

Alaska Trails Teleconference Minutes  
October 11, 2005

**1. Call To Order:** 12:09 PM via teleconference

Attendance: Dan Chagnon, Lindsay Winkler, Kristy Phlegar (Americorp Volunteer), Jack Campbell, Jack Mosby, Lisa Holzapfel (NPS), Geoff Orth, Pat Owens, and Jim Vorderstrasse.

**2. Changes to Agenda:** Add item E under Old Business - Trails Conference Update.

**3. Reading and Approval of the September 13, 2005 Minutes:** Delete 'and' under 5(c) between board and members, and the second period at the end of that sentence. Lindsay moved, Geoff seconded, minutes approved.

**4. Old Business** (in the order discussed)

**B. Trails Training Curriculum.** Kristy Phlegar - Output will be Trail Leader Manual and Quick reference Guide. Pilot testing for teaching guide will be at the April 2006 Trails Conference. Please email Kristy any additions to the proposed list of advanced modules by November board meeting. She will have a preliminary draft for the trail training committee (Bob, Jack M, Lisa, Lindsay) to review by this Wednesday.

**A. Liability and Directors Insurance** – Liability insurance will cost about \$1000 annually with \$2 million coverage. Officers and Directors insurance would be about \$600 annually with \$1 million coverage. Most of the directors insurance needs arise from misallocation of grant funds. General liability is required under the agreement with SAGA for our Americorp volunteer. Lindsay moved to purchase the general liability contingent on SAGA's approval. Geoff seconded. Bob amended to authorize purchase of the insurance policy that has been presented to the Board, and authorize purchasing additional riders on that liability coverage as needed to meet the demands of the funding agencies and grants. Geoff seconded the amendment. Approved by the Board. Bob moved to purchase the Directors and Officers insurance. Dan seconded. Approved by the Board.

**C. Strategic Plan** – The committee (Lindsay, Jack M, and Lisa) met earlier today and revised the proposed draft to three areas: Physical Resources (Programs), Financial Resources (Development), and Voice for Trails (Communication). Draft is attached to the minutes. Lindsay will work on drafting time and quantity bounded deadlines for each objective under the three broad areas for the next board meeting.

**D. Update on Alaska Trails Initiative Funding** – The communities and organizations involved need to get on Senator Stevens list in order to be considered should there be future funding opportunities. We should request that a limitation be placed on federal agency overhead such as 1%.

**E. 2006 Trails Conference Update** - Six to seven sessions at one and one-half hours each over two days not including pre- and post- sessions in conjunction with the Alaska Recreation and Park Association annual conference. Include OHV trail best management practices on Wednesday. Discussions underway to bring Troy Duffin from Utah for keynote and other sessions, trail economics panel (Peter Fix, ISER, Kristy), and other sessions. Trail training sessions most likely Friday afternoon and all day Saturday. Committee teleconference (Geoffrey, Dan, Jack M, Bob, Lisa) planned later today to round out the agenda. We are scheduling a board meeting at the conference. A conference flyer should be ready by mid December once the ARPA members have also finalized their concurrent agenda.

#### 4. New Business

**A. Anchorage's Singletrack Advocates** are interested in using our 501C status to acquire donations. We should cosponsor the activity as part of our assistance to other trail organizations. We need to examine this on a case-by-case basis. Geoff moved that we allow Anchorage Singletrack Advocates to use our nonprofit status to acquire trail-related donations providing they will recognize us as a cosponsor. Dan seconded. Lindsay amended to limit to the fiscal year 2005/2006 and request that the service be recognized by a financial donation from STA in exchange for these services. Jack C seconded. Approved by the Board.

**B. Trail Layout/Design Possibilities.** Should we engage in trail layout and design? Consensus is that we should engage in this if requested. Dan moved that we pursue it. Jack C seconded. Approved by the board.

**C. Signatory Cards.** Dan Chagnon moved that we remove Lisa Holzapfel and add Lindsay Winkler to the signatory cards. Jim V. seconded. Approved by the board. Lindsay abstained.

6. **TRAIL NEWS** – Lindsay: The Caribou Lake Trail near Homer is finished and an as-built trail easement diagram is being prepared.

7. **Adjournment:** Jack M. adjourned the meeting at 1:43 PM.

Respectfully submitted,

Jack Campbell, Secretary

**Reminder: next meeting – November 8 at noon**

#### **Action Items:**

1. Kristy will have a draft of the trails training curriculum by early December for internal review.
2. Comments to Kristy on any additional modules for future trail training by Nov 10.
3. Jack M to purchase general liability as well as Directors and Officers insurance as soon as possible.
4. Lindsay to prepare dates and quantities for Strategic Plan objectives under the three goals.
5. Jack M will get signatory cards signed by the new executive board members for the bank.
6. Jack M to contact Anchorage Singletrack Advocates about the using our nonprofit status to accept donated items for them.

Attachment to Board Minutes  
Modifications to Draft Strategic Plan

Physical Resources (Program Director)

1. Statewide Trail Training
2. Professional Trail Training Applications
3. Wetland Trail Mitigation Program
4. Statewide Trail Demo Projects
5. Alaska Trails Conference Program
6. Creation of Tool Cache for Public Events

Financial Resources (Development Director)

1. Seek Source for an Executive Director
2. Create a "Business Plan" including operation b budget/strategic plan/annual work plan
3. Become the umbrella for statewide trail grants
4. establish a trail foundation(account)
5. COE in lieu of mitigation funds.
6. Raise sufficient funds for paid staff and office equipment
7. Seek 2-4 grants per year to support projects
8. Seek membership drive effort from \_\_\_\_ to \_\_\_\_
9. Seek to establish business partnerships
10. Seek to establish and annual fund raising event.

Voice for Trails (Communication Director)

1. Advocate for public and legal access
  - a. Web and email alerts
  - b. Coordinate presence an hearings, testimony, comments
2. Promote health, safety and economic benefits of trails
  - a. Health and ethics brochures
  - b. Etique3tte signage
  - c. Promote Alaska Trails symposium
  - d. Alaska Trails promotional materials
  - e. Thank you to supporters
  - f. Biannual news releases
  - g. Promote events
  - h. Outreach success stories
  - i. Quarterly news letters
  - j. Annual reports
3. Foster cooperation and communication b between trail users
  - a. web site
  - b. trail library
  - c. trail group list
  - d. resource material library
  - e. promote trail connections through rural communities
  - f. list of potential funding sources.