Delta Junction Trail Plan – Meeting Notes

 Thursday, November 7, 2013, 5 -6:30 p.m.

Meeting held at Nistler Bldg.

**COMMITTEE MEMBERS PRESENT:** Wendy Gerry, Mindy Eggleston, Ellen Clark, Carol Dunlap-Austin, Audrey Brown (late)

**COMMITTEE MEMBERS ABSENT**: Judy Hicks, Ellie Schneider, Ellie Mason, Whit Aillaud, Brandy Baker

Special guest by conference call: Heather with RTCA

1. UPDATE:

* Brandy-teleconferenced with RTCA Heather Oct 28th
* Ellie M-DVD anyone add photos to Drop Box for you?
* Ellen-working on revising our Brochure with some RTCA recommendations
* Winter Carnival Booth $20.00 12/07/13 – Wendy and Ellen volunteered time towards this project
* Mindy-Trails trip to FBDKS met with; three folks, Pat Thayer, Julie Engfer Jones Festival Fairbanks, Charlie
* Parr- Senior Lands Consultants R&M

2. Collaboration- Our Trails Assoc needs to have clear directions for how we are going to function, communicate and make decisions. Figuring this out now will help us operate smoothly throughout the planning process and will let people (and potential funders) know you have your ducks in a row. We need someone on the steering committee who can come up with those directions in draft form by writing up a short, concise document with the following information – Wendy and Ellen volunteered time towards this project and will focus on the following:

* Overview (project vision and background)
* Organizational structure (e.g., steering committee and workgroup...and purpose/function of each; roles and responsibilities of members; subcommittees)
	+ Need to review
		- Chair: Mindy Eggleston
		- Co-Chair: Judy Hicks
		- Secretary: Wendy Gerry
		- Treasurer: Carol Dunlap-Austin
		- Financial: Whit Aillaud
		- Outreach: Brandy Baker
		- Trails: Ellen Clark ?
		- Legal: Audrey Brown
		- Graphic Designer: Andrea Eggleston (should this fall under Outreach)
		- Advisory: Ellie Mason
		- Advisory: Ellen Clark
		- Advisory: Ellie Schneider
			* *Sondra Winters does not have time for the committee at this time, so we will need to ask Ellen Clark or ? to fill this position?*
* Decision-making (including approval of products and deliverables)
* Filing/archiving process (record-keeping)
* Internal (committee/workgroup) communications
* She is doing an Outreach rough draft and will send out via email for Steering review, same as Fair?
* How meetings will be conducted (timing, alerts, agendas, minutes, ground rules)
* Communication between meetings (list serve, phone calls, online site for documents, hardcopy documents at library/school,
* Conflict resolution
* External (public) communications, etc.)
* Distribution of materials
* Outreach plan (Brandy)
* Website maintenance/responsibilities

3. Website-amount owed to Greg $125.62 this month

* Permission to follow through dev. website with Heather, Shawn, Andrea & Mindy
* Agree what site goals are; see rough draft
* Will bring recommendation with costs to you for approval next Steering
* Ideas bold statement or start of an incredible story
	+ Wendy Gerry will prepare statement reflecting $15 already paid towards website
	+ Wendy Gerry will inquire about making website “under construction” so that we do not have to pay the $8.99/month but have until April of 2014 to decide if we will keep the domain ?

4. Agenda for 11/21/2013@ 5:30 Cooperative Extension

* Judy will Facilitate next meeting (Mindy will be gone 11/18-12/4)
* Minutes/treasurer/Old Business/Non Profit/ Website
* Trail prioritizing
* Next meeting will be 12/19/2013 1@ 5:30 at Coop Extension

5. Date for next Steering Committee meeting: 12/12/13, 5-6:30 p.m. at Nistler Bldg.

Steering committee meeting adjourned @ approximately 6:30 p.m.

Notes taken by: Wendy Gerry