

ANNUAL MEETING MINUTES FRIENDS of the PANHANDLE PATHWAY Inc.

Board of Directors, Officers:

John Bawcum, President
Steve Crosby, Vice President
Kathy Kegarise, Treasurer
Tom Anspach, Secretary

Meeting Date: Tuesday 1/26/2010 eve

Location: Town Municipal Building (PCCDC)

- o Attendance: Tom Anspach (Winamac); John Bawcum (Winamac); Steve Crosby (Headlee)*; Kathy Kegarise (Kewanna); Max Metzgar (Royal Center); Blanche Richardson (Star City); Dale Richardson (Star City); Ron Simshauser (Winamac); Larry Spiewak (Monterey); Nancy Spiewak (Monterey)

Called to Order-

- o Meeting called to order at about 6:30 p.m. by John Bawcum, President.

Regular Business

Previous minutes-

- o 12/29/09 minutes were approved.
- Treasurer's/Budget report-
- o Treasurer's report discussed disbursements', deposits, balances and transfers. All money market balances were transferred First National Bank of Monterey. A process has been established to obtain CF end of month balances.
- o A check, \$250, to the SBT for rail banking transfer fee, date 5/09, has not cleared.
- o Will try to contact Tod Groff or SBT for guidance on the above (Ron S).
- o 2 check signature signing are as follows: Checking- TomA, RonS, KathyK, JohnB; Money Market- JohnB, MikeO, Ron S. Money Market Check signing/countersigning will not be changed.
- o All unused check books returned to the Treasurer.
- o Checking account will be available for viewing only online.
- o DNR still owes us ~\$33,749, which go into the Money Market account.
- o Summary-

Friends of the Panhandle Pathway			
Treasurers Report – January 2010			
Alliance Bank Checking Account	1 st National – Monterey Money Market	Pulaski Co Community Foundation Pass Through account	Pulaski Co Community Foundation Growth Fund Account
Beg.Bal. \$3134.70 <i>Deposits</i> \$25.00* <i>Checks</i> \$00.00	Beg Bal \$189,201.99 <i>Dec. Interest</i> \$270.97	12/09 \$4408.36 <i>Bills Submitted & Funds Dispersed</i> \$540.00	12/09 \$3600.00
EndBal \$2863.59	Bal. \$189,472.96	Jan.2010 Bal \$3868.36	Jan 2010Bal \$3600.00

Old Business

Action Items from Last Meeting

1. Groundrules for placement of signs on the Pathway will be discussed at next board meeting (Signs on the pathway are on hold until a policy has been established)
2. Kathy will need approved minutes to have signature access to the accounts. (TomA) (the approved minutes were not needed)
3. Get with CF and determine the ground rules of deposits (general pass through and endowment) and disbursements has not been completed yet (John B/Mike O) (Results uncertain)
4. Mike O. asked for guidance from the Directors regarding use of funds in purchasing easement/property. He will email the group. (ground rules obtained from DNR, see below)
5. DNR needs to be asked regarding the use of funds – Bob Bronson - (John said he would contact). (completed see below)

6. Mike O Connor asked that two other signers take care of the paperwork Money Market Transfer.(Done)

Operations Committee (Name?) –

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

- Operations meeting Feb 1
- Liability insurance renewal applications has been completed and signed (tonight) for submittal to Chubb Insurance. Approval of the insurance application will result in an invoice. Coverage is from 3/13. Items requesting financial 'audits' was left blank. The only 'activity' of the 15 or so, checked was Trails.
- From the insurance discussion Cross Country skiing is not a primary pathway activity. This along with snow plowing will be discussed further at the Operations Committee meeting.

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] –

- The rumor of 2 for 1 bench's appears to be in error.
- Process for ordering Merchandise from Web Printing, order shirts direct from Web, Pay money to FoPP, Web to Invoice FoPP, FoPP to pay web.
- ☛ Merchandise order process will be written up as part of the Merchandise order form and posted on the web site (TomA)
- Signs on the trail. Results from Committee meeting. No advertizing on trail. The most a sponsor can use is a company Logo, no contact info etc. The philosophy, design, and installation of signs will be determined by the Publicity Committee approved by the FoPP. Specific signs well need to be approved by the board/membership. The historical society may be able to help with sign philosophy.
- Acceptance of signs for installation will be placed on hold until policy is established.
- Question came up are some of the signs to the west of US35 on FoPP property or US35 RoW. Unknown at this time.
- Display Panel is in the Community Foundation window facing NE. Need more thoughts on where to place it next. New Library and Pioneer HS were a couple thoughts.

