1.0 Trail Extension and Connectors

1.1 Trail Extension Committee (Roger, Louis, Jay)
- Participate with stakeholders in trail extension planning and progress
- Meet with state, county, and local elected officials and government staff
- Collaborate and partner with other interested organizations
- Pursue potential opportunities such as feasibility studies

1.2 Represent FLT in North Port (Sharon)

2.0 Existing Trail

2.1 Trail work and maintenance (Darryl, Megan)
2.2 Jelks rest stop (Darryl, Megan)
2.3 Rest stop amenities (Darryl, Megan)
2.4 Trail counters and counting (Steve, Megan)
2.9 Signs on the trail (Darryl)

3.0 FLT Promotion and Organization

3.1 Promotion
- Communications
  - Instagram (Joan)
  - Newsletter (Carla)
  - Facebook (Carla)
  - Web Site (Steve)
  - Web Site and Newsletter Articles (Roger, Carla, Megan)
  - Proofreading / Editing (Joan)
  - Answering and/or distributing web site contact messages (Carla, Steve)
  - Posters and graphic design (Steve)
- Press releases and media communication (Roger, Sharon)
3.2 Activities and Events
- Tour de Parks (All)
- Speakers Bureau (Roger, Rita)
- Sharky’s Ride the Beaches Rest Stop
- Information Table Scheduling (Rita)
- Giving Challenge (Joan)

3.2 Organization
- Finances (Michelle)
- Filing Annual Financial Reports with County (Michelle)
- Filing Annual State Reports and Registrations (Secretary / Michelle)
- Accounting (Sandi)
- Taxes (Sandi)
- Online Records (Secretary)
- FLT Account Information and Passwords (Steve)
- Meeting Minutes (Secretary / Darryl (temp))
- Board Meeting Agenda (Roger)
- Fundraising and Grants (Joan)
- Volunteers (Rita)
- Mail pickup / PO Box Key (Michelle, Rita, Louis)
- Conference room reservations (Michelle)
- Planning (Officers)
- Member and Board Member Recruitment (All)
- Membership
  - Chairman (Jay)
  - Data Entry (Jay, Darryl, Carla (backup))
  - Technical support (Steve)
- Online photo storage (Steve)
- Tour de Parks Manual (Michelle)

Parking Lot
- Safety
  - Helmet fitting
- Commemorative / Tribute Program
- New yellow shirt design and management
- Merchandise mailing (MJ)
- Logo merchandise coordinator
- Membership Meeting Committee
• Marketing Committee
• Writing Documentation and Manuals
  o Organizational policies, procedures, lessons learned, job descriptions, etc.
  o History