Columbia Friends of the Electric Trail

# Meeting Minutes

# February 1, 2021

## Opening

The regular meeting of the Columbia Friends of the Electric Trail was called to order at 6PM, on February 1, 2021, a Google virtual meeting, by Ron Rich, Chair.

## Attendance

Ron Rich, Jake Samascott, Jerry Callahan, Deb Shakotko, Dave Kolb, Robin Benziger, Lee Jamison, Paul Webber, and joining at 6:35PM, Lisa Hendler.

## Review January 4, 2021 Annual and Board Meeting Minutes

Minutes for the above meetings were approved on a motion by Jerry, seconded by Robin.

## Treasurer and Budget Status Reports

See attached Treasurer Report for January 1 – 29, 2021, and Budget Status Report dated January 29, 2021. These were approved on a motion by Deb, seconded by Lee.

## Membership Report

Ron did not have updated membership numbers for this meeting. Renewals of membership are coming in steadily.

## Strategic Planning Committee Report

Robin reported that a board questionnaire was sent out and completed by all board members. This summarized information was reviewed by the committee in preparation for the first board retreat, to be held pending results of the doodle poll to be sent out by consultant, Jessica Hansen.

## Training and Maintenance Committee Report

Jake suggests an additional maintenance training session for April 2021, prior to seasonal maintenance beginning. CFET member and Village of Kinderhook trustee Mark Browne has notified us that Kinderhook resident volunteers wish to assist the Village DPW in their trail maintenance. These arrangements will be made directly with the Village DPW. In response to Mark’s request Village of Kinderhook volunteers will be invited to our maintenance training sessions.

CFET intends to acquire a shipping container for equipment storage at the southern end of the trail near the Stockport trail head. Ron has submitted a Bank of Greene County (BOGC) grant application for $2500 to support this purchase. Pad setup and site preparation will be coordinated with the Town of Stockport, owner of the site, who will be added to our insurance policy as an additional insured.

The Greenway has previously committed to funding a 14’ X 28’ pre-fabricated structure at the Niverville trail head to be used for equipment storage at the northern end of the trail. Greenway will obtain National Grid approval for placement of the structure and will arrange for pad construction and structure placement. Ron’s spouse has graciously offered her drafting skills for planning the structure layout. Structure will ideally be in place for spring 2021 usage.

## UTV Promissory Note

See attached Promissory Note, which was approved for signing on a motion by Deb, seconded by Jerry. Ron recused himself from voting and signing this note since he is related to the lender. As such, Jake will sign for CFET.

Ron noted that the Kawasaki Mule UTV arrives in February and that a $500 deposit has been previously paid to Dutchess Recreational Vehicles. There was a repeat discussion of the usefulness to CFET of funding this purchase through a loan to facilitate best usage of grant funds, since loan repayments are reimbursable by Greenway grants.

## Membership and Communications Committee

Ron is asking a board member to consider heading up a Membership Committee to track and manage CFET memberships. Thus far, Ron has been keeping track of memberships and renewals, as well as sending out welcome letters and a CFET postcard to new members. Dave has volunteered to help with membership.

Sean Cummings has notified us that by mid-year he intends to step down from managing the CFET website. As such, we need a plan for managing the website and related communications for the future. Jerry has suggested a local business, Solasus, used by Friends of Lindenwald to develop and maintain their website. Since our P&TNY grant authorizes $2500 for use in enhanced communications, the board agreed to consider contracting out our website needs. Jerry will contact and arrange a meeting for the exec committee with Solasus to understand the services they can provide.

## Greenway Grant Renewals/New Grants

Our current Greenway grant period ends in March 2021. Ron intends to close out the grant March 1 and will be contacting Greenway regarding requirements for a final report. We will be applying for a new Greenway grant in March, to fund ongoing trail maintenance. As above, a BOGC grant is also pending and we expect to again submit a grant request to the Hudson River Bank & Trust Foundation in May for equipment purchases.

## Earth Day

We briefly discussed various ideas for Earth Day activities (April 22), including trash pickup by local scout organizations, handing out swag and/or information on CFET at trailheads. Dave will reach out to the Hudson scout leader regarding possible service projects. Ron will also reach out to the Valatie troop leader. Discussion to be continued at our next board meeting.

## Other Business

Jerry proposed a resolution adding Deb and deleting Sean from check signing, since Sean has resigned from the board, and Deb will be transitioning to Treasurer beginning July 2021. See attached resolution, which was approved on a motion by Lee, seconded by Jake.

Ron announced that the board will need a replacement Secretary when Deb transitions to Treasurer.

Jerry reminded us that we need to convene an audit committee to audit 2020 financial records. He suggests the audit include YTD 2021 to coordinate with the Treasurer transition. Ron has requested that a non-officer board member participate in the audit committee. Deb suggested that we contact the CFET members who participated in the 2019 audit to help with 2020 (Jurgen Babirad, Ann Birchmayer, Greg Johnson). Deb will send out the 2019 audit report and procedure to board members as preparation for participation in the audit committee.

**Next meeting – March 1, 2021, 6PM**, virtual meeting. Jake will send out a link prior to the meeting. Adjourned at 7:15PM.

| Minutes submitted by: | Deb Shakotko |
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| Approved by: |  |