

Linn County Trails Association

Board Meeting

Monday January 9th, 2017

The monthly meeting of the Linn County Trail Association's Board of Directors was held on January 9th, 2017 at the Cedar Rapids Water Administration Building. A quorum was present. Those who attended the meeting were the following:

Attendance:

Board Member	√
Sarah Barber	x
Dean Barnum	X
John Ernst	
Vicky Evans	X
Paul Fiegen (Past-President)	X
Leland Freie	X
John Hager	x
Diane Handler	
Steve Hershner	X
Kevin Kirchner (Vice-President)	X
Kyle Lundberg	X
Ron McGraw	X
Dick Mundy	X
Brad Mullin (Secretary)	X
Gary Palmer	X
Phillip Platz	X
Tom Peffer (President)	x
Larry Scott	X
Kirschen Seah	X
Rich Smith	X
Keith Sutherland (Treasurer)	
John Wauer	X
Dick Woodward	x

<u>Advisory Board Members</u>	
Ron Griffith (CR Engineering Dept)	
Daniel Gibbins (CR Parks and Rec. Dept.)	
Dan Biechler (Linn County Conservation)	
Randy Burke (Linn County Conservation)	
Dennis Goemaat (Linn County Conservation)	
Kesha Billings (City of Marion)	
Brandon Whyte (Multimodal Transportation Planner, Corridor MPO Rep.)	
Barry McQuiston (LAMBAs Rep)	x
Ken Barker (LAMBAs)	
Ed Holstrom (Trail Map Distribution)	

Guests: None

Call to Order:

President, Tom Peffer called the meeting to order at 6:00 p.m.

Approval of the Minutes:

The minutes for the November board meeting were distributed electronically. There was one correction, Kevin Kirchner was added to the attendance list. The minutes were approved unanimously.

Treasurer's Report:

In Keith Sutherland absence, Tom Peffer reported current assets of \$66,370. The motion to approve the report passed unanimously.

Old Business:

1. LCTA Audiences and Activities Meeting: On November 29th, members of the LCTA executive and standing committees met to discuss the current LCTA committee structure. First, the group identified the various audiences of the LCTA and activities related to them.
 - A. LCTA Audiences and activities:
 1. **Membership:**
 - a. Maintain a list of addresses for active contributors
 - b. Provide a newsletter to members
 2. **Partners:** CMPO, Linn County, Municipalities, HBA and LAMBA
 - a. Help identify trails
 - b. Help prioritize trails
 - c. Fundraise for trail development
 - d. Help identify maintenance issues
 - e. Help identify safety issues
 - f. Purchase rights of way for preservation until partners can take action
 - g. Help partners communicate
 - h. Provide newsletter
 - i. Construct, place, maintain, read and record trail counters
 - j. Participate with partners: Meet me at the Market, TTAC, Bike CR
 3. **General Public:**
 - a. Design, fund and distribute the Metro Area Trails Guide
 - b. Maintain and stock map boxes
 - c. Design and update website and mail server
 - d. Engage with social media: Facebook, twitter
 - e. Provide speakers for group presentations
 - f. Provide a power point presentation
 - g. Conduct publicity events:
 - h. Conduct trail clean-up activities
 - i. Attend health and wellness fairs
 - j. Provide t-shirts with the LCTA logo.

At the November meeting, group discussed and created the following new seven standing committees:

1. **Trail Advocacy Committee:**
 - a. Committee Chairperson(s): Steve Hershner
 - b. Responsibilities:
 1. Advocate trails for development and/or strengthen partners' objectives
 2. Identify and conduct independent (LCTA) trail development initiatives
 3. Identify and prioritize trails
 4. Provide newsletter and website articles
2. **Trails Operations and Safety Committee:**
 - a. Committee Chairperson(s): Dick Mundy
 - b. Responsibilities:
 1. Identify problems with area trails
 2. Identify safety issues in regards to area trails
 3. Propose resolutions to trail issues and problems
 4. Act as a liaison with the general public and partners
 5. Update audiences about current trail(s) status
 6. Provide newsletter and website articles

3. Trail Funding Committee:

- a. Committee Chairperson(s): John Hager and Larry Scott
- b. Responsibilities:
 - 1. Conduct fundraising to pay for LCTA operations
 - 2. Conduct capital campaign fundraising
 - 3. Research possible funding possibilities
 - 4. Provide newsletter and website articles

4. Maps Committee

- a. Committee Chairperson(s): Dean Barnum,
- b. Responsibilities:
 - 1. Assist CMPO with design and funding of the Metro Area Trails Guide
 - 2. Keep an inventory of maps
 - 3. Distribute maps to general public and partners.
 - 4. Maintain and stock map boxes

5. Trail Counter Committee:

- a. Committee Chairperson(s): John Wauer
- b. Responsibilities:
 - 1. Construct, place and maintain trail counters
 - 2. Read, record and share trail counter information.
 - 3. Provide newsletter and website articles

6. Outreach and Public Awareness Committee:

- a. Committee Chairperson(s): Paul Fiegen and Phillip Platz
- b. Responsibilities:
 - 1. Maintain LCTA social media presence
 - 2. Maintain and develop IT infrastructure
 - 3. Promotion of trails and LCTA to the general public and partners such as:
 - a. Bike corrals at CR and Marion Markets
 - b. Design, update and maintain LCTA website
 - c. Design, update and maintain LCTA electronic mail lists
 - d. Prepare PowerPoint and speakers for presentations
 - e. Attend health and wellness fairs.
 - f. Plan and conduct the Annual Mayors' Bike Ride
 - g. Participate in the Meet Me at the Market event
 - h. Participate in National Trail Day events
 - i. Organize and conduct trail-clean up activities.
 - 4. Contact local media outlets with media releases
 - 5. Provide newsletter and website articles

7. Membership Committee:

- a. Committee Chairperson(s): Diane Handler
- b. Responsibilities:
 - 1. Receive contributions from members
 - 2. Maintain membership records and mailing addresses
 - 3. Send donation acknowledgements/ thank you letters
 - 4. Recruit new membership
 - 5. Provide newsletter and website articles

John Wauer moved that the Board establish the seven standing committees as discussed. The motion passed unanimously.

New Business:

1. **New Board Member Orientation:** Tom Peffer discussed the possibility of having a meeting with the new board members in January
2. **Iowa Bicycle Coalition:** Dick Mundy attended a meeting hosted by the Iowa Bicycle Coalition on December 13th, 2016. The meeting discussed methods of keeping local groups active and keeping people involved. Dick agreed to have more insights for the next meeting.
3. **“Emeritus” Board Members:** Steve Hershner discussed the establishment of a non-voting class of board members who have supported LCTA for several years in various capacities.
4. **Newsletter:** Brad Mullin would like to have a newsletter mailed by the end of January. He expressed the need for more content for newsletters.
5. **St Lukes Health Fair:** The St Luke’s Health Fairs is Wednesday January 18th. Tom Peffer, Rich Smith, Leland Freie and John Hager agreed to volunteer.
6. **Lincoln Trail:** Dick Woodward had an informal discussion about Alliant working with the LCTA in developing parts of the Lincoln Trail.
7. **Next Month Presentation :** Ron Griffith, City of Cedar Rapids

Adjournment: The meeting was adjourned at 7:30 pm



Linn County Trails Association **CALENDAR OF EVENTS**

LCTA Board Meetings

LCTA Board Meeting
Monday, February 13th, 6:00pm
Location: Cedar Rapids Water Administration Building
1111 Shaver Rd. NE.