

North Kitsap Trails Association
Board of Directors Regular Meeting
April 24, 2014

Directors in Attendance: Linda Berry-Maraist, John Kuntz, Dave Haley, Mark Schorn, Russ Perisho, Evan Stoll

Directors Absent: Duke Bourgeois, Don Willott, Brooke Hammett, Jon Rose

Recording Secretary: Jayne Larson

Guests: None

A. Business

1. Call to Order – Agenda Review

The Board of Directors meeting of the North Kitsap Trails Association was called to order by Mark Schorn, vice president at 3:10 P.M. on April 24, 2014.

The agenda was reviewed and no changes made.

2. Consent Agenda/Minutes of the Previous Meeting

MOTION: Linda moved to accept the Minutes from March 25, 2014 as read.

Dave seconded the motion.

Passed unanimously.

3. Treasurer's Report

Evan Stoll, Treasurer, submitted and reviewed the financial report.

Expenses were \$1,998.38 including web design, office supplies for the Treasurer, PG conceptual plan printing, and other previously approved expenses.

The balance of the account as of 4-19-14 is \$18027.11.

MOTION: Mark moved to approve the treasurer's report as read.

Russ seconded the motion

Approved unanimously

B. Reports - Committees/Projects/Updates

1. Executive Committee Report

Evan reviewed several interesting issues which were raised at the Charities and Non-Profits Education Symposium that he attended on 4-7-2014. Three key concerns for the IRS with every non-profit are conflict of interest statements, document retention, and whistle blower policy.

New directors should receive a notebook with all controlling documents for the organization, position requirements, and conflict of interest form.

Additionally, financial transactions of the organization should be audited by more than one person.

To address these issues, the board decided that Evan will attach the bank statement to the Treasurer's report for each board meeting and Mark volunteered to review the statements and reports every 6 months.

The symposium also raised the question of different classes of membership. Evan and Russ agreed to look into statutory versus non-statutory memberships and make a recommendation to the board.

The symposium also discussed voting, a quorum, voting by email. All voting requirements should be defined in the by-laws.

Presidents Report:

- a. Recent meeting with Rob Gelder (see water trails update)
- b. The RFP on the East-West STO has received 8 responses and interviews are in-progress.
- c. NKTA and GPC need to work together on shared goals for the STO to be a success.

2. Sound to Olympics Trail Report

Mark reported for Don. Proposal from Vineyard Lane to High School Road has been approved and agreement has been reached with WSF. WSDOT is in discussion with the Route 305 crossing, overpass or tunnel.

3. Liaison Committee – none

4. Kitsap Forrest and Bay Project Report

Mark reported on the 4-18-2014 celebration ceremony for the Shoreline Park. The event was extremely well attended by the community, tribe members, county government and parks personnel, and volunteers from many organizations.

5. Water Trails Report

Meeting with Rob Gelder was held to enlist county support, discuss the status of application for NP water trail, and clarify how the county will handle the water trails. For the time being, Eric at the county will work on the water trails. There is also a meeting with the county parks department and public works on April 29, 2014 where this issue can be discussed further.

5. Fundraising Report

- a. Donations: Mark received two \$500.00 checks for the PG trails and will send a thank you to the donors.
- b. REI Grant: Linda reported that the REI grant was completed and now we are waiting to hear back.
- c. Lumberjack Run: Linda reports for Brooke that the Lumberjack Run was held and that the proceeds will be \$800.00.
- d. NKTA newsletter will contain a message about the Kitsap Great Give campaign and emails will be sent out to members to request their support for the Great Give.

6. Trails Report

- a. Port Gamble Block – Linda reviewed the current PG Conceptual Plan, including a map showing the ride center and the preferred STO route. The plan was worked out in workshops involving representatives from many user groups. Grant applications are underway and Linda provided a letter of support for NKTA to approve and submit along with the grant requests. The letters include a commitment by NKTA “to a leadership role in stewardship and maintenance for land and trails in the Port Gamble area” and “to taking on a leadership role on the Sound to Olympics Trail project; makes an ongoing commitment to planning, trail construction and maintenance, leadership in a County Parks Stewardship Group, applying for grants for development and improvements to the trail system and raising donations for projects”.
MOTION: John moved to approve the letters of support.
Seconded by Evan.
Passed unanimously.
- b. Divide Block update: Linda reviewed the recent discussion and counter offer. Action approved unanimously in Executive session.

7. Communications Report

- a. Brochure Update: Dave provided a preliminary copy of the new brochure which has been designed to look more like the website and has incorporated some great new photos. The map is still needed. John suggested adding the “Visit Kitsap” logo somewhere on the brochure if possible.
- b. Newsletter: Newsletter reviewed by Linda for Brooke. The focus is the Great Give fundraising campaign.
MOTION: Linda moved to approve the newsletter with minor wording changes.
Dave seconded.
Passed unanimously

8. North Kitsap Heritage Park

The next second Saturday work day is May 10, 2014.

C. Old Business None

D. New Business None

E. Other

The next meeting will be Thursday, May 22, 3-5 PM, in the 2nd Floor conference Room.

MOTION: Dave moved to adjourn the meeting at 5:25 PM.

Evan seconded.

Passed unanimously.

Respectfully submitted,
Jayne Larson, recording secretary

DRAFT

North Kitsap Trails Association Board of Directors Regular Meeting Thursday 4/24/14 3-5pm

A. Business

1. Call to Order – Agenda Review
Consent Agenda/Minutes of the Previous Meeting
Treasurer’s Report Evan (see Treasurer report) 5 min

B. Reports - Committees/Projects/Updates

1. Executive Committee Report
Evan- (See nonprofit attachment) discussion 5 min
Rob Gelder meeting report Linda 5 min
2. Sound to Olympics Committee Report - Update Don 5 min
3. Liaison Committee Report
4. Kitsap Forest and Bay Project Report – Celebration 4/18 Mark 3 min
5. Water Trails- John update on NP designation 5 min
6. Fundraising Report.
\$1000 donation for Port Gamble trails – Mark 5 min
REI Grant – Linda 5 min
Lumberjack Run – Brooke 5 min
Great Give- Linda
7. Trails Report
 - a. Trail Plan for Port Gamble Block Mark/ Linda 15 min
Port Gamble Conceptual Plan – complete
Grant submittal – Linda See attachments
 - b. Divide Block – **Action item: offer from Easement holder** Linda 10 min
 - c. Millie’s Trail signs up/ letter of support from Family 5 min
8. Communications Committee
 - a. Brochure update Dave 5 min
9. North Kitsap Heritage Park Report Dave 5 min

C. Old Business

None.

D. New Business

E. Other

The next NKTA regular board