



# **POLICIES MANUAL**

This policy manual is intended to serve as a guide to the board of directors, officers and the many volunteers as to the proper construction, operation and maintenance of the Panhandle Pathway trail. It is hoped that this information will help direct their actions and decisions.

These policies are intended to be on going. However, the Friends of the Panhandle Pathway, Inc. reserves the right to amend, modify, add to or terminate any and/or all of these policies at any time with or without notice. It is hoped that through following these policies we can better provide trail visitors and neighbors living along side the trail with a positive and favorable experience all the time.

Questions about a particular policy should be directed to one of the directors or officers.

John Bawcum  
President

To select a Process Document: In MS Word- click title in the Table of Contents and hit enter. To return to the Table of Contents from the document: click in the Document Title and hit enter. In PDF (eg on web site)- go to the title and left click. To return to the Table of Contents from the process document: left click in the Document Title.

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## Policy Manual Revisions

<u>Rev</u>	<u>Policy Title</u>	<u>Date</u>
	Initial Release Policies 1, 2, 3.	2/17/2010
1	Policy 3 Sponsorship Removed (under revision), Policy 4 Information Signs and Policy 5 Dues added.	4/17/2010
2	Policy 5 Dues corrected	4/27/2010
3	Policy 2 Deposit of Funds Para 3.2 revised 6/29 minutes	6/29/2010
4	Policy 3 Sponsorship Policy Revised	9/8/2010
5	Policy 6 Removal of Metal added, Numbering cleaned up.	7/5/2011
6	Policy 1 Updated merchandise Costs and added Policy 7 Project/Activity Information Sheet	1/31/2012 2/5/2012
7	Updated Policy # 2 Deposit of Funds from 10/25 Exec Com Minutes and added Savings Account	2/28/2012
8	Included Sponsorship Form in #3, Added Conflict of Interest #8, and Strategic Plan #9	9/25/2012
9	Added Policy 9 Panhandle Pathway Task Schedule	11/27/2012
10	Added 'Sign conflict of Interest' to #10 Task Policy. Added Policies #11 Whistle Blower, #12 Maintenance Guidance, and #13 No Horses.	8/18/2013
11	Policy 3 Sponsoring Amenity Items Along the Pathway	5/28/2015
12	Revisions: - No Revisions #'s: 4, 5, 6, 7, 8, 9, 11, 12, 13. - Minor Revisions #'s: 3, 10. - Major Revisions #'s: 1, 2. - New Process #: 14.	5/6/2017



## 1 Ordering Panhandle Pathway Merchandise

2/17/2010 Rev 3/30/2017

Items available from:

JT's Shirt Shack AKA Web Printing-  
315 North West St,  
Winamac, IN 46996  
574 946 3551 [webbprin@pwrta.com](mailto:webbprin@pwrta.com)

Following Items are generally available, other items may be available also:

Windshirt  
Hood Sweatshirt  
Polo  
Sweatshirt  
Ball Cap  
Bag  
Tee

## 2 Process for Deposit of Donation Funds

Rev 3/30/2017

1. All funds received (except for Grants) are classed as Donation funds (dues, merchandise, signs, benches, etc.)
2. These are the accounts for FoPP funds as follows:
  - 2.1. Checking
    - 2.1.1. operational uses
    - 2.1.2. donations to this account are not tax deductible
  - 2.2. Checking
    - 2.2.1. gambling – used for lottery, bingo etc.
    - 2.2.2. donations to this account are not tax deductible
  - 2.3. Savings Account
    - 2.3.1. primarily for Longer term Maintenance
    - 2.3.2. donations to this account are not tax deductible
  - 2.4. Community Foundation of Pulaski County (CFPC) Pass Through
    - 2.4.1. these funds can be used for approved FPP operational uses
    - 2.4.2. donations to this account are tax deductible
  - 2.5. Community Foundation of Pulaski County (CFPC) Endowment
    - 2.5.1. this fund is for LONG term investment and belongs to the CFPC
    - 2.5.2. it is not available for FoPP use. The interest is available for CFPC approved FoPP use
    - 2.5.3. donations to this fund are tax deductible
  - 2.6. Community Foundation of Cass County (CFCC) Pass Through
    - 2.6.1. these funds can be used for approved FPP operational uses
    - 2.6.2. donations to this account are tax deductible
  - 2.7. Community Foundation of Cass County (CFCC) Endowment
    - 2.7.1. this fund is for LONG term investment and belongs to the CCCF
    - 2.7.2. it is not available for FoPP use. The interest is available for CCCF approved FoPP use
    - 2.7.3. donations to this fund are tax deductible
3. General funds yearly distribution guidelines
  - 3.1. 20% shall be transferred to the endowment fund(s)
4. 80% shall remain in the Checking, Savings and Pass through accounts and used for FoPP operational needs as outlined above.
5. These funds actions and allocations shall be reviewed during a scheduled February board meeting, and at other times if necessary.

