



Outdoor Recreation Council of Appalachia

Board Meeting Minutes

Thursday, November 13, 2025 | 2:35 PM | Prepared by: **Delia Palmisano**

Board Members Present

- Steve Patterson (Chair)
- Tim Warren (Vice Chair)
- Tammy Hawk
- Jay Kline
- Fred Holmes

Others Present

- Jessie Powers (Executive Director)
- Sarah Ciciora (Finance Administrator)
- Reid Courtney (Sunday Creek Horizons)
- Elle Dickerman (Sustainable Recreation Director)
- Michelle Bolin (Sunday Creek Horizons – Events)
- Sky Pettey (Legal Counsel)

CALL TO ORDER

The meeting was called to order at **2:35 PM** by Chair Steve Patterson. A quorum was confirmed.

AGENDA REVIEW & APPROVAL

A motion was made and seconded to approve the agenda.
Motion passed unanimously.



APPROVAL OF MEETING MINUTES

Minutes from **October 21, 2025** were reviewed.

A correction to the date was noted.

Motion to approve with correction passed unanimously.

BOARD MEMBER UPDATES

1. Strategic Planning Proposal

Steve Patterson presented a proposal from **Ty McBee (McBee Strategy & Resilience Group)** to initiate ORCA's strategic planning process. The proposal includes:

- **Pre-workshop alignment session** with key staff (90 minutes)
- **Half-day strategic alignment workshop** with ORCA Board, AWOADC Board, and strategic partners
- Development of workshop materials
- Post-session summary memo
- Optional one-on-one debriefs

Cost: \$1,500 (Steve recommended authorization up to **\$2,000**).

Discussion included:

- This initial work does *not* include full strategic plan development, but Jessie will work with Ty to align the proposed scope of services. Earlier quotes for a full plan were approximately **\$20,000** (requires RFP).
- Full Board participation in proposed pre-planning meeting for workshop.
- Jessie emphasized the importance of aligning these planning services with ongoing ARISE grants and the approved full scope of the ORCA strategic planning envisioned.

Motion: Authorize up to \$2,000 for initial strategic planning services from McBee Strategies with clarifications discussed.

Action: Motion passed unanimously.

2. Sunday Creek Horizons – 2026 Conference Exploration

Steve presented a resolution allowing **Sunday Creek Horizons** to begin exploratory planning for a potential **2026 Ohio Outdoor Recreation Conference** under ORCA's existing contract.

Key points from discussion:

- Exploration only — **no commitment** to hosting a 2026 conference.
- Previous conference required significant staff time and was supported by one-time ARC POWER grant and costed around \$80,000.
- Jessie shared concerns about staff capacity, timing, a conference would take while alignment with emerging state-level outdoor recreation initiatives was the goal of the original conferences that is advancing through ORCA's ORDA membership, and prior misalignment in Sunday Creek's previous RFP response.
- Sunday Creek emphasized capacity-building support and willingness to utilize ORCA's 2025 conference data; no additional cost beyond the existing **\$8,000/month** contract.
- Board members requested:
 - **Monthly reports** from Sunday Creek (not received since July)
 - Greater clarity on capacity-building tasks they can undertake

Motion: Authorize Sunday Creek Horizons to **explore** feasibility and options for a future Outdoor Recreation Conference (not a commitment to host).

Action: Motion passed unanimously.

Elle Dickerman requested two follow-ups:

1. Monthly written reports from Sunday Creek Horizons
2. Ability for ORCA to request specific capacity-building tasks rather than SCC proposing their own

Both were agreed to in discussion.

BYLAWS UPDATE – PROXY REPRESENTATION

The board reviewed language allowing board members to appoint a **meeting-specific proxy** if unable to attend.

Motion: Amend bylaws to permit board members to designate a proxy *per meeting*.

Action: Motion passed unanimously.

Sky will draft and circulate updated language.

PARTNER UPDATES



Tim Warren provided an update from **SOPEC** on potential EV charging installation at the Doanville Trailhead. Information will be forwarded to ORCA staff for follow-up.

FINANCIAL REPORT

(Reported by Sarah Ciciora)

- Recent payments included construction and conference cost close-outs.
- No significant revenue in the prior month; reimbursements are pending.
- AGGP reimbursement request will be submitted following a reporting meeting.

No financial concerns were raised.

EXECUTIVE DIRECTOR'S REPORT

1. Trail Construction Updates

Jessie reported strong progress on Baileys Trail System infrastructure:

- Prefab shelter installation estimated for: **December 3, 2025**
- Significant site work underway including bridge installation preparations

2. Proposal: Accounting System Modernization (Your Part-Time Controller)

Jessie recommended contracting with **Your Part-Time Controller** to:

- Analyze accounting systems and administrative procedures for both ORCA and AWOADC
- Align accounting with federal/state compliance standards
- Improve fund tracking (especially restricted vs. unrestricted funds)
- Prepare for potential **single-agency audit**

Costs:

- Startup analysis: **\$5,000–\$6,000**
- Ongoing monthly services: **\$1,320–\$1,700**



Staff and board noted:

- Current capacity limits
- Necessity for clear documentation
- Services may be paid from operating funds (not eligible for lobbying expenditures)

Motion: Approve startup services plus **6 months** of ongoing services, then reassess.

Action: Motion passed unanimously.

3. Authorization to Submit ARISE Letters of Intent

ORCA was invited to participate in **two ARC ARISE Implementation Grant** partnerships:

1. **Placemaker CoLab / PA Wilds collaboration**
2. **WVU Outdoor Recreation Economy initiative**, including trail maintenance workforce development

Purpose includes covering costs for staff and AmeriCorps positions and extending ORCA's operating runway beyond 2027.

Motion: Authorize ORCA to partner with WVU and PA Wilds and submit ARISE Letters of Intent.

Action: Motion passed unanimously.

4. First Responder Training Exercise Requirement

To close out a previous grant, participating fire/EMS agencies must complete an **on-trail emergency response exercise** using equipment purchased through the grant.

Jessie requested board assistance in coordinating participation. Efforts to date have not produced scheduling responses.

OTHER DISCUSSION ITEMS

- Board briefly reviewed upcoming events at Baileys Trail System (Run Baileys, MTB Championships, Pelotonia Gravel Day, Dirt Fondo, Gravel Challenge).



- Jessie reported discussions with the Governor regarding trail completion and ongoing statewide outdoor recreation momentum.

ACTION ITEMS

- Sunday Creek Horizons to resume **monthly reporting** (catch-up summary since July requested).
- Sky to draft **bylaw amendment** for proxy voting.
- Board Members to communicate with fire/EMS partners on required training exercise.
- Jesse to send reimbursement request to Tim for approval.
- Scheduling for strategic planning kickoff pending coordination with Ty McBee.

ADJOURNMENT

With no further business, the meeting adjourned at **3:37 PM**.