

MEETING MINUTES FRIENDS of the PANHANDLE PATHWAY Inc.

Board of Directors, Officers:

John Bawcum, President
Ron Simshauser, Vice President
Mike O'Connor, Treasurer
Tom Anspach, Secretary

Meeting Date: Tuesday 12/10/09 noon

Location: Town Municipal Building (PCCDC)

Attendees

Rex Allman (Winamac); Tom Anspach (Winamac); John Bawcum (Winamac); Dan Dolezal (Winamac); Bill Fitstenberger (On Cell Systems); Kathy Kegaris (Kewanna); Mike O'Conner (Winamac); Ron Simshauser (Winamac); Pat Shellhart (Royal Center).

Called to Order-

Meeting called to order at about 12:10PM by John Bawcum, President.

Regular Business

Previous minutes-

- o 11/24 minutes were approved.

Treasurer's/Budget report-

- o Report at end of month
- ☉ Mike and Kathy to meet and go over Treasurers Activities

Old Business

Action Items from Last Meeting

- 1.1. The following items were completed
 - 1.1.1. Send out (Email) work party notice to Big List (local) (TomA) Completed
 - 1.1.2. Post the published monthly newsletter to the Web site documents page. (Tom A) Completed
 - 1.1.3. A meeting was set at Alliance Bank, Wed noon 11/25, to gather all of the invoices for the final RAP reimbursement close out package. (Mike O) Completed
 - 1.1.4. Figure out how to get the Pathway moved over to the east railbed along the Thornhope elevator (TomA) Accomplish with Field Change.
 - 1.1.5. Transfer funds from a money market account, (\$24,200.25) and close the loan account. (Mike O) Completed
 - 1.1.6. A membership certificate needs to be prepared with the FoPP, Inc seal. (Tom A) Completed
 - 1.1.7. Develop 2010 meeting schedule and reserve room (TomA) Completed
- 1.2. Discussion of the following items were delayed till next meeting.
 - 1.2.1. Design a sign for placement on the Pathway for review by the FoPP to establish ground rules. (Farm Bureau Lary Eber)
 - 1.2.2. Determine if the Farm Bureau can make a 'Sign Sponsorship Donation to the FoPP (Farm Bureau Lary Eber)
 - 1.2.3. Develop a policy for placing signs (informational and advertizing) along the pathway.(PubCom)
 - 1.2.4. Pro's con's storing Gator closer to Trail (Hoover Storage)
 - 1.2.5. Status of NMV ordnance.
 - 1.2.6. Converting 'volunteers' to members.

Operations Committee (Name?) –

[Safety, Maintenance and Management- (includes insurance coordination of safety patrol and safety plans and development of a maintenance plan and budget)]

- o Maintenance- Small tree down near south end of Mill Creek bridge. Will cut up and remove this afternoon.

Public Relations Committee & Planning and Fundraising Relations (Vicki Byrd)

[All publicity and promotion activities (may include press releases, web site, trail brochure and map, t-shirt/hat sales, booth at fairs and festivals etc)]. [Obtain funding – private and public for current and future trail projects (application for and administration of grants coordination with project sponsor/funders. and solicitation of private gifts, memberships] –

- A proposal was made by NVS to add active links to the home page to encourage web site visitors for sponsorships, volunteerism, membership etc.
 - Cost was projected at \$245. Decision was made to hold off until we had a better handle on our Budget.
- A very complimentary letter about the Pathway was received from Richard Gibson of Michigantown (Ps- needs a restroom), with a donation of \$250. A thankyou letter will be sent.
- Dan Dolezal mentioned that he may be able to place the Panhandle Pathway web site link on the home page of the county web site, early 2010 (<http://www.pulaskionline.org>)
- What to do with and how to handle receipt and deposit of donations and deposits was discussed. The result was (sort of)... small undesignated donations into checking account, larger donations and sponsorships into CF. Monthly determine the amount of (all) deposits, subtract expenses of sponsor ship (e.g. bench) then split the 80% operations expenses and 20% endowment and transfer the 20% to the endowment fund.
- ☛ Get with CF and determine the ground rules of deposits (general pass through and endowment) and dispersments (John B/Mike O)

Land Acquisition Committee – (Name?)