### 3 Sponsoring Amenity Items Along the Pathway

Rev 3/30/2017

#### GROUND RULES & GUIDELINES

Sponsorship donations are used to support short and long term operation and maintenance of the Panhandle Pathway

#### Guidelines

1. If tax deduction is required make check payable to Pulaski County Community Foundation, with "for the benefit of the Panhandle Pathway" in check memo line, provide to the FPP Treasurer or mail to: FPP POBox 153 Winamac, IN 46996
2. If tax deduction is not required make check payable to Friends of the Panhandle Pathway, Inc and mail to POBox 153 Winamac, IN 46996 or deliver to any Board member / Officer
3. Sponsor ship donation includes the item, plaque, installation, maintenance etc/.
4. Memorial/Sponsorship inscription on an attached plaque
5. Either side of pathway as fits location.
6. Direction facing dependant on location and view.
7. Location not to affect pathway use
8. Desired sponsorship location choice will be taken into account.
9. Final location decision after review by the BoD of Directors
10. Assure that type of mounting is specified if required e.g. Bench's surface mounted (screwed to concrete slab) or post mounted
11. Installation by Construction Committee.
12. Installation process will start after receipt of Sponsorship Donation
13. Sponsorship guidelines and list subject to change.

Following information should be obtained from the Sponsor as applicable (see form on next page):

1. Benefactor Sponsorship contact information
2. FPP contact
3. Location
4. Orientation
5. Plaque memorial Inscription (make sure it is readable, not subject to error)
6. Installation Timing (if important)

## Form for Sponsoring Amenity Items Along the Pathway

(Policy 3 of the Polices Manual)

Rev 3/30/2017

Sponsorship donations are used to support short and long term operation and maintenance of the Panhandle Pathway.

The FPP shall install, and maintain the sponsored item for its life time. The maintenance of any additions added to the sponsored item or area, subject to approval by the FoPP Board, shall be the responsibility of the Sponsor.

Please provide the following information as applicable:

1. Sponsored Item (Bench, Tree, Birdhouse, etc.): \_\_\_\_\_
2. Sponsorship contact information
  - 2.1. Name: \_\_\_\_\_
  - 2.2. Address: \_\_\_\_\_
  - 2.3. Contact Phone: \_\_\_\_\_
  - 2.4. Contact: email \_\_\_\_\_
  - 2.5. Additional info: \_\_\_\_\_
3. FoPP contact: \_\_\_\_\_
4. Location \_\_\_\_\_
5. Orientation \_\_\_\_\_
6. Plaque memorial Inscription (make sure it is readable: not subject to error)
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
7. Installation Timing (if important) \_\_\_\_\_
8. Sponsorship Donation Information: \_\_\_\_\_
9. Provide this information to FoPP by mail to FoPP, POBox 153, Winamac IN 46996 or by personal contact.
10. Any additional comments: \_\_\_\_\_

Note: all items subject to approval by the Board of Directors

### Sponsorship Donation Item List

Minimum Donation	Sponsorship Item
1 \$10	Panhandle Button.
2 \$100	Engraved R. R. Spike
3 \$250	Bird House.
4 \$750	Park Bench.
5 \$1,000	Indiana Native Tree with Marker.
6 \$2,500	Stone Trail Marker or Directional Signs
7 \$3,000	Train Station Shelter with Bench
8 \$5,000	Mill Creek Bridge Dedication.
9 \$10,000	Informational Signs.
10 \$25,000	Boulder
11 Other	Others, as approved by the Board of Directors

