

Tennessee Trails Association (TTA)
Minutes of Board of Directors Meeting
May 6, 2025
by Zoom

Call to Order/Welcome/Attendance

President Will Latham called the meeting to order at 7:30 ET pm. He welcomed the BOD and introduced guests Randy Medley, TTA member of Scenic City, Libby Francis, TTA chair of Archives committee, Nominating Committee, and newsletter editor, and Norm Brinsley, TTA member of Plateau.

President Latham then called the roll. Present were: Will Latham, Steve Turner, June Callahan, Susan Woods, Jane Coffey, Wayne Drown, Jenny Fitzgerald, Mark Hubbard, Sara Pollard, Cinde Jones, Bryan Brand, Karen Shoemaker, Patty Deen, Nancy Wark, Lynn Rosser, Alice Cannon, Bob Obohoski, and Cathy Moran.

Absent were: Marti Owensby, Nina Heckler, Jan Lyons, Patricia Bolde, Lucy Cahill and Michael Hernan.

Officer Reports

Secretary – Will Latham - acting Secretary for this meeting.

Acting Secretary Will Latham then asked the Board if there were any additions or corrections to the minutes of the Quarterly BOD meeting held February 4, 2025 as emailed to the Directors with the agenda. There being none, the motion was made by Jenny Fitzgerald to approve the minutes, was seconded by Patty Deen, and was approved by the Board.

Treasurer – June Callahan

June Callahan provided a report of the Finance Committee as well as financial statements for the first 3 months of 2025. This report had been previously submitted and was emailed to the Directors.

June noted that the Finance Committee was investigating moving to an on-line accounting system to allow multiple individuals access to the records, provide for secure backup, and facilitate reporting.

Committee Reports

Membership Report – Marti Owensby, Chair

Marti Owensby was not able to attend the meeting and asked Will Latham to present the report of the Membership Committee. This report had been previously submitted and was emailed to the Directors. Will noted that for the period of January 1 to March 31 TTA gained 57 new members.

The committee recommends two items:

1. To add a printable membership application form to the TTA website on the Join page under the instructions for Join TTA, adding a last paragraph that says “If you prefer to pay by mail, print and follow the instructions found on the form found here(with link to form). In discussion, it was noted that the Chapter membership designation should be corrected to say “Unaffiliated” rather than “At-large.”

A motion was made by Sara Pollard to implement the above and seconded by Jenny Fitzgerald. Motion carried.

2. To add Chapter Officer Guidelines to the website accessible by members only. This is an optional resource to assist Chapters in defining Chapter officer duties. The link should be located under Members Area>Handout & Forms.

A motion was made by Jenny Fitzgerald to implement the above, with the request that Sara Pollard and Patty Deen work together to refine the document. This was seconded by Mark Hubbard. Motion carried.

Communications Committee Report – Sara Pollard, Chair

Sara Pollard, Chair, provided an overview of the report from the Communications Committee. This report had been previously submitted and was emailed to the Directors.

There were no decision items for this committee.

Evan Means Grant Committee Report – Wayne Drown, Chair

Wayne Drown, Chair, provided the report of the committee. This report had been previously submitted and was emailed to the Directors.

The committee recommends two funding requests:

1. Mill Ridge Park Friends Group requested a grant for \$1,000 to purchase new trail building and maintenance equipment (\$600), supplies for the volunteers (\$100) and signage and promotion for the trail (\$300). Wayne Drown moved that this request be granted (seconded by Mark Hubbard). Motion carried.
2. Reflection Riding Arboretum & Nature Center requested a grant for \$2,000. The EMG committee recommended to fund the part of the request for tools and materials for a total of \$1,152, but not to fund the design work for their comprehensive way finding system. Wayne Drown moved that this request be granted (seconded by Jane Coffey). Motion carried.

Mark Hubbard noted that the committee is in the process of developing a list of potential organizations who might be interested in Evan Means grants. The TTA Chapters are being surveyed for additional organizations to be added to the list. After receiving the Chapter feedback the committee will mail information about the Evan Means grants to the organizations identified.

2025 Annual Meeting Report – Steve Turner, Co-Chair

Steve Turner, Co-Chair, provided an overview of the 2025 Annual Meeting report. This report had been previously submitted and was emailed to the Directors.

There were no decision items for this committee.

Nominating Committee Report – Libby Francis, Chair

Libby Francis, Chair, noted that the Nominating Committee has begun work on identifying candidates for At-Large Director positions to be elected at the TTA Annual Meeting. Three At-Large Director positions will need to be elected.

A call for nominations will be made in upcoming TTA newsletters.

Awards Committee Report – Steve Turner, Chair

Steve Turner, Chair provided an overview of the Awards Committee Report. This report had been previously submitted and was emailed to the Directors.

There were no decision items for this committee.

Strategic Planning Committee Report – Steve Turner, Chair

Steve Turner, Chair, provided an overview of the Strategic Planning Committee report. This report had been previously submitted and was emailed to the Directors. The committee is working to develop a draft plan to submit to the Directors for approval. This effort will likely require one or two special Board meetings to review, discuss and adopt the plan.

There were no decision items for this committee.

Archive Ad Hoc Committee Report – Libby Francis, Chair

Libby Francis, Chair, noted that all of the available minutes of the Board of Directors, the Executive Committee and the Annual Membership meeting have been posted to the TTA Archive Website. This completes the work of the Archive Ad Hoc Committee.

President's Report

Will Latham, President, noted the following items:

1. TTA is seeking members for the Audit and Risk Management committee. This committee will be working on improving the Liability Waiver and related processes.
2. Backup support for critical positions are being established as follows:
 - a. Membership Director – backup is Cheryl Heckler.
 - b. Newsletter Editor – backup is Will Latham.
 - c. Webmaster – backup is Richards Design (website support company).
 - d. Treasurer – To be determined.
3. At future Board meetings, 2-3 Chapter Representatives will be asked to provide a short update on their Chapter, to include ideas that other Chapters might consider adopting. The plan will be to rotate these presentations through the Chapters as the year progresses.

Old Business

There was no old business to come before the Board.

New Business

There was no new business to come before the Board.

Adjournment

The motion to adjourn the meeting was made by Karen Shoemaker, seconded by Jane Coffey, and approved by the Board. The meeting adjourned at 8:50 pm ET.

The next Board meeting will be August 5, 2025 via Zoom.

Minutes submitted by Will Latham, acting Secretary.



