

# Meeting Minutes

Contributed by bryan  
Tuesday, 28 March 2006  
Last Updated Monday, 14 May 2007

## Meeting minutes ITS Trail Committee Meeting minutes

March 28th, 2006 Present: Poonam Jain, John Fritsche, Russ Masinelli, Larry Leone, Bryan Siegfried, Phyllis Spurney, Bill Napper

Poonam Jain started the meeting by reading meeting minutes from the March 14th meeting which were unanimously approved by all present. The newly formed board elected Poonam Jain as President and Bryan Siegfried as Secretary. The functions of the President will be to set the agenda for each meeting and call the meetings. The Secretary will keep minutes for each meeting. Poonam Jain suggested that as soon as possible, a set of official by-laws be adopted by the Board. John Fritsche suggested that we look at by-laws of not-for-profit organizations with missions similar to ours and then formulate ours. John said he would forward the by-laws he already has for a Trail Committee very similar to ours, to Poonam Jain. Poonam Jain also suggested that we adopt a formal mission and vision statement. John Fritsche has already written these statements- the Board will go over these, make any necessary amends and adopt these at our next meeting. Russ suggested we invite attorney Rick Verticchio to be our legal advisor and everyone agreed that would be a good idea, especially as we write and adopt our formal by-laws. It was agreed that the next steps would be to adopt formal by-laws, mission and vision statements and start procedures for incorporation and file for a not-for-profit status. The next meeting will be held on April 4th at 7.15 P.M.