## 4 Information/directional signs on the Panhandle Pathway

3/30/2010

Voted in by board of directors March 30, 2010

- ✓ There should be no more than 9 **informational** signs at present
- ✓ Signs provide historical content of area where sign is located
  - will include a “Sponsored by”
  - content will be reviewed by Publicity Committee and approved by FoPP BoD
- ✓ Locations suggested are:
  - 1 at Winamac
  - 1 at Tippecanoe River
  - 1 at Mill Creek/Dead Man’s Hollow
  - 1 at Star City
  - 1 at Thornhope
  - 2 at Royal Center
  - 1 at Ford’s Crossing
  - 1 at Kenneth
- ✓ Signs should be similar or same as those on the River Bluff Trail in Cass County
  - 24 x 48 in size (approx)
  - cost (of signs) approx. \$3,000
- ✓ There may be 3 **directional informational** signs
  - These are generic street maps of the three communities, Winamac, Star City, and Royal Center located appropriately along the trail in that community
  - Includes map of streets (not necessarily needing names)
    - Includes X or other symbol locating generic comforts. i.e. food, drink, water, park, medical care
- ✓ Will include a “sponsored by” same as informational signs
- ✓ Civic organizations may submit a project that must be approved by the FoPP Board of Directors



## 5 Membership Dues

Rev 4/27/2010

Voted in at BoD meeting on 3/30/2010 meeting. Para 3 corrected 4/27/2010

1. Dues are \$20 per fiscal year (Jan 1 - Dec 31)
2. Initial dues paid during the last quarter of the year (i.e. Oct 1 - Dec 31) are good for the next year.
3. Renewal dues for the current year are due by the end of the 1st quarter. i.e. March 31.
4. Membership application's and certificates can be for Families or individuals.
5. Clarification of family membership, if needed, shall be determined by a majority vote of the Board of Directors. President abstaining in case of a tie vote.
6. There is only 1 vote per membership
7. A membership certificate will be issued after acceptance, by the BoD, of application and dues
8. Sealed and signed membership certificate will be deactivated 2 years after the last active membership year.
9. A deactivated certificate cannot be re issued..

## 6 Removing Metal from the Panhandle Pathway

Executive Committee meeting 6/28/2011

1. Metal shall not be removed from the Panhandle Pathway except under the approved circumstances shown below.
2. Metal defined as follows:
  - 2.1. Railroad spikes, bolts, bars, rails
  - 2.2. Signal Boxes
  - 2.3. Etc.
  - 2.4. Metal herein does not include metals imbedded in RR ties
3. A request to remove specific metal may be made to the Board of Directors, in writing or verbally at a scheduled meeting.
  - 3.1. If approved a specific letter shall be written giving approval for the specific circumstance.

## 7 Project/Activity Information Sheet

2/5/2012

This project sheet should be initiated at the Project beginning planning stages and finalized after completion. Place the completed report in the Project Reports Notebook

Name of Project/Activity \_\_\_\_\_

Committee: Operations, Maintenance, Construction, Public Relations, Fund raising,  
Land Acquisition, Liasion Committee

Person Submitting: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Chairman: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee members: \_\_\_\_\_

Place & Time: \_\_\_\_\_

Prices charged: \_\_\_\_\_

1- Manpower Needed/Assignments

2- Resources/Supplies Needed:

3- Advertising Done/Time Frame:

4- Steps to Implement Project:

5- Project Budget:

Income:

Expenses

Net projected:

6- Actual Accounting Summary:

Income:

Expenses:

Net Gain/Loss

Earmarked for:

7- Evaluation (how did it go?)

Summary Benefits

Things that went right

Problems and suggested corrections:

8- Other Information: (Photos, Newspaper articles, Comments, etc.)

## 8 FPP Conflict of Interest Policy

9/5/2012

FRIENDS of the PANHANDLE PATHWAY, Inc

### I. PURPOSE

The volunteer Board of Directors and Officers of the Friends of the Panhandle Pathway, Inc (hereafter called FPP) are required to maintain independence, objectivity, and confidentiality and to do what a sense of fairness, ethics, and personal integrity dictate whether or not obligated to do so by law, regulation, or custom.

#### Recognition of Importance and Effect of Community Involvement:

The ability of FPP to carry out its mission is strengthened by the involvement of its volunteer Board and Officers in the community, which enhances the use of the Panhandle Pathway in Pulaski and Cass County. Their collective knowledge is invaluable in guiding the FPP as it serves the community. FPP, therefore, recruits participants who are actively involved in the community and/or interested in being involved in providing a recreational trail and non motorized transportation in the community.