Agenda for Tennessee Trails Association Board of Directors Meeting

7:30 pm ET, 6:30 pm CT, May 6, 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**, Will Latham, Acting Secretary
3. **Approval of Quarterly Board of Directors Minutes**, Will Latham, Acting Secretary – Attachment #1.
4. **Financial Report**, June Callahan, Treasurer – Attachment #2
 - a. QUESTIONS
5. **Membership Report**, Marti Owensby, Chair – Attachment #3
 - a. QUESTIONS
 - b. DECISION: Place Chapter Chair Guidelines on website.
 - c. DECISION: Place printable membership application form on website.
6. **Communications Committee Report**, Sara Pollard Chair – Attachment #4
 - a. QUESTIONS
7. **Evan Means Grant Committee Report**, Wayne Drown, Chair – Attachment #5:
 - a. QUESTIONS
 - b. DECISION - Mill Ridge – Attachments #5A and #5B
 - c. DECISION - Reflection Riding – Attachments #5C and #5D



8. **2025 Annual General Meeting Report**, Steve Turner – Co-Chair+ - Attachment #6
 - a. QUESTIONS
9. **Nominating Committee Report** – Libby Francis, Chair
 - a. QUESTIONS
10. **Awards Committee Report** – Steve Turner, Chair – Attachment #7
 - a. QUESTIONS
11. **Strategic Planning Committee Report**, Steve Turner, Chair – Attachment #8
 - a. QUESTIONS
12. **Archive Committee Report**, Libby Francis, Chair
 - a. QUESTIONS:
13. **President's Report**, Will Latham, President
 - a. Audit and Risk Management Committee members and Chair
 - b. Upper Cumberland Chapter
14. Old Business
15. New Business
16. Motion to adjourn

Dates for future TTA Board of Directors meetings:
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

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

Tennessee Trail's Association - Financial Report 1st Quarter 2025

The financial reports for the quarter are shown on the next four pages. I will be happy to answer any questions on the reports. Please email me on junecallahan2025@gmail.com or call me on 615-945-7462.

The Finance Committee and the State Treasurer selected three projects to work on in 2025. Progress is shown below.

Making the accounting processes more efficient while maintaining good internal controls

- Receipts for the annual meeting registration, and payments for silent auction items, will now be received into a designated checking account. The State Treasurer will have review access to the account and, each year, access to this checking account will be given to the host Chapter(s) for their use. This will keep annual meeting transactions separate from the host's chapter transactions.
- Stripe processing has been changed so that money received for the annual meeting will be directed to the new checking account. In 2024, our first year where we had online registration, the online receipts were co-mingled with membership dues and needed to be separated out by the State Treasurer. This change will save time and effort.
- The recording of membership income has been simplified without any loss in accountability. The MemberPress Transaction table is being monitored and reconciled to Stripe reports and offline check activity to ensure completeness. The Transaction table reconciliation is produced monthly and is in addition to the existing reconciliation of all bank accounts, CD accounts and the Stripe account.
- A review of online accounting systems, both stand alone and website plugins, is being undertaken to see what is available that would meet TTA's needs. The advantage of such a system would be the continuity of use, Treasurer to Treasurer, the automatic backup of TTA's data and access for entry and review by more than one person.

Producing a finance manual of the accounting processes

- A checklist of monthly, quarterly, annual tasks is currently is being used by the State Treasurer. Each task on the list is being reviewed before being written up.
- Once the State Treasurer's work has been documented, the Chapter Treasurers will be contacted for help in documenting the tasks they undertake.

Assist in improvements to the Silent Auction Process

Work is ongoing on this topic. The workflow has been analyzed and agreed. The online form for the receipt of donations has been drafted and the use of Google sheets for capturing the data has been tested. Credit goes to Steve Turner from the Clarksville Chapter for the progress made to date.

June Callahan

Tennessee Trails Association Inc.
General Fund by Month

General Fund by Month - 1st Qtr 2025

Ordinary Income/Expense

Income

Donations

Donations General

Jan	Feb	Mar	Total
1,000.00	0.00	30.00	1,030.00

Total Donations

1,000.00	0.00	30.00	1,030.00
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Memberships

Family

455.00	560.00	455.00	1,470.00
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Individual

1,100.00	1,025.00	1,575.00	3,700.00
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Lifetime

25.00	0.00	0.00	25.00
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Student

15.00	0.00	0.00	15.00
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Supporting - Family

0.00	35.00	85.00	120.00
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Supporting Individual

25.00	125.00	100.00	250.00
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Total Memberships

1,620.00	1,745.00	2,215.00	5,580.00
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Other Income

Bank & CD Interest

25.95	30.10	722.86	778.91
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Total Other Income

25.95	30.10	722.86	778.91
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Total Income

2,645.95	1,775.10	2,967.86	7,388.91
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Total Income

2,645.95	1,775.10	2,967.86	7,388.91
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Expense

Administrative Expenses

Reviews - Strategic Planning

3,000.00	0.00	0.00	3,000.00 **
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Dues & Subscriptions

0.00	0.00	0.00	0.00
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Chapter Allocations

0.00	0.00	2,370.00	2,370.00
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Insurance

D&O Liability Insurance

0.00	0.00	0.00	0.00
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Liability Insurance

0.00	0.00	0.00	0.00
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Total Insurance

0.00	0.00	0.00	0.00
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Newsletter Editing

0.00	375.00	0.00	375.00
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Merchant Charges

61.59	68.09	87.49	217.17
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PO Box & Mailing Supplies

0.00	0.00	0.00	0.00
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State & Federal Filing Fees

0.00	0.00	70.46	70.46
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Total Administrative Expenses

3,061.59	443.09	2,527.95	6,032.63
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Program Expenses

Awards

0.00	0.00	0.00	0.00
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General Fund - Outreach

0.00	0.00	0.00	0.00
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Website & Supporting Software

22.51	135.47	22.52	180.50
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Total Program Expenses

22.51	135.47	22.52	180.50
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Total Expense

3,084.10	578.56	2,550.47	6,213.13
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Net Surplus/Deficit

-438.15	1,196.54	417.39	1,175.78
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** Strategic Planning Review

