

Teller Historic and Environmental Coalition

Minutes of the Board of Directors' Meeting

March 31, 2010

A regular meeting of the Board of Directors of T.H.E. Coalition was held on Wednesday, March 31, 2010 in the Colorado Room at the Woodland Park Public Library. Chairman Dave Martinek called the meeting to order at 4:00 P.M.

Present: Barbara Barbaro, Dee Breitenfeld, Bill Buckhanan, Jane Lass, Jane Mannon, Dave Martinek, Mary Menz, Jodi Mijares, George Parkhurst, and Dick Unzelman. **Absent:** Marion Vance was on a trip in Chile; Alternate Sally Fant was ill.

Welcome and announcements – Dave welcomed everyone present and declared a quorum. He reported that he spoke about the Midland Railroad before the Rotary Club on March 19th. The Board welcomed Mary Menz as a new director and Jodi Mijares as the new Administrative Assistant.

Approval of the minutes from January 27, 2010 – A motion was made by Mary Menz and seconded by George Parkhurst that the minutes of the January 27, 2010 Board meeting be approved as written. The motion was approved in a voice vote.

Treasurer's report – Treasurer George Parkhurst presented the Statement of Financial Position as of March 24, 2010. Funds in the Park State Bank account total \$23,625.77. Of that, \$7,821.61 is “unrestricted”, and \$15,804.16 is earmarked for specific purposes, or held in the name of member groups. A motion was made by Dee Breitenfeld and seconded by Jane Mannon that the report be accepted as presented. The motion was approved by a voice vote.

The question arose as to when the membership year officially begins. The Board agreed that it begins on January 1st of each calendar year. Notices for membership renewal have not gone out yet for this year, and Jodi, our newly-hired Administrative Assistant, advised that they will be sent out on Friday, April 2nd (see below).

Committee/Other Reports

- **MDAD Committee** – Dave reported that after the last MDAD Committee meeting he sent out Revision 1 to Work Order #3 to all Board members for their review and approval. The work order revision covers an additional four hours to complete the work with Older Than Dirt Construction to prepare the Plans and Narrative Specifications to stabilize the Divide Depot. The revision was approved by a majority of the Board members via email back to Dave. The procedure and approval was recapped so a record could be placed in the minutes.

Dick advised that we are now receiving architectural drawings electronically from Chuck, but we still need Chuck's drawings on the stabilization plan. He also mentioned that they need to plan the next work session concerning the disassembly of the diagonal paneling, which will be taken out this summer. Chuck and Dick will work on options for handling this

project. Another proposed project is to fence the true property line around the depot. And, there is still the need to create a physical trail from the property to the Hayden Divide Loop Trail before late October to comply with the Sponseller easement. According to Dave, Pete Kuyper is willing to help with this effort. Dick would like to get this done in the summer, rather than wait until the fall. These items, along with other issues relating to MDAD, will be discussed in the next scheduled MDAD Committee meeting in April.

- **“Midland Days” symposium** – Dave reported that the symposium was very successful with about 30 people attending. The folks at the John Wesley Ranch were gracious hosts. Preliminary plans have begun for a repeat of the symposium next year. In total, the day’s event grossed \$1,583. Expenses were \$263.50 (for catering and printing), netting \$1319.50. This amount will be divided equally between the Divide Chamber of Commerce and T.H.E. Coalition, each receiving \$659.75.

Dave mentioned that he and Dick volunteered to visit with Scott Tate who is on the committee to restore the Midland Depot in Hartsel. Scott attended the symposium and expressed his enthusiasm for not only restoring the Harstel depot, but also interfacing with T.H.E. Coalition to learn from our experiences.

- **Depot sewer issue (update)** – Dave reported that Kurt Dahl, Director of Teller County Environmental Health, has yet to schedule the hearing for the variance to approve converting the existing septic tank for the depot into a holding tank until proper excavation is planned.

Old Business

- **Hiring of Jodi Mijares** – Jodi has officially been hired as our Administrative Assistant. A copy of the Independent Contractor Agreement, dated February 15, 2010, was circulated among the Board for their review. Jodi will be paid a flat fee of \$120 per month (based on \$12/hour). Jodi reported that, so far, she has updated our phone number, set up voice mail, and spent some time looking through our website. According to Jodi and Dave, the website is not currently working properly and needs to be updated (see below).
- **2010 draft budget review** – A review of the draft budget submitted by George during the January meeting revealed that no membership income was shown (reflecting our 20 members). It was discovered that a \$1,000 was inadvertently left out of that line item. With that addition, a motion was made by Dee Breitenfeld and seconded by Jane Mannon that the Board approve the preliminary budget. The motion was approved by a voice vote.
- **Resolution of the telephone issue** – In order to resolve the phone issue created by Nancy’s departure (she used her own cell number as the T.H.E. Coalition phone number – one of the transition issues), Dave asked the Divide Chamber of Commerce if they would be willing to share their message-only number, and they agreed. The Chamber will pay the telephone bill up front each month, which is about \$40 per month, and will bill T.H.E. Coalition every other month (or for six months of service). The phone number is 686-7605. Since Jodi is also the secretary with the Divide Chamber of Commerce, she will be answering the phones

for both organizations now. This resolution was explained so that the agreement could be noted in the minutes.