As a result of the broad participation of FPP in the life of the community, from time to time the FPP engages in partnerships with service and business organizations with which FPP volunteers are associated. Careful attention must be paid to such situations to prevent any organization, business, or individual from receiving special consideration due to a relationship with the FPP.

FPP adopts this Conflict of Interest Policy to support partnerships and employment of providers of goods and services free of favoritism and based entirely on merit.

#### Relationships of Those Involved

The FPP Organization consists of volunteers who may be members, Elected Board of Directors, appointed officers and others sharing an interest in the Panhandle Pathway. The governing body is the Board of Directors elected by the Members. The appointed officers working with the Board provide the day to day operations of the Organization. This policy primarily applies to these volunteer Board of Directors and Officers.

### II. RECOGNITION OF CONFLICTS OF INTEREST

A conflict of interest exists when a FPP volunteer, or that of an immediate family member, obligates the person to a high degree of loyalty or responsibility to another organization, business, or person. This includes formal policymaking roles or informal relationships that may create bias in the decision-making process.

As an example, a conflict of interest may exist if a FPP volunteer were to accept any payment, compensation, or a gift from current or potential partners of FPP that are or may be providing goods or services to FPP.

### III. DUTY TO DISCLOSE CONFLICTS OF INTEREST AND PROCEDURE TO AVOID CONFLICTS OF INTEREST.

Annually, and within one month of the start of FPP fiscal year (January 1st), each Board member and Officer shall provide the FPP President with a list of offices and directorships the Board or committee member holds in charitable and business organizations and shall identify his or her place of employment or principal business activity. A form for the annual disclosure is attached as Exhibit A to this Conflict of Interest Policy. This Policy and Exhibit A shall be approved by the Board of Directors and placed in the FPP Policies Manual.

In addition, each Board member and Officer shall disclose their potential conflict of interest, as early as possible during or before a meeting during which a grant request or contract for goods or services will be considered or voted upon.

If a dispute arises whether a conflict of interest exists, after disclosure of the potential conflict of interest and all material facts, and after any discussion with the affected person, that person shall leave the meeting while the determination of a conflict of interest is discussed and voted upon by the Board of Directors. The remaining Board, if the person involved is a board member, shall decide if a conflict of interest exists by a majority vote.

#### Participation after Finding a Conflict of Interest to Exist:

If a conflict of interest is found to exist, the affected person shall not vote on the matter, but shall continue to be counted toward the existence of a quorum at the meeting, if appropriate. At the discretion of the President, person may participate in any discussion. The President may request the volunteer to withdraw from the meeting during the formal discussion and/or vote. If the conflict of interest is with the President the Presidents authority shall

be passed to the Vice President, and then, successively, to another Board member, selected by the remainder, if appropriate.

The foregoing requirements shall not be construed to prevent the person from stating his or her position on any matter or from answering pertinent questions of other volunteers since his or her knowledge may be pertinent. A volunteer with a conflict of interest may provide factual information or respond to questions to assist the group in reaching an informed decision. In essence, volunteers with a conflict of interest should be allowed to participate but not to advocate.

The minutes of the meeting should reflect the disclosure of a potential conflict of interest, the determination whether a conflict existed, the extent of the person's involvement in the discussion, and the person's abstention from voting.

#### IV. APPROVAL OF THIS CONFLICT OF INTEREST AND CONFIDENTIALITY POLICY

This Policy has been reviewed and approved by the Board of Directors indicated below. Revisions to the policy will be noted and approved as needed. The Approval will be recorded in the meeting minutes.

*This Policy approved and signed at the 9/25/2012 Executive Committee Meeting.*

Approved by FPP Board:

John Bawcum President/BoD _____	Date: _____
Steve Crosby Vice President/BoD _____	Date: _____
Daniel Dolezal BoD _____	Date: _____
Jerry Anspach BoD _____	Date: _____
Mike O'Connor BoD _____	Date: _____

EXHIBIT A  
**8- FPP CONFLICT OF INTEREST POLICY**  
**FRIENDS of the PANHANDLE PATHWAY, Inc**  
**ANNUAL DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**  
 (Board of Directors and Officers)

FOR THE PERIOD OF \_\_\_\_\_

NAME \_\_\_\_\_

FPP Position \_\_\_\_\_

**AFFIRMATION:** I have read the FPP Conflict of Interest and Confidentiality Policy (#8) adopted by the Board of Directors. I understand its provisions and I hereby affirm that, during the period indicated above, I am not, to the best of my knowledge and belief, in a position of a potential conflict of interest. To avoid potential conflicts of interest, I am providing information about my business and civic activities, as follows

