libby Francis, chair of the Nominations Committee, moved that the membership accept the following individuals to the Board of Directors:

For At Large Directors: June Callahan, Jan Lyons, and Steve Turner

For East TN Regional Director: Will Latham

Joan Hartvigsen seconded the motion

President Frichtl called for nominations from the floor but there were none.

The membership approved the nominations as presented by the Nominations committee.

Al Ballenger received the Lifetime Achievement Award as nominated by the Sumner Trails Chapter.

Sirka Hummel received the Bill Stutz Award as nominated by the Crossville Chapter.

Patty Deen moved the meeting be adjourned and the motion was seconded by Mark Hubbard.

The meeting adjourned at 7:00 p.m.

Minutes submitted by Secretary Susan Woods

Tennessee Trails Association Board of Directors
Special Organizational Meeting Minutes
Fall Creek Falls State Park Lodge, Spencer, TN 38585
October 27, 2024, 8:30 a.m.

President Duane Frichtl, President, called the meeting to order at 8:30 a.m.

Susan Woods, Secretary, called the roll.

In attendance were: Bryan Brand, Lucy Cahill, Alice Cannon, Jane Coffey, Patricia Deen, Wayne Drown, Jenny Fitzgerald, Libby Francis, Duane Frichtl, Mark Hubbard, Will Latham, Jan Lyons, Bob Obohoski, Marti Owensby, Sara Pollard, Karen Shoemaker, John Thomas, Steve Turner, Susan Woods

Absent were: Nina Heckler, June Callahan, Jeanne Conatser, Amber Dobie-Grove, Michelle Kelley, Cathy Moran

Guest: Paul Cahill

Minutes of October 22, 2023 Special Organizational Meeting were approved at the February 6, 2024, quarterly meeting of the TTA BOD.

Elections of the Officers for the TTA BOD went as follows:

Patty Deen moved to elect Will Latham for president, seconded by Wayne Drown, no other nominations being made, the BOD approved Will Latham for president.

Lucy Cahill moved to elect Steve Turner for vice president, seconded by Mark Hubbard, no other nominations being made, the BOD approved Steve Turner for vice president.

Karen Shoemaker moved to elect June Callahan for treasurer, seconded by Bob Obohoski, no other nominations being made, the BOD approved June Callahan for treasurer.

Jane Coffey moved to elect Susan Woods for secretary, seconded by Jenny Fitzgerald, no other nominations being made, the BOD approved Susan Woods for secretary.

Approval of committee assignments for 2025 will be addressed at the first quarterly meeting of 2025.

Libby Francis moved to adjourn the special organizational meeting of TTA BOD, Wayne Drown seconded her motion and the BOD approved the motion. The meeting was adjourned at 8:38 a.m.

Tennessee Trails Association Board of Directors
October 27, 2024, Quarterly Meeting Minutes
Fall Creek Falls State Park Lodge, Spencer, TN 38585

President Duane Frichtl called the meeting to order at 8:39.

Attendance was the same as for Special Organizational Meeting with the addition of Nina Heckler being in attendance.

The minutes of the August 6, 2024, Quarterly meeting having been emailed to the members prior to the meeting, Wayne Drown moved to approve the minutes as presented, seconded by Bob Obohoski and was approved by the BOD.

Randy Medley, TTA/CTC Liaison, reported on the progress of the Cumberland Trails and appealed to the board that any financial help would be appreciated. A written report had been emailed to the BOD.

A report from June Callahan, treasurer, had been emailed to the Board prior to the meeting. Her report included a surplus of \$6,500.

A report from Marti Owensby, Membership Committee Chair, had been emailed to the Board prior to the meeting. Marti explained that due to some data issues concerning expired memberships that the numbers for chapters may have been overstated. Steps will be taken to resolve this problem.

Will Latham, Communications Chair and interim newsletter editor reported that Libby Francis will be assuming the position of newsletter editor in the near future. A chair for the Communications Committee is needed as Will will be assuming the position of TTA president. Other information from the Communications Committee had been previously reported to the BOD prior to this meeting through email.

Wayne Drown, chair of the Evan Means Grant committee, reported that there were no applicants this quarter. He had received reports from former recipients concerning their public recognition of TTA as the source of their grant. It was suggested that a database of prospective applicants for this grant be created and used to encourage groups to apply.

President Duane Frichtl reminded members that a Strategic Planning committee is in the works, that a strategic planning specialist, Ned Murray, had been hired to assist, and that there would be representatives of each chapter on this committee. After information is gathered there will be an in person meeting.

There was no old business to conduct.

Under new business Jane Coffey introduced Bryan Brand as new rep for Columbia-Franklin chapter, replacing Marvin Caine. Will Latham recognized Duane Frichtl for assuming the responsibilities of

President of the TTA BOD during the past year. There was some discussion concerning the proper use and purpose of our liability forms.

Mark Hubbard moved to adjourn the meeting which was seconded by Bob Obohoski and approved by the Board. The meeting adjourned at 9:53 a.m.

The dates of the 2025 Quarterly Meetings are:

Feb. 4, May 6, Aug 5 (first Tuesdays) via Zoom at 6:30 p.m., central time

Oct.19 at Paris Landing State Park Lodge in the morning during the Annual Meeting of TTA

Tennessee Trail's Association - Financial Report 4th Quarter 2024

My Thanks

I would like to thank the members of the Finance Committee for their advice and support during 2024.

