

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

**December 17, 2014  
 7 – 8:30 pm  
 Kenmore Library  
 6531 NE 181st St, Kenmore**

**MEETING MINUTES**

**Action Items**

<b>Topic</b>	<b>Who</b>
<ul style="list-style-type: none"> <li>By-laws discussion: Come prepared at the Jan mtg to have an in-depth discussion and assessment of the affiliation group-based structure (desired outcome is to make a decision whether or not to keep this structure moving forward or transition to something else)</li> </ul>	ALL
<ul style="list-style-type: none"> <li>Identify location of January meeting</li> </ul>	Frana
<ul style="list-style-type: none"> <li>Send out doodle poll for Feb-April meetings</li> </ul>	Frana
<ul style="list-style-type: none"> <li>Create a shared doc about the status of the projects identified in the plan's phase list and review at Jan mtg</li> </ul>	Mark
<ul style="list-style-type: none"> <li>Create a shared doc about outreach resources identified by the group a few months ago (i.e. channels for promoting events and recruiting volunteers)</li> </ul>	Frana

**Next Meeting**

Thursday, Jan 22  
 7 – 8:30 pm  
 Kenmore Library  
 6531 NE 181st St, Kenmore

Jan agenda items identified at Dec mtg:

- o Assessment of affiliation structure for board of directors
- o Review status of plan's phase list projects
- o Test out implementation guidelines on trail re-route/closure project

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

In attendance:

Organizing committee: Janice Gerrish, Gary Johnson, Mark Garnick, Bill Blanchard (Represented by proxy, Marc Ackerman), Joe Przychodzen, Jeannette Leach

King County Parks: Mike Crandell, Frana Milan

Community: George Meredith, Dave Utela, 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 Nov meeting.
- d. Updates / Info sharing for the good of the order
  - The group re-capped the recent tree vandalism – looks like someone did a very poor job of cutting down 2 trees in the park. Another tree was taken down by a beaver. Please keep an eye out for vandals causing damage to the trees – the way they cut the trees endangers not only to the forest, but the vandals, as well.
  - Mike said that the trail intersection markers are completed and ready to be installed, which would make a good volunteer project. Mike passed around a sample marker.
  - Mike said that the park wasn't too bad off from the recent wind storm; there was one madrone that had fallen over and gotten hung up in other trees. His crew has taken care of that and it is mostly gone now.
  - Mike said that he expects the arson damage to the restrooms to be repaired by the end of Feb.
  - Mike is working with Kirkland Little League to replace the scoreboard and build bull pens.
  - Mike expressed concern about a homeless man that he often sees in the park. He contacted the sheriff and asked them to keep an eye out for the man – it's not that he's a disturbance -- it is just that Mike is concerned about the man staying in/around the park during the cold weather. If you see him around, please give Mike a heads-up.
  - Tom is planning to lead a work party on 12/21 to fix some wet spots on the trails, he is expecting 3-5 people.

## 3. Review and discuss proposed by-laws

- a. Purpose of by-laws
  - Rules of operation that govern the group's board and the organization
  - Will serve as a guide, especially important when the group is confronted by difficult situations and conflict
  - One more step toward formalizing, being able to register as a non-profit with the state and ultimately as a 501c3
- b. What are best practices for designing by-laws?
  - Brief, not overly detailed
  - No specific language required by federal or state gov't
  - Revisit every 3 years and update as needed
  - The WA Non-profit Handbook is a good point of reference. There are also plenty of examples online.
- c. What are the main items the group needs to discuss and decide?
  - Maintain current structure for board of directors? (i.e. 2 representatives from each of 5 affiliations)
  - Other Board of Directors issues
    - What is a quorum and how do you vote?
    - # of directors and terms
    - Leadership – elections and roles of officers
    - Removal of officers, board members
    - Meetings and notice (i.e. how many required mtgs per year? How are special mtgs called? Virtual meetings ok?)
    - Committees

- Will this organization be membership-based and if so, what are the rights and responsibilities of members?
- How can the by-laws be changed?
- d. How will this group go about developing by-laws?
  - First need to decide on board structure (i.e. maintain affiliation-based structure or use something else?) → Jan mtg focus
  - Then can move forward: there was discussion about having a smaller side group work more on the by-laws, using online document sharing, and also making it a part of regular meetings so the full group can discuss. There are drawbacks and benefits to all approaches, so the group needs to decide how to proceed next.

#### 4. Trail Project Planning

- a. Mark mentioned that he has been contacted by a scout troop that has expressed interest in doing Eagle Scout projects at Big Finn Hill.
- b. Overview of opportunity:
  - More in-depth project, where Eagle Scout candidate can take a leadership role (but could be a one-day event, so long as the Eagle Scout candidate can plan/coordinate it)
  - 20-25 people (parents and youth)
  - Late spring/early summer
  - Identify potential projects by Feb
- c. Potential projects:
  - Trail marker installation
  - Turnpikes

#### 5. Projects – Phase list

- a. The group discussed the phase list of projects outlined in the plan – the original intent of that list was based on seasonal implementation, not necessarily chronological order. The group discussed going out of order to take on projects. There was concern about “cherry-picking” and starting more projects when others haven’t yet been completed. Mike also reminded everyone that the plan is approved and final, and thus, is not open for making changes, so the whole discussion about changing the phase list is moot.
- b. The group identified a Jan mtg item: review the status of the projects identified on the phase list

#### 6. W24-25 Re-route

- a. The group discussed the status of the project: the old trail is still being used and needs more work in order to “close” it (i.e. block with downed logs and revegetate), which is a good volunteer work party project. Winter is ideal timing for this type of work.
- b. The group agreed that this could be a good “dry run” for testing out the implementation guidelines, which can be a Jan mtg item

#### 7. Next Meetings

- a. Thurs Jan 22
- b. Need a Doodle to identify the dates for Feb – April meetings