1- BUSINESS AND PROFESSIONAL ACTIVITIES THAT I OR AN IMMEDIATE FAMILY MEMBER HOLD AS AN OWNER, OFFICER, BOARD MEMBER, PARTNER, EMPLOYEE OR OTHER BENEFICIARY POSITION AS OF FIRST DAY OF THE PERIOD ABOVE:

NAME OF BUSINESS/ORGANIZATION

POSITION HELD/BY WHOM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2- OTHER NOT-FOR-PROFIT ORGANIZATIONS WITH WHICH I OR A FAMILY MEMBER AM ASSOCIATED

NAME OF ORGANIZATION

POSITION HELD/BY WHOM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3- OTHER ACTIVITIES WHICH MAY PRODUCE A POSSIBLE CONFLICT OF INTEREST:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATION:** I have disclosed all potential conflicts of interest with regard to my decision-making role(s) in FPP and will refrain from any votes or participation in any FPP action affecting these other interests.

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

## 9 Strategic Plan

9/25/2012

### **Friends of the Panhandle Pathway, Inc.**

#### Mission Statement:

To provide, maintain, and promote a trail for recreational and non-motorized transportation in the counties of Pulaski and Cass, Indiana.

#### Vision Statement:

The Panhandle Pathway recreational trail will promote recreation and healthy lifestyle. It will further act as an engine for community and economic development for its adjacent areas.

#### Values Statement:

The Friends of the Panhandle Pathway, Inc. operates in an ethical manner commensurate with its non-profit status and dedication to community service.

#### Goals and Strategies

Goal # 1: Complete the trail from France Park to the Tippecanoe River State Park.

- A. France Park Strategy: Gain access to the right-of-way from the end of the existing trail at Kenneth to the France Park Entrance (approximately 2/3 of a mile). Complete the trail along that route via (Plan A-North side of railroad right-of-way) (Plan B - South side of active rail right-of-way through private property adjacent to the railroad right-of-way). Plan B will require crossing the active rail system.

Funding: grant opportunities and/or private donations. This strategy will be ongoing until completion.

- B. “Z-pass” Extension Strategy: Completion of this segment of the trail from CR 150S to the Winamac corporate limit is contingent on funding and the stability of the fill adjacent to the Zahrt property.

During the summer of 2012 the remainder of the state funds will be used to pave from the north trail head as far as money allows. It is estimated that this will be to a point adjacent to the Calabrese property. (Completed August 2012.)

Funding for the remainder of paving to the corporate line will be raised privately.

- C. Winamac Community Parkway Strategy: “The proposed Winamac Community Parkway is a 1.1 –mile linear park that stretches along the Panhandle Parkway from Superior Street north to the town limit. The Parkway corridor varies in width and provides spaces for gatherings, recreation and fitness activities, public art, and nature. Within the Parkway, the width of the trail will be 12 feet wide.’

‘Town council has approved the Parkway concept and a steering committee has been formed to help direct the development of the Parkway and to work in conjunction with the FoPP as needed to facilitate the extension of the trail into town. The Steering Committee has been,

and will continue to, work with the Town council, Park Advisory board and FoPP to seek grants and donations to support the development of the Parkway through Winamac.”  
(Condensed from the Green.3, proposal 2012.)

INDOT has announced (July 2012) a partial funding of the project in the amount of \$51k. This will enable the Town to extend the trail from the corporate limits at Superior Street to the depot (.4 mile). Construction expected to begin and completed in 2013.

The FoPP participation in the project shall be as an advisory council to the Town of Winamac.

- D. Tippecanoe River Loop Strategy: Extend the trail to Dead Man’s Hollow along CR 250 then north along the existing county road to the old iron bridge then to the existing DNR boat ramp site and back to the trail. Funding for the bridge restoration and trail construction to be sought from grant sources. This strategy will be ongoing until completion.
- E. Tippecanoe River State Park Extension Strategy: Complete the trail from the Winamac depot along the Winamac Community Parkway north to the town limit then north and east to Highway 35 continuing north to the Tippecanoe River State Park entrance. This is a joint effort between the Town of Winamac and FoPP. Funding will be through grants and donations solicited by the respective entities. Green.3 will explore grant opportunities and make application. This strategy will be ongoing until completion.

