

Center Grove Trails, Inc.

Regular Monthly Meeting on February 25, 2008
7PM, White River Library

Attendees:

Laura Hilden*	Roy Carlsgaard		
Matt Douglass*	Chris Osborne		
Pat Sherman*	Kim Crame*		
Anita Knowles*			

* CGT Directors

Meeting Minutes:

Opened meeting - 5 board members present, 1 regular member, and Chris Osborne (special guest and web-site designer).

Previous Meeting Minutes - Meeting Minutes of 1/8/2008 were presented. Laura made a motion to approve the minutes as written, Anita seconded motion. Minutes passed without objection.

Treasurer Report –

- Laura reported there were no transactions since the last meeting. Laura is waiting for the Johnson County Community Foundation (JCCF) to provide her with a current balance of the CGT account. Laura will be depositing \$15 for t-shirts and \$5 from Anita Knowles. There are no expenses that need to be paid out yet, but there are expenses pending to Andrew Dick for the non-profit fillings and for the web-site and web domains. *Web domain fees are due on April 10.*

Non-Profit Status -

- 1023 Application is almost finalized. Pat Sherman and Andrew Dick are working out final details of submittal.

Calendar Review -

- Kim reviewed the 2008 calendar with the group. New "Microsoft Excel" format should be easy to update and easy to transition to a new person when roles / responsibilities change. Kim will email out to board of directors for review and comments.

Outreach Committee Report

- **Website Development & Implementation** - Chris Osborne provided an overview of his experience in developing websites for non-profits and provided some recommendations and considerations for the future CGT website.
 - Chris said that there is a wide spectrum of web styles that are available, the simplest being a "billboard website" to a more complex "full interactive site".
 - Web designers can play a key role in setting up the initial site but once this is accomplished it is often in the best interest of the non-profit to take over maintenance and updates of the site from there. If a non-profit relies on a web-designer for all site updates problems can develop if the two parties are operating on different time tables.
 - Chris offered to assist with the set-up of the CGT site (e.g. up-load a template of our choosing, and help with the site configuration). After set-up it would be up to the CGT members to maintain the site. As the software that would be used for the updates is web-based, namely Joomla.org, anyone with an internet connection could assist with updates.
 - There would be different levels of site access. One person in the CGT organization would need to be designated as the "Super Administrator". This person should be knowledgeable of the site and would be able to install new templates and change the main configuration file. Other access levels include author, publisher and administrator.
 - Chris reviewed some options that could be considered for the site:
 - Document management
 - Ability to link to non-profit status information for potential donors (e.g. 990, Guide Star (a clearing house for donors), etc.)
 - Photo galleries

- Static & dynamic content (e.g. dynamic content might include news-flashes, polls / surveys (also consider using survey monkey - a more scientific survey tool for the web), etc.)
 - 3 column templates (e.g. to display brochures)
 - Possibility for selling banner sites (e.g. on side or bottom of page) or group can create their own banners in these areas.
 - Mail management
 - Community calendar (interactive) or listing of upcoming events.
 - Chris next reviewed the process for up-loading the Joomla tool and setting up the site:
 - Joomla is a free tool, so all you pay for is the web-hosting fee.
 - Joomla comes packaged in a compressed "zip" file.
 - Installation of Joomla takes about 10 minutes.
 - In the "zip file" there is an Adobe Acrobat (pdf) file titled "instructions" this is a very important file to reference.
 - Current host website uses Linux system and therefore should interact well with Joomla.
 - First step is to find templates. Many are free, but for a small price could buy a template that might fit the organization's need better.
 - Once template is selected and installed the site is set-up by installing images (e.g. logos, etc.). Often logo and image sizes need to be adjusted to fit into template.
 - Overall the time to install template and set-up the website would take a web designer about 10-20 hours depending on the amount of image editing, etc.
 - Pat asked about the security of the site and the risk of damage to the site or content. Chris said that although this is a possibility it is unlikely that anyone would do harm to a small, non-profit site and with security restrictions (e.g. password protection for editing) it would be difficult for this to happen. Chris said non-profits who accept on-line donations typically work through PayPal. PayPal maintains a very secure site for the transfer of funds; the non-profit web administrators therefore won't be involved in receiving or redirecting funds. It is important to protect the administrator's password to avoid security risks.
 - Chris said he is willing to volunteer to assist us with the initial web-site set-up. (A VERY BIG THANKS, Chris!!!) *Matt will send Chris the web host address, user name and password to get into the site. Chris will send Matt a link to where template options reside (CSS files) and Matt will let Chris know which template CGT will use.*
 - Goal is to have site up and running by 1st week in June. *Group needs to start thinking about up-loadable content for the site. Need to decide who will appear as contact on website.*
- **Johnson County Bike & Pedestrian Planning Committee Meeting** –
 - The next meeting is on Tuesday, March 18 at the White River Library. Dana Brown from Edinburgh will be there to discuss a plan to connect Edinburgh to Franklin.
 - Anita offered to add anyone to the email distribution list for notifications of upcoming meetings.
- **DNR Trails Advisory Board** – Application was submitted last month to request a nomination of Matt to the DNR Trails Advisory Board. No response has been heard yet. *Laura will check on status of decision.*
- **Saturday, March 15 Field Trip** - Anita is working to coordinate a field trip for CGT and local leaders at the Monon Trail in Carmel, Indiana. Ron Carter, Executive Director for the Greenways Foundation, will be there. The walking tour will be designed to show the economic benefits of trails to our local leaders.

CGT 2008 Implementation Plan – Laura has generated a final draft format that includes four columns (goal, sub-goal, objective and activities). Laura will email to board of directors.

Safe Routes to Schools Grant Update -

- Roy provided update on grant. Roy said that county won't pursue moving forward with grant until school makes a decision on the closing of West Grove. County will let INDOT know recent

developments regarding the status of the school so INDOT won't be caught off-guard. Roy thought that if school closings are delayed 5 years there is a good chance the trail would still go in.

- If school is closed, could the property be turned into park land to offer as a buffer between the existing subdivision and the planned I-69 highway? *Would county have first right of refusal on sale of property?*

Park Land

- Laura is looking at cost to obtain GIS information from county to better assess possible parcels that could become park land. Anita thought this information might cost ~\$700, but she is not sure if this cost is just for commercial users or if it would apply to public use too.

Meeting Adjourned - Laura made motion to adjourn, Kim seconded motion. Meeting adjourned.

Italics = Action item to be transferred to CGT Action Tracking List.

Next meeting is:

- April 8 (Tuesday)

All meetings are scheduled at 7pm at the White River Library.

Tax deductible donations accepted by check or cash to: JCCF, 398 S. Main St., P.O. Box 217, Franklin, IN, 46131. Note in memo section of check: Center Grove Trails