

SCTA BOARD MEETING MINUTES

August 15, 2023

The regular meeting of the SCTA was called to order at 6:07 pm on August 15, 2023, by President Samantha Perry. Board members present (9): Samantha Perry, Cindy Stedman, Karen Wappelhorst, Laurie LeRoy, Daniel Johnson, Robin Vose, Terry Stedman, Monica Quarmby, Jim Kiely.

Guests: Theresa Reynolds (Chair: Trail Maintenance Committee)

Kathy Brown (Chair: Welcoming Committee)

(20) Greg Hopkins, Suzanne Hopkins, Mike Norwood, Marcy Norwood, Chris Davidson, Jennifer Davidson, David Hupp, Joyce Hupp, Rick Chapman, Kathy Chapman, Karen Forseth, George Reynolds, Sue Bertch, Marilyn Spoon, Shannon Beaudry, Glen Beaudry, Ed Wiley, Shelly Wiley, Raquel Nichols, Sammy Kiely

ADMINISTRATION AND COMMITTEE REPORTS:

July Meeting Minutes

The July 18, 2023 minutes were emailed to board members prior to the meeting for review. A motion was made to accept the minutes. The motion was seconded and approved. 9-YES (unanimous)

LAURIE - MEMBERSHIP REPORT

As of August 12, 2023: 323 members of which 135 are new memberships for 2023.

KAREN - TREASURER REPORT

Bank Account Balance = \$24, 845.47 (as of 7/31/2023 statement)

INCOME: \$200.00

Memberships: \$150.00

Donations (Unrestricted) \$50

EXPENSES: \$2,543.26

Utilities: \$70.36

PayPal Fees: \$4.48

Office Supplies-paper: \$19.98

P.O. Box renewal: \$62.00

Legal Fees (attorney retainer): \$2,000.00

Quicken renewal: 45.86

Tee Shirt design fee (project on hold): \$84.92

Trails expense (Trail Head Lane-materials): \$162.60

Trails expense (sign paint): \$93.06

\$25 Gift Certificates remaining = 4

Thank You to Jim Robbins for donation of \$50 – above

The Board reviewed a summary of expenses compared to the 2023 budget. (Budget available on the SCTA website)

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Highlights:

Membership Income @ \$16,000 is double the projected budget of \$8,000

Donations @ \$4,560 (\$2,825 restricted, \$1,675 unrestricted) are less than budget of \$5,000

Note: Approx. 10 donations were converted to additional household memberships prior to the election in May

Trail Maintenance expense @ \$6,629 is already approaching full year budget of \$7,000

Attorney Fees of \$2,000 were not projected in the budget

Overall, the Association finances are quite healthy as we had \$13,000 in carryover balance from 2022 and a significant increase in income for 2023 which should leave us with a surplus for the yearend.

Unanimous Vote to accept Treasurer Report

SAMANTHA-FACEBOOK REPORT

Currently have 964 members. The admins. continue to review/approve all posts for appropriate subject and content.

LAURIE – MAPS AND TRAILS COMMITTEE

The committee met on July 24th. The committee reviewed the proposed new trail map submitted by the Trail Maintenance Committee with lengthy discussion of new color scheme and renaming several trails. The new map was submitted to the Board, approved, and published on 8-8-2023.

Trail Head Lane Project: Final fence work completed July 27th; Grand Opening held July 29th @ 10:00am. This new ¼ mile of trail is now open. Thank You to all who helped provide this public access connector to our existing entrance to the Cumberland Valley Trail Head, and to Ned and Leslie Helm for the Land License agreement to make it happen. The completed project plan was approved by the Board and placed out on the SCTA website. The final cost was \$818.00.

Samantha has had several discussions with the TN Dept. of Transportation. Highway 297 is 80 feet wide. Equestrian traffic may travel on the road, or alongside of the road. They have offered to provide additional signage such as “Caution-Horses” to increase awareness and safety.

LAURIE-MID-YEAR NEWSLETTER

A midyear membership newsletter was sent to all members and has received many compliments. A hard copy was mailed to those who have paid the additional mailing fee. The document is also available on the SCTA website.

LAURIE- ATTORNEY UPDATE

Three law firms were considered/interviewed via conference call. Best fit with experience in small NFP corporations and Real Estate: Landry & Azevedo-Knoxville. (fees: \$325/hour) The attorney (Rebecca Renfer) has received the package we provided and begun her review. The package content included our important documents: by-laws/mission, charter, P&L's, membership statistics, 501 C 4 designation etc. Several questions were submitted concerning board actions such as moving the location of a board meeting/policy deviation, authority to sign a land license, and requirements if we were to change membership voting rights for non-

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property owner classes C & D. She will also be available to answer questions arising from by-law committee discussions. A conference call has been scheduled for September 12th.

LAURIE: BYLAWS COMMITTEE

The board has approved the creation of a by-laws committee to work on a review of the Association governing documents such as the Charter, By-Laws, 501 C 4 compliance. A request for volunteers was included in the Mid-Year Newsletter sent to all members last week. Representatives from several Classes of membership is a must, as well as availability to attend several meetings per month. We will wait two weeks to ensure all who wish to volunteer have time to respond.

KATHY BROWN - WELCOME COMMITTEE

Kathy presented a sample package to the Board. They are using folders from the Chamber of Commerce, with inserts of maps, a list of helpful social media sites for local resources and the emergency contacts list from the SCTA. They returned the burlap bag pre-stuffed packages from the Chamber of Commerce. The Board approved the sample and they will move forward. Thank You to all who worked on this project.

