



Cedar Trails Partnership

**Plan of Work  
2008**

6510 Hudson Road  
Cedar Falls, Iowa 50613  
319-268-4266  
800-845-1955

[www.cedartrailspartnership.org](http://www.cedartrailspartnership.org)

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## Board of Directors

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Gary Dusenberry  
George Wyth State Park ..... 232-5505 (w)  
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## **Advocacy Committee**

Bob Morgan, Chair; Bob Braun, Larry Buchholz, Bill Fee,  
Brian Kelleher, Bill Seibert

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### ***Responsibilities:***

Learn about every trail project proposed for the area

Represent trail users at Metropolitan Planning Organization (MPO) meetings, City Council meetings, and any other meeting affecting trail projects

Establish relationships with municipal planners and engineers, and with engineering consulting firms bidding on trail projects

### ***Goals:***

Encourage the City of Waterloo to appoint a city department (likely the Parks Department) to take serious and effective responsibility for maintenance of trails in their jurisdiction.

*Timeline: until accomplished*

Attend MPO meetings

*Timeline: ongoing*

Attend meetings with other trails groups and report back to the Cedar Trails Partnership

*Timeline: ongoing*

Communicate general trail happenings to membership

*Timeline: ongoing*

Create Powerpoint presentation to promote the Partnership and it's purpose and goals.

*Timeline: until accomplished*

***Budget: 0***

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## **Communications Committee**

Redgie Blanco, Chair; Kim Burger, Susan Lewis, Bob Sloan,  
Bob Braun

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### ***Responsibilities:***

Keep members informed of Board activities and CTP projects

Inform members of volunteer opportunities

Prepare and distribute press releases about CTP activities and projects

Maintain and track usage of Cedar Trails Partnership web site

### ***Goals:***

Increase publicity for the Partnership by writing newspaper articles

*Timeline: ongoing*

Compose and send out newsletters to the general membership three times a year.

*Timeline: June or July, October or November, April*

Seek out appropriate web site to links to CTP web site

*Timeline: ongoing*

Explore securing sponsors to fund newsletter

*Timeline: ongoing*

Purchase marketing materials like a pull-up display

*Timeline: by June for summer festivals*

***Budget: \$2,500***

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## **Finance Committee**

Mary Jones, Chair; Cammie Scully, Bill Seibert, Larry Buchholz, Jean Hall

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### ***Responsibilities:***

Manage CTP funds and determine how to maximize CTP interest/investment income

Create a yearly budget

Oversee Festival finances

### ***Goals:***

Establish budget

Fundraising Activities

***Budget: \$500 (seed money for merchandise purchases)***

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## **Grants Committee**

Bob Morgan, Chair; Juan Carlos Castillo, Jerry Green,  
Jean Hall, Bob Morgan, Bob Sloan

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### ***Responsibilities:***

Administer the CTP Large Grant Program

- a. Advertise Grant Program throughout the year through the CTP web site, newsletter, and CTP events
- b. Determine the amount of CTP funds available for award at the September CTP Board Meeting
- c. Publicize request for proposals by end of October, with a submission deadline of January 15
- d. Review and score grant applications, presenting a committee recommendation for awards at the February CTP Board meeting
- e. Notify grant recipients and those not selected of Board decision
- f. Announce grant awards to the community through press releases to newspapers and other publications, the CTP web site, etc.
- g. Send press releases to media as projects are completed

Promote the CTP Small Grant Program through contact with area agencies, organizations, youth groups, and media

### ***Goals:***

Assist the CTP Board with disbursement of CTP funds to projects that support the mission of the CTP

Define geographical area eligible for grants.

***Budget: Minimal for mailing of proposals to committee members***

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# **Membership Committee**

Bob Morgan, Chairs; Anne Duncan, Bob and Doris Hewlitt,  
Sue Dufel

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## ***Responsibilities:***

Recruit new members

Refer members who volunteer for committees/projects to appropriate board members

Send quarterly renewal reminders and membership cards

Send letter as memberships expire, inviting their return

Provide membership list and email address to other board members as appropriate

Send new member letters and cards

## ***Goals:***

E-mail invitation to general membership to encourage committee participation

E-mail trails events to general membership

*Timeline: ongoing*

Conduct a membership drive

Increase membership from surrounding towns

***Budget: \$3,500***

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# **Safety and Education Committee**

Brent Johnson, Chair; Kim Burger, Roger DeGroot, Sue Dufel, Bill Fee, Mary Jones, Bob Morgan, Pam Taylor, Mike McCallum

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## ***Responsibilities:***

Manage the cedar trails patrol

Identify \*and report\* dangerous spots on the trails and offer suggestions

Educate trail users \*on proper trail etiquette\* and safe trail usage

## ***Goals:***

Rebuild and increase size of trail patrol

- Develop a visual presence on the trail and at local events
- Develop a brand identity (shirts, jerseys, placards, etc)

*Timeline: ongoing*

Provide programs \*and expertise\* for service club organizations

on safe trail usage

*Timeline: ongoing*

Promote helmet use for all trail system users

*Timeline: ongoing*

Purchase and install awareness signs

*Timeline: ???*

***Budget: \$2,500***

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## **Trails Festival Committee**

Susan Lewis, Chair; Cedar Falls Jaycee's, Bill Fee,  
Larry Buchholz, Kim Burger, Peter Komendowski,  
Cammie Scully, Lori Eberhard, Rosemary Beach, Redgie  
Blanco

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### ***Responsibilities:***

Organize, publicize and administer the annual Cedar Trails Festival

### ***Goals:***

Create awareness of and publicize the Cedar Valley Trails System.

*Timeline: ongoing*

Raise money to fund trails partnership projects and activities

*Timeline: August 2008*

***Budget: \$5,000 (start-up)***

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## **Projects Committee**

Roger DeGroot, Chair; Lori Eberhard, Arthur Furlong,  
Sue Dufel, Bill Fee, Jerry Green

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### ***Responsibilities:***

Identify potential Cedar Trails Partnership projects and trail improvements and manage their implementation

Organize and implement trail clean-up days

### ***Goals:***

Provide additional signage for trails

Spring Cleanup

*Timeline: April (Earth Day)*

Identify/Create a list of Trails Projects for service clubs, scouting groups and others may wish to work on and publish in our newsletter

*Timeline: ongoing*

Fundraising for trails projects

*Timeline: ongoing*

***Budget: Open***

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# **Water Trails Committee**

Peter Komendowski, Chair; Anne Duncan, Lori Eberhart

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## ***Responsibilities:***

Keep members informed about activities and changes related to the water trails and their rules

Inform when new trails are being designed or implemented

Present/Represent trail user interests when water trails are being planned

Support organizations that maintain the water trails

## ***Goals:***

Increase the awareness of our growing water trail system

Promote safe usage of the water trails

***Budget: \$500***