**Tennessee Trails Association
General Fund by Quarter
with 2025 Budget**

General Fund by Quarter - Jan - Dec 2025

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	2025 Budget
Ordinary Income/Expense						
Income						
Donations						
Donations General	1,030.00	0.00	0.00	0.00	1,030.00	1,200.00
Total Donations	1,030.00	0.00	0.00	0.00	1,030.00	1,200.00
Memberships						
Family	1,470.00	0.00	0.00	0.00	1,470.00	5,200.00
Individual	3,700.00	0.00	0.00	0.00	3,700.00	10,800.00
Lifetime - Individual	25.00		0.00		25.00	25.00
Lifetime - Family			0.00		0.00	
Student	15.00		0.00		15.00	15.00
Supporting - Family	120.00	0.00	0.00	0.00	120.00	260.00
Supporting Individual	250.00	0.00	0.00	0.00	250.00	1,200.00
Total Memberships	5,580.00	0.00	0.00	0.00	5,580.00	17,500.00
Other Income						
Bank & CD Interest	778.91	0.00	0.00	0.00	778.91	4,200.00
Total Other Income	778.91	0.00	0.00	0.00	778.91	4,200.00
Total Income	7,388.91	0.00	0.00	0.00	7,388.91	22,900.00
Expense						
Administrative Expenses						
Reviews - Strategic Planning	3,000.00		0.00	0.00	3,000.00	12,500.00
Dues & Subscriptions	0.00				0.00	0.00
Chapter Allocations	2,370.00	0.00			2,370.00	3,345.00
Insurance						
D&O Liability Insurance	0.00	0.00			0.00	715.00
Liability Insurance	0.00	0.00			0.00	1,155.00
Total Insurance	0.00	0.00	0.00	0.00	0.00	1,870.00
Newsletter Editing	375.00				375.00	1,500.00
Merchant Charges	217.17	0.00	0.00	0.00	217.17	690.00
PO Box & Mailing Supplies	0.00	0.00			0.00	260.00
State & Federal Filing Fees	70.46				70.46	100.00
Total Administrative Expenses	6,032.63	0.00	0.00	0.00	6,032.63	20,265.00
Program Expenses						
Awards			0.00		0.00	200.00
General Fund - Outreach	0.00		0.00		0.00	0.00
Website & Supporting Software	180.50	0.00	0.00	0.00	180.50	6,039.00
Total Program Expenses	180.50	0.00	0.00	0.00	180.50	6,239.00
Total Expenses	6,213.13	0.00	0.00	0.00	6,213.13	26,504.00
Net Surplus/Deficit	1,175.78	0.00	0.00	0.00	1,175.78	-3,604.00

TENNESSEE TRAILS ASSOCIATION INC
EVAN MEANS GRANT FUND

Evans Means Grant Fund - by Quarter 2025

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Ordinary Income/Expense					
Income					
Donations - Donor Directed					
Annual meeting Income	0		0.00	0.00	0.00
Donations, Board Directed	380.00	0.00	0.00	0.00	380.00
Total Donations	380.00	0.00	0.00	0.00	380.00
 Total Income	380.00	0.00	0.00	0.00	380.00
 Total Income	380.00	0.00	0.00	0.00	380.00
 Expense					
Program Expenses					
Evan Means Grants Given	0.00	0.00	0.00		0.00
Total Program Expenses	0.00	0.00	0.00	0.00	0.00
 Total Expense	0.00	0.00	0.00	0.00	0.00
 Net Surplus/Deficit	380.00	0.00	0.00	0.00	380.00
 Net Surplus/Deficit	380.00	0.00	0.00	0.00	380.00

Total Funds 31st Dec 2024 35,859.00

Plus 1st Qtr 2025 Income 380.00

Less 1st Qtr 2025 Grants Given 0.00

Total Funds 31th Mar 2025 36,239.00

Cash in Hand - In Bank - checking 16,239.00

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

36,239.00

Tennessee Trails Association Net Worth

Tennessee Trails Association, Inc.
Statement of Net Worth
1st Qtr 2025

	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
ASSETS:			
Cash in Checking Account	8,273.53	16,239.00	24,512.53
Cash in Money Market	15,161.18	20,000.00	35,161.18
Cash in Edward Jones CD acct	100,639.20	0.00	100,639.20
Cash in Regions CD account	30,659.51	0.00	30,659.51
Cash in Stripe Account	331.34	0.00	331.34
TOTAL ASSETS	155,064.76	36,239.00	191,303.76
NET WORTH:			
Net Worth	<u>155,064.76</u>	<u>36,239.00</u>	<u>191,303.76</u>

	1st Qtr 2025	1st Qtr 2025	1st Qtr 2025
	General	Evan Means	Grand
	<u>Funds</u>	<u>Grant Fund</u>	<u>Total</u>
Net Worth 31th Dec 2024	154,413.98	35,859.00	190,272.98
Revenues for All Accounts	7,388.91	380.00	7,768.91
Expenditures for All Accounts	-6,213.13	0.00	-6,213.13
Release of PrePaid Dues	-25.00		-25.00
Deposit into new A.M. checking	<u>-500.00</u>	<u>0.00</u>	<u>-500.00</u>
Net Worth 31st Mar 2025	<u>155,064.76</u>	<u>36,239.00</u>	<u>191,303.76</u>

TTA MEMBERSHIP COMMITTEE REPORT – May 6, 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), Pat Bolde (Jackson)

Membership Report May 2025

Attached is the Membership report for 2nd Quarter 2025. Please note that the numbers for July through November of 2024 were recreated based on exports of the database and manual calculation of numbers. See previous membership reports for further explanation.

We gained 57 new members from Jan 1, 2025 through Mar 31, 2025 as follows:

Clarksville	8	Nashville	5
Columbia Franklin	4	Plateau	4
East Tn	4	Scenic City	11
Highland Rim	2	Sumner Trails	2
Jackson	2	Upper Cumberland	1
Memphis	4	Unaffiliated	5
Murfreesboro	5		

Membership Committee Updates:

1. **2025 Goal** - 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. **Update:** This issue has been submitted to Harris Design to address. No expected delivery date has been provided.
2. **2025 Goal** - Work with the Webmaster and Treasurer to develop a feasibility study to determine whether automatic renewal of membership should be implemented. **Update:** This issue was discussed with Doug Burroughs and June Callahan and it was decided to leave as is (no automatic renewal option) due to the possibility of introducing additional issues as well as additional work related to "backing out" unwanted transactions.
3. **2025 Goal – Develop a Chapter Chair Guidelines Document** to help with onboarding new Chapter leadership. **Update:** The document has been developed and will be shared with the Chapter Chairs after the May 2025 Board Meeting. A copy is attached.
4. **Ongoing Membership Activities** - 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.

Items Needing Board Approval:

The Membership Committee is requesting that the following two items be approved by the Board.