I would also like to thank the Highland Rim and Murfreesboro Chapters for their great work on the Annual Meeting. It was a pleasure working with the Patty, Sara and the rest of the team. The introduction of the online registration form with online payment was well received.

Financial Reports

The financial reports for the quarter are shown below. The overall position is favorable. The surplus for the full year, for the General fund is \$10,091.76 and the annual meeting raised \$9,500.30 for the Evan Means Grant Fund. ,

The decision of the Board in 2024 to make funds available for the improvements to the website have resulted in 92% of all memberships being renewed online. This is a very good result.

2025 Budget

The draft budget has been reviewed by the Finance Committee and is submitted for the Board's review and approval. The draft budget is shown on the fifth page of this report along with 2024 actuals and the 2024 budget. Details of the Communication Committee's budget is also included.

Projects for 2025

Each committee has been asked to undertake 1 or 2 projects during 2025. The Finance Committee is proposing to work on:

- Making the accounting processes more efficient while maintaining good internal controls
- Producing a finance manual of the processes
- Working with the hosts of 2025 Annual Meeting to improve the silent auction process, from the arrival of the auction items through to the payment and collection of the items

Tennessee Trails Association Inc.
General Fund by Month

General Fund by Month - 4th Qtr 2024

Ordinary Income/Expense

	Oct	Nov	Dec	Total
Income				
Donations				
Donations General	-10.00	25.00	0.00	15.00
Total Donations	-10.00	25.00	0.00	15.00
Memberships				
Family	490.00	420.00	770.00	1,680.00
Individual	700.00	1,000.00	1,400.00	3,100.00
Lifetime	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	75.00	225.00	250.00	550.00
Total Memberships	1,265.00	1,645.00	2,455.00	5,365.00
Other Income				
Bank & CD Interest	17.23	17.08	1,619.10	1,653.41
Total Other Income	17.23	17.08	1,619.10	1,653.41
Total Income	1,272.23	1,687.08	4,074.10	7,033.41
Total Income	1,272.23	1,687.08	4,074.10	7,033.41

Expense

Administrative Expenses				
Acctg & Financial Review	-293.69	0.00	0.00	-293.69 **
Dues & Subscriptions	0.00	0.00	0.00	0.00
Chapter Allocations	0.00	0.00	0.00	0.00
Insurance				
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	0.00	0.00	0.00	0.00
Merchant Charges	50.00	73.33	99.03	222.36
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	-243.69	73.33	99.03	-71.33
Program Expenses				
Awards	0.00	0.00	0.00	0.00
General Fund - Outreach	0.00	0.00	0.00	0.00
Website & Supporting Software	424.84	22.52	2,782.53	3,229.89
Total Program Expenses	424.84	22.52	2,782.53	3,229.89
Total Expense	181.15	95.85	2,881.56	3,158.56
Net Surplus/Deficit	1,091.08	1,591.23	1,192.54	3,874.85

** refund of fraudulent charges

**Tennessee Trails Association
General Fund by Quarter
with 2024 Budget**

General Fund by Quarter - Jan - Dec 2024

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	2024 Budget
Ordinary Income/Expense						
Income						
Donations						
Donations General	250.00	10.00	0.00	15.00	275.00	2,000.00
Total Donations	250.00	10.00	0.00	15.00	275.00	2,000.00
Memberships						
Family	1,715.00	910.00	840.00	1,680.00	5,145.00	5,600.00
Individual	3,550.00	2,275.00	1,850.00	3,100.00	10,775.00	11,000.00
Lifetime - Individual	25.00		0.00		25.00	25.00
Lifetime - Family			0.00		0.00	
Student	0.00		15.00		15.00	30.00
Supporting - Family	140.00	105.00	0.00	35.00	280.00	385.00
Supporting Individual	250.00	150.00	200.00	550.00	1,150.00	1,200.00
Total Memberships	5,680.00	3,440.00	2,905.00	5,365.00	17,390.00	18,240.00
Other Income						
Bank & CD Interest	38.48	2,870.99	184.59	1,653.41	4,747.47	4,000.00
Total Other Income	38.48	2,870.99	184.59	1,653.41	4,747.47	4,000.00
Total Income	5,968.48	6,320.99	3,089.59	7,033.41	22,412.47	24,240.00
Expense						
Administrative Expenses						
Reviews, Financial & Legal	0.00		293.69	-293.69	0.00	1,000.00
Dues & Subscriptions	177.74				177.74	120.00
Chapter Allocations	3,044.49	445.00			3,489.49	3,700.00
Insurance						
D&O Liability Insurance	0.00	598.00			598.00	650.00
Liability Insurance	0.00	1,070.00			1,070.00	1,050.00
Total Insurance	0.00	1,668.00	0.00	0.00	1,668.00	1,700.00
Newsletter Editing	375.00				375.00	1,500.00
Merchant Charges	219.80	123.02	117.33	222.36	682.51	650.00
PO Box & Mailing Supplies	0.00	232.00			232.00	260.00
State & Federal Filing Fees	20.46				20.46	100.00
Total Administrative Expenses	3,837.49	2,468.02	411.02	-71.33	6,645.20	9,030.00
Program Expenses						
Awards			84.00		84.00	200.00
General Fund - Outreach	0.00		0.00		0.00	3,000.00
Website & Supporting Software	99.00	711.99	1,550.63	3,229.89	5,591.51	5,998.00
Total Program Expenses	99.00	711.99	1,634.63	3,229.89	5,675.51	9,198.00
Total Expenses	3,936.49	3,180.01	2,045.65	3,158.56	12,320.71	18,228.00
Net Surplus/Deficit	2,031.99	3,140.98	1,043.94	3,874.85	10,091.76	6,012.00

