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

**November 12, 2014
 7 – 8:30 pm
 Inglewood Presbyterian Church
 7718 NE 141st St, Kirkland**

MEETING MINUTES

Action Items

<i>Topic</i>	<i>Who</i>
• Schedule Kenmore library for Dec mtg	Frana
• Look into calendars to track major and minor projects	Mark?
• Add links to the sign up for the FBFH Trails affiliation groups	Frana

Next Meeting

Weds, December 17
 7 – 8:30 pm
 Kenmore Library
 6531 NE 181st Street

1. Meeting was called to order (7:05 pm) and introductions made

In attendance:

Organizing committee: Nick Rhodes, Janice Gerrish (represented by proxy by Bob Gerrish), Bob Gerrish, Gary Johnson, Mark Garnick, Troy Kasper, Bill Blanchard, Joe Przychodzen, Jeannette Leach (represented by proxy by George Meredith)

King County Parks: Mike Crandell, Frana Milan

Community: Dave Utela, Jill Bartlett, Tom Fitzpatrick

2. Organizing Committee business

- a. A quorum was established.
- b. The group reviewed the agenda and ground rules. No changes were made.
- c. The committee voted to approve the meeting minutes from the Oct meeting.
- d. Updates / Info sharing for the good of the order
 - i. Frana mentioned the KCP Volunteer Appreciation Dinner, Thurs Dec 4 at Preston Comm Center. Organizing committee members should have received an email by now; Frana requested that identify 2 people from group who'd like to attend.
 - ii. Mike gave a few updates about the park: there's been a recent arson event in the restroom. He's also working with the little league on some ballfield backstops, and his crew will be winterizing the restrooms.

3. Review and discuss proposed Project Implementation Guidelines (see attached)

- Mark provided some background and context of Project Implementation Guidelines
 - Early draft was shared at last meeting.
 - Multiple members of the Friends of organizing cmte and others met to develop it further, so the draft at the Nov meeting has been pretty well vetted.
 - It focuses on guidelines for accomplishing projects listed in the plan.
 - It is based upon the way Evergreen's Mike Westra approached building a trail project in BFH, which everyone agrees went well.

*note that these are GUIDELINES, not rules – all agreed that the group needs to test out the steps and recalibrate as we go
- The group listed out some goals of the document:
 - Establish a process to complete projects
 - Empower involvement and give structure to implementing projects
 - Enable those Friends of members with technical skills, while providing a means for the rest of the group to verify and check-in on decisions/actions
 - Expedite implementation of projects
- The group list out some goals of tonight's discussion:
 - Come to agreement enough to move to approve adoption of guidelines
 - Discuss how to address other projects outside of the scope of the plan
- Discussion item: What about the Friends of members' ability to implement minor projects?
 - I.e.: Projects that only need 1-2 people and/or are things you come across as you're using the trail. Examples include trail brushing, minor maintenance, habitat restoration, or even projects of opportunity (like a tree that fell over the trail after a storm)
 - Follow a "lighter" process than the implementation guidelines
 - Notify Mike (Volunteers make sure to sign waiver and track hours)
 - Bring to Friends of organizing cmte in person or via email

*Note that the guidelines are the group's process to follow, also yours to decide when NOT to follow.
- Discussion item: What about when other groups are available to do a project in the plan?
 - Several in the group expressed a preference that the projects in the plan be prioritized for the Friends of group to implement (i.e. a right of first refusal).
 - King County Parks will try to find other projects to plug outside group in to or will seek to sync them up with a Friends of-led event.
- There was a motion and a second to vote on the Implementation Guidelines, with the addition of "coordinate communications/outreach about events" as part of the project lead's responsibilities. The group voted and the Implementation Guidelines were approved and accepted.

4. Next steps

- Next meeting: Weds, Dec 17 (Frana to see if Kenmore library is available; if not, Bill can host at his office)
- Future agenda items:
 - How major and minor projects are communicated to the broader community