



Cedar Trails Partnership

**Plan of Work
2010**

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www.cedartrailspartnership.org

Board of Directors

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Advocacy Committee

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

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.

Budget: 0

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 its purpose and goals.

Timeline: until accomplished

Communications Committee

Kim Burger, Chair; Susan Lewis, Jerry Green, Peter Komendowski

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

Finance Committee

Bill Seibert, Chair; Larry Buchholz, Jerry Green, Jean Hall, Mary Jones

Responsibilities:

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

Create a yearly budget.

Oversee Festival finances.

Goals:

Establish budget.

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

Grants Committee

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

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.

Budget: Minimal for mailing of proposals to committee members

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.

Membership Committee

Bob Morgan, Chair; Sue Dufel, Anne Duncan, Bob Manning

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.

Email information about events to general membership.

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

Projects Committee

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

Responsibilities:

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

Organize and implement trail clean-up days.

Budget: Open

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

Safety and Education Committee

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

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.

Budget: \$2,500

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: ???

Soft Trails Committee

Brent Johnson, Chair; Roger DeGroot, Anne Duncan, Lori Eberhart

Responsibilities:

Keep Cedar Trails Partnership (CTP) current on Cedar Valley Area Soft Trails (CVAAT) activities.

Work with CTP to increase membership of non-traditional user groups like MTB, hiking, birding, etc.

Provide CTP and INRCOG with current maps and trail information.

Encourage/increase responsible use of area soft trails.

Budget: Self-supporting with occasional grants for special projects.

Goals:

Develop and install soft trails signage.

Snow Trails Committee

Jerry Green, Chair; Roger DeGroot

Responsibilities:

Goals:

Budget:

Trails Festival Committee

Bob Morgan, Chair; Cedar Falls Jaycee's, Rosemary Beach, Larry Buchholz, Kim Burger, Lori Eberhard, Bill Fee, Nancy Hamilton, Peter Komendowski, Susan Lewis, Cassie Luze, Kay Meaney

Responsibilities:

Organize, publicize and administer the annual Cedar Trails Festival.

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

Goals:

Create awareness of and publicize the Cedar Valley Trails System.

Timeline: ongoing

Raise money to fund trails partnership projects and activities.

Timeline: August 2010

Water Trails Committee

Peter Komendowski, Chair; Anne Duncan, Lori Eberhart

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.

Work with community partners to investigate and establish new trails.

Budget: \$500

Calendar of Events

January ~ Annual Meeting

February ~ Grants, Endowment

March ~

April ~ Earth Day Clean Up

May ~ Bike to Work Week/Day Events

June ~ Iowa Trails Summit, Sturgis Falls Ride

July ~

August ~ Cedar Valley Trails Festival, second full weekend

September ~

October ~ Grant monies allotted, Endowment

November ~

December ~

Revised 02/12/10