

**ForeverGreen Trails Board Meeting  
Pierce County Park Headquarters  
Minutes for 4/12/2017**

**In Attendance:** Chris Beale (President), Bryan Bowden, Brianna Charbonnel (excused absence), Gary Cooper, Mary Dodsworth, Buzz Grant, Jane Moore (Executive Director), Alan Carter Mortimer (Secretary), Shawn Phelps, Terry Reid (Vice President), George Walk

Guests: Liz Heath

President Chris Beale called the meeting to order at 12:00 pm.

### **Introductions**

**Review and Approve Minutes** moved to approve the minutes by Bryan, seconded by Gary. The motion was approved unanimously.

### **Financial Update** Executive Director Jane Moore

Financials were reviewed by Jane and everything looks good. \$75,825 bank balance split between AT COI \$53,000 and ForeverGreen \$23,000

### **Executive Director Report** Jane

Jane has been working on the financials in QuickBooks to better track what belongs to the Puyallup Watershed Initiative and what belongs to ForeverGreen. The changes to QuickBooks were significant enough that rather than edit the existing files Jane made the decision to start from scratch to better track these different sources of money.

Jane reviewed and helped in the editing of the 501c3 application with Liz Heath.

She also worked on planning for the 2017 Pierce County Trails Conference and the upcoming Trails and Ales event on May 17<sup>th</sup>.

She worked on the paid leave policy for organizational staff as required by the City of Tacoma.

She also worked on lining up insurance, directors and general liability, for the organization to meet the requirements for the walkability grant.

### **Reports & Discussion**

#### **501c3 application –**

Moving forward with submittal of 501c3 application for non-profit status. The application put together by Liz Heath was reviewed by the executive committee the week before and no issues were found during this review. When looking at non-profit status the IRS wants to make sure the organization is financially viable and that no financial benefit is obtained by an individual affiliated with the organization based on approval of non-profit status. The organization must have a strong financial standing. This was the reason for Jane reworking the QuickBooks files to better show the allocations between PWI and ForeverGreen funds. The narrative that accompanies the application is the most important piece of the application and covers the organization's vision and mission, history and accomplishments, long term goals of the organization and near term work plan. This application is being made more than 2 years after the formation of the organization which means that we cannot try and claim any moneys as gifts. Any contributions have to be considered as sponsorship of activities which are not eligible for letters of donation. Concurrently we are applying for 501c4 status to cover past activities so that we can avoid paying tax on money received since 2012. Both compensation for staff and conflict of interest policies were developed and approved as part of the application process. Chris signed the application in anticipation of submittal to the IRS. Submittal might be delayed a few weeks based on Jane's upcoming vacation schedule. Questions from the IRS concerning the application would be addressed to Jane and it is felt that it would advantageous to wait until she would be in a position to respond. The contract with Liz Heath for work on the 501c3 application was concluded. Terry introduced a motion to submit the application and it was approved unanimously.

#### **Paid leave policy –**

A paid leave policy was given to the board for review. This paid leave policy is required by the City of Tacoma and applies to any employee who works at least 80 hours/year. The rate of accrual was set at 1 hour paid leave per 40 hours worked. George introduced a motion to approve the paid leave policy. It was seconded by Shawn and was approved unanimously.

#### **Hiring Program Assistant –**

There was a discussion on hiring a program assistant to help with tasks associated with the Walkability Grant. If all the tasks associated with the TPCHD Walkability Grant are covered the program assistant may be able to work on other tasks for ForeverGreen. The walkability grant has been active and is scheduled for completion in September. Tasks tied to the

grant and part of the work program for the assistant include Speak up for Trails, Walk Pierce County, Certified Trails Community Program, and communication about ForeverGreen programs to the public and government officials. The program assistant will assist the ED on these tasks. The position would start the beginning of May and last until early October when the final report is due on the 7<sup>th</sup> of the month. An interim report for the 3<sup>rd</sup> quarter, which ends June 30, is due July 5. The job will average 15 hours/week over this time frame. Because of the short time frame for hiring and getting the grant tasks accomplished, it was recommended to hire Heather Rawley who is familiar with ForeverGreen and aspects of the Walkability Grant. The hiring packet would include a letter of hire including hourly compensation, expected hours per week and length of contract, a job description and termination of contract language. A motion to move forward with hiring Heather for program assistant was put forward by Bryan and seconded by Buzz. The motion was approved unanimously.

#### **Insurance –**

There was a review of our options for purchasing insurance to cover both directors and general liability. Based on the quotes received it was decided to purchase insurance from Pilkey-Hopping & Ekberg, Inc. for \$1251 per year. This is to be reviewed after the first year. Insurance is being purchased for a requirement of the Walkability Grant funding and anticipation of 501c3 status. Motion to move forward with purchasing insurance was made by George, seconded by Bryan and approved unanimously.

#### **AT COI –**

Upcoming is year 4 proposals and budgets. Strategy Teams are meeting prior to full COI meeting on May 11. ForeverGreen has proposals in three areas. Strategy 1 is Political and Community Will. Bryan has agreed to participate in this strategy. Proposals in this section include \$500 for support for Trails Conference through scholarships and \$4000 for Speak up for Trails to local governments. Strategy 2 is Trails and Infrastructure with Chris agreeing to take the lead. The two proposals are \$2000 for trail counts and \$6000 for Certified Trail Community program. Strategy 3 is focused on Daily Life and Culture and Shawn was willing to participate in this strategy session. This area has five proposals, \$1000 for education for trails and trails and ales events, \$2500 for Walk Pierce County, \$2000 for sponsoring Trails and Transit as a way to connect trails and bus services similar to Downtown on the Go, \$5000 for online mapping and trail information using a trail finder map application developed through GIS program at UW Tacoma, \$5000 for Puyallup watershed area walking guides, both online and hard copies, similar to the Pierce County Health Department guides.

#### **Events**

PWI Ice Cream Social Sunday April 30<sup>th</sup>. Can do a table at the event.

Bike Swap April 29<sup>th</sup>, 10 to 2, Shawn requesting some help setting up, staffing and breakdown of booth

Rainier to Ruston Run – Saturday June 3<sup>rd</sup>. Help staff bell station in Orting. Mary agreed to staff but would like two other people to help out.

Trails and Ales – The Hub 6 to 7:30. Talk about local trails and what is going on locally

Trails Conference – possible dates either October 5<sup>th</sup> or October 19<sup>th</sup>

#### **News, Updates, and Announcements**

Shawn participated in a training in Atlanta sponsored by the Walkability Institute. Went to the conference as a team including PSRC staff. Developed an action plan for walkability focused on SR 7 Rapid Transit proposed stations and walkability from those stations.

Trails organization developing in the Bonney Lake area concentrating on Plateau Trails. Additionally, want to include areas such as Tehaleh, Lakeland Hills, Buckley, Enumclaw. 8-10 people of interest. Group wants to create attraction for trails in the area and educate about trail opportunities. Fennel Creek a good example.

Meeting adjourned at 1:30 pm by Shawn and Bryan