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.]

- Use of State Grant money to purchase property to get a path to the Depot has been verbally approved by DNR.
- An onsite review of the possible pathway adjacent to the active RR to get to France Park indicates there is 33 feet for ¼ mile, from RR center line. This should be sufficient to get to through to France Park.
- Contact Peoria RR to discuss the subject. (JohnB)
- DawnK, Green3, will be able to help us get through to the depot.

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)]

- E&B is the general contractor for the ARRA job. They are close to having all of the INDOT paperwork approved and should be ready to start when weather permits.
- E&B is contemplating parking their construction trailer at/near the Royal Center trail head. They will contact the Masonic lodge, to inquire about parking it there.
- PCCommission approved holding FoPP funds in escrow to pay Construction Inspector (Armstrong) invoices and collect INDOT reimbursement.
- J Gonzalez was contacted regarding E&B's plan for the Wagner memorial during construction. She was happy with the plan and appreciated our concern. This included the proposed gift of a bench at that location by E&B.

New Business

- Post Office keys. Now in the hands of Ron S, and John B. After discussion it was decided that no change was necessary.
- We need to establish a Guidelines and Policies book. Initial contents- Method of depositing Sponsorships, Merchandise Purchase, Signs.
- ☛ Start a Policies Manual or folder with policies for easy access. (?)
- Have meeting at Royal Center?. We need to do it. Vicki Byrd is believed to be looking into it.
- Congratulations were heaped onto Ron Simshauser outgoing Vice President and Mike O'Conner outgoing Treasurer for the outstanding service during the past few years during the start up of the Panhandle Pathway.
- **Board of Directors**

- ✓ A motion was made to reinstate the existing board of directors (John Bawcum, Ron Simshauser, Mike O'Conner, Tom Anspach) for the current year 2010. The motion was seconded and approved by the members.
- ✓ Adding new board of directors was discussed. After much discussion it was decided hold off on further BoD discussions until after the bylaws meeting
- **New Members-**
 - ✓ A motion was made, seconded and approved, voting Steve Crosby in as a member. The recorded registration number is 12, the Certificate number is 6.
 - ✓ For the record, the members (with certificates) at this time are: Mike O'Conner (Cert #1), John Bawcum (Cert #2), Tom Anspach (Cert #3), Ronald Simshauser (Cert #4), Kathy Kegaris (Cert #5), Steve Crosby (Cert #6).
- **Officers-**
 - A motion was made, seconded and approved, voting Steve Crosby in as Vice President by the board of directors.
 - On February 18th, an email motion was made by TomA to appoint the following officers: John Bawcum President, Steve Crosby Vice President, Kathy Kegaris Treasurer, Tom Anspach Secretary, for the year 2010. The motion was seconded by Ron S, and approved by the 4 board members.
- ☛ Set up a meeting to discuss reviewing and updating the FoPP bylaws. (JohnB)
- Mike made the motion to approve Kathy Kegaris as signer on all the accounts at the banks and change the second signers name to John Bawcum and Tom Anspach. Ron Simshauser seconded and motion approved.
- Mike made the motion to close the Money Market account at Alliance Bank and transfer the remaining funds of \$19,961.23 to the Money Market at The First National Bank (Monterey). John Bawcum seconded and motion approved.

Documents for Filing

- Letter from CF about balances and holiday match etc. Given to the Treasurer
- 1/6/2010 Letter from CF regarding a donation from Kathie Scott, in memory of Paul "Sat" Fritz to the FoPP account.
- 1/26/2010 Attendance

Next FoPP Meeting –

- **February Last Tuesday meeting: Feb 23rd at 6:30PM at the PCCDC/Municipal Building**
- Operations Committee meeting Feb 1

Adjourn-

- Motion was made, seconded, passed to adjourn at about 8:40PM.
Respectfully submitted by Tom Anspach
Approved/Comments: *OK A&I&*
Date: *Feb 23, 2010*
s/Tom Anspach, Secretary