

FINGER LAKES TRAIL CONFERENCE

BOARD OF MANAGERS MEETING

Teleconference meeting via Zoom

Saturday, September 12, 2020



DOCUMENT STATUS: FINAL

NEW ACTION ITEMS ARE NOTED WITH **YELLOW HIGHLIGHTING** WITHIN THE MINUTES.

ATTENDING: BARRETT, BOWEN, BROOKS, CHIARILLI, FLOOD, FULLER, GEIGER, HAGMIRE, HOPKINS, MONAHAN, NERO, NEWMAN, ONDREJKA, RUMMEL, WRIGHT, WYBORN

ABSENT: BAYLEY, BRESLIN, CZAJKOWSKI, MEACHAM, POST, POWELL, SCHLICHT, SWEENEY

Meeting called to order at 10:53 am – Monahan

A. OPENING COMMENTS – Monahan

- Welcome and thank you for attending virtually
- Interested in feedback on our virtual membership meeting; as another tool in our communications tool box
- Thank you for well wishes on my road to recovery; catching up a on a few things after a health setback

B. SECRETARY REPORT – Chiarilli

- No corrections forwarded or shared during the meeting.

➤ MOTION: ONDREJKA, SECOND: NERO >> **APPROVED**

C. TREASURER'S REPORT – Powell

- Included, no additional questions.

➤ MOTION: BROOKS, SECOND: NERO >> **APPROVED**

APPOINTMENTS

Officers, Director, Treasurer, Standing Committee Chairs, Board Committees, Directors, At Large Executive Committee Member, and FLTC GETA Board Seat and alternate. See proposed resolutions #1 through #6 below. See Resolution #6 for a current list of Ad hoc Committees

Monahan reads and shares items #1-6

- Hopkins: item #3 correction - Geiger, IT
- **Follow-up Ogden's commitment (Monahan)**
- Credit card committee - still need 2 more people
- Ad hoc committee additions: Add publicity, recognition, trail towns, passports
- **Add to website too (Chiarilli)**

➤ WILL BE INCLUDED AS PART OF REPORT APPROVALS

STANDING COMMITTEE AND OFFICER REPORTS

Note: Written reports were requested from everyone. Please read all reports before the meeting and have your questions ready. We will approve all reports by consensus.

- D. FINANCE (includes Finance Committee) – Barrett
 - No additions.
- E. TRAILS (Trail Management Team) – Bowen, Newman, Rummel, Farnham, Schlicht
 - Bowen: no additions.
 - Newman: no additions.
 - Monahan: Odessa is in Schuyler County
 - Monahan: will be discussing Watson Homestead developments in the future
 - Wright: Carl States project update - GPS work underway on higher section; not grant eligible for infrastructure additions. Suggest the owner gift elevated structure to the county (for future maintenance).
 - Fuller: Tiller Valley State Forest - usability for next year's hike series?
 - Newman: no new information relating to the new owner.
 - Rummel: late report; screen share, highlights:
 - New trail users were exciting this year; but added some challenges for us/landowners when folks strayed off the trails
 - Update/expanded use of directional trail signage (gates, trash, stay on the trail, private landowners)
 - Geiger/Hopkins: upcoming mapping webinar will reinforce good etiquette - as we should be addressing many new hikers
 - Bristol Hills B3, connector to Huckleberry Bog work and approval in process; temporarily rerouted where needed
 - No in-person trail maintainer meeting this fall due to health and safety challenges; exploring new virtual options
 - Zack Ballard available and willing to provide some training for us - format still TBD
 - Wright (on behalf of Schlicht): - Mariposa project manager, new young and experienced
- F. NOMINATING – Ondrejka
 - No report.
 - Excited to have a slate of candidates approved this morning - thank you to new and returning members.
 - Please continue to share nominees.
- G. MEMBERSHIP AND MARKETING – Czajkowski
 - No report.
- H. HUMAN RESOURCES – Meacham
 - No report.
- I. IT COMMITTEE – Geiger, Sweeney, Hopkins, Gregory
 - No written report; significant database project updates for Dave and Christy made this week.
- J. EXECUTIVE COMMITTEE – Monahan/Newman
 - Unanimous approval for job description for data clerk

OTHER BOARD COMMITTEE AND COORDINATOR REPORTS

- K. PROGRAM – Fuller
 - 2020 cancellations, looking forward to 2021 - please see Post's report on reimagined formats for next year's activities.
 - May need a named hike coordinator, depending on our format; and 2 more nominees to recognize.