TTA MEMBERSHIP COMMITTEE REPORT – May 6, 2025

1. **Chapter Chair Guidelines** - We are requesting that a that a link be placed on the website to provide access to the Chapter Chair Guidelines. This should be accessible by members only. The link should be located under **Members Area>Handout & Forms**.
2. **Printable Membership Application Form on Website** – We are requesting that a link to the existing membership application form (attached) be placed on the TTA website as indicated below:

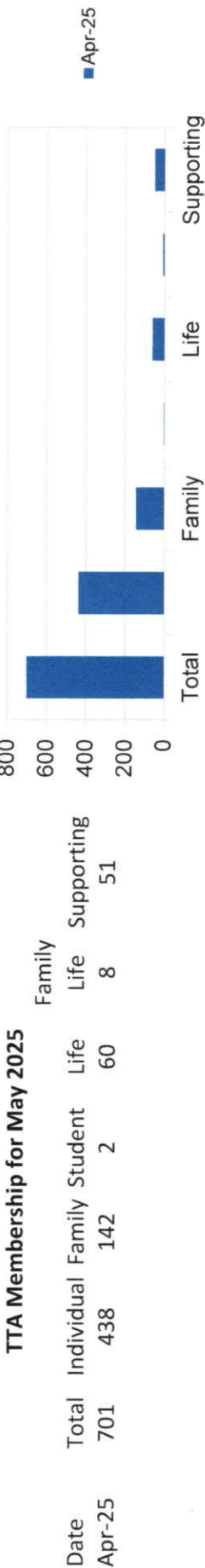
On the **Join** page (found [here](#)), under the **Instructions for Joining TTA.**, add a last paragraph: **If you prefer to pay by mail.** Print and follow the instructions contained on the form found [here](#).

As always, we welcome input from the Board.

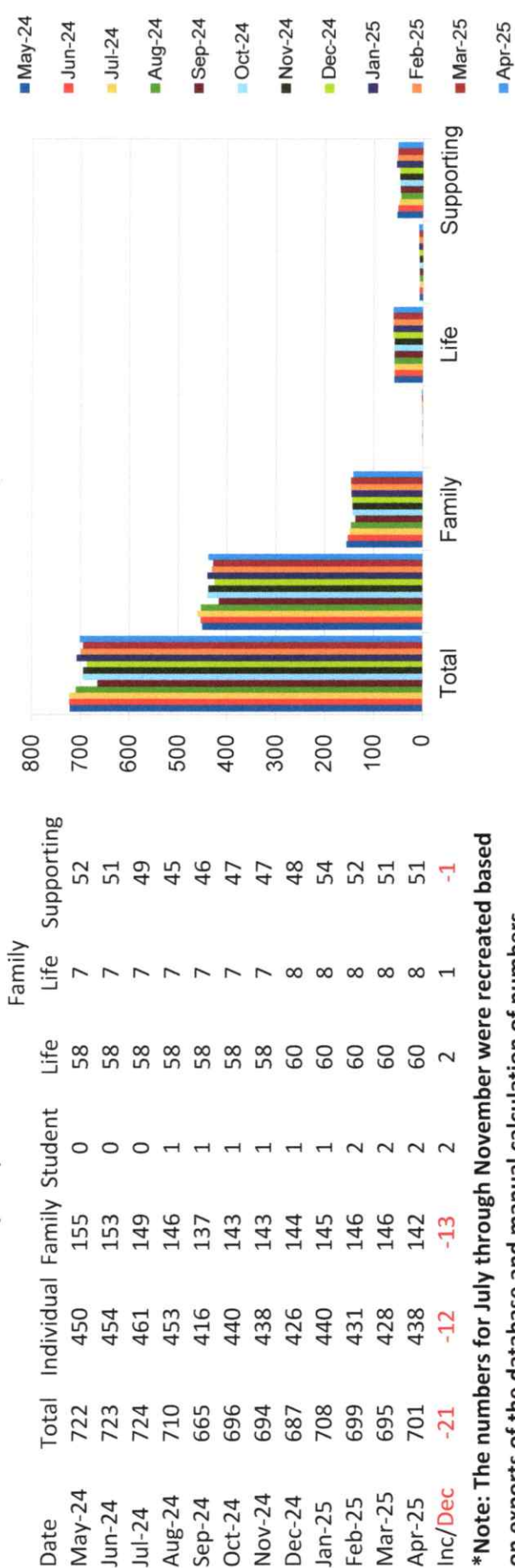
Marti Owensby (Scenic City)
Membership Director
423-309-0579 (voice or text)
mlovensby71@gmail.com

TTA Membership Report for May 6, 2025 Board Meeting

TTA Membership for May 2025

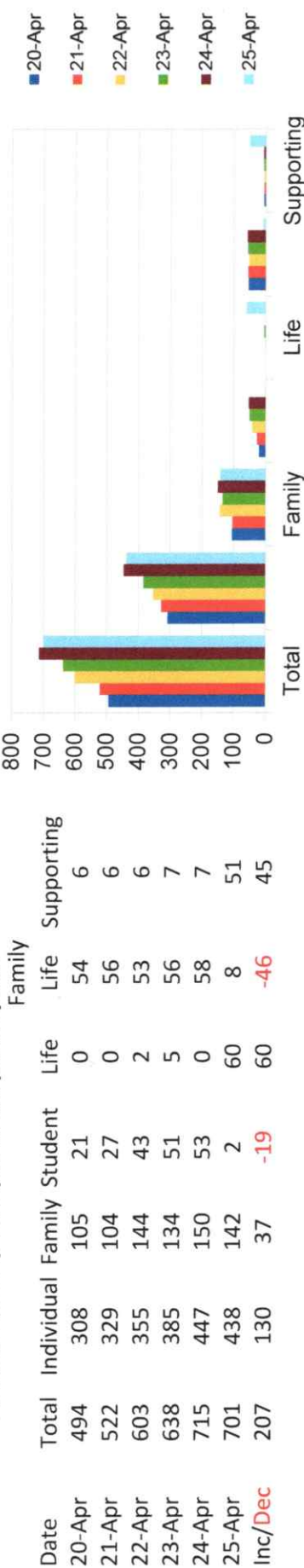


TTA Membership for past 12 months*



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

TTA Membership for April in the past 6 years



TENNESSEE TRAILS ASSOCIATION

CHAPTER CHAIR GUIDELINES

INTRODUCTION

The Tennessee Trails Association (TTA) is a non-profit (501c3) organization with chapters across the State of Tennessee. The purpose of each chapter is to conduct the mission of the Tennessee Trails Association in its local area. Each chapter is to be represented by a Chapter Chair or a Board Representative at the Quarterly and Annual TTA Board Meetings.

