

**Friends of Big Finn Hill Trails
 Organizing Committee Meeting**

July 17, 2014

7 – 8:30 pm

**Inglewood Presbyterian Church
 7718 NE 141st Street, Kirkland**

MEETING MINUTES

Action Items

Topic	Who
By-laws: Bob to forward electronic version of his draft	Bob
By-laws: Review draft and establish what are your issues/opinions on areas such as membership, officers/board of directors, etc	All
Mission statement: draft mission statement(s)	Bill (and helpers)

1. Meeting was called to order (7:06) and introductions made.

In attendance:

Organizing Committee: Jill Falman, Janice Gerrish, Bob Gerrish, Mark Garnick, Troy Kasper, Bill Blanchard, Joe Przychodzen, Mike Dierken, Jeanette Leach, Sherrill (proxy for Marit)

Community: George Meredith, Bill Hall, John Bailey, Eloise Dububois, Brett Lemoine

King County Parks: Frana Milan, Mike Crandell, Butch Lovelace (notetaker)

2. Meeting business

- A quorum was confirmed.
- Meeting agenda was reviewed. A request for additional items was made. None offered.
- Ground rules were reviewed.
- Last meeting minutes were reviewed with no additions or changes. There was motion to approve minutes. Question was asked: “what if we don’t have a quorum?” Group determined that there would simply be an informal meeting. With that, a motion to approve minutes was seconded and minutes approved.

3. General updates for the good of the order

- Jeanette mentioned that the City of Kirkland has budgeted \$50,000 to install a crosswalk with flashing lights along Juanita Drive. It is the northern crosswalk shown on the map. John Pascal is on point for the community.

- Mike Crandell mentioned that it will be a busy weekend with baseball game running from 7:00 a.m. to 9:00 p.m. He also mentioned that staff have done some trail brushing in the park.
- Comment about tree down. What to do? It was noted that the tree was already cleared from the trail.

4. Committee Governance and Operations

- There was a brief review last meeting's decisions regarding governance:
 - Committee will operate with informal Robert's rules
 - The group defines a quorum as at least one representative from each of the 5 affiliations present
 - Voting
 - One vote per user group will be counted (1 vote per 2 representatives)
 - May be submitted via email, text, etc. in advance of the meeting
 - Alternatively, a proxy for a missing representative is allowed if an organizing committee representative is not able to attend the meeting; the representative is responsible for coordinating this arrangement in advance
 - All meeting discussions open to any community member who attends. To close discussion, the organizing committee will motion to close and then the committee will vote on the topic when appropriate.
- Request for questions or comments on these items: None made.

By-laws discussion

- Bob Gerrish provided a draft of by-laws from a mix of "friends" groups and examples Frana provided. The group felt good about the draft. Bob will email the draft to group.
- There was a suggestion (Janice) to set up the group following the requirements of becoming a 501c3 immediately. Financial benefits of being a 501c3 were explained.
- There was a comment that the group might want to separate by-laws and this effort. A motion to vote on whether or not to pursue the 501c3 discussion now was offered. Vote: two votes in favor, the rest opposed. Topic will be tabled at least until by-laws are established.
- Discussion items for next time
 - Officers/board of directors
 - Membership – will there be members? If so, what are the fees?
 - Janice suggested membership with fees to cover business license and paperwork. Comment that neighborhood will want info on membership.

Mission statement

- Reviewed minutes from last meeting on expectations. Common themes include:
 - Connect, engage, and communicate with community members
 - Help implement and monitor progress of FH trials plan
 - Enhance and encourage a healthy and sustainable forest and trails system.
- Other guiding principles suggested:
 - Statement should reflect multi-use trails
 - Statement should reflect a time frame, such as 5-10 years
 - Statement should reflect sound stewardship of park and implement trails plan

- Statement should reflect that BFH is a regional park – the “community” is broader than immediate local community
- Statement should be simple and should last 5-10 years
- Statement should help identify ways/people/help/resources in being partners in implementing the plan
- Bill offered to take a stab at drafting some language so we’re not writing by committee during the meeting; will contact others if interested

5. Trails Plan Implementation

- Group was asked to consider the skill sets (assets) on the committee and connections in the community. Fifteen minute brainstorming session identified the following assets.
 - Press releases (Jill)
 - Kirkland Reporter
 - Community blogs
 - Enviro adventure school, student volunteers (Mike D.)
 - Discovery Community School (Joe)
 - Cross country teams (at jr high, high school)
 - WTA
 - FHNA (has good list serve; Jeannette and Bill are on board)
 - Green Kirkland (John B.)
 - EMBA (troy)
 - Friends of St. Edwards (Janice)
 - King County Parks
 - BFH email list serve
 - On site signage (Kiosk, east side signage)
 - WTA – KCP has annual work contract w/ them
 - KCP’s backcountry trails crew expertise
 - Volunteer network
 - Sandwich boards around community
- Assets wanted (suggestion to canvas community to find people who have skills in specific areas):
 - Grants (ex: 4Culture) (Janice)
 - Potential donors – in-kind (food, refreshments)
 - Comms/tech-savvy volunteers
 - Volunteer recruitment/coordination
- Volunteer Project(s)

The group reviewed the Phase I and II projects identified in the plan.

 - It was noted that the phases were written at a specific point in the trails planning process, presuming a different start date. In other words, the timing is off given current timing compared to when the phases were written. Projects and phases are more arbitrary.
 - Some items have been accomplished (ex: remove rotten logs, signs), while others will be on-going (addressing wet/muddy spots)

- The boardwalk project has to wait for materials to become available
- Mike has the bench; ready for installation

There were multiple opinions about projects to work on. The group tentatively decided on the following:

- Project date: Sat, Sept 13
- Possible Activities
 - Remove rock to prep for boardwalk
 - Re-route trails 24-26
 - Site prep for meditation bench installation
 - Reestablish jumps
 - Limit to 50 volunteers but others felt it should be fewer

6. Next steps

- Next meeting: Aug 14, same time/ location