- End-to-end work is still underway by individual hikers.
- L. ARCHIVIST – Vyverberg
 - No report.
- M. LAND NAVIGATION COMMITTEE – Hopkins
 - TMT and land navigation committee discussions on providing maps for trail workers at no cost via electronic access with additional details (GPS/admin file) or via regular map download.
 - Rummel: how are you limiting access?
 - Hopkins: electronic access is managed - typically by RTC or by officer request

DIRECTOR OF MARKETING AND COMMUNICATIONS, EXECUTIVE VP, EXECUTIVE DIRECTOR AND PRESIDENT REPORTS

- N. DIRECTOR of MARKETING and COMMUNICATIONS—FLT50 and etc. —Post
 - Detailed report shared. Please share questions with Christy. Attending Leave No Trace Behind conference on behalf of the organization. **Pat to try to schedule a Zoom session for updates/questions with Christy.**
- O. EXECUTIVE VP REPORT – Nero
 - Wegmans passport printing in perpetuity. **(Chiarilli thank you note)**
- P. EXECUTIVE DIRECTOR REPORT – Wright
 - Report shared, please respond to recent request for budget information so that it's included for our November meeting/review.
- Q. PRESIDENT REPORT – Monahan
 - No additions

➤ MOTION TO APPROVE ALL REPORTS AND RESOLUTIONS AS WRITTEN AND REVISED: NERO SECOND: BARRETT >> **APPROVED**

OLD BUSINESS

- Q1. Volunteer Coordinator ad hoc Committee-update
 - No update/report.
- Q2. Advocacy ad hoc Committee—update
 - No update/report.

NEW BUSINESS

- R1. Leadership Model Committee update
 - Has met a couple times to review upper level management team structure. Jennifer Patrick (strategic plan consultant) has led the process as an outside consultant.
 - To be determined: responsibilities of paid and unpaid positions at the upper level of the organization.
 - This group will be bringing back a recommendation to the Board to approval.
- R2. Trail Easement, Resolution #7 – Newman
 - Summary: to accept a change to existing easement due to trail reroute.
 - ➤ MOTION: NERO, SECOND: BARRETT >> **APPROVED**

R3. Office Clerk

- approval to appoint an office clerk as recommended by the Human Resource Committee Resolution #8--Meacham/Monahan8/2020
- ➤ MOTION: HUMAN RESOURCES COMMITTEE, SECOND: ONDREJKA >> **APPROVED**

R4. Conflict of Interest—annual sign off for all Board members

- Sent electronically, please review and submit to the office no later than September 30 (all)

R5. Board member roster update

- Please review contact information included in the reports and share updates (all) with Lori Chiarilli for use by the Board and the office

RESOLUTIONS

- X1. PROPOSED RESOLUTION #1 - Be it resolved that the following persons are appointed to the respective FLTC officer positions for a term of one year: President — Pat Monahan; Executive Vice President — Deb Nero; Secretary — Lori Chiarilli; Vice President of Finance — Lisa Barrett; Vice President of Trail Preservation — David Newman; Vice President of Membership and Marketing — Steve Czajkowski; Vice President of Trail Maintenance — Jon Bowen; Vice President of Trail Quality — Lynda Rummel; Director of Mapping — Greg Farnham; Director of Crews and Construction - Mike Schlicht, Treasurer — Willa Powell.
- X2. PROPOSED RESOLUTION #2 - Be it resolved that the following Standing Committee Chairs, not specified in the Bylaws, are appointed: Nominating Committee Chair — Lori Ondrejka; Human Resources Chair — Terry Meacham; IT/Website — Scott Geiger
- X3. PROPOSED RESOLUTION #3 - Be it resolved that the following are appointed: Program Committee Chair – Peg Fuller; Archivist - Georgeanne Vyverberg; FLT News Editor - Irene Szabo; FLT Google Groups Coordinator - Larry Blumberg/Jack Vanderzee; Named Hike Coordinator — vacant; Emerald Necklace Project - Roger Hopkins; NYS Trail Council — Quinn Wright; NYS NCTA Volunteer Council — Deb Nero/Mike Ogden; Investment Sub Committee - Rick Wall; Compliance Officer — Terry Meacham; Credit Card Review — Terry Meacham/vacant; NCTA Advisory Council — Quinn Wright; Land Navigation Committee — Roger Hopkins
- X4. PROPOSED RESOLUTION #4 - Be it resolved that Terry Meacham is appointed as the “at large member” of the FLTC Executive Committee.
- X5. PROPOSED RESOLUTION #5 - Be it resolved that Pat Monahan is appointed to be the primary FLTC representative on the Great Eastern Trail Association Board and Deb Nero to be the alternate representative.
- X6. PROPOSED RESOLUTION #6 - The following are the Ad Hoc Committees: Land Navigation Committee; Website Committee, FundRaising Committee; Volunteer Coordinator; Advocacy ad hoc Committee; Passport Program; Publicity, Awards & Recognition; Trail Towns
- X7. PROPOSED RESOLUTION #7 - The Board of Managers approves acceptance of an Amendment to the easement from Margaret Hohl Place on State of New York, Chenango County, Town of Oxford Tax Parcel 205.-1-2.21 as filed at the Chenango County Clerk's office in Book 821 Page 857 on November 18, 1999 to reflect a change of the Trail Easement Area to the north side of a gravel pit excavation.