THERESA REYNOLDS – MEMBER VOLUNTEER TRAIL WORK COMMITTEE

The committee continues to hold workdays on Wednesday evenings from 5:00-7:00pm. Much progress has been made on the old Willie Lee Trail with several more work days needed to complete the project. Three more loads of rock were requested/approved this month for the Willie Lee trail. Additional work on the Spruce Creek Trail in front of the Hupp property needed. Terry will review for materials/rock needed.

Samples of the new trail “arrow signs” were discussed. They can be black and white or color with the trail name and a trail location number. The committee emphasized the need to secure firmly with screws. The samples are 4” X 4” at a cost of approximately \$.75 each. The board requested to see if somewhat larger samples could be used (5” X 5” or 6” X 6”) and provided for the next meeting.

OLD BUSINESS:

SAMANTHA-ADOPT-A-TRAIL WITH BSF FOR PROCTOR RIDGE: JOINT PROJECT

The Park is still working on revising the joint project manual. Waiting for word from Effie Houston.

SAMANTHA-ADOPT A HIGHWAY FOR 297

Samantha e-mailed a safety manual and videos provided by the state for Board members to review. We need to pick a first litter pick up date and complete the Volunteer Partnership Agreement to submit to Brittany who will forward it to the District coordinator. Discussed it would be great if we had a volunteer chairman for this activity to schedule 4 workdays a year and coordinate workers/paperwork.

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YARD SALE

A new date of Saturday, 9/30/2023 has been announced via e-blast and Facebook. There was a conflict with the prior date of 9/23/2023 due to the St. Jude ride at East Fork Stables.

Samantha will take table and map reservations:

\$15 for a table under the pavilion

\$10 for yard space at the pavilion (10' X 10')

\$10 for listing on the community map handout

We need volunteers to place signs, set up/break down and other tasks

SEPTEMBER LABOR DAY, POTLUCK AND SCTA BIRTHDAY CELEBRATION

September 2nd 6:00pm @ the pavilion

Jeff Crouch will provide the music

SCTA will provide hot dogs/sausages and the fixin's to celebrate the 20th anniversary of SCTA
Jay Light and Karen Wappelhorst will do the grilling

NEW BUSINESS:

CONFIRMATION OF E-MAIL VOTES FOR MINUTES

7/19/23: Summary of 7/18/2023 Board meeting for Facebook post & eblast: 7 YES, Daniel & Jim did not vote

7/20/23: Content approval for Eblast communication to membership concerning moving the location of the July Board meeting due to inclement weather. 6 YES, Dainel, Jim and Robin did not vote

7/27/23: Approve \$350 for 2nd load of rock for Willie Lee Trail (behind Reilys) 8 YES, Jim did not vote

8/3/23: Approval of revised Trail Map to consolidate trails, add the new Trail Head Lane connector, update trail names and change the color scheme. 6 YES, Terry, Daniel and Jim did not vote

8/4/23: Approval of \$350 for 3rd load of rock for Willie Lee Trail (behind Rielys) 8 YES, Jim did not vote

8/5/23 Approval of midyear membership letter content. 6 YES, Daniel, Robin and Jim did not vote

8/8/2023 Approve change to Yard Sale date from 9/23 to 9/30/23 to avoid conflict with St Jude ride at East Fork 9 YES (unanimous)

8/9/23 Approve final Trail Head Lane Project Plan for posting on website 6 YES Monica, Jim and Daniel did not vote

8/10/23 Approval of \$350 for 4th load of rock for Willy Lee Trail (behind Rielys) 8 YES Daniel did not vote

8/14/23 Approval of July Board Meeting Minutes. 7 YES Jim and Daniel did not vote. Note: formally adopted unanimously at this 8/15/23 board meeting

THANK YOU NOTES

Samantha has found reasonably priced Thank You notes from Vista Print. Karen can provide a list of those who gave donations to the SCTA in 2023.

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SEPARATE CATEGORY FOR COMMERCIAL MEMBERS DONATIONS

The board approved the creation of two new “categories” in our Quick Books for Commercial member donations (restricted and unrestricted). This separation will help with identification, analysis, and reporting of these donation funds. They will also be visible/reported as separate line items on the annual P&L statements. Karen indicated this was not a big effort and she could recode donations received from commercial (classes B and D) memberships for this year. 9 YES (unanimous)

POLICIES REVIEW & Member Application revisions

The group decided to delay the annual review of the SCTA policies until the September board Meeting. Samantha will send them out to the Board members to review and comment prior to the meeting.

The revision of the membership application will be revisited at the beginning of the year.

The regular business meeting was adjourned at 7:12pm

Statements/Questions from attendees were addressed:

Raquel Nicoles-Taft Story

Wished to convey her disagreement with board actions concerning not consulting the membership about creating a trail to no-where, not protecting the interest of land owners, violating policies by cancellation of a board meeting, and other grievances.

Chris Davidson-Spruce Creek Drive

Asked why questions needed to be addressed by a lawyer. Samantha answered that there had been several threats of lawsuits and we felt it in the best interest of the corporation to be prepared to protect the Association. Also, if there have been actions that we should not have taken, we need to know what those would be so that we do not repeat them.

Joyce Hupp-Spruce Creek Drive

Asked how long the \$2,000 retainer would be in effect. Samantha answered that there is no end date; until it is used up.

Chris Davidson-Spruce Creek Drive

Indicated that the description of the volunteer requirements for the by-laws committee seemed to exclude those who work or have other obligations. Laurie answered that we would certainly try to work around the schedules of those on the committee to accommodate their schedules.

Mike Norwood-Trail Head Lane

Mike asked for confirmation that Highway 297 is 80' wide. Samantha answered that TDOT had given her that information.

The question session was concluded at 7:52pm

Submitted by Laurie LeRoy. These minutes were corrected on October 16, 2023