[Acquisition of all property for trail trailheads etc. includes review of documents one-on-one discussions with property owners preparation of deed title work etc. assuring title is properly transferred etc.]

- Working plan B (or C) to use the west side US35 Right of way shoulder to get from Ontario Street to the north end of the 'extended' trail.
- ☛ Committee to come up with a standard land use offer for access to the Depot. Take in account access from property between SR119 and US35. (AcqCom)

Construction Committee – (Ron Simshauser)

[Coordination of construction activities and approval of requests from contractors for payment (this includes working with the segment coordinators as needed to make sure everyone is clear on the scope of construction)]

- **RTP**
 - RTP Close out submitted to DNR.
- ☛ Check with Jay Keith to see if he got everything he needed. (Ron S)
- **STATE**
 - No additional information
- **ARRA** (South Section Construction)
 - E&B has been selected, by DNR, as the 'Apparent' selected bidder (the lowest bidder) for the ARRA Panhandle Pathway project.

New Business

- OnCellSystems Bill Fitstenberger
 - Web based cell phone system providing access (in our case) to information regarding the Panhandle Pathway.
 - Cell phone users can dial into the system and obtain location, purpose, description, history, volunteer, donation, sponsor messages, surveys, comments, etc. information about the Pathway.
 - Sophistication ranges from simple voice information to photo video etc.... similar to website.
 - Start up minimum cost, 1st year, is \$2500 (\$1000 set up, \$1500 per year) and up (\$14,000) per year.
 - A demo is at 585 797 0085
- Ron S is planning on submitting resignation from VP, end of 2009.
- Members
 - Prior to this meeting, via email, a majority of members voted and approved to purchase the FoPP, Inc corporate seal (approx \$50) and to prepare Membership Certificates using standard, common printer paper.
 - The Corporate Seal was ordered for the FoPP by Dan M. Bill will be forthcoming.
 - Membership Certificates were prepared and pre dated October 9, 2007 (date of 1st FoPP Inc meeting minutes), signed and sealed for the following: Mike O'Conner # 1, John Bawcum # 2; Tom Anspach # 3; Ron Simshauser # 4. Certificates were inserted into the Corporate Record book.
 - A Membership certificate was prepared for Kathy Kegaris # 5, predated Nov 24th, 2009 (date of meeting minutes of membership), signed and sealed and inserted into the Corporate Record book.

Meeting & Events

- Star City Sewer District meeting December 21st 6:30PM Star City Comm. Center.

Documents for Filing

- 12/10 Attendance List

- Notice of Public Hearing, dated 11/1/09, Hearing 1/4/10. Re; Cass County Sheets Open Ditch Drainage assessment. 21 pages, 50.4 acres, \$125.84 assessment.
- Brochure from OnCellSystems
- NVS Quote Letter (Dec 1, 2009) to add active links to make it easy for website visitors to become donors or volunteers.

Next FoPP Meeting –

- **December Last Tuesday meeting: December 29th at 6:30PM at the PCCDC/Municipal Building**
- 1/26/2010 6:30PM. This will be the annual meeting for election of board of directors and officers.
- 2010 Meetings Last Tuesday of the month as follows: 1/29, 2/23, 3/30, 4/27, 5/25, 6/29, 7/27, 8/31, 9/28, 10/26, 11/30, 12/28.

Adjourn-

- Meeting Adjourned about 8:40PM

Submitted by:

Tom Anspach, Secretary

Approved/Comments: As is

Secretary: *Tom Anspach*

Date: 12/29 meeting, Kathy Kegarise acting Secretary.