Chapters must have at least two officers – a Chapter Chair and Chapter Treasurer. Elections for these officers must be held annually. Each chapter can decide if additional roles are suitable or necessary. See descriptions for Outings or Hike Coordinator, Program Coordinator, Membership Coordinator, and Social/Communications Coordinator. These additional roles can be adjusted, or combined or not used at all, as is appropriate for each individual chapter. All officers and coordinators must be members of TTA.

CHAPTER CHAIR

Presides over meetings of the membership. Chapters are encouraged to meet monthly or on a quarterly basis.

Represents the chapter at Quarterly Board Meetings and Annual Meeting. Can appoint a Chapter Representative if the Chapter Chair cannot attend meetings.

Makes purchases for TTA chapter when necessary. Request a check from the Chapter Treasurer and the TTA Tax Exemption form. If purchases are made personally by the Chapter Chair, then the documented receipts must be turned in to the Chapter Treasurer for reimbursement.

It is encouraged that the Chapter Chair or other appointed person maintains a supply of marketing materials such as TTA pamphlets and business cards for distribution to members and prospective members.

Plans and coordinates programs for the chapter meetings and arranges for speakers and other program guests for the meetings.

Arranges for AV or other equipment to be available if needed by the speaker.

Write thank you notes to the speaker and other chapter correspondence as needed.

Encourages all members to help with recruitment of new members.

Maintains an updated list of active members' email addresses to remind them of upcoming events, hikes or chapter meetings or share this responsibility with a Chapter Communications Director or similar role.

Submits brief entries of upcoming chapter meetings for the local newspaper's community calendar.

Sends renewal reminder messages to members whose membership has expired.

CHAPTER TREASURER

Manages the chapter's operating expenses and maintains a bank account. Deposits the allotment check received from the TTA State Treasurer to be used for operating expenses. The amount provided to each chapter is based upon the number of chapter members. The Chapter Treasurer shall submit annual reports to the Chapter Chair and to the TTA Board in January for the previous fiscal year, as well as participate in any audits as needed.

OUTINGS OR HIKE COORDINATOR

Coordinates hike planning sessions and records planned hikes, outings, and events.

Encourages a varied schedule of hikes that includes easy, moderate, and more challenging hikes each month.

Keeps the official calendar of approved upcoming hikes, and events for the chapter.

Edits hike descriptions and other entries when necessary for spelling, grammar, punctuation and uniformity of style.

Compiles a complete ready-to-publish report of planned hikes, outings, events and chapter meetings to the TTA newsletter editor by the monthly deadline. Updates monthly the Events Calendar on the TTA website.

Updates the chapter's media sources (Facebook, Chapter Blog)

PROGRAM COORDINATOR

Plans and coordinates programs for the chapter meetings and arranges for speakers and other program guests for the meetings.

Arranges for AV equipment to be available if needed by the speaker.

Write program descriptions and submit them to the Outings or Hike Coordinator to include in the monthly TTA newsletter and the Events Calendar on the TTA website.

MEMBERSHIP COORDINATOR

Provides name tags and sign in book if requested by the Chapter Chair attending the chapter meetings.

Obtains name, email address, mailing address of each visitor to the chapter meetings. Provides this information to the Chapter Chair.

Sends renewal reminder messages to members whose membership has expired.

Assists prospective new members in applying for membership by having membership applications available or online registration information.

Encourages all members to help with recruitment of new members.

SOCIAL COORDINATOR

Plans events other than hikes or chapter meetings if requested by the Chapter Chair.

Coordinates for the use, rent or reservation of the room, pavilion, or other venue where a special event will take place.

Shops and buys the food, supplies, and other items needed for the social events. Receipts of purchases will be turned in and reimbursed by the Chapter Treasurer.

Plans and oversees the set-up, decorating, and taking down of the social place; serves as coordinator for all others helping with the projects.

Stores the inventory of supplies needed to carry out these duties.

Interested In Hiking?

Tennessee Trails Association is just for you !

**IT'S EASIER AND FASTER
TO JOIN OR RENEW
ONLINE!**

To **Join** on-line go to
<https://tennesseetrails.org/plans/memberships/>
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To Join:



To **Renew** online go to
<https://tennesseetrails.org/account/?action=subscriptions>
or use the QR code and log-in:

To Renew:



YES, I WANT TO JOIN TENNESSEE TRAILS ASSOCIATION, I AM . . .

☐
☐

A NEW MEMBER

RENEWING MY MEMBERSHIP

Memberships are for one year, unless you have a Lifetime Membership.
Gift Memberships are also available. Contact our Membership Director,
Marti Owensby ttamembership68@tennesseetrails.org

Please Mail This Form To:

Membership Director

P.O. Box 41446

Nashville, TN 37204-1446

PLEASE PRINT CLEARLY.

____ Individual \$25.00
____ Family \$35.00
____ Student (FULL TIME) \$15.00
____ Supporting (\$50.00, \$100.00 or more)
____ Life Member (Individual) \$500.00
____ Life Member (Family) \$750.00

Name _____
Address _____
City _____ State _____
Phone () _____ Zip _____ -- _____

E-mail (required) _____

For privacy, please do not list the following in
the TTA Annual Membership Directory

- ☐ E-mail addresses
- ☐ Mailing address
- ☐ Telephone numbers

Please list me with the following chapter:

____ Clarksville	____ Murfreesboro
____ Columbia/Franklin	____ Nashville
____ East TN (Oak Ridge/Knoxville)	____ Plateau (Crossville)
____ Highland Rim (Manchester/Tullahoma)	____ Scenic City (Greater Chattanooga Area)
____ Jackson	____ Sumner Trails (Sumner County)
____ Memphis	____ Upper Cumberland (Sparta/Cookeville)
____	____ At Large

When you become a TTA member, you will have access to the Members Area of our website (www.tennesseetrails.org) which includes the Membership Directory listing members by chapter and how to reach them. You will also receive our monthly newsletter which contains information on upcoming hikes, events, chapter meetings, and volunteer opportunities. We encourage you to review the Hiking Handbook (under the Hikes & Events section), a reference containing information about TTA, trail etiquette, and hiker responsibilities. We invite you to attend any number of monthly meetings where you will enjoy diverse programs, socializing and refreshments. Also, we hold our annual meeting in the fall at one of Tennessee's many parks for a weekend of hiking, camaraderie, and programs, in addition to learning about the progress and plans of the organization.

Not a member yet? Please check out one of our hikes or meetings soon!

