



## Board of Directors Meeting July 31, 2003 ♦ Marquette, MI

Directors present: Yost, Leinen, Cornell, Dill, Lucas, Norlin, Tait, Beye, Larmann, Hoffarth, Szabo, Schmitz (1<sup>st</sup> hour),  
Coyne, Williamson (arrived at 3:00, 2:00 CT)  
NCTA Staff present: Menke, Papp, Barr, Stram, Corbett  
NPS Staff present: Szarka, Howell  
Guests: Rolf Swanson, Doug Welker, John Romanowski, Harold Chase

### Call to Order

Gaylord Yost Called the meeting to order at 2:00 pm at NMU in Marquette, MI

### Introduction of Guests (Yost)

Rolf Swanson, Doug Welker, John Romanowski and welcomed to all in attendance

### Minutes (Yost)

The minutes of the April 2003 were approved. Leinen moved and second by Cornell. Passed.

### Report on Actions of Executive Committee (Yost)

#### Amended Budget

Auditors recommended not recording rent as income, instead apply against expense. Executive Committee (EC) amended the budget to not declare the rental income from Antique store.

#### MI House Bill

EC voted to oppose MI House Bill 4492, which would broadly expand ATV access on state lands. Have since heard that wording is being changed to something more agreeable, but nothing final yet. Papp asked that members let NCTA HQ and NPS know of any State Bill that might threaten trail, so that NCTA can stay current on such issues and issue opinions.

#### Amended Aug 2001 Board Minutes:

Original minutes incorrectly reported on results of election of officers, confusing trail council chairs with VP East and West. EC amended the minutes to correctly reflect the officers elected (Yost as President, Leinen as VP-Finance, Lindgren as VP-West, Harris as VP-East and Young as Secretary).

### Election of Officers (Yost)

Slate of officers proposed by the nominating committee was read. Motion by Garry Dill to elect the slate and second by Gaylord Yost. Passed. New officers are:

President:	John Leinen Jr.	VP-West:	Daryl Williamson	Secretary:	Mary Lucas
VP-Finance:	Dave Cornell	VP-East:	Irene Szabo		

Leinen took over the running of the meeting as the new president.

### Financial Report (Cornell)

Cornell referred to Budget Report. In a normal position for this time of year. Expenses higher than income due to annual appeal, which will be mailed in fall, and second half of member acquisition mailing due for September.

### Budget Amendment (Papp)

Amendment proposed to reflect two substantial changes. The NPS no longer will be directly covering travel expenses for Menke, but has agreed to transfer comparable amount into Cooperative Agreement to NCTA to cover remainder of year. Also, original budget was based on assumption of \$4,400 cost share funding for the North Star, but this application was withdrawn and plans for further upgrading the North Star were dropped. Motion to accept budget amendment by Szabo, seconded and passed.

### New Chapter Charters (Papp)

#### Grand Marais

Local volunteers worked closely with adjoining Chapters to identify a section of trail to adopt. Trail in their range technically includes Pictured Rocks National Lakeshore. Papp noted that this is a new version of NCTA's Chapter charter. Minor changes include reflecting that it is an initial five year charter in the heading, and text added in first and

last paragraphs regarding compliance with national by-laws and disbanding. Cornell moved to accept charter, Lucas seconded. Approved.

#### **Allegheny**

Has had first chapter meetings and are working with Bob Tait and Rob Corbett. Group is organized and tackling projects already. Cornell moved to accept charter, Yost seconded. Approved.

#### **Policies on Chapter and State Finances (Cornell)**

NCTA is responsible for keeping all paperwork for the IRS and Auditors. The policy presented to the Board covers several topics, including local Petty Cash (limited to \$400.00), overbilling of accounts, and the need for Chapters to comply with National office policies regarding finances. Various policies and reference information is drawn together making a formal document that mainly states what is already in affect. Purpose is to provide a comprehensive, easy to understand document that is backed by Board. Yost moved to approve document, second by Leinen. Approved.

#### **Draft Audit Report (Papp)**

Audit not final – still time for input. No real problems identified. Note change in Liabilities section - Deferred Membership Dues. We must accrue dues rather than treating them as revenues when received. This means making a year-end adjustment each year by prorating dues received in each month to account for the months of membership “owed” to each member. Not a difficult calculation and it’s not necessary to do this during the year on a per-payment basis.

#### **Membership Benefits (Papp)**

Membership Categories have been alter some and updated. Added Student Membership per Board direction and changed some benefits. The biggest change is Trail leader to receive 20% off coupon for Trail Shop and NCT Patrons will be invited to participate in a President’s Advisory Council. Motion by Cornell to approve, seconded by Larmann. Approved

#### **By-Laws Revision and Update (Yost)**

Committee has extensively reviewed by-laws and is recommending various changes and updates. Most are not substantial but are meant to simplify, clarify, and eliminate contradictions. One major change is in Article 13, Affiliated Organizations and Corporations. NCTA partners with a variety of entities that do not match previous definition of Affiliate, and we want to more formally recognize these partnerships. Motion by Cornell to approve committee recommendations, seconded by Beye. Approved. This document is much cleaner and more well defined.

Dill commented that NCTA needs to work more with affiliate organizations and their members. Some terminology reflects poorly - nominal members are just as important as the other members. Consensus of Board is to change the title for “nominal membership” to something more positive.

