



OREGON-CALIFORNIA TRAILS ASSOCIATION

Leadership Manual

March 2018

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FUTURE SECTIONS:

- Archives
- Guides

- Introduction

This manual is the official source of information relative to the organization and day-to-day operations of The Oregon-California Trails Association (OCTA). Its purpose is to ensure the Association's Officers and Board of Directors have the information necessary to conduct the affairs of the Association in an orderly and timely manner. It is separated into sections that inform the reader of the purpose and scope of the activities of the Association, as well as the rules and procedures to be followed for carrying out those activities.

Updates to the manual will be issued on an ongoing basis.

- Founding of the organization

The Oregon-California Trails Association had its beginning in 1982 when author and publisher Gregory Franzwa asked a number of friends to meet with him. The subject of the proposed meeting was the preservation of the emigrant trails and wagon roads of the Trans-American West. Those who responded to Franzwa's request were Dr. John A. Latschar, Robert D. Tucker, James F. Bowers, Robert Rennells, Bertha Rennells, Troy Gray, Billie Gray, Merrill J. Mattes, Roger Blair, Dr. Merle W. Wells, and James P. Johnson. The latter was a former Congressman who had sponsored a bill to recognize the Oregon National Historic Trail.

A Board of Directors was chosen, whose members were Merle Wells, Merrill Mattes, Charles W. Martin, Sr., Bertha Rennells, James Bowers, E.G. Chuinard, John Latschar, James Johnson, Robert Tucker, Gregory Franzwa, Troy Gray, Thomas Hunt, Dr. Stanley Kimball and Russell Dickinson. The first officers elected were Franzwa, President; Mattes, Executive Vice-President; Robert Rennells and Billie Gray, First and Second Vice-Presidents respectively; Latschar, Secretary; Tucker, Assistant Secretary; Bowers, Treasurer; and Johnson, Legal Counsel.

It was agreed that the organization would be called the Oregon-California Trails Association, and would issue a quarterly publication to be called the *Overland Journal*. In addition, the first board drafted a Statement of Purpose, established dues and membership rules and guidelines for forming local chapters, established procedures for drafting a set of bylaws, and scheduled the first national convention that was held in Independence, Missouri, in August, 1983.

- Statement of Purpose

The purposes of the association are spelled out in the Articles of Incorporation and are repeated here for easy reference.

The purposes for which the Association is organized, as approved by the Board of Directors, are as follows:

1. To initiate and coordinate activities relating to the identification, preservation, interpretation, and improved accessibility of extant rut segments, trail remains, graves and associated historic trail sites, landmarks, artifacts, and objects along the overland western historic trails, roads, routes, branches, and cutoffs of the Trans-Mississippi region.
2. To prevent further deterioration of the foregoing and to take or pursue whatever measures necessary or advisable to cause more of the same to become accessible or more so to the general public.
3. To implement these purposes by acquiring either alone or through or jointly with others – federal, state, local, or private – title to the land or lands on which any of the same is located or a preservation or other easements with regard to the same – by purchase, gift, or otherwise – and by cooperating with or initiating, coordinating, and assisting the efforts of such others to do so.
4. To publicize and seek public exposure of the goals and activities of the Association so as to create popular awareness of and concern for the necessity of preserving the foregoing.
5. To facilitate research projects about the aforesaid and to publish a journal as a forum for scholarly articles adding to the sum of knowledge about the same.

It shall be the further purpose of the Association to be exclusively charitable and educational within the meaning of Section 501 c3 of the Internal Revenue Code.

Amended 2-2-87

Reaffirmed 4-6-91

- Vision

The Oregon-California Trails Association is the pre-eminent guardian and promoter of the inspirational story of the 19th century westward migration, which is unique in world history.

- Mission

Our mission is to protect the Historic Emigrant Trails legacy by promoting research, education, preservation activities, and public awareness of the trails, and to work with others to promote these causes.

- Goals

Five broad goals describe how OCTA will achieve its mission. These address trail preservation, education/interpretation, partnerships, organizational effectiveness, and membership. Each goal is supported by objectives and implementing actions.

Goal 1. Preserve the historic emigrant trails.

Goal 2. Preserve and promote the stories of the emigrant experience.