Goal # 2: Increase FoPP membership.

- A. Cass County Membership Strategy: Invite selected residents of the county to attend FoPP monthly meetings to gain an awareness of the organization especially its value to the communities served. Current members and supporters will be polled as to viable candidates. After a period of observation (several months) promising candidates will be offered committee and/or officer positions. (Begun summer 2012).
- B. Membership and General Marketing Strategy: The same strategy will be used to recruit additional members from the Pulaski County area. Likewise, promising candidates from outside the two counties and with a passion for the trail will be considered for membership and committee/ officer positions. (Begun summer 2012).

Goal # 3: Standardize the FoPP’s Financial Reporting System.

- A. Establish a bookkeeping/finance committee charged with developing a financial reporting system based on generally accepted accounting principles and to ensure periodic reporting requirements are met.
- B. Establish budgets for each committee.

Goal # 4: Establish a Self-sustaining Fund Raising Program.

- A. Establish a fund raising committee.
- B. Establish an annual fund raiser budget and calendar.
- C. Establish and endowment fund raising program.



Goal #5: Establish a structural system that best satisfies the organization.

- A. Review the bylaws periodically, i.e. annually.
- B. Review policies and procedures periodically.
- C. Review committee structure periodically.
- D. Apply to the IRS for 501-c-3 tax exempt status.

Goal # 6: Promote and market the FoPP and trail.

- A. Establish a publicity committee.

Goal #7: Maintain and upgrade the trail's physical plant.

- A. Establish an annual maintenance program.
- B. Establish an annual maintenance budget.
- C. Develop a "wish list" of desired equipment to be used for grant applications as the opportunities arise. (Begun August 2012 and ongoing.)

Approved and accepted by the Friends of the Panhandle Pathway Board of Directors September 25, 2012.

Signatures:

*Strategic Plan signed at the 9/25/2012 Executive Committee Meeting.*

\_\_\_\_\_  
John Bawcum, President

\_\_\_\_\_  
Steve Crosby, Vice President

\_\_\_\_\_  
Jerry Anspach, Member

\_\_\_\_\_  
Michael O'Connor, Member

\_\_\_\_\_  
Daniel Dolezal, Member

Attest:

\_\_\_\_\_  
Tom Anspach, Secretary

## 10 Panhandle Pathway Yearly Task Schedule

11/27/2012 Rev Rev 3/30/2017

Subject to Change

(Revised 8/18/2013 adding Sign Conflict of Interest #10)

Sequence	Task	Date	Committee	
1	Dues Due Notices	1-Jan	Operations Fund	
2	VFW Fish Fry	25-Jan	Raising	
3	Insurance Application	20-Jan	Operations	
4	Annual Membership Meeting	Jan	Operations	
5	Annual BoD meeting	Jan	Operations	
		Sign Conflict of		
		Interest	By 31 Jan	
	Review Bylaws & Process Documents	10 Feb last Thurs	BOD	
		Feb last		
9	New Year budgets	Thurs	BOD	9
6	Monthly Meetings	Monthly	Operations	
7	Meeting Notice/Agenda/Minutes	Monthly	Secretary	
8	Treasures Report	Monthly	Treas Fund	
11	Dinner Dance	23-Feb 'March	Raising	
12	Renew URL name	2014	Publicity	
13	Insurance Premium Due	3-Mar	Operations	
	Dues Arrears membership			
14	cancellations	31-Mar	Operations	
15	Land Trust Alliance Dues	31-Mar	Operations	
16	990 File	15-May	Financial	
17	Renew PO Box	Nov	Treasurer Fund	
18	Port a Pit Chicken	May	Raising	
19	Cass County Ditch Assessment	May	Operations	
	Pulaski County Ditch			
20	Assessment	May	Operations	
21	Business Entity Filing	31-Oct	Operations	
22	BoD nomination slate	Dec	Operations	
22	Volunteer Summary	31-Dec	Operations	
	Maintenance Volunteer			
24	Summary	31-Dec	Maintenance	
25	Grant Final Reports	various	Committees	
26				

## **11 Whistleblower Policy**

This Policy was approved by the Board at the 5/28/2013 Executive Committee Meeting

### **Friends of the Panhandle Pathway, Inc.**

#### **1. Introduction**

The Friends of the Panhandle Pathway is committed to maintaining an environment of respect and trust consistent with the Friends' mission statement. In addition, the Friends is committed to complying with all laws and regulations applicable to it, and the Friends' relies upon its directors, officers, members, employees and volunteers to perform their duties in accordance with the Friends' policies and procedures. The Friends' internal controls and policies and procedures are intended to prevent and detect improper activities. The Friends' encourages good faith reports by Friends' directors, officers, members, employees and volunteers and others of observed or suspected misconduct, waste, or noncompliance with law, regulations or Friends' policies.

