

**North Kitsap Trails Association**  
**Annual Board of Directors Meeting**  
**November 14, 2008**

---

Attendees: Jon Rose, John Hawkins, John Willett, Linda Berry-Maraist, John Kuntz, Sue Schroader, Corinne Galeria

---

**A. Business**

1. Call to Order – Roll Call

The annual Board of Directors meeting of the North Kitsap Trails Association was called to order by Jon Rose, President, at 1:15 p.m. on November 14, 2008

2. Approval of minutes from last meeting

- a. Reading of the last minutes
- b. John Willett made motion to approve
- c. Linda Berry-Maraist seconded motion
- d. Unanimously approved

3. Status of Filings

- a. Sue gave an update regarding outstanding legal document filings – all should be complete by the end of the month
  - o Charitable Organization License
  - o Master Business License
  - o City of Poulsbo License
  - o Form 1023, Duke working on this now, says his accounting person is to have this finished by end of next week, will bring by office to have Jon Rose sign

4. Mission /Vision Statement

- a. None at this time
- b. Jon asked if required, no per Sue but it is something we should have as a marketing tool
- c. Sue asks that everyone email her their own verbiage for the mission/vision statement so she can compile all and come up with a draft to distribute
- d. John K. says it should have 3 items: Environmental, Community and Personal

5. Budget

- a. We need operating, organizational and M&O budgets
- b. Revisit at next meeting, have an open discussion so we can figure one out
- c. What are goals for 2009?
- d. Need to develop a work plan
- e. Need to open up a bank account

- f. Per John K. we have \$545.00 – will get bank account paperwork to Jon to co-sign
6. Protocol for emails & requests
- a. Sue has received over 120 emails in the last 2 weeks – she doesn't need to get all of them
  - b. Start flagging emails to show importance, etc.
  - c. Linda suggests we meet more often, more effective, time management
  - d. Linda suggested a repository - target emails to an NKTA address - important to communicate but not drown Sue
7. Discussion regarding additional Board members
- a. Duke Bourgeois called into meeting at 1:40 p.m.
    - o Wants to be included on Board to represent the horse community
    - o Indicated that his accountant is almost done with Form 1023 – doesn't think our attorney needs to review
    - o He trades labor with his CPA, says his CPA is well versed in non-profit organizations, CPA was treasurer and accountant for Builders Association for three years
    - o Okay to open up bank account next week
  - b. We should really consider adding others to the Board
  - c. Should we have an Advisory Board?
  - d. First task is to develop structure
  - e. Have small core group then figure out how to integrate, what direction we are going
  - f. Present draft organizational structure plan to Sue Abbott and ask for suggestions
  - g. Articles of Incorporation and By-Laws will need to be amended each time if we change, Jon would only like to file once a year at the most
  - h. Revisit new members to the Board of Directors – need to pause until after we meet with Sue Abbott – need to understand structure before adding new members
  - i. Need to be very organized before Sue Abbott comes, do not want to waste her time
8. New Committees – Public Outreach? (Harmony Starr)
- a. Bring up adding more committees at the work plan/organizational structure meeting
9. Amending Articles to include water trails
- a. Revisit issue at a later date to amend Articles
  - b. John Kuntz made motion to change verbiage in Articles to change any occurrence of trails to LAND and WATER trails at a later time as appropriate during other formal changes to Articles
  - c. John Willett seconded
  - d. Unanimously approved

- e. All agreed that water trails are happening and being worked and are acknowledged as part of the goals and purpose of the NKTA

10. Review of Disclosure Agreements

- a. Each board member reviewed the Disclosure Agreements
- b. John K. should amend to state that he is the owner of a kayak business
- c. Jon Rose should amend to state that he owns POPE stock

11. Discussion regarding meeting with Sue Abbott in December and Steering Committee

- a. Need to get ready for Sue Abbott meeting
- b. Need to prepare a work plan
  - o Schedule
  - o Implementation Plan
  - o Operating budget
  - o Capital & O&M Budget
  - o Public relations
  - o Create a master plan
  - o Construction
  - o M&O
  - o Organization
  - o Trail map
  - o Phasing by section and by surfacing
  - o Acquisition plan
- c. Sue Abbott wants to meet with us in a Steering Committee forum – attendees could include the following:
  - o Jon Rose (BoD – OPG)
  - o Sue Schroeder (OPG)
  - o John Willett (BoD – Tech Comm)
  - o Linda Berry-Maraist (BoD – Poulsbo)
  - o John Hawkins (BoD – User Group)
  - o John Kuntz (BoD – User Group - Water)
  - o Tom Curley (Suquamish Tribe)
  - o Kerry Chamberlin (User Group)
  - o Duke Bourgeois (User Group – Horses)
  - o Don Willott (BI)
  - o Carolina Veenstra (Kingston)
  - o Dave Haley (Indianola)
  - o Ken Shawcroft (Hansville)
  - o Paul McCollum (PGST)
  - o Greg Cioc (Kitsap County)
  - o Joan Lukasik (Organizational Committee)
  - o Matt Slaney (User Group)
  - o Scott Diener (Kitsap County)
  - o Steve Bauer (N. End Commissioner)
  - o Pete Sullivan (Kitsap County)

