

**ERIE TO PITTSBURGH TRAIL ALLIANCE, INC. (EPTA)**  
**Minutes of April 25, 2018 Board of Directors Meeting**  
**Held at Andriaccios Restaurant in Mayville, NY**

**Voting Members Present:**

Jim Fincher	Chautauqua Rail Trails (delegate) (CRT)
Courtney Mahronich	Friends of the Riverfront (delegate) (FOR)
Kim Harris	Oil Region Alliance (delegate) (ORA)
Barney Scholl	Mercer County Trails Association (delegate) (MCT)
Leah Carter	Titusville Area Trails Association (delegate) (TATA)
Ron Steffey	At-Large (delegate)
Roy Weil	At-Large (delegate)

**Voting Members Absent:**

Dan Kostella	Armstrong Rails to Trails Association (ARTA)
Darla Cravotta	Allegheny County
Bill Weller	Allegheny Valley Trails Association (AVTA)
Chris Zeigler	Butler Freeport Community Trail (BFCT)
Sandy Mateer	Redbank Valley Trails Association (RVTA)
Laurie Baker	Titusville Redevelopment Authority (TRA)
Debra Frawley	At-Large
Tom Baxter, IV	At-Large

**Guests:**

Designated Alternates--

Marilyn Black	Oil Region Alliance (alternate)
Mary Shaw	At-Large (alternate for Mr. Weil)
Terry Fercana	Environmental Design Group
Marty Radock	Impact Corry
Michael McMullen	PennDOT
Courtney Lyle	PennDOT
Emily Beck	VisitErie
Bob Jennings	Volunteer

President Barney Scholl called the meeting to order at 10:02 A.M. welcoming everyone to the meeting. Self-introductions were made by going around the room.

A quorum of the Board of Directors was present (25% of the total shall constitute a quorum).

**Approval of Minutes:** The minutes of the January 17, 2018 regular quarterly EPTA Board of Directors meeting were provided in advance. The Secretary noted that Galen Shirey's name was spelled incorrectly with a "l" in his last name, and a "s" on the end of Kay Owen's last name is incorrect; these items have been corrected in the minutes. Motion on page 6 of the minutes, under

Key Issue # 1 regarding Leah's motion "that the purpose statement in the bylaws be modified to reflect the adopted Mission and Vision statements as defined in the Strategic Plan" and then seconded by R. Steffey had no action taken. After brief discussion, L. Carter withdrew that motion. R. Weil moved that the minutes be approved as corrected, seconded by L. Carter. Motion approved.

**Treasurer's Report:** The Treasurer's Report was provided in advance of the meeting. R. Steffey moved that the Treasurer's Report be accepted as provided and placed on file, seconded by J. Fincher. Motion approved.

The 990-N has been filed and a copy is on the private section of the website. R. Weil motioned that an Audit Committee or Finance Committee be formed. It was determined that a Finance Committee is what is needed at this time. R. Steffey moved that a Finance Committee be established to focus on financial practices and policies for the organization, seconded by R. Weil.

It was questioned how many people sign checks that are issued by the EPTA. At this time only the Treasurer signs checks. After discussion, it was determined that this was a matter for a Finance Committee to look at and make recommendations. The President asked for volunteers to serve on the committee, anyone interested should contact B. Scholl.

**Secretary's Report:** A written report was provided in advance of the meeting. It was noted that it is very important to request Letters of Support at least two weeks in advance so that the letter can be prepared and sent to the President for approval and signature.

**Grant Opportunities and Workshops-** Erin Wiley Moyer, DCNR Regional Advisor issues a fairly comprehensive list of grants, workshops, and other pertinent information via email weekly. If you are not currently on this email distribution list and desire to be, let K. Harris know and she will pass on the information to E. Wiley Moyer, DCNR.

### **Old Business:**

1. **Change in the July 2018 Meeting Date** - In order for the Board President to attend the July Board of Director's meeting in Buffalo Township near Freeport, K. Harris moved that the July meeting be moved from Wednesday, July 18, 2018 to Wednesday, July 25, 2018; Seconded by R. Weil. Motion approved.
2. **BCO** - Signatures were obtained from the President and Treasurer of the Bureau of Corporations and Charitable organization application for registration. A filing fee of \$15 is required when registration application is submitted. K. Harris moved that the \$15 filing fee be approved for this application, R. Weil seconded. Motion approved.
3. **Bridge Builders Week of Giving** - In March 2018 the Week of Giving that included Clarion, Forest, Jefferson and Venango Counties raised a total of \$199.00 for the EPTA. There was no participation fee required for this event.
4. **Erie to Pittsburgh Trail Northern Endpoint** - Discussion was held regarding the EPT northern endpoint, some refer to it being the Bayfront, while others refer to it as Perry's Monument. R. Weil moved that the EPT designate the northern terminus as Perry's monument, B. Scholl seconded. After additional discussion R. Weil moved to amend his

original motion to E. Beck of VisitErie to contact the appropriate people in Erie County and DCNR Presque Isle State Park to confirm their concurrence with Perry's Monument as the northern terminus of the EPT, B. Scholl seconded motion as amended. E. Beck agreed to relay information. Additional discussion prior to vote in regards to the presumption of DCNR wishing to have the EPT in the park boundaries. Kim moved to amend the motion to have VisitErie get the reaction from the City Leaders, DCNR, Milcreek Leadership regards routing the EPTA to Perry's Monument. Motion approved with one opposed.