This Whistleblower Policy is designed to encourage and enable Friends' directors, officers, members, employees and volunteers and others who have good faith serious concerns about misconduct, involving violations of law, regulations or Friends' policies and procedures, to report their concerns, grievances such as those regarding discrimination or harassment, personnel, employment and labor relations matters, and other matters for which the Friends has specific policies, should continue to be made and addressed in accordance with the policies and procedures applicable to such matters and applicable law.

#### **2. Reporting Misconduct**

Any person may report allegations of misconduct. Reports shall focus on facts and should avoid speculation. Reports shall include as much detailed information as possible in order to better facilitate evaluation of the nature, extent and urgency of the investigation.

Individuals may report allegations of misconduct to any Friends' director or officer. Anonymous reporting is also permissible, but such reports must include sufficient detailed information to warrant an investigation. Reports also may be made outside the Friends' organization to appropriate authorities.

A person making a report under this Policy may request that it be handled as confidentially as possible. Although the Friends will endeavor to handle all such reports in a confidential manner, other obligations and considerations may preclude the Friends from maintaining confidentiality in all circumstances.

#### **3. Protection from Retaliation**

No individual who in good faith reports misconduct or suspected misconduct (whether internally or to authorities outside the Friends' organization) shall suffer retaliation for making such a report. Individuals who believe they have suffered retaliation may report it by one of the reporting methods identified above. Making a report pursuant to this Policy shall not insulate an individual from personnel or other actions that are warranted based upon performance or other factors and are not caused by making a report under this Policy.

*Approved and accepted by the Friends of the Panhandle Pathway, Inc.,  
Board of Directors May 28, 2013.*

Signatures: *(original signed by Board on file with Secretary)*

John Bawcum, President \_\_\_\_\_

Steve Crosby, Vice President \_\_\_\_\_

Jerry Anspach, Member \_\_\_\_\_

Michael O'Connor, Member \_\_\_\_\_

Daniel Dolezal, Member \_\_\_\_\_

Kelly Hines, Member \_\_\_\_\_

Attest:

Judy Poor, Secretary \_\_\_\_\_

## 12 Guidance for Maintenance of the Panhandle Pathway

8/18/2013

*(this policy was approved by the Board at the 7/30/2013 Executive Committee Meeting)*

# 12

Guidance memo from FPP board

July 30, 2013

This memo is intended to clarify the board's position and to give direction to the committees and volunteers who so graciously give of their time.

We recognize three core principals in prioritizing the responsible management of our trail. First and foremost is the SAFETY of our users and volunteers. Secondly, is the PROTECTION and stewardship of our trail asset. Finally, there are QUALITY OF LIFE opportunities which we encourage and support. There will invariably be trade- offs as each committee is focused on its mission. In most cases, a balance can be struck which will minimize the adverse impact that one committee may have over another. However, in cases where no common ground can be reached, the priority should be given first to safety, then preservation, and finally to quality of life issues.

Mowing and clearing as much as practical at all intersections provides maximum visibility for the trail users and motorist as well. To the extent practical and manageable this is a safety consideration.

Mowing and clearing a strip along the trail helps keep brush and trees from growing too close to the trail and is both a safety and preservation activity. Branches overhanging the trail can be dangerous and roots from brush and trees too close to the paved surface can cause the pavement to heave.

Sometimes chemicals are needed to help control unwanted brush and weeds. The length of our trail and the number of available volunteers makes it impossible to control the vegetation otherwise. Spraying should only be done with the safety of the volunteers and trail users as a primary requirement. Spraying should not be done in windy conditions, when trail usage is heavy, or close to in season berries. When questions arise, safety trumps other consideration.

We are confident a good balance can be maintained for the maximum enjoyment of all trail users.