Others to consider:

- Naomi Maasberg (Wildlife Committee)
- Ed Stern (Financial Committee)
- Walt Elliott (Financial Committee – Kingston)
- Bobbie Moore (Kingston)
- John Nelson (Kingston)

12. Press Releases – past and future

- a. Concern over recent article featured in the Kitsap Sun regarding the grant – verbiage was incorrect in several areas
- b. What should protocol be?
- c. Need a mission/vision statement with two or three additional paragraphs explaining our stance regarding land and water trails
- d. Maybe put a FAQs section on the website
- e. Need to look at each press release prior to going out – can't control what the newspapers write but can control what we send out

**B. Updates**

1. Water Trail Update

- a. John Kuntz gave the following report
  - Water Trail Committee met and had 8 paddlers at Tuesdays meeting
  - We can have a water trail without a huge amount of effort
  - What will the County require to get this on their maps?
  - Water Trail Committee came up with a draft water trail plan
  - Water trail aspect differs us from other trail systems
  - We can have an actual water trail now – Port Gamble to Poulsbo with different stops in 1 mile increments - will have trail markers at each stop
  - Will have water trail logo
  - How can we address neighbor concerns?

2. OPG Update

- a. Jon Rose gave the following report
  - Rural Wooded Incentive Program is currently under moratorium at the County level and is undergoing a final decision at the Superior Court level
  - Not sure what outcome will be – OPG needs clustering ordinance in order to do trails
  - Superior Court decision should be in January and another review at the County level will begin some time next year

**C. Funding**

1. Political and funding stances as a non-profit
  - a. Discussion regarding this issue has been tabled until the next Board of Directors meeting
2. Funding ideas

- a. Discussion regarding this issue has been tabled until the next Board of Directors meeting
3. Options for M&O funding
  - a. Discussion regarding this issue has been tabled until the next Board of Directors meeting

**D. Projects/Other**

1. Implications of off road vs. beside road trails – Next meeting
2. Support for PGST Grant Application – Completed item
3. WSDOT traffic closures of Hwy 305 for 2009
  - o WSDOT will be closing portions of 305 near Totten/Widme the week after Hood Canal Bridge re-opens (for culvert replacement)
  - o City of Poulsbo suggested that they close it the same time that Hood Canal closes
  - o Should we ask for wider shoulders?
  - o City of Poulsbo will be formally asking for wider shoulders
  - o Totten and Lemolo are extremely dangerous – shoulders are non-existent in some places
  - o There have been 3 fatalities on Totten and Widme
  - o Would cost over \$1M to widen shoulders per WSDOT
  - o Linda will make us aware of public hearings
  - o Should only be citizens group that shows up – not NKTA reps

Linda Berry-Maraist moved to adjourn the meeting at 3:25 p.m.

John Kuntz seconded

Unanimously approved

Respectfully Submitted:

Corinne Galeria

Assistant to the Secretary of NKTA

Administrative Assistant

Olympic Property Group

## Exhibit A-Agenda

# NKTA Annual Board Meeting

November 14, 2008  
2 Hours, 33 Minutes  
Olympic Property Group - Board Room  
1:00 – 3:30 p.m.

Meeting called by:	NKTA	Type of meeting:	Annual Board Meeting
Facilitator:	Jon Rose, President	Note taker:	Sue Schroader
Attendees:	Jon Rose, Sue Schroader, Corinne Galeria, Linda Berry-Maraist, John Willett, John Kuntz, John Hawkins		
Please read:	Minutes from last meeting		

## Agenda

### Business

Call to order – roll call	Jon Rose	1
Approval of minutes from last meeting	Jon Rose	1
Status of Filings	Sue Schroader	1
Mission/Vision Statement	Jon Rose	5
Budget	Jon Rose/John Kuntz	10
Protocol for emails & requests	Jon Rose	10
Discussion regarding additional board members (Duke Bourgeois)	Jon Rose	5
New committees - Public Outreach? (Harmony Starr)	Sue Schroader	5
Amending Articles to include water trails	Sue Schroader	5
Review of Disclosure Agreements	Linda Berry-Maraist	5
Discussion regarding meeting with Sue Abbott in December and Steering Committee	Jon Rose	20
Press releases - past and future	John Willett	10

### Updates

Water Trail Update	John Kuntz	5
OPG Update	Jon Rose	5

### Funding

Political and funding stances as a non-profit	John Willett	10
Funding ideas	All	10
Options for M&O Funding	Linda Berry-Maraist	15

### Projects/Other

Implications of off road vs. beside road trails	Linda Berry-Maraist	10
Support for PGST Grant Application/Others	John Willett	5
WSDOT traffic closures for 2009 (305)	John Willett	15