- **Member due notices** – Jodi is scheduled to mail out renewal notices to T.H.E. Coalition membership on Friday, April 2nd. The notices will also include a paragraph announcing the April 15th reception for Jim Steinberg and Susan Tweit (see below). Dee requested that Jodi correct the spelling of her last name on T.H.E. Coalition letterhead.
- **Annual member meeting** – A motion was made by Jane Mannon and seconded by Bill Buchanan that the T.H.E. Coalition’s annual membership meeting be suspended for this year.
- **April 15th Jim Steinberg Reception (update)** – Dave reported that although there are several activities going on in the community on the same date, both Jim Steinberg and Susan Tweit have advised that April 15th is the most convenient date for them to appear at reception to promote Colorado Scenic Byways, Taking the Other Road – the book initially promoted last fall. The following arrangements and plans have been confirmed for this free reception and book signing:
 - The large conference room in the Woodland Park Library has been reserved.
 - The public will be invited to attend the presentation between 5:00 P.M. and 6:30 P.M.
 - A press release has been drafted.
 - Tracy Killday will cater dessert and punch. The cost will be \$85 for an estimated 40 people.
 - We have 15 books available for sale, and expect Jim Steinberg to bring more with him.
 - Jane Lass and Mary Menz will work on the food and setting up the room.
 - Jane Mannon will try to get a notice in the Grapevine newsletter.
 - Dave has posted a notice on the Woodland Park Community calendar.
 - Dave will send a notice to the Courier if he can get pictures of the two speakers.

New Business

- **Divide Community Betterment Organization (DCBO)** – On March 15th, a meeting with Pete Kuyper and other pre-selected non-profits was held regarding the proposal to create the DCBO, a non-profit public charity organization in support of the Divide community. T.H.E. Coalition is interested in the formation of this organization because the DCBO would take ownership of the depot, making subsequent grant requests easier. According to Dave, Teller County is supportive of the proposal. Representatives from the proposed supported organizations, i.e., T.H.E. Coalition, Community Partnership, Little Chapel of the Hills, Ute Pass Historical Society, Divide Chamber of Commerce and Teller County, would make up the initial Board of Directors. An ad hoc committee, comprised of Sheryl Decker, Pete Kuyper, and Dave Martinek, was appointed to make suggestions for the Articles of Incorporation to be drafted soon. There are still many questions to be answered, such as what T.H.E. Coalition’s potential liability would be. Other items still to be addressed are SHF covenants, grants, and proper ownership status. Dave reported that SHF has verbally indicated that the DCBO would be a “qualified entity” (as far as SHF is concerned) and therefore eligible to receive grant monies.

- **Letter to the Jacksons** – In the past, Mr. and Mrs. William C. Jackson of Tulsa, Oklahoma have indicated an interest in contributing to the Midland Depot at Divide Preservation Project. Dave recently wrote a letter to them introducing himself as the new chairman of T.H.E. Coalition and bringing them up to date on recent events that have transpired regarding the Depot.
- **May – Archaeology and Historic Preservation Month** - Dee reported that she is co-hosting the upcoming May 22nd Pathways to Colorado’s Heritage event to be held at the Pikes Peak Community Club. The theme for this year’s event is *Landmarks Along the Pathways*. The Teller County Historic Preservation Advisory Board is sponsoring the event, with T.H.E. Coalition as a supporting co-sponsor. Four landmarks will be recognized: Tunnel No. 9, Midland Depot, Pikes Peak Community Club, and the Catherine Costello House. Marion Vance will represent T.H.E. Coalition at the event.

Other business

New website - Since T.H.E. Coalition’s current website is virtually non-functional, Dave asked the Board’s permission to pursue the possibility of having the Divide Chamber of Commerce web designer design a separate one for us, which could include an embedded site for the depot. Since Jodi currently works on the Divide Chamber of Commerce website, she could easily keep T.H.E. Coalition’s and the Depot’s new website current and fresh. The Board verbally approved Dave’s request to pursue the idea further and bring back a proposal.

Shipping Plus retainer – Dave mentioned that it is common for other non-profits to keep a small retainer on the books for small jobs such as printing and shipping, and asked if the Board agreed to do the same with Shipping Plus. That way, Jodi could coordinate with Lisa Lee from Shipping Plus for any shipping, printing and mailing costs from the retainer. A motion was made by Bill Buchanan and seconded by Jane Lass that we deposit \$50 to \$100 with Shipping Plus for this purpose. The motion was approved and George was directed to make the deposit.

Letters of appreciation – A recommendation was made that T.H.E. Coalition draft separate letters of appreciation to Helen Dyer, Nancy Desilets, and Lynn Harrison thanking each of them for their past service and dedication. A motion was made by George Parkhurst and seconded by Bill Buchanan that Marion and Jodi jointly prepare letters for each.

There being no further business, the meeting was adjourned at 5:30 P.M.

Respectfully submitted,

Barbara Barbaro

Board Member