

Waterloo Regional Trailhead

Meeting Minutes – 08/18/2014 6:30 pm

1. **Call to Order**

Meeting called to order at 6:38 pm. Cotting, Crave, Hansen, Jones, Robbins, Taylor, and Weber present. Invited Guests Steve Battenberg and Chuck Crave present.

2. **Approval of 7-22-2014 minutes**

Motion Taylor, second Jones to approve minutes as presented, motion carried unanimously.

3. **Introducing Chris Doyle, the New manager of Faville Grove Sanctuary**

Chris did not attend.

4. **Attorney Steve Battenberg spoke to the Team regarding 501(c)3 formation. Main points:**

501(c)3 is an IRS designation for a tax exempt charity. The Waterloo Community Foundation is a project based 501(c)3: for “one stop” projects such as a limited term fundraiser event. The WCF is not intended for ongoing expenses such as operating costs. It would not be a good fit as a fundraising organization for the WRT.

Battenberg asked the Team what goals remained for the 3 phase WRT implementation plan. After some discussion, he made the following comments:

The IRS has simplified and accelerated the 501(c)3 application approval process. The project goals stated by the Team are eligible for 501(C)3 corporation, and sound like a “Friends of” group. He suggested the “Friends of the WRT” be formed soon, while there was still group momentum.

5. **Update on Staffing facility**

Joe Nehmer (co-coordinator of the Glacial Heritage Area Implementation Team) likes the idea of a partnership arrangement in which the GHA Coordinator (LTE, halftime, salary paid by Forestry & Wildlife) would have their office at the WRT. The WRT would have a knowledgeable person on the premises and the ability to have the warming room open to the public more often, the GHA Coordinator could be closer to GHA events and meeting sites.

6. **Update on outstanding items**

a) Furnishings (bike racks, bench for plaza, installing plaque, flagpole, parking lot lights, painting garbage cans, installing coat pegs in family bathroom, warming room shelf)

The Team chose the plaque location : to the left of the front door, centered on the wall at eye height. DPW will mount plaque, wall pegs, and warming room shelf as time permits. DPW needs McKay to drill hole and pour cement for flagpole. Parking lot lights still not connected to power, will be an additional cost. Waterloo HS shop class instructor will be asked if class can make bench and plaque for it (for a small sum). Joe Nehmer will ask Jefferson County Bike Club for a donation for the bike racks. Lake Mills Pack 136 will paint garbage cans on August 30th with Cotting's assistance.

b) Building Issues (scupper needs redo-ing, low water pressure in all sinks, etc.)

Issues discussed, Hansen is keeping a running log of all issues to share with Kunkel Engineering while the building is still under warranty.

7. **Budget**

Hansen presented the expenditures to date. Discussion centered around estimation of annual operating costs. This year operating costs were approximately \$14,000, however this included one-time expenses, such as watering the transplanted trees and other plantings, and heavy electric usage by contractors while the facility was under construction. Robbins suggested a more

realistic monthly cost estimate would be \$725/month (including cell phone and internet). This cost would be met by six all day rentals (\$125 each) a month.

Hansen had not finished Stewardship grant closeout, and did not know what funds remained of the grants and donations made for Phase 1.

8. Proposed Fundraising Event some time in Sept-October

Hansen stated that Experience Works employee Alice Kvaldheim, currently working at Waterloo City hall, was interested in helping with a fundraiser.

Motion Hansen, second Crave to adjourn, carried unanimously at 8:46 pm.