TENNESSEE TRAILS ASSOCIATION INC
EVAN MEANS GRANT FUND

Evans Means Grant Fund - by Quarter 2024

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Ordinary Income/Expense					
Income					
Donations - Donor Directed					
Annual meeting Income				9,500.30	9,500.30
Donations, Board Directed	485.00	295.00	250.00	715.00	1,745.00
Total Donations	485.00	295.00	250.00	10,215.30	11,245.30
 Total Income	485.00	295.00	250.00	10,215.30	11,245.30
 Total Income	485.00	295.00	250.00	10,215.30	11,245.30
 Expense					
Program Expenses					
Evan Means Grants Given	1,976.80	3,500.00	2,081.00		7,557.80
Total Program Expenses	1,976.80	3,500.00	2,081.00	0.00	7,557.80
 Total Expense	1,976.80	3,500.00	2,081.00	0.00	7,557.80
 Net Surplus/Deficit	-1,491.80	-3,205.00	-1,831.00	10,215.30	3,687.50
 Net Surplus/Deficit	-1,491.80	-3,205.00	-1,831.00	10,215.30	3,687.50

Total Funds 1st Oct 2024 25,643.70

Plus 4th Qtr 2024 Income 10,215.30

Less 4th Qtr 2024 Grants Given 0.00

Total Funds 31st Dec 2024 35,859.00

Cash in Hand - In Bank - checking 15,859.00

Cash in Hand - In Bank - money market 20,000.00

35,859.00

Tennessee Trails Association Net Worth

Tennessee Trails Association, Inc.
Statement of Net Worth
4th Qtr 2024

	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
ASSETS:			
Cash in Checking Account	8,016.44	15,859.00	23,875.44
Cash in Money Market	15,160.31	20,000.00	35,160.31
Cash in Edward Jones CD acct	99,861.16	0.00	99,861.16
Cash in Regions CD account	30,659.51	0.00	30,659.51
Cash in Stripe Account	586.22	0.00	586.22
Cash in PayPal Account	<u>130.34</u>	<u>0.00</u>	<u>130.34</u>
TOTAL ASSETS	154,413.98	35,859.00	190,272.98
NET WORTH:			
Net Worth	<u>154,413.98</u>	<u>35,859.00</u>	<u>190,272.98</u>

	4th Qtr 2024	4th Qtr 2024	4th Qtr 2024
	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
Net Worth Sep 30th 2024	162,784.20	25,643.70	188,427.90
Revenues for All Accounts	7,033.41	10,215.30	17,248.71
Expenditures for All Accounts	-3,158.56	0.00	-3,158.56
Change in Annual Meeting Funds	<u>-12,245.07</u>	<u>0.00</u>	<u>-12,245.07</u>
Net Worth 31th Dec 2024	<u>154,413.98</u>	<u>35,859.00</u>	<u>190,272.98</u>

**Tennessee Trails Association
General Fund Draft Budget
2025**

General Fund by Quarter - Jan - Dec 2024

	2024 Actuals	2024 Budget	2025 Budget	Comments
Ordinary Income/Expense				
Income				
Donations				
Donations General	275.00	2,000.00	1,200.00	\$1,000 donation from a current member, already deposited
Total Donations	275.00	2,000.00	1,200.00	
Memberships				
Family	5,146.00	5,600.00	5,200.00	
Individual	10,775.00	11,000.00	10,800.00	
Lifetime - Individual	25.00	25.00	25.00	
Lifetime - Family	0.00			
Student	15.00	30.00	15.00	
Supporting - Family	280.00	385.00	260.00	
Supporting Individual	1,150.00	1,200.00	1,200.00	
Total Memberships	17,390.00	18,240.00	17,500.00	
Other Income				
Bank & CD Interest	4,747.47	4,000.00	4,200.00	Allowed for fall in interest rates
Total Other Income	4,747.47	4,000.00	4,200.00	
Total Income	22,412.47	24,240.00	22,900.00	
Expense				
Administrative Expenses				
Reviews, Financial & Legal	0.00	1,000.00	12,500.00	* \$10k for Strategic Planning, \$2.5k for legal review of liability form
Dues & Subscriptions	177.74	120.00	0.00	President has offered use of his business zoom account
Chapter Allocations	3,489.49	3,700.00	3,345.00	Based on \$5 x headcount at end of year, as shown in Jan report
Insurance				
D&O Liability Insurance	598.00	650.00	715.00	Market says 5 - 10% increase in premiums, we included 10%
Liability Insurance	1,070.00	1,050.00	1,155.00	Market says 5 - 10% increase in premiums, we included 10%
Total Insurance	1,668.00	1,700.00	1,870.00	
Newsletter Editing	375.00	1,500.00	1,500.00	Acting Newsletter Editor declined payment
Merchant Charges	682.51	650.00	690.00	
PO Box & Mailing Supplies	232.00	260.00	260.00	
State & Federal Filing Fees	20.46	100.00	100.00	Recording of Board changes will increase filing fees
Total Administrative Expenses	6,645.20	9,030.00	20,265.00	
Program Expenses				
Awards	84.00	200.00	200.00	2 awards given in 2024, Estimating 5 awards for 2025
General Fund - Outreach	0.00	3,000.00	0.00	N/A due to ongoing Strategic Planning project
Website & Supporting Software	5,591.51	5,998.00	6,039.00	See detailed Communications Committee budget
Total Program Expenses	5,675.51	9,198.00	6,239.00	
Total Expenses	12,320.71	18,228.00	26,504.00	
Net Surplus/Deficit	10,091.76	6,012.00	-3,604.00	