X8. PROPOSED RESOLUTION #8—Be it resolved that the Board of Managers approve a one year probationary 20 hour per week appointment of Gary Buchanan as Office Clerk at \$14.00 per hour effective September 8, 2020 as recommended by the Human Resource/Interview Committee.

OTHER

ROUND TABLE

- Hopkins: Cayuga Trails Club beer zoom weekly from 5-6 pm to informally chat about trail issues and general updates
- Rummel: trail maintainers that include NCT trail overlap -- field grant applications are helpful, please consider applying
- Hagmire: happy to join the Board.
- Fuller: Mariposa dates/details? (Schlicht) Next meetings?
- Ondrejka: need PPT overview of FLTC to share in Bath. Recommend Jacqui Wenisch
- Geiger: map presentation, Thursday 9/17 - please join.
- Wright: new hire in NCT, Trail Coordinator for NY-VT. Maybe invite the new rep to a future meeting? ATV campaign was successful - but may have a downside to support of other budget areas.
- Monahan:
 - Thank you for all well wishes and support from the organization; great teamwork!
 - Thank you to notes to outgoing BOM members Newlun and Ogden (Chiarilli)
 - Next meetings noted on agenda - fall conference dates for 2021 will be corrected
 - Format for Letchworth November meeting:
 - Available with limit of 10 overnight guests; 25 daily attendees max
 - Will poll for interest/available options - which could also include use of Nature Center meeting facilities
 - Encourage your participation in-person if possible

SECRETARY REVIEWS ACTIONS ITEMS FROM TODAY'S MEETING AND THOSE OUTSTANDING FROM PREVIOUS MEETINGS –

CHIARILLI

- Schedule a communication, once this is settled to alleviate any trail sponsor/trail maintainer frustrations regarding membership pricing/discounts or not. (Barrett – share names with Post of any known individuals.)

- Include reports to Trail Council in Board reports (Rummel)
- Named hikes: Post to reschedule a meeting regarding trail usage/any potential (Post)
- Strategy meeting/discussion regarding Seneca Territory (Monahan)
- Draft FLTC letter of support for Kennedy State Forest project (Bowen)
- Eligibility/receipt of insurance rebate relating to COVID-19 (less trail usage, events, work) (Wright)
- Photo of new bridge/walkway installation to share with donor (Bowen) >> open/not yet installed
- Develop a charge for a new working group, FLTC Advocacy Committee (Wright)
- President's Council topic for exploration – club membership – capacity/interest (Monahan)
- Include map addressed to individual landowners for their section (Monahan)
- Hike leader guidelines: Sweeney and Blumberg will consolidate collected info to share; (Sweeney/Blumberg)
- Document retention/indexing available resources for future discussion relating to what we put in the archives moving forward. (Nero – when archives are available)

➤ **MOTION TO ADJOURN AT 12:05 PM MOTION: NERO, SECOND: BROOKS >> APPROVED**

PROPOSALS FOR ACTION:

- None

NEXT MEETINGS - PLEASE SAVE THE DATES (ALL)

- Board retreat at Letchworth Conference Center—November 20-22, 2020 - format/timing TBD (Doodle poll)
- January TBD— ZOOM (trail issues—training, projects, etc)
- March 13—in person marketing/Communications/fundraising, hiking programs,fall spring conferences
- Spring Conference—IT, Website, data base
- July TBD—ZOOM—governance, HR
- Fall Conference—in person—budget planning, volunteer recruitment, trail advocacy
- November Retreat 2021 —in person—budget overview, strategic planning, organizational issues

MEETING DOCUMENTS INCLUDED IN COMBINED PDF REPORT

- xB-1. Annual Meeting Minutes 2019 DRAFT Pitt Bradford.pdf
- B-2. Board of Managers 2020.docx.pdf
- B-3. Draft 20-21 Officers.pdf
- B-4. Conflict of Interest Packet.pdf
- B-5. DRAFT Meeting Minutes June 11 2020.docx (1).pdf
- D-1. VP Finance Presentation to BOM Meeting of 09-12-20.pdf
- D-2. Financial Statements.pdf
- E1. Trail Maint 9-12-20.pdf
- E2. Trail Preservation 9-12-20.pdf
- K. Program report Sept 2020.pdf
- M. Land Navigation - 09-12-20.pdf
- N. Marketing and Communications - September 2020.pdf
- O. Exec VP board report 9.12.20.pdf
- P. Exec Dir - September 7, 20.pdf

DOCUMENTS SUPPLIED AT OR AFTER THE MEETING

- Final Agenda September 12 revised 9_14_20.doc

REFERENCE DOCUMENTS

- BYLAWS of the FLTC 9-27-17
- Guide to Responsibilities 2013-03-16
- Sexual Harassment Training – Full page
- Sexual Harassment Training

THE MISSION OF THE FLTC IS TO BUILD, PROTECT, ENHANCE, AND PROMOTE A CONTINUOUS FOOTPATH ACROSS NYS FOR THE ENJOYMENT AND HEALTH OF RESIDENTS AND VISITORS. FOREVER!