

Meeting Minutes

Special OFFICERS MEETING

April 19, 2023



Present: Vinal Applebee, President
Mike Cribbin, Vice-President
Melissa Dow Doane, Treasurer
Randy Brown and Dave Soucier, Trail Masters
Allison Applebee, Secretary
Eric Sprague, Recreational Trail Coordinator

Meeting was called to order at 4:00 pm by the President.

The President welcomed Eric Sprague to the meeting and thanked him for coming.

The minutes of the Special/Emergency Rocky Mountain Trail Riders on Saturday, April 8, 2023 meeting taken by Katharine Davis were reviewed. Corrections to the minutes were to correct spelling of Katharine's name plus change "Davies" to "Davis". James Reinzo, Katharine Davis and Daniel Davis resigned as Officers of the Club as of April 8, 2023.

Motion: To approve the minutes of the April 8 meeting as amended.

Motion by: Randy Brown

Seconded by: Mike Cribbin **Motion Carried Unanimously.**

The Treasurer's Report was presented by Melissa Dow Doane.

\$ 105.95	Beginning Balance 1/1/2023
556.00	Memberships (4/14—4/18)
1,884.00	Donations
<u>(1,752.11)</u>	Expenses (Service charge, Accounting, Property Tax, Power, Grading)
\$ 793.84	Balance — 4/25/23

Motion: To approve the Treasurer's Report as presented.

Motion by: Randy Brown

Seconded by: Dave Soucier **Motion Carried Unanimously.**

Melissa and Vinal met with James Reinzo at the Bar Harbor Bank and Trust and were added as signatories to the Rocky Mountain Trail Riders checking account.

The position of Secretary is currently held by Melissa Dow Doane. Melissa requests this duty be turned over to Allison Applebee.

Motion: To remove Melissa Dow Doane as Secretary and nominate Allison Applebee to the position of Secretary.

Motion by: Melissa Dow Doane

Seconded by: Mike Cribbin **Motion Carried Unanimously.**

Corporate Status — The Rocky Mountain Trail Riders is currently in good standing with the State IRS. The Annual Meeting is to be held in April. The special meeting of April 8, 2023 will serve as the official annual meeting for 2023 with officers elected for the next three-year period. A Form 990-N must be completed and filed electronically.

Land Owners — Each year land owners must be notified and sign a Landowner Permission Form. Vinal will put together a list of land owners and boundaries and work on getting updated permissions. RMTR currently has 82 miles of trail. 50+ miles of these trails are owned by AFM (American Forestry Management). AFM has a State Contract, and the contact person is Eric Sprague therefore, we do not need to get their Landowner Permission before we can submit Grant application.

ATV Club Grant and Municipal Grant

The RMTR will have to decide which Grant would be best for us. The ATV Club Grant is in the amount of \$10,500. The Municipal Grant can be for any amount we request for the year. The deadline for each Grant is May 31, 2023.

Melissa has talked with Penobscot County Commissioners, and they have agreed to work with us on the Municipal Grant. Melissa is working on completing the Grant application.

Contractors have to be approved by AFM to do any work on AFM trails.

Contractors can do “In Kind” work. This is better for the Club instead of a direct donation. Contractors can do the necessary grading required each year by AFM, invoice you for the full amount of work done, then stipulate what amount of the invoice is “In Kind” and what amount of invoice would need to be paid. We would submit their invoice to the State (Brian Bronson), and we would receive 90% in payment. Grants are actually a reimbursement program.

Signage

All club signs received from the state are for trails. Roadway signage are approved by the Department of Transportation. Question was raised who is responsible for the erecting of the signs? Town or the Club? Eric will find out the answer.

Insurance

Vinal had a J.T. Rosborough invoice in the amount of \$1,918. for insurance for club assets and general liability. This policy expired on 11/19/22 due to lack of payment. We will be checking into what this invoice covered and are getting other quotes.

We will check into V&V Insurance for the ATV trail endorsement. Per Eric, the “ATV Trail Endorsement policy” is required by the State in 2023. We need Proof of Insurance. This is a reimbursable expense from the Grant.

We also need to check into insurance for the Clubhouse. Property taxes have been paid for last year.

Trail Master

The Club is not responsible for enforcing riding on access roads that are town roads. If the town doesn't close access roads and people ride on them with ATV's, the town will be responsible for notifying town members that the roads are closed.

Randy Brown, Dave Soucier, and previous Trail Master Daniel Davis will be riding the trails to check on signage. Per Eric, as a club, we can go out onto trails, except gated trails, now to check to see if there are any issues on the trails that need to be handled immediately.

Eric reminded is DO NOT WRITE ON yellow arrow signs.

Bylaw Changes

As we currently don't have a Board of Directors, the Officers of the Club made the following changes to the Bylaws of The Rocky Mountain Trail Riders.

Motion: Change "Article III Meetings of Members" to read:

The date of the annual meeting shall be the third Monday of April at 6:30 p.m. Regular meetings will be held the third Monday of every month from April through September at 6:30 p.m.. The Board of Directors will meet at 6:00 p.m. on the day of the club meetings. Notice of meeting will be given to members in advance.

Motion by: Melissa Dow Doane

Seconded by: Dave Soucier

Motion Carried Unanimously.

Motion: Change "Article IV—Board of Directors" to read:

The Board of Directors will consist of 3 members. Two of the Board members will have a 3-year term. One Board member will have a 2-year term. The role of the Board is to accept concerns from the members and address their needs and concerns. The Board will have the final decision on administrative topics. The Board shall meet just before the regular club meetings. New Board members will be nominated and voted upon by paper.

Motion by: Melissa Dow Doane

Seconded by: Randy Brown

Motion Carried Unanimously.

Motion: Change first paragraph of "Article V—Other Officers" to read:

Other officers include the President, Vice President, Secretary, Treasurer, and Trail Master. Trail Master may elect a Trail Master Jr. as well. These officers will have a 2-year term. The election of Officers will be as follows: At the first meeting of the year in April, there will be nominations for the positions of President, Vice President, Secretary, Treasurer and Trail Master(s). These officers will be elected at the meeting on the third Monday in May.

Motion by: Melissa Dow Doane

Seconded by: Dave Soucier

Motion Carried Unanimously.

Motion: Change first paragraph of "Article VII" to read:

"Time changed to 7 pm" will be changed to

"Monthly meetings will be held on the third Monday of the month at 6:30 p.m."

Motion by: Randy Brown

Seconded by: Dave Soucier

Motion Carried Unanimously.

The next Special Officers' Meeting for RMTR will be Wednesday, May 3, at 4:00 p.m.

A Motion to Adjourn was made by Melissa Dow Doane at 6:15 p.m.

Respectfully Submitted,

**Allison Applebee
Secretary**