Tennessee Trails Association

Communications Committee Report

May 6, 2025

Committee Members

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

Projects in Progress/Completed

1. New Newsletter Editor: Libby Francis has been trained and is doing well.
2. Tennessee State Parks office has been notified to update the information on their website concerning TTA. Remove 2020 TTA Handbook and replace with links to our website.
3. Mailman is to be shut down. Chapters using Mailman have been switched over to Mailchimp.

Future Projects

1. Review of the TTA website. Discussion was made about dividing up the pages for each committee member to review and make recommendations.
2. Update the trifold brochure available to chapters. Suggestion of a simple “front and back” handout instead of the trifold.

The Communications Committee would like to remind members of the **Archives** section of the TTA website. This section is a good source of information and includes minutes from past board meetings and newsletters starting from 1968.

<https://www.tntrailsarchive.org/tta-board-meeting-minutes-archives/>

Evan Means Grant Committee report for 5/06/2025 TTA BOD meeting

The TTA Evan Means Grant Committee met on 4/21/2025 with 4 of 5 committee members present via Zoom.

Two grant applications were reviewed:

1. Mill Ridge Park friends group requested \$1000 for as part of a \$10,000 project of for a new trail that will connect the current trails in the in the park. Mill Ridge Park is a Davidson County Park located in Antioch TN. The EMG committee voted to recommend the grant for full funding (\$1000) by the TTA BOD.
2. Reflection Riding Arboretum & Nature Center requested \$2000 for building a new 3 mile section of the Profile Trail that loops around the campus. TTA Scenic City Chapter is assisting with this project. The EMG committee voted to recommend the grant request for tools and materials be granted for total grant of \$1152. The EMG committee does not recommend the funding for design work on their comprehensive wayfinding system.

The committee was updated on the development of a list of potential organizations and contact information that are eligible for EMG funding. The committee decide to send the list that has been compiled to Chapter Chairs and the BOD requesting that they assist in reviewing the list and provide feedback of any additions and/or current contact information in their area. After receiving the feedback, the committee will email information to the organizations on the EMG program. The objective of this task is to generate additional grant applications across the state.

Wayne Drown

EMG Committee Chair



About Friends of Mill Ridge Park

Friends of Mill Ridge Park (FMRP) was founded in 2017 to support and advocate for Mill Ridge Regional Park in Antioch, Tennessee. Over the years, FMRP has grown from a small group of passionate advocates to an award-winning, community-based nonprofit organization that promotes accessibility, environmental stewardship, and community engagement for the community in southeast Nashville.

To serve our growing community which has experienced insufficient access to green space and outdoor services, we collaborate with local schools, businesses, and public agencies, to create an inclusive and welcoming space for all visitors. With those partners, we have offered year-round park programs and services to more than 25,000 participants representing the diversity of our community. FMRP offers recreation and conservation programming that aligns with our core goals of environmental stewardship, community engagement, and enhancing public health. To that end, FMRP creates, maintains, and programs six miles of primitive trails at Mill Ridge Park. This request, if funded, will support the expansion of our trails and allow more trail access and activities for our community.

Project description

I am the executive director of Friends of Mill Ridge Park, a nonprofit with a mission to enhance and advocate for Mill Ridge Park to strengthen the community in southeast Davidson County, Tennessee. On behalf of Friends of Mill Ridge Park, I request a grant for \$1,000 for improving the trail experience at Mill Ridge Regional Park in Antioch, Tennessee ("The project").

The project consists of mapping, building, blazing, signing, programming, and promoting the new "Red Trail" at Mill Ridge Park. The trail will be the newest addition to a six-mile network of volunteer-built and -maintained primitive trails at Mill Ridge Park. The one-mile primitive trail will connect the main park parcel where thousands of people gather weekly for recreation, to the farm park, where we offer year-round agriculture and recreation program activities and services.

Friends of Mill Ridge Park facilitates a range of recreation and conservation activities at Mill Ridge Park for thousands of people each year. Activities include gardening, hiking, yoga and meditation, arts and crafts, storytelling, stargazing, flora and fauna lessons, sports and games, and more. Additionally, Friends of Mill Ridge Park promotes the new regional park to the community for increasing participation in healthy, independent activities, such as hiking, at the park. Our signature events include a twice-annual Family 5K for family, friends, and fido. That 5K is for all levels of movers and happens on the volunteer-managed, Grassland Loop Trail (Yellow Trail). While we are a small, mighty staff of four full-time employees, much of our work and impact is made possible with the support of hundreds of volunteers each year.



The Red Trail will increase the availability of hiking trails, allowing community members more access to nature and healthy recreation in a community designated by Metro Parks as “park poor” for our insufficient access to greenspace and outdoor services. The Red Trail will allow Friends of Mill Ridge Park another, shorter and more accessible trail for program offerings including guided hikes, birding and wildlife walks, wildflower walks, tree ID walks, and service projects. The Red Trail will also allow another means of access for park visitors to experience the various parcels and programs of the regional park, including the orchard, gardens, pumpkin patch, The Barn, the farmhouse, and more. Moreover, the Red Trail will serve as a connector to the other trails, connecting the Blue Trail to the park entrance and the Yellow Trail / Grassland Loop Trail.

Project Timeline & Budget

The project began in earnest during winter 2025 and will be completed before spring 2026 at an estimated overall total cost of \$10,000 from all funding sources. We expect that the project will leverage three staff members (for ~100 hours) and 30 volunteers (for ~100 hours) for a total of 200 labor hours. The agency will fund the project from our discretionary funds made possible with donations from local community members and corporate partners. The requested grant of \$1,000 will be used to purchase new trail building and maintenance equipment (\$600), supplies for the volunteers (\$100), and signage and promotion for the trail (\$300). Additional funds needed for these budgetary expenses will be covered by the agency.

TTA Grant Acknowledgement

Friends of Mill Ridge Park will recognize the Tennessee Trail Association & an Evan Means Grant to thousands of community members and partners with online messaging, with onsite signage, and in programmatic remarks. TTA will be free to publicize its contribution to the project and partnership with Friends of Mill Ridge Park. Friends of Mill Ridge Park agrees to participate in a press release that acknowledges TTA's participation in the project. Friends of Mill Ridge Park will keep the committee informed about the projects' progress and completion with email updates including photos.

Request Contact

Darrell Hawks, executive director, darrell@millridgepark.org, 615-933-8466



FRIENDS OF
MILL RIDGE PARK

mission

Our mission is to enhance and advocate for Mill Ridge Park to strengthen the community in southeast Nashville & Davidson County. To that end, we engage volunteers and community members to create, maintain, and program 6+ miles of primitive trails and trailheads on the 622 acres of Mill Ridge Park.



