

ANNUAL MEETING MINUTES FRIENDS of the PANHANDLE PATHWAY Inc.

Board of Directors, Officers:

John Bawcum, President/BoD
 Steve Crosby, Vice President
 Kathy Kegarise, Treasurer
 Tom Anspach, Secretary/BoD
 Mike O Conner, BoD
 Ron Sumshauser, BoD

Meeting Date: Tuesday 2/23/2010 eve

Location: Town Municipal Building (PCCDC)

Attendance:

Tom Anspach (Winamac); John Bawcum (Winamac); Howard Conner (Winamac); Steve Crosby (Headlee); Lary Eber (Star City); Kathy Kegarise (Kewanna); Don Kegarise (Kewanna); Mike O'Conner (Winamac); Ron Simshauser (Winamac); Larry Spiewak (Monterey); Nancy Spiewak (Monterey);

Called to Order-

- o Meeting called to order at about 6:40 p.m. by John Bawcum, President.

Regular Business

- o Previous minutes- 1/26 minutes were approved as written.
- o Treasurer's/Budget report-
 - The \$225 check, to the SBT for rail banking transfer fee, date 5/09, has still not cleared.
- o Contact Dawn Kroh (or Tod Groff if necessary) for guidance. (Kathy K).
- o Motion was made, 2nd, approved to hire outside help for the preparation of the required IRS 990 form and inform BoD if fee is greater than \$500. (Kathy K)
- o Summary-

Friends of the Panhandle Pathway							
Treasurers Report - February 2010							
Alliance Bank Checking Account		1st Nat'l Monterey Money Market		PCCF Pass Through		PCCF Growth Fund	
Beg. Balance	\$2,863.59	Beg. Balance	\$189,472.96	Beg. Balance	\$3,868.36	Beg. Balance	\$3,600.00
<i>Deposits</i>	\$60.00			<i>Deposits</i>		<i>Deposits</i>	
<i>Interest</i>		<i>Jan Interest 1.85%</i>	\$297.71				
<i>Withdrawals</i>		<i>Withdrawals</i>		<i>Disburse- ments</i>			
End. Balance	\$2,923.59	End. Balance	\$189,770.67	End. Balance	\$3,868.36	End. Balance	\$3,600.00

Total – operating	\$6,791.95
Total - State	\$189,770.67
Total – Growth	\$3,600.00

Old Business

Action Items from Last Meeting

1. Will try to contact Tod Groff or SBT for guidance on the un-cleared check to STB regarding Railbanking transfer (Ron S). Continued
2. Merchandise order process will be written up as part of the Merchandise order form and posted on the web site (TomA). Completed included in Policies manual
3. Start a Policies Manual or folder with policies for easy access. (?) Initial Policies manual released.
4. Set up a meeting to discuss reviewing and updating the FoPP bylaws. (JohnB). Completed

Operations Committee (Name?)

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

- The initial Policies and Procedures Manual consists of- 1- Process/Guideline for ordering Panhandle Pathway Merchandise, 2- Process/Guideline for Deposit of Donation Funds, 3- Sponsoring items along the Pathway (Benches, birdhouses, trees, etc.). It has been added to the Web site.
- Accident and Liability insurance policies have been received. BoD policy and invoices should be in soon.
- ✪ Contact PCCF to prepare to write a check from Pass Through Account for insurance premiums, approx same as last year. Due by 3/13. (Kathy K)
- Discussion of bylaws consisted of: Board Members and officers should be or need not be members (presently they need not be members); should there be dues, and how much and when, and what happens if not paid, (presently worded as being admitted with or without compensation as determined by the BoD . . . minutes of previous meeting \$20 does this need to be in the Bylaws?); Staggered multi year terms for BoD (now 1 year); Number of BoDirectors (Now max is 5, we have 4).
- ✪ Set up a Bylaws Committee and develop recommendations for the next meeting- March 30. (TomA)

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 Hooded sweat shirt for Larry K has been delivered 2/12. Invoice was received from JT shirts and paid 2/23.
- Signs on the trail were discussed. Inputs from Lary Eber and Howard Conner were discussed. Pictures provided by Mat Metzger of River Bluff Trail were reviewed. The need for a Policy/Guidelines process was reaffirmed.
- ✪ Develop Signs on the Trail Policy document (PubCom)

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.]

- Possible acquisition of adjacent property, easements and possible use of US35 RoW was discussed to get the North end to the Depot.
- ✪ Determine how much area is required and develop purchase/lease offer for obtaining path to Depot (Mike O)

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: The final reimbursement submission has been approved by DNR. Payment will be direct deposited shortly. This will complete the RTP grant activity and \$150,000 funding.
- State: Specific construction has been completed. Funds are held for father north end work, and minor ARRA Engineering activity.
- ARRA: PreConstruction meeting scheduled for March 4th. E&B is the general contractor for the ARRA job. Work scheduled to begin March 15th. Construction trailer will be parked near the Royal Center trail head on Kramer Street. An updating briefing was given to the Cass County Commissioners on 2/16.

New Business

- John B and Dave Bennett reported on their visit with the Peoria RR personnel (Peoria IL), on 2/23, to discuss the possibility of using RR RoW as a path from the Southern end of the Pathway to France Park. It was a good interchange meeting and the Peoria RR will investigate it further. No predictions either way resulted.
- What to do with the Vulcan sign and stone was discussed and resulted in the following-
- ✪ A motion was made and seconded to convert the Vulcan stone sign into a FoPP banner for secondary use (hang on the TRBridge railing). (Ron S)
- ✪ Investigate the possibility (technical/cost) of using the Vulcan stone by extending the Path to the north end property line. (Ron S)
- Discussion: The TRBridge railing is not designed to stop large vehicles. Possible need to inspect bridge structure for large vehicles travel. Is there a need to prevent access of any motor vehicles (EMS, Maint. etc) to the Sturbridge by installing fixed bollards? It was decided to leave it as is for now and revisit later, if necessary.
- The following 'Volunteer members' were converted to Full Members with full member voting rights and issued Signed and Sealed Certificates. Certificates were predated to the date of application.

- ✓ Carl Anspach #7 9/20/07
- ✓ Nancy & Larry Spiewak #8 10/6/07
- ✓ Raye Anne Absher #9 8/17/09
- ✓ Jerry & Becky Anspach #10 8/25/09
- ✓ Larry Krieighbaum #11 10/27/08
- \$20 Dues were received from the following: Carl Anspach, Larry & Nancy Spiewak, Don & Kathy Kegarise, John Bawcum, Mike O'Conner.
- We need to track the status of dues payments better.

Documents for Filing

- 2/23/2010 Attendance

Next FoPP Meeting –

- **March Last Tuesday meeting: March 30rd at 6:30PM at the PCCDC/Municipal Building**
- Operations Committee meeting March 1st (1st Monday of the month)

Other meetings

- Star City Sewer District March 15, 6:30PM
- Operations Committee March 1 6:30PM

Adjourn-

- Motion was made, seconded, passed to adjourn at about 8:15PM
Respectfully submitted by Tom Anspach
Approved/Comments: *Approved*
Date: *3/30/2010 meeting*
Tom Anspach/Secretary