5. **Inclusion of Connector Trails on EPT Maps** – This was discussed previously, after additional discussion R. Weil motioned that all maps in publications/media by the EPTA include all connector trails (intersection at minimum) for any trail at least 5 miles long. There was no second to this motion.
6. **Strategic Plan Discussion** – B. Scholl noted that we will need volunteers to tackle some of the items in the plan. The executive committee, can develop a list of priority tasks. R. Weil requested proposals be sent out prior to meetings.

### **New Business:**

1. **Equipment for Calling in to EPT Meetings** - Tabled
2. **EPT Gaps** – As appointed by B. Scholl, the Gap Committee consists of R. Steffey (EPTA Vice-President of Development), C. Mahronich, D. Frawley, and K. Harris. The Committee is working to identify major issues on each particular gap, and breaking gaps into separate sections if issues are different on different sections. Issues can be one or more of the following identifying and securing an owner, securing property, partners for maintenance, design funds, construction funds, major infrastructure, lack of political support, lack of community support, or knowledge, etc. The flash drive containing the spreadsheet of the Gap committee work was not working; therefore, could not be shown. The spreadsheet was emailed to Board Members.
3. **Electronic Newsletter** - Tabled
4. **Sales Tax Exemption** – R. Weil moved that the EPTA apply for sales tax exemption, K. Harris seconded. Motion approved.
5. **PA Sales Tax License** - R. Weil moved that the EPTA make application for a PA Sales Tax License, K. Harris seconded. It was noted in discussion that reports would need to be filed with the Commonwealth on a quarterly basis and a copy of the report should be included in each treasurer's report. Motion approved.
6. **Marketing of the Erie to Pittsburgh Trail**- R. Weil moved the Erie to Pittsburgh Trail form a marketing committee to
  - a. Produce a brochure like the Gap Trail and C&O trail brochure. This must be approved by the board
  - b. To produce a stylized map of the trail and the connecting corridors that can be used by trail groups on kiosks.

- c. To produce a unified collection of stylized maps of the trail and the connecting corridors that can be used by trail groups on their brochures. These would vary by size and orientation, but be derived from a single master map to facilitate maintenance.
- d. Produce a “Press Room” handout and web pages that contain sound bites that could be used by reporters in stories about the trails.
- e. Produce various PR releases about the corridor that could be included in the newsletters that are distributed by the trail groups.
- f. Seek grants and other outside sources for the printing of the brochure.

During discussion as with all funding requests submitted on behalf of the EPTA Board approval must be given. R. Weil motioned that the Board authorize the marketing committee to incur minor expenses up to \$150 with Executive Committee approval, R. Steffey seconded. Motion approved.

Marketing Committee volunteers are needed, if anyone is interested; please let B. Scholl know of your interest.

R. Weil moved that EPTA approve the purchase of ARC-GIS software. The software would come through TechSoup with one license for a cost of \$100, J. Fincher seconded. Question regarding how many users can use the one license. In discussion, K. Harris indicated that there were two persons who have great GIS experience that are willing to assist with the map, and can provide in AI files. R. Weil requested that these maps and the shape files become the property of EPTA. Vote 2 “Yes” and 5 “Opposed” motion did not pass.

7. **Pennsylvania Association of Non-Profit Organizations (PANO)** – K. Harris and M. Black has been sitting in on a series of PANO webinars regarding policies and practices for non-profits to be in legal compliance. K. Harris mentioned a spreadsheet of actions taken at the meeting that can be mailed to board members shortly after each meeting, so the organization can track action items to assure they are completed. R. Weil noted a ticket system can accomplish this task. After discussion, it was agreed upon to try the ticket system to see how it works. M. Black is willing to draft a series of policies; one per EPTA meeting; starting with Conflict of Interest, then Whistleblower, and so on. The top policies are required. The drafted policies will be sent out in advance of meetings in order that Board Members have the opportunity to review prior to meetings.
8. **Trailhead Signage at All Trailheads** - R. Weil moved that the
  - a. EPTA should establish a revolving fund to purchase signage (like below) including arrows and hardware to be placed at all trailheads on the Erie to Pittsburgh Corridor.
  - b. EPTA should provide the signs to trail groups free of charge. Trail groups, if grant money is available, should reimburse EPTA for signs and hardware used. If volunteer labor is used to erect the signs, one possible grantor would be the Trail Volunteer Fund.
  - c. EPTA should establish a committee to work out the details, logistics and pricing.

- d. The EPTA board authorizes an expenditure of up to \$2,000 to establish and provision the revolving sign fund. As reimbursement is made, the committee shall purchase additional signs and hardware.

Discussion regarding the type of sign referred to is the logo sign, and they cannot be placed on PennDOT roadways. R. Steffey mentioned the type of signs that the Armstrong Trail used that is a long, narrow sign with the trail depicted and as you are here markers. M. Black noted that the ORA has a large stockpile of the standard logo signs along with arrows, posts, and hardware. R. Weil withdrew his motion. R. Weil motioned that ORA make arrangements for trails to request signage, posts, and hardware, R. Steffey seconded. Motion approved.

9. **General Support Membership**- L. Carter, Vice President of Membership requested that the Treasurer provides a list of any unpaid general members, and will work on invoices, etc. L. Carter will need an official tax acknowledgement to include in her communications; the statement needs to meet all legal requirements.

**Member Reports on Progress:** - Written reports received from members were distributed electronically with the agenda packet prior to today's meeting. Written reports will be filed as part of the official minutes.

**Adjournment:** - The next meeting will be held in Buffalo Township (near Freeport) on July 25, 2018, location to be determined. With no further business to discuss, President, declared the meeting adjourned at 12: 35 P.M.

Respectfully submitted,  
Kim Harris, EPTA Secretary  
Minutes Prepared July 23, 2018