

**Sedona Red Rock Trail Fund
Minutes for Directors Meeting
Sept. 20, 2018, Sedona Real Inn**

Directors present: Kevin Adams, Dan Blaettler, Liz Sweeney, Doug Copp, Mike Raney, Paul Sullivan, Curt Kommer, Joan Bouck, Jennifer Burns (call-in).

1. Meeting was called to order at 6:34 p.m. by President Kevin Adams. This also constituted the Annual Meeting of Directors.
2. **Minutes.** May 7, 2018 minutes were approved.
3. **Red Rock Ranger District (RRRD) Report.**
 - a. Rangers Adam Barnett and Forest Saville presented the master trail work plan for the 2018-2019 season (Oct '18- Apr '19). Sixty work days have been scheduled, and approx. 80% of the locations and sponsors have been identified. The first Trail Work Day is scheduled for Nov 8th and is sponsored by SRRTF and REI Flagstaff. The schedule will be disseminated in October by the RRRD and posted to the SRRTF website. Projects include maintenance work, and major new construction, rehab, and rerouting for areas identified in the May 31, 2018 Red Rock Trails Enhancement Decision Memo. The Western Gateway Project will also include sixteen weeks of work by contracted trail crews from ACE that is being funded by a National Forest Foundation (NFF) grant awarded to SRRTF. The RRRD will also have a seven-person trail crew composed of permanent and seasonal Forest Service personnel.
 - b. Signs identifying Trail Keepers donors are being posted at the trails by the RRRD.
4. **Finances.**
 - a. The monthly financial report was presented by Liz. The bank balance as of 9/17/18 is \$185,109 (rounded) and there is \$209 (rounded) in the PayPal account. Restricted funds are \$101,125 and unrestricted funds are \$83,984.
 - b. The FY19 proposed budget was presented by Liz and discussed. The proposed budget is \$217,440. The Board will vote on the budget at the December meeting. This will allow the Board more time to review the proposal and for the standing committees to develop spend plans.
 - c. Liz reported that the SRRTF was assessed a \$1,400 late tax return filing penalty by the IRS for its 2017 tax year because an incorrect Schedule form was used. She reported that the penalty has been paid; and she has also filed an appeal to the IRS and there is a chance that some, or all, of this penalty may be abated and funds returned to the SRRTF.
 - d. To increase transparency, SRRTF tax returns will be posted to the website.
5. **Old Business.**

- a. **REI Grant.** Kurt reported that SRRTF has received the funds from REI for sponsoring twelve trail work days. He will coordinate this project via the Events Committee with REI and the RRRD. REI will advertise the sponsored work days on its website, as will SRRTF and other organizations.
- b. **NFF Grant.** The Board approved signing a contract with ACE to perform trail work on West6ern Gateway, as per the requirements of the Grant. Jennifer is providing oversight of execution of the contract. She also reported she is developing a communications plan for the project because there needs to be successful coordination amongst SRRTF, RRRD, ACE and NFF.

6. New Business.

- a. **By-laws Amendment.** Kevin reported that the amended By-laws were approved in September, 2018 by the Board via electronic vote; and they were signed by the Executive Committee at this month's meeting. The document will be posted to the website.
- b. **Election of Directors.** As per the amended By-laws, terms were staggered, with one-half of the Directors elected to one-year terms and the other half elected to two-year terms.
 - 1. The following Directors were elected to one-year terms: Kevin Adams, Lauren Browne, Jennifer Burns, Phil Kincheloe, Paul Sullivan, Elizabeth Sweeney;
 - 2. The following Directors were elected to two-year terms: Dan Blaettler, Joan Bouck, Doug Copp, Robert Holeman, Kurt Kommer, and Mike Raney.
- c. **Continuation of the Executive Board.** The following Directors were approved to continue to serve on the Executive Board: Kevin (President); Dan (Vice President); Liz (Treasurer); and Lauren (Secretary).
- d. **BMO Harris Account.** The Board approved to remove Jennifer and add Kevin as an authorized signer on the SRRTF's account at BMO Harris Bank.
- e. **Standing Committees.** The approved amended By-laws call for the establishment of four standing committees. Kevin noted that persons from outside the Board may serve on committees, subject to Committee approval. The Directors approved the following Committee assignments:
 - 1. Community Outreach: Kevin (Chair), Rob, Phil;
 - 2. Donors: Jennifer (Chair), Paul, Kurt, Kevin;
 - 3. Events: Joan (Chair), Lauren, Mike, Dan;
 - 4. Grants: Dan (Chair), Doug, Kevin, Jennifer, Kurt.
- f. **Business Plan.** The following actions will be taken prior to the December Board meeting:
 - 1. Standing committees shall establish FY19 goals, long-term direction, and a spend plan;
 - 2. Directors shall review the Business Plan and submit edits and additions to Kevin by the November Board meeting;
 - 3. Directors shall review the FY19 proposed budget in time to vote at the December meeting.
- g. **Board Development Matrix.** Kevin distributed the Matrix; and asked the Directors to complete the form and send it to him before the November Meeting. This document will

help to identify gaps in knowledge, skills and abilities; and aid to recruit new board members

7. **Adjournment.** The meeting was closed at 7:40 p.m.
8. **Next Meeting.** Monday, Oct. 15, 2018 at Sedona Real.

Prepared by Dan Blaettler