#### **Wick Agreement (Tait)**

Agreement is for use of a 150 ft by 150 ft property as a campsite adjacent to the NCT. Site is near game land. 10-15 miles of the trail to hike. May give timber from the property in Western PA. As per Board discussion in Decemeber 2002, now have VIP agreement with the Park Service, but that does not cover Wick’s relationship with NCTA. Cornell moved to accept the MOU, seconded and approved. Question raised about the need for the Board to approve such local agreements. Papp-Chapter is not a legal entity but the National organization is the legal entity. The MOU must be made by the organization, which is the Board. Cornell-Chapters cannot commit the national organization. Agreements involving insurance/liability are national in scope.

#### **Certification Guidelines (Corbett)**

Rob and Bill worked on the guidelines and have had very little feedback. NPS handbook needs to go to the Chapters, many do not have them. Guidelines went to trail councils and they were to pass them on to the Chapter President but this may not have happened. Will try to make more of an effort to let people know they want help and feedback. Final copy not available. Question whether to pass a motion with no final copy available. Hold for next board meeting. Larmann wants more people in the organization to be given the chance to share their views. Corbett-The guidelines did not change standards.

#### **National Signage, Markings and Maps (Cornell)**

Passed out handout with background information, questions presented, methods for improving and resolution sought. Wants uniformed signage, marking and maps. Asked for committee to be appointed to resolve this issue. Suggests starting work with one affiliate such as FLTC then moving on to others. Cornell moved to form committee. Dill - how to deal with areas not currently adopted by chapters/affiliates? Committee to address issue and expand the issue as they go along and as they talk with other organizations. Shelters and other things may want to be added, since they also relate to trail identity and the creation of a trail image; however, this is under the domain of the landowner. Must work closely with affiliates to come up with plan they can accept. Need an inventory of what there is out there, now. The committee’s main purpose will be to draft a “desired future condition of the NCT” regarding trail identity - this will be the hardest part of what the committee will need to do. Motion seconded by Yost. Approved. Cornell to chair the committee.

**Chase invited to comment.** Declined - will wait until legislative issues are discussed later.

**Break for 5 minutes - Meeting started again** by Leinen

**Development Plan Update (Leinen)**

Committee reviewed proposals from four consultants and received feedback from a fifth. Has decided to contract with KBK Consulting to create the development plan. Very confident in Karen Kress' abilities. Some members of the Board will be asked to participate in interviews as part of the plan development.

**Recreational Trail Grant (Larmann)**

Central New York Chapter has applied for and received a State grant (federal money) in excess of \$15,000 to go toward trail improvements. It is the first of its kind to be received by the NCTA. This is a matching program with the hardest part being raising the match.

**North Star Staffing (Papp)**

Jennifer Tripp will be an independent contractor being paid \$1000 per issue of the North Star. A formal agreement has been entered into. In April, Board agreed to pursue funding for a full-time communications manager, but also agreed to seek interim measure if necessary. This is the interim measure.

**Update on Conferences (Papp, Dill)**

About 150 attending this conference. Next year to be in Marrietta, OH on the first weekend in August.

**Legislative Issues (Papp, Chase)**

Willing Seller Land Acquisition Bill S651 passed the Senate but has new resistance in the House. Sen. Levin's office has until the end of 2004 to get in through the House. Chase and Kay Meier will be working hard with Senate Levin to accomplish this.

**Committee Appointments (Leinen)**

Have had several committee members resign their posts and need to fill these positions. Dissolved Strategic Planning Committee and added a committee of signage, maps and mapping. Appointed Yost to chair new nomination committee. Will review other committee appointments and report back in December.

**NPS report**

Szarka reviewed travel restrictions the NPS has this fiscal year. Will start planning of next fiscal year. CCS has \$4000 remaining uncommitted and Cyclic Maintenance has \$3000 still available for Chapters to use. The money is just sitting there. Defined Cyclic Maintenance as funds used to replace parking lots, roofs, signage, anything that needs replacing over time.

**John Romanowski (USDA FS) report:**

Forest Service in process of revising Forest Plans. New requirements have been adopted for trail bridges in Nat'l Forests. They probably will be time consuming and costly to most organizations to follow on Forest Service lands.

**Executive Director Report**

Written report provided.

**Director of Trail Management**

Reviewed status report for the time period of April 13 to July 31, 2003. Bob Tait to resign as PA State Coordinator, possibly to be replaced by Bob McCafferty. Business plan for Davis Hollow needs to be completed to address programming and funding. Field Grant and CCS, expects to work on some applications with PA people. See report for further details.

**GIS report**

Provided copies of newly completed maps and those nearing completion. Please review the report. When Chapters request work map, one set provided free, fee charged for additional copies.

**Trail Foreman**

WI approaching ½ million dollars for land acquisition. Completed revising 51 new quad maps. Old ones are available for anyone. See report for further details

**Web Manager**

See report

**New Business**

Dill- Affiliates and organizations - need to use better language than nominal members. Discussed difference between at-large and affiliate members. Requested report of NCTA members who are members of affiliate. Papp-The office may not get the information from the person who may belong to an affiliate, so can only report what we know, but will try to add to North Star.

Romanoski - Forest Service moving the first week of Sept about 8 blocks from current location. Phone number to stay the same. Will send out new business cards.

**Next Meeting**

December 6, 2003 in Lowell, MI

**Meeting Adjourned**

By Leinen at 5:55PM