Blue Trail volunteer build



Grassland Loop Trail guided hike



White Trail guided hike



Trailhead volunteer build

Grantee Name:

Reflection Riding Arboretum & Nature Center
400 Garden Road
Chattanooga, TN 37419

Brief narrative description of the project and how it fits within the range of the organization's total activities.

Set on 300+ breathtaking acres just 10 minutes from downtown Chattanooga, Reflection Riding is a place where nature comes alive. It is not just a public park or a nature center - it's where outdoor learning and exploration happen every day on permanently conserved land. There are endless ways to connect with the natural world: You can walk, run, or bike along a winding three-mile gravel loop that takes you through mature forests, wildflower meadows, and wetlands. You can visit Lookout Creek, where easy access allows for canoeing and more. And if you're up for an adventure, the trails here connect to the Chickamauga & Chattanooga National Military Park, leading all the way to the top of Lookout Mountain. At Reflection Riding, we're all about restoring the vital connection between people and nature.

The Evan Means Grant will help us build a new section of the Profile Trail at Reflection Riding. This three-mile single-track trail loops around our campus, offering a unique woodland experience. The current section of the Profile Trail that runs parallel to Lookout Creek is often flooded in the winter and spring, making the trail impossible to use. The Tennessee Trails Association Scenic City Chapter has stepped up to help - they have agreed to adopt the entire Profile trail for trail restoration and maintenance, starting with this new section. This trail will cross the gravel road just past "Buffalo Field," following the ridge line that divides the lower and upper parts of the loop, eventually reaching the "Wildflower Cove". From there, it will pick up the original Profile Trail again (please see the attached map with the new trail highlighted).

This new section will be built in three phases by dedicated volunteers from the Scenic City Chapter, with hopes to finish by the end of 2025. The funds from this grant will go toward supplies for the volunteers and help with designing new trail signs that fit in with our bigger plan to update all the wayfinding at Reflection Riding.

We're excited to work with the Scenic City Chapter to bring this peaceful, off-the-beaten-path trail back to life. It will give visitors a fresh, exciting way to explore Reflection Riding. We also hope to partner with the Tennessee Trails Association to maintain the Profile Trail and beyond so more people can experience the healing power of nature.

A description of how the project will benefit hikers and the usage level at the location.

By building this new section, we can now keep the Profile Trail open year-round, since flooding from Lookout Creek will no longer be an issue. This creates a safer and more enjoyable experience for visitors. This is our only single-track trail on the entire campus, offering a unique experience and a more scenic view of Lookout Creek from above. Visitors will be able to mountain bike, hike, or trail run on a more stable path that is fully immersed in woodlands, ultimately boosting both visitor engagement and conservation efforts.

A portion of this grant will also be used to update the wayfinding throughout the Profile Trail, beginning with this new section. This will significantly improve our visitors' experience. We often receive feedback asking for clearer signage along our trails to help people better orient themselves. In response, we've developed a [mobile guide](#) that tracks visitors' locations on our campus and highlights special features, such as the Philp Memorial Garden, Siren Pool, and Olmstead Overlook. However, we recognize the need for improved signage across the campus. We've included this as a priority in our [Framework for the Future](#), our strategic vision for the years ahead, developed with the help of landscape architecture firm SCAPE. We are currently collaborating with our graphic designer and reaching out to similar spaces, like Lula Lake Land Trust, to learn more about effective wayfinding signage and understand the costs involved. Our goal is to incorporate these new signs into the Profile Trail and extend the design to the rest of our trails, creating a cohesive and improved experience for visitors.

An estimate of the project's start and completion dates

This project will be completed in three phases, starting April 15th and concluding by the end of the year.

Phase 1 will begin on April 15th, when a group of TTA Scenic City Chapter volunteers will start building the new trail that connects the Profile Trail from Lookout Creek to "Oliver Freeman's Hollow". The new route is already flagged, and the volunteers will focus on removing invasive plants, saplings and fallen trees to build a five-foot-wide, eight-foot-tall trail.

Phase 2 will take place on National Trails Day, June 7th. During this phase, we will use grant funds to install directional signs along the trail, either attached to trees with spring nails or mounted on posts of treated lumber where trees aren't available.

Phase 3 of the project will occur in the fall of 2025. The volunteer group will continue to develop the Profile trail, focusing on tasks like removing fallen trees and maintaining the newly built section. There is also potential to extend work to other parts of the trail. Maintenance of the Profile Trail will remain an ongoing project for TTA Scenic City Chapter volunteers.

We also aim to expand this project into a comprehensive trail wayfinding system. Through feedback from members and visitors, we have identified a strong need for improved wayfinding across our entire campus, not just on the Profile Trail. In collaboration with landscape architecture firm SCAPE, we have developed thematic trail loops as outlined in our [Framework for the Future](#). By implementing updates on the Profile Trail, we hope to launch this larger

wayfinding initiative. We look forward to strengthening our partnership with the Tennessee Trails Association to bring this vision to life, enhancing the visitor experience for all.

A detailed budget for spending the amount requested

- **The scope should be for the project at hand and not for any larger initiative.**
- **This should not include the value of volunteer or staff labor.**

To complete this project, the TTA Scenic City Chapter will require supplies for trail restoration and trail signage, as outlined below.

- 2 hand-held leaf blower priced at \$160 each = \$320
- 4 Mcleod hoes priced at \$61 each = \$244
- 4 15" loppers priced at \$30 each = \$120
- 10 planks of treated 4x4" x 10' lumber priced at \$17.30 each = \$173
- Blue arrow trail signs = \$195
- Spring nails for sign installation on trees = \$100

The remaining funds requested are for design work with our graphic designer, Mandy Lamb, to ensure that the trail signage for the Profile Trail is incorporated into the larger plans we have for wayfinding on our campus.

The total cost of the project from all funding sources

We are requesting a total amount of \$2,000 to fund the materials for this project and kick off the design work on our comprehensive wayfinding system.