Goal 3. Be an effective historic trails organization through appropriate partnerships.

Goal 4. Improve organizational and management effectiveness.

Goal 5. Keep OCTA's base membership energized. (Don't let the fires go out.)

Bylaws of the Oregon-California Trails Association

Article I—Offices

The principal office of the Association shall be at 524 South Osage Street, Independence, Missouri.

The Association shall maintain a registered office in the State of Colorado and a registered agent at that address. The registered office and agent may be changed from time to time by the Board of Directors.

Article II—Members

The Board of Directors may establish various classifications of members with different dues, rights and privileges for each classification. Each member shall be entitled to cast one vote on each matter submitted to a vote of the members.

Article III—Meetings

1. Annual Meeting

The annual meeting of members shall be held on the day following the meeting of the Board of Directors at the annual convention, for the transaction of business that may properly come before the meeting.

2. Special Meetings

Special meetings of the members may be called by the President or the Board of Directors or upon a petition signed and dated by at least ten per cent of the members entitled to vote at the meeting, stating the purpose or purposes for which it is to be held.

3. Place of Meetings

The Board of Directors shall designate the place of annual or special meetings.

4. Notice of Meetings

Written notice stating the place, day, and hour of the annual or special meeting of the members and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be mailed to the members not less than thirty days before the date of the meeting.

5. Quorum

There shall be no requirement of a quorum or minimum numbers of members present at annual or special meetings. Any matter submitted to the membership by mail in accordance with procedures established by the Board of Directors shall be decided by a majority of votes returned.

6. Order of Business

The order of business at all annual meetings of the members shall be as follows:

1. Opening of meeting.
2. Submittal and approval of the minutes of the preceding meeting.
3. Reports of the officers and committees.
4. Report of the results of the annual election of directors conducted by mail.
5. Unfinished business.
6. New business
7. Adjournment

7. Business from Floor

All substantial issues or motions introduced at the Annual Meeting shall be referred to the Board of Directors for its consideration at its next scheduled meeting.

8. Meetings by telecommunication

Unless otherwise provided in the notice of meeting, no participation in membership meetings shall take place by telecommunication.

Article IV—Board of Directors

1. General Powers

The business of the Association shall be managed by its Board of Directors. The Board shall adopt such policies and procedures, as it deems necessary and appropriate, consistent with these Bylaws and applicable state and federal laws.

The Board may hire professional staff to serve at the pleasure of the Board of Directors. Needed staff positions shall be determined by the Board which will develop job descriptions and establish procedures to advertise and fill such positions. The Board shall determine compensation and benefits for each position and establish job performance standards.

2. Number, Tenure, and Qualifications

There shall be nine directors of the Association, plus the officers selected by those directors. Each director shall be elected for a three-year term, to serve until his or her successor shall have been elected and qualified. An election shall be held each year to fill the number of upcoming vacancies necessary to maintain a board of nine members. The winners of the election shall be announced at the annual membership meeting.

No director shall serve more than two complete consecutive terms on the Board. However, after a one-year gap in service he or she shall again be eligible to stand for election to the Board of Directors.

All members of the Board of Directors are required to be members in good standing of the Association and a minimum of 18 years of age.

3. Nominating and Leadership Committee

At the annual meeting of the Board, the current Board shall select a chair and two additional members as the Nominating and Leadership Committee. Members of Nominating and Leadership Committee shall serve for one year.

The committee is to solicit nominations for the Board of Directors from the membership with the objective of nominating more than one member for each of the upcoming vacancies on the Board.

4. Meetings

The annual meeting of the Board of Directors shall be held, without other notice than this bylaw on the day prior to the annual general membership meeting. The board shall reconvene immediately following the general membership meeting in order to seat newly elected members of the board, to elect officers, and to conduct other business as deemed necessary.

The mid-year meeting shall take place at a time, date, and location determined by the President. Written notice of the mid-year meeting shall be provided to members of the board not less than thirty days before the date of the meeting.

Board members may participate in the annual or mid-year meetings by telephone conference call or by Skype.

5. Special Meetings

Special meetings of the Board may be called by the President or by five or more directors. The person or persons calling the special meeting shall designate the date, time, and