

**ForeverGreen Trails Board Meeting  
Tacoma Nature Center  
Minutes for February 8, 2017**

**In Attendance:** Chris Beale (President), Bryan Bowden, Brianna Charbonnel, Mary Dodsworth, Buzz Grant, Shawn Phelps, Terry Reid (Vice President), Kurt Reuter, George Walk. Excused: Alan Carter Mortimer, Anders Ibsen, Lyle Quasim

President Chris Beale called the meeting to order at 12:07 pm.

**Introductions** Chris announced that Jane and Alan were not in attendance due to illness. Shawn volunteered to take meeting notes in Alan's absence. There were nine Board members in attendance. Ten is a quorum, so no actions could be taken.

**Business** The minutes could not be approved due to lack of a quorum. Chris directed Board members to the Balance Sheet on the back of the agenda. There was discussion about insurance options for the Board.

**Short Term Goals & Action Planning** Board members discussed the retreat. There was general consensus that the retreat went well. The small group breakout sessions received favorable reviews.

The Goals and Implementation/Action Items were reviewed. Chris stepped the Board through the new table that Jane had constructed, starting with the most time sensitive items. Chris first asked for volunteers for the Trails Conference planning committee, since conference preparations need to start soon. Mary, Bryan, Kurt, and Terry Reid volunteered. The Committee will decide on the exact date of the conference, which will either be during the last week of September or in October.

Chris addressed the trail counts, for which planning also needs to start soon. This includes both supporting the WSDOT/Cascade effort in late September and the independent counts that ForeverGreen will organize in May.

Chris also stressed the need to move forward with the Walkability Grant that ForeverGreen obtained from the Tacoma-Pierce County Health Department. ForeverGreen will hire a part time program coordinator to work on the project. This coordinator will be a 15 hour a week position, paying \$15 per hour. An insurance policy is a requirement of the grant, which will need to be obtained soon.

Chris also mentioned that we need someone to manage the blog and social media, as these are not being updated frequently. Mary proposed that the Action Items be prioritized, calling out those that need to be completed. She also suggested that items that Jane does not have the time/capacity to complete be identified.

Chris led the Board through a discussion of other Action Items in alphanumeric order. Item 1A calls for a quarterly presentation by ForeverGreen to County or City Councils. Presentations are targeted for March, June, September, and December each year. A statement of the purpose of the Board will need to be developed. Chris suggested that Jane will complete the majority of writing the statement and scheduling presentations, but that Board members will share the job of making presentations. He proposed that one presentation be made to the County Council each year, with the other three rotating each year to different City Councils.

Item 1B calls for an electronic letter to be sent to County and City Councils each year that promotes trails and the mission of ForeverGreen. Chris suggested that follow-up phone calls be made after the letter is submitted. A list of elected officials and their contact numbers will be compiled by March. A draft letter will be updated

each December for distribution in January. Brian suggested that an annual report and fundraising outreach be part of the transmittals each January.

Items 2A and 2B are linked. 2B involves an inventory and review of jurisdictional plans and projects. 2A is the letter to jurisdiction staff to find out what plans or projects are upcoming. The letter would likely be sent in December each year and the list of plans/projects compiled by February.

Item 2C is the provision of letters of support and public testimony supporting agency projects, an activity that has been occurring for years. There was agreement that there should be guidelines allowing the Executive Director to write a letter for certain actions without Board approval. These conditions need to be defined (i.e. any trail construction).

All of the items in 3A will be addressed by the conference planning committee. The items in 3B will be addressed by the community education committee, which consists of Chris, Jane, and Brianna. The first event will be scheduled for May and may include a panel of speakers.

EA-4 is a PWI related task. The "Speak up for Trails" training will be held in March in South Tacoma, June in East Tacoma, August in the Hilltop, and September in East Pierce County.

Jane had already been doing many of the steps in OC-1, maintaining a public presence. The extra hire will do some of these activities, as well as OC-2, maintaining a web and social media presence. Chris suggested that we recruit a new Board member who has social media experience and interest. Brianna proposed that we hire a part time social media coordinator to work a few hours a month. Mary suggested that this person work on the quarterly newsletter and annual report. The consensus was to put this position in the budget and have the HR committee write a job description.

For item B-5, develop HR policies, there was discussion of the need to better define the Executive Director's rate/pay and initiate annual reviews. The Board did not have time to review the Stewardship items and the Organizational Business items, with the exception of item B-5.

**Trail News & Updates** Buzz noted that April 8<sup>th</sup> is Opening Day for Trails, the same day as the Daffodil parade. He also informed the Board that there is a meeting on February 16<sup>th</sup> to discuss development of trails in the Bonney Lake area.

George said that he is talking to Pierce County about putting a trail next to the road that will be constructed from Tahaleh. Kurt noted that bids on the new park in Fife have come in higher than expected, so the City is seeking additional funds.

Chris adjourned the meeting at 1:36 pm.