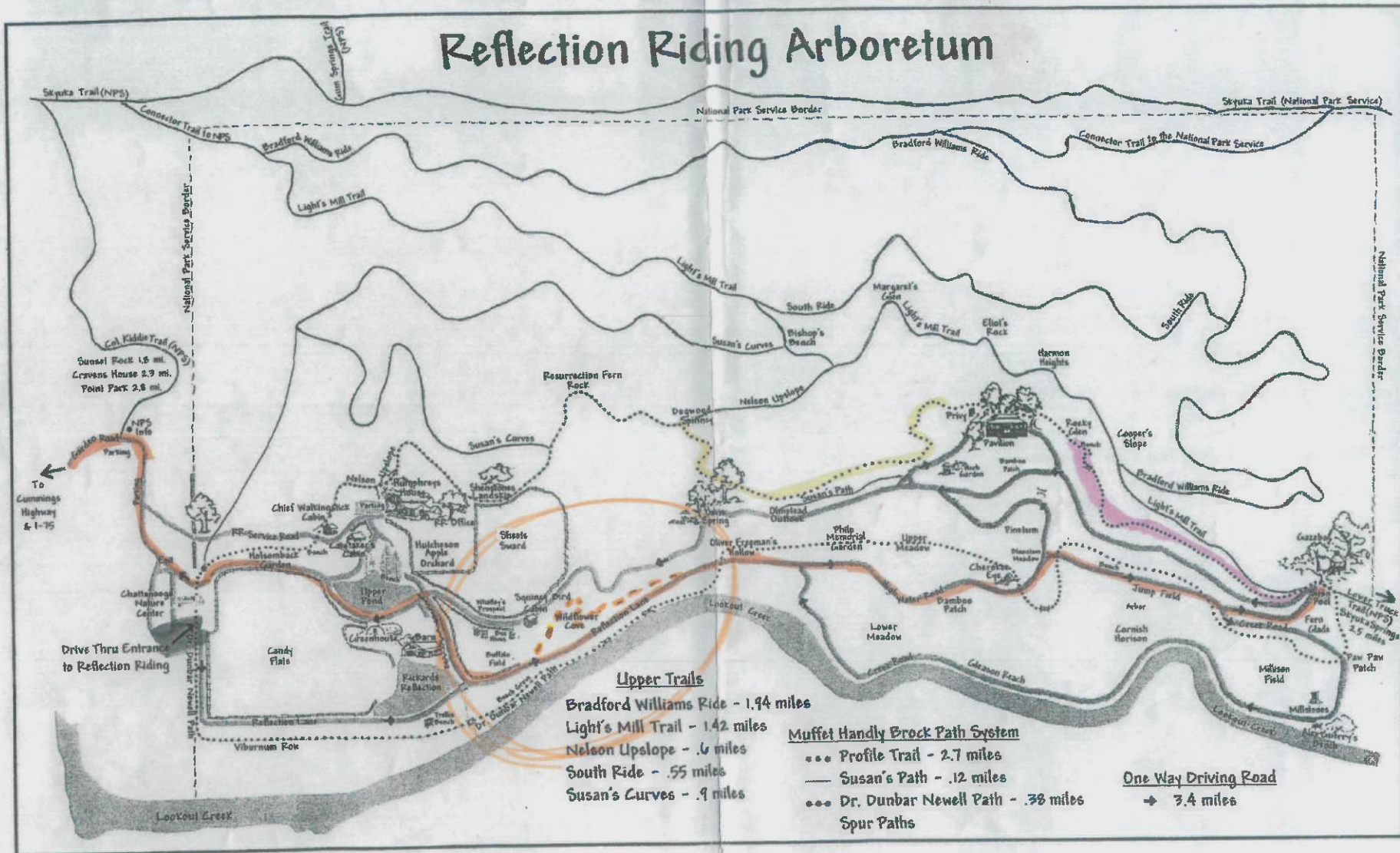
The number of total man-hours required by the project

We estimate that we will need over 125 man-hours for this project, plus more for the continued maintenance of the trail by TTA volunteers. (10.5 hours of work x 24 volunteers)

The number of volunteer hours expected to be used

We estimate that we will need 24 TTA volunteers to complete 10.5 hours of volunteer work on the new section of the Profile trail.

Reflection Riding Arboretum



Annual General Meeting – Status Update 4/27/25

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

Room Reservations

- Room bookings have commenced – 32 rooms reserved (max 70)

Hikes and Outdoor Events

- One final Scout Hike planned for Hike list – New Johnsonville – Mid May
- Hike List is finalized - Hikes all within 60 minutes of Lodge at Paris Landing.

Registration

- Registration commenced – Registration Fee \$55 – Same as 2024
- 7 Registrations to date
- Registration storing data to Google Sheets to help administration
- Meals Finalized – Dinner \$35, Boxed Lunch \$20
- Ball Room reserved for Friday and Saturday – 150 people capacity at round tables
- Lake View Room reserved for Sunday Board Meeting – Capacity 40

Events

- Speaker Announced for Saturday evening – TTA Paying for Room / Dinner

Finance

- TTA AGM Account being utilized
- Stripe Payments being deposited to AGM Account
- Switched off monthly \$3 fee for statements by mail.

Next Steps

- Monitor Rooms reserved, need to free them up in Jul/Aug if we don't fully book.
- Monitor Registrations and Bank Account
- Setting up Online Donation Process

Issues to discuss

- No Discussion Topics

Award Committee – Status Update 4/27/25

Awards Committee

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

- Steve Turner, Chair
- Nina Heckler - West TN Rep.
- Sara Pollard - Middle TN Rep.
- Will Latham - East TN Rep.

2025 Awards - Bylaws

Tennessee Trails Award. This annual award is presented to an individual or organization for outstanding contributions to the Association or for the furtherance of trails and natural resource programs and opportunities within Tennessee.

Bill Stutz Award. This annual award honors the memory of the late Bill Stutz, past Association member and beloved hiker. The award shall be presented to an active hiker for his or her individual contribution to the Association or one of its Chapters.

Bob Brown Lifetime Achievement Award. This occasional award honors the extraordinary lifetime leadership and personal contributions of Bob Brown to hiking and conservation in the State of Tennessee. The award recognizes others for their lifetime leadership and contributions which are deemed equally extraordinary.

Other Awards. The Board may also establish other recognition programs to commemorate individual or chapter accomplishments.

Current Status

- Have not commenced request for award nominations

Next Steps

- Plan first meeting of Awards Committee in May – Review request for Nominations.
- Commence request for Nominations with June Newsletter.

Issues to discuss

- No Discussion Topics

Strategic Planning Committee – Status Update 4/27/2025

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

- SPT Meetings held
- Member Survey Complete, Results analyzed
- Focus Group Meetings Complete
- Strategic Priorities identified
- **Building action plans to achieve Strategic Priorities**
- Goal – Present to Board in August 2025
- Goal – Present to Membership at October AGM

Next Steps

- Next Step – Determine Time, Resource, Skills for Action Plans
- Prioritize Actions
- Board Presentation – May be a special board meeting.

Items for Discussions

- Input from the Board at this stage?