## 13 No Horses

8/18/2013

(this policy was approved by the Board at the 7/30/2013 Executive Committee Meeting)

July 3, 2013

Re: Horseback Riding on the Panhandle Pathway.

Since Ms. Terry was invited to the June FoPP board meeting and allowed to speak, it is only polite to respond to her request to allow horses and riders on the trail. In addition, our written response could be saved and used to answer future such requests thus eliminating the need for personal appearances at the board meetings.

The FoPP and the trail. Ms. Terry's comment she didn't originally know whom to contact regarding the trail suggests there are segments of the public who don't know who owns and manages the trail. I imagine some folks may think the trail is county government (or some such entity) property and therefore, as taxpayers have some entitlement in its use as a recreational trail. We should stress to her that the trail is the property of the FoPP, a duly organized corporation and having the authority to set rules for its use.

When organized in 2007 the FoPP sought public input for the trails use. Horse riders had the opportunity to participate but only one individual responded but did not follow up. The FoPP proceeded to design and designate the trail for cyclists, runners, joggers, walkers, and rollerbladers. Prohibited uses were motorized vehicles, horses, and hunting. The overriding concern was for the safety of the intended users.

With this intent in mind the FoPP board of directors obtained the services of a professional architect and engineers. The trail was designed specifically for the use of cyclists, runners, joggers, walkers and rollerbladers. It was not designed for use by horseback riders.

Because of this specific design it is not so simple to merely allow horseback riders to use the "side of the trail". There is no cleared, level area along the length of the trail that would allow such use. It would require considerable grading, cut and fill, and surfacing with fine gravel or sand to come up to usable standards even if the property were wide enough. An example of such a facility is the North Judson trail. This could only be done at considerable expense. Without this re-engineering and construction the FoPP would be at serious risk for any injuries sustained by riders and horses allowed to ride on the unimproved property. The impact on the organization's liability insurance would be substantial.

Furthermore, allowing the use of the unimproved side of the trail for horseback riding runs the risk of damage to the asphalt surface and gravel berm. Human tendency is to take the easy way when encountering rough terrain. The temptation to ride on the nice, flat surface is great. The annual cost of trail maintenance is no small thing.

The consequence of horse manure on or near the paved trail is self-explanatory.

If the FoPP board were to modify its current policy regarding horseback riding on the trail it would open a floodgate of requests from other groups such as ATV and scooter riders, golf cart owners, go-karts, etc. Eventually the Panhandle Pathway would become chaotic and dangerous.

## 14- Committee/Organization structure

Rev Rev 3/30/2017

1. Public Relations – All publicity and promotion activities. e.g. may include press releases and contacts, trail brochure and map, Web site, Facebook, display panel, flags, etc.
2. Land Acquisition –. Acquisition of all property for trail, trailheads, etc. (includes review of documents, one-on-one discussions with property owners, preparation of deed, title work, etc. and making sure title is properly transferred, etc. The Land Acquisition process to get to TRSPark and France park are subcommittees under this Committee.
3. Construction –. Coordination of construction plans, activities, inspections and approval of requests from contractors for payment (this includes working with the segment coordinators as needed to make sure everyone is clear on the scope of construction)
4. Maintenance & Safety- coordination of safety patrol and safety plans, and development of a maintenance plan and budget. (it might be of interest that this committee is the ONLY committee that has a board approved budget, the actual maintenance of the trail. Resolving with nature (with the board when necessary) conflicts between making a park like trail vs a nature prevails trail..
5. Nature- Keep nature in good shape along the trail. e.g. Butterflies, Prairie grass, flowers, ID'ing invasive stuff for Maintenance to get rid of. Resolving with maintenance (with the board when necessary) conflicts between making a park like trail vs a nature prevails trail.
6. Planning and Fundraising –Obtain funding – private and public for current and future trail projects (application for and administration of grants, coordination with project sponsor/funders, and solicitation of private gifts, memberships, events (rides, fish fries, etc. etc.) Member ship could come under this also, but I place it under Operations.
7. Liaison- Cooperation and interfacing with other trail related organizations. A prime example is the Winamac Safe Routes to School. And with ITF our friend Richard Vonnegut to do survey of the PC1 route Winamac – Monterey. Participation with N Origers trail task would come in here also.
8. Operations – includes insurance, volunteer reporting, Bylaws review, Strategic Planning, etc. and anything else that does not seem to fit in the other committees.