* The Strategic Planning project is non-recurring event

TENNESSEE TRAILS ASSOCIATION
COMMUNICATIONS BUDGET - 2025

VENDOR	FUNCTIONAL AREA	FOR	2024			2025		
			BUDGET	ACTUAL	PROPOSED	BUDGET	ACTUAL	PROPOSED
Richards Design Group	Webmaster	Maintenance - \$300 per month	\$ 3,600	\$ 3,760	\$ 3,600			
Richards Design Group	Treasurer	2024 Project - Annual Meeting Online Registration	\$ 400	\$ 280	\$ -			
Richards Design Group	Communications	2024 Project - Implement new platform for distributing newsletter	\$ 500	\$ 500	\$ -			
Richards Design Group	Membership	2025 Project - Investigate Expired Member Access control	\$ 500	\$ -	\$ 500			
Richards Design Group	Membership	2025 Project - Investigate automatic membership renewal option	\$ -	\$ -	\$ 500			
Richards Design Group	Treasurer	2025 Project - Annual Meeting Silent Bid Online.	\$ -	\$ -	\$ 250			
TBD	Treasurer	In-person card readers for Annual Meeting Silent Bid Online	\$ -	\$ -	\$ 100			
Network Solutions	Webmaster	Domain Name fee TTA.org 12 months thru Feb 2026	\$ -	\$ -	\$ -			
Network Solutions	Webmaster	Privacy Fee TTA.org domain name thru Feb 2025	\$ -	\$ 16	\$ 17			
Exact Hosting	Webmaster	Domain name fee TTA.net 12month thru Aug 2025	\$ 50	\$ 50	\$ 54			
EMWD	Webmaster	For Mailman - distribution of TTA Newsletter and Chapter Communication	\$ 250	\$ 216	\$ -			
Dreamhost	Webmaster	Annual fee for website hosting thru 10/15/2025	\$ 155	\$ 155	\$ 168			
Dreamhost	Webmaster	Shared starter pack	\$ -	\$ -	\$ -			
Dreamhost	Webmaster	Domain name - ttntrailsarchive.org	\$ -	\$ -	\$ -			
Dreamhost	Webmaster	Archive Website Hosting	\$ -	\$ -	\$ -			
Auto Delete Log Plugin	Webmaster	Annual fee 9/28/23 thru 9/28/2024	\$ 19	\$ 13	\$ -			
Memberpress	Webmaster	Annual fee	\$ 249	\$ 249	\$ 269			
WPForms	Treasurer	Annual Fee	\$ 100	\$ 99	\$ 107			
Mailchimp	Communications	Paid monthly - \$22.52 per month in 2025	\$ -	\$ 92	\$ 298			
The Events Calendar	Webmaster	Annual Fee - 9/12/25 thru 9/12/26	\$ 108	\$ 163	\$ 176			
Allowance for price increases			\$ 67	\$ -				
			\$ 5,998	\$ 5,593	\$ 6,039			
Newsletter Editor	Newsletter Editor		\$ 1,500	\$ 375	\$ 1,500			
TOTAL BUDGET FOR COMMUNICATIONS COMMITTEE			\$ 7,498	\$ 5,968	\$ 7,539			

* = Includes 8% increase from prior year.

TTA MEMBERSHIP COMMITTEE REPORT – February 4, 2025

Submitted by Marti Owensby, Membership Director

Committee Members: Jenny Fitzgerald (Sumner Trails), Cheryl Heckler (Plateau), Will Latham (President & Director - East Region), Sara Pollard (Director – Middle Region), Nina Heckler (Director – West Region)

Membership Report January 2025

Attached is the Membership report for 1st Quarter 2025. Please note that the numbers for July through November were recreated based on exports of the database and manual calculation of numbers.

Membership Committee activities completed since last Board meeting:

1. Continued to address incoming emails with regard to expiring and new members, aided in questions / problem resolution with regard to the membership, and created and sent the monthly membership reports.
2. As a result of an issue discovered in August with regard to the membership expiration notification process the following was completed:
 - Detailed analysis of the member and transaction data to ensure all data was intact and up to date and that all custom reports were updated and showing accurate information.
 - Produced a list of those members not receiving expiration notification between June 8 and November 1. 137 individuals were identified and sent an email notifying them of their expiration date and providing a rejoin link. Of the 137, 32 rejoined, 2 joined under a separate name and 103 chose not to rejoin. All Chapter Chairs were notified of the individuals impacted in their respective Chapter.

Membership Projects Identified for 2025:

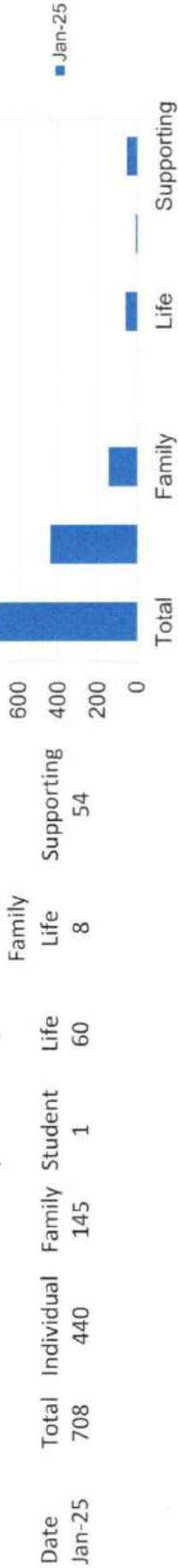
1. Identify those members-only areas of the website that inactive members currently have access to and, working with the Webmaster, develop and implement a solution that corrects it.
2. Work with the Webmaster and Treasurer to develop a test plan for significant updates to Wordpress, Memberpress and the Events Calendar.
3. Work with the Webmaster and Treasurer to develop a feasibility study to determine whether automatic renewal of membership should be implemented.
4. Develop Chapter Chair guidelines to aid in recruiting and transitioning duties to new Chapter Chairs.

As always, we welcome input from the Board.

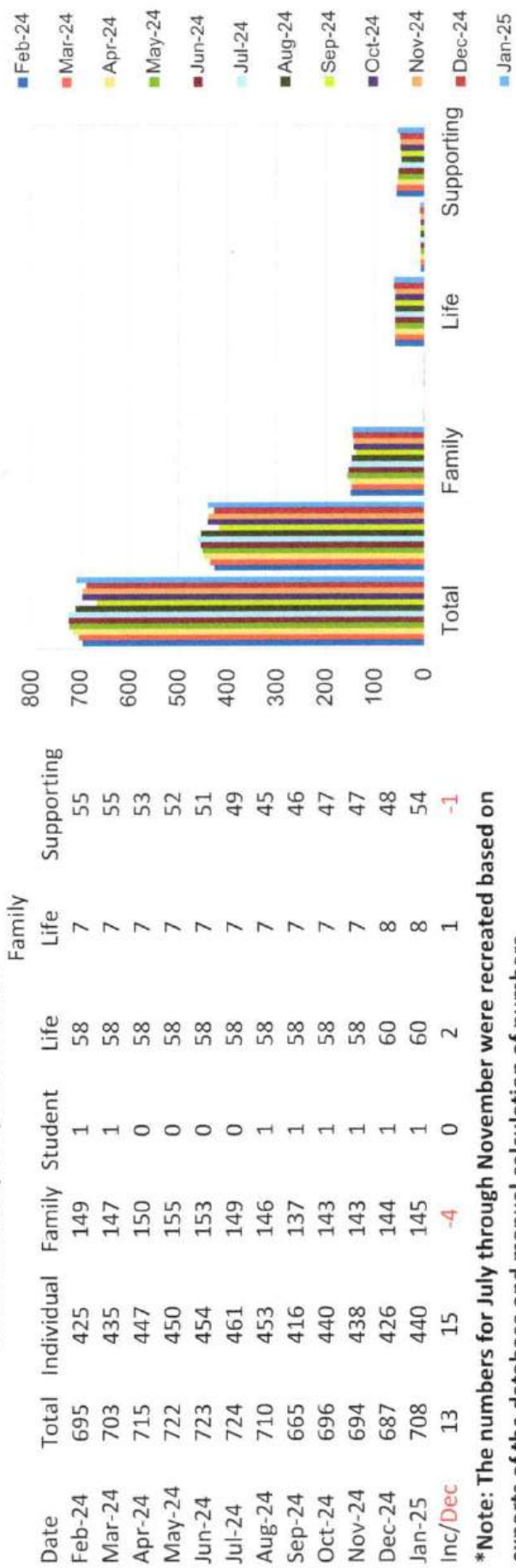
Marti Owensby (Scenic City)
423-309-0579 (voice or text)
mlovensby71@gmail.com

TTA Membership Report for February 4, 2025 Board Meeting

TTA Membership for January 2025

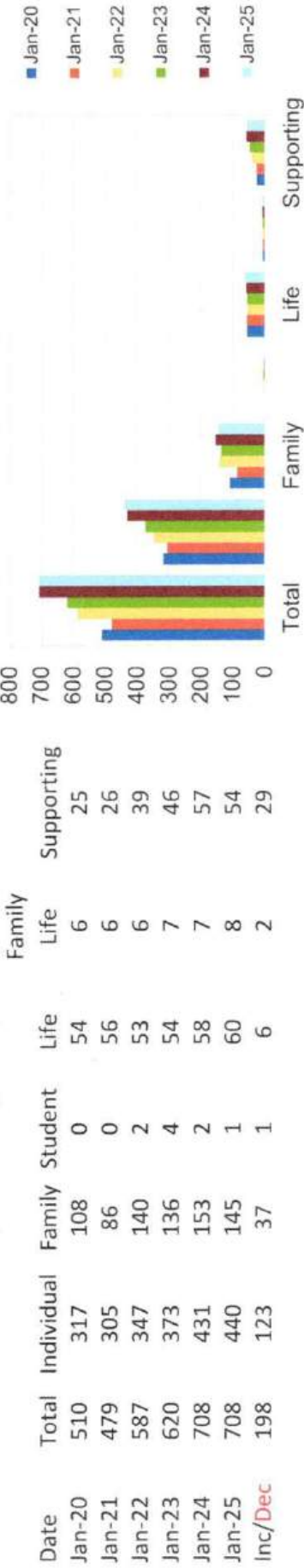


TTA Membership for past 12 months*



*Note: The numbers for July through November were recreated based on exports of the database and manual calculation of numbers.

TTA Membership for January in the past 6 years



Tennessee Trails Association

Communications Committee Report

February 4, 2025

Committee Members:

- Sara Pollard – New Communications Committee Chair
- Doug Burroughs - Webmaster
- Patty Deen
- Libby Francis – Newsletter Editor
- Mark Hubbard
- Will Latham – Past Communications Committee Chair
- Marti Owensby – Membership Director

Projects in Progress/Completed

1. **New Communications Committee Chair** – Sara Pollard has agreed to serve as the 2025 Communications Committee Chair.
2. **Member Communication:**
 - a. **New Newsletter design and delivery system:** Converted to Mailchimp for the October, 2024 newsletter. Preparing documentation of newsletter preparation process.
 - b. **New Newsletter Editor:** The new TTA Newsletter Editor (Libby Francis) will be trained and put into place by the beginning of 2025. As part of this Will Latham will serve as the back-up for the for the Newsletter Editor.
 - c. **Mailchimp Use:** Mailchimp will be used for (1) Distribution of the monthly TTA Newsletter; (2) Urgent, time critical TTA announcements; (3) Surveys.
3. **Membership Database and Reports:** Considerable time was spent working with Membership and Webmaster to resolve issues with the Memberpress database and reports.
4. **Primary Contact with Richards Design:** The Webmaster will serve as the primary contact with Richards Design (website support firm).

Future Projects

1. **Mailman System:** Looking at ways to phase out Mailman system and replace with other systems.
2. **Review of Website:** Still meeting our needs? Improvements?
3. **Testing Wordpress/Memberpress Updates** – The Membership Director, Webmaster and Treasurer will work together to develop a testing plan for significant updates to Wordpress, Memberpress and the Events Calendar.

Annual General Meeting – Status Update

Organizing Chapters	Clarksville and Columbia / Franklin
Meeting Dates	17 th , 18 th , 19 th October
Meeting Location	Paris Landing State Park

Team Leads

Hike and Outdoor Events	Steve Turner, Chris Hofmann
Registration and Lodge	Paula Sanders, Melissa Oliver
Events	Cinde Jones, Angela Leandre
Finance	Jane Coffey, Steve Turner

Current Status

Lessons Learned Completed – Financials and with 2024 Team.

Room Reservations

- Room bookings have commenced – 32 rooms reserved (max 70)
- Joan Hartvigsen has reserved communal campground
- Lots of other accommodation local to Paris Landing – we are not yet broadcasting

Hikes and Outdoor Events

- Hike scouting is almost complete – Finalizing list of hikes by Mid-February
- Hikes will all be within 60 minutes of Lodge at Paris Landing.
- Outdoor events will be combined with Hikes or offered separately

Registration

- Meals planned – awaiting price changes due in February
- Resolved issue with 'No Outside Food or Drink' in Ball Room
- Ball Room reserved for Friday and Saturday – 150 people capacity at round tables

Events

- Falling behind – Need to work on potential speakers

Finance

- Opened TTA account for AGM only. Joint Account - Clarksville and Columbia Franklin

Next Steps

- Finalize Registration Cost – Target is to maintain or reduce from 2024 – estimate \$45
- Registration planned to commence from April Newsletter (Information needed 3/10)
- List Event Speakers – Reach out and make reservations
- Monitor Rooms reserved, need to free them up in Jul/Aug if we don't fully book.
- Setting up TTA Website for online reservations and data capture

Issues to discuss

- Evan Means Donation – What is the expectation from the AGM?

Strategic Planning Committee – Status Update 1/14/2025

Sponsor Will Latham
Chair Steve Turner
Facilitator Ned Murray (NRM Consulting)

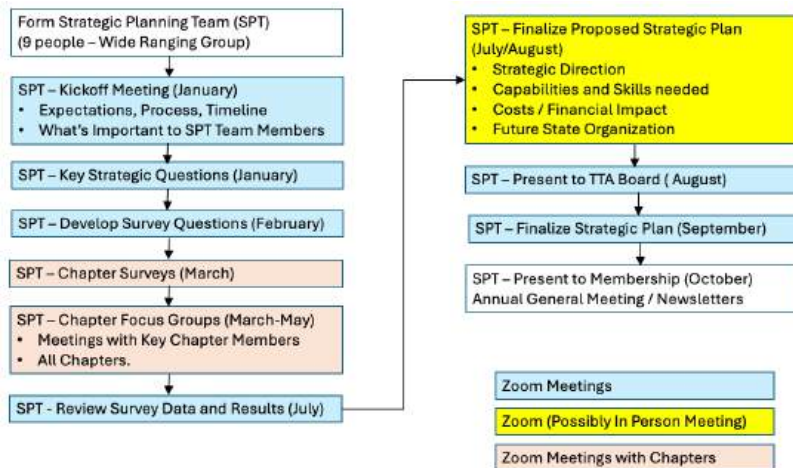
Strategic Planning Team (SPT)

Norm Brinsley	June Callahan	Patty Deen	Libby Francis
Nina Heckler	Mark Hubbard	Will Latham	Marti Owensby
Sara Pollard	Steve Turner		

Current Status

- Facilitator discussions – developed outline process and roles
- Strategic Planning Team (SPT) formed – cross chapter with varied membership length
- SPT Meetings planned for 17th January / 24th January / 3rd February
- Plan on surveys and meetings with Chapters to ensure full engagement
- Goal – Present to Board in August 2025
- Goal – Present to Membership at October AGM

Outline Process



Next Steps

- Review Strategic Planning Process
- Review Key Strategic Issues for TTA
- Develop Survey
- Develop Chapter Focus Group Discussions
- Conduct Survey – Meet with Chapter Leads
- Analyze Results – Develop Strategy

Items for Discussions

- Input from the Board at this stage?

Archive Committee Report and Recommendation
Feb. 4, 2025

The archives committee recommends that the minutes from past Board of Director meetings be stored on the TTA Archives website accessible to the Executive Committee with a password. This would not include attachments such as the financial and other committee reports.

The committee recommends this be done to preserve TTA's history and to preserve our policies through the years. The minutes are the official record of the board meetings of TTA, including decisions made, and policies set. Prior to this time, paper copies of the first 40 years or so of the TTA BOD meetings were written or typed on paper and stored in file boxes. With computerized minutes, they were stored on individual secretaries' computers. These paper copies have been digitized and are ready to be stored on the TTA Archives.

Archives committee
Libby Francis, chair
Alice Cannon
Jenny Fitzgerald
Doug Burroughs
Will Latham, president

Tennessee Trails Association

President's Report

February 4, 2025

1. Update 2025 Committees and Committee Membership (see attached).

2025 Proposed TTA Committees

Note – these are short summaries of the role of TTA’s Committees. For an official description of the role and responsibilities of the Committees please refer to TTA’s Bylaws.

Executive Committee Conducts the business and manage the affairs of the Association between meetings of the full Board (President, Vice President, Treasurer and Secretary).

Finance Committee Financial management of income and other investment funds, and budget planning. (This committee shall be chaired by the Treasurer. Two additional members of the Association shall serve on this Committee.).

Membership Committee Oversees membership administration. Works with Treasurer to assure receipt of payments. Reports status to the Board. Recommends actions which promote the attraction and enrollment of new members and retention of current members. (The Membership Committee chair shall be a member of the Board. Other members of this committee shall be the three Regional Directors.).

Communications Committee Responsible for insuring communication between the Association and the public and the membership. Newsletter, Website, Facebook, etc. (The Communications Committee chair shall be a member of the Board. There shall be at least three other members appointed to this committee.)

Evan Means Grant Committee Examines grant project funding for enhancing trails and the hiking experience in Tennessee. (The Evan Means Grants Committee shall consist of four members and a chair, appointed by the President).

Audit Committee Oversees policy compliance, conflicts of interest, ethics and program integrity, and retains auditors for the Association. (The Audit Committee consists of two members of the Board and such additional members as may be designated by the Board).

Nominating Committee Provides a slate of qualified candidates for election to the Board and recommends qualified replacements for any vacancies. (A Member of the Association shall be appointed to serve as the chair of the Nominating Committee. The three Regional Directors and two other members of the Association shall serve as members of this Committee. The President shall not be a member of this committee).

Awards Committee Recommends candidates for various recognition awards provided by the Bylaws and the Board. (The chair of this committee shall be the Vice President. Other members of this committee shall be the Regional Directors, and other individuals as appointed by the President and approved by the Board.).

Special Committees:

Annual Conference Committee Discuss general policies and duties; hosting of future annual meetings.

Archives Special Committee Tasked with archiving past newsletters, minutes, and other TTA items of historical importance.

Strategic Planning Facilitate the creation of a TTA strategic plan in collaboration with a consultant by defining key guiding questions, gathering insights from stakeholders, and analyzing the feedback to craft a clear purpose statement and establish strategic priorities for long-term success.

**TENNESSEE TRAILS ASSOCIATION
COMMITTEE MEMBERSHIP
1.21.2025**

EXECUTIVE COMMITTEE

President	Will	Latham	Scenic City	wlatham@lathamconsulting.com
Vice President	Steve	Turner	Clarksville	turner.stevenl@gmail.com
Treasurer	June	Callahan	Nashville	june369@outlook.com
Secretary	Susan	Woods	Jackson	woodsbob@bellsouth.net

FINANCE COMMITTEE

Chair	June	Callahan	Chapter	junecallahan2025@gmail.com
	Mark	Hubbard	Nashville	mhubbard@tnhiker.net
	Bob	Richards	East Tennessee	trailbob51@outlook.com
	Norm	Brinsley	Plateau	HuXianlj@gmail.com
	Bryan	Brand	Columbia/Franklin	bryansibleybrand@gmail.com

MEMBERSHIP COMMITTEE

Chair	Marti	Owensby	Scenic City	mowensby71@gmail.com
West TN Rep	Nina	Heckler	Jackson	drnheckler@gmail.com
Middle TN Rep	Sara	Pollard	Murfreesboro	sarabpollard@gmail.com
East TN Rep	Will	Latham	Scenic City	wlatham@lathamconsulting.com
	Jenny	Fitzgerald	Sumner Trails	mrzfitz@gmail.com
	Cheryl	Heckler	Plateau	heckler54@gmail.com
	Patricia	Bolde	Jackson	pbolde@gmail.com

COMMUNICATIONS COMMITTEE

Chair	Sara	Pollard	Murfreesboro	sara.pollard@mtsu.edu
Webmaster	Doug	Burroughs	Nashville	wm.doug.burroughs@gmail.com
Membership Chair	Marti	Owensby	Scenic City	mowensby71@gmail.com
Newsletter Editor	Libby	Francis	Nashville	libbyslibbys@comcast.net
	Mark	Hubbard	Nashville	mhubbard@tnhiker.net
	Patty	Deen	Highland Rim	pdeen@palomar.edu
	Jan	Lyons	East Tennessee	janlyons.fun@gmail.com

EVAN MEANS GRANT COMMITTEE

Chair	Wayne	Drown	Sumner Trails	wetdrown@bellsouth.net
	Mark	Hubbard	Nashville	mhubbard@tnhiker.net
	Jane	Coffey	Columbia/Franklin	jecoffey0644@gmail.com
	Jenny	Fitzgerald	Sumner Trails	mrzfitz@gmail.com
	Bob	Richards	East Tennessee	trailbob51@outlook.com
	Karen	Shoemaker	East Tennessee	kbryantshoemaker@gmail.com

AUDIT AND RISK MANAGEMENT COMMITTEE

Chair	Bob	Richards	East TN	trailbob51@outlook.com
	June	Callahan	Nashville	junecallahan2025@gmail.com
	Mark	Hubbard	Nashville	mhubbard@tnhiker.net
	Wayne	Drown	Sumner Trails	wetdrown@bellsouth.net
	Duane	Frichtl	Sumner Trails	duane5505@icloud.com
	Bob	Obohoski	Plateau	rao88@yahoo.com

NOMINATING COMMITTEE

Chair	Libby	Francis	Nashville	libbyslibbys@comcast.net
West TN Rep	Nina	Heckler	Jackson	drnheckler@gmail.com
Middle TN Rep	Sara	Pollard	Murfreesboro	sarabpollard@gmail.com
East TN Rep	TBD	TBD	President cannot serve	

AWARDS COMMITTEE

Chair	Steve	Turner	Clarksville	turner.stevenl@gmail.com
West TN Rep	Nina	Heckler	Jackson	drncheckler@gmail.com
Middle TN Rep	Sara	Pollard	Murfreesboro	sarabpollard@gmail.com
East TN Rep	Will	Latham	Scenic City	wlatham@lathamconsulting.com
	Michael	Hernan	Sumner Trails	redtn1003@gmail.com

ARCHIVES SPECIAL COMMITTEE

Chair	Libby	Francis	Nashville	libbyslibbys@comcast.net
Webmaster	Doug	Burroughs	Nashville	wm.doug.burroughs@gmail.com
	Jenny	Fitzgerald	Sumner Trails	mrzfitz@gmail.com
	Alice	Cannon	Nashville	acannon12@bellsouth.net

STRATEGIC PLANNING TEAM

Chair	Steve	Turner	Clarksville	turner.stevenl@gmail.com
	Norm	Brinsley	Plateau	HuXianlj@gmail.com
	June	Callahan	Nashville	junecallahan2025@gmail.com
	Patty	Deen	Highland Rim	pdeen@palomar.edu
	Libby	Francies	Nashville	libbyslibbys@comcast.net
	Nina	Heckler	Jackson	drncheckler@gmail.com
	Mark	Hubbard	Nashville	mhubbard@tnhiker.net
	Will	Latham	Scenic City	wlatham@lathamconsulting.com
	Marti	Owensby	Scenic City	mlowensby71@gmail.com
	Sara	Pollard	Murfreesboro	sara.pollard@mtsu.edu

ANNUAL CONFERENCE COMMITTEE

Co-Chair	Steve	Turner	Clarksville	turner.stevenl@gmail.com
Co-Chair	Jane	Coffey	Columbia/Franklin	jecoffey0644@gmail.com

WEBMASTER	Doug	Burroughs	Nashville	wm.doug.burroughs@gmail.com
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NEWSLETTER EDITOR	Libby	Francis	Nashville	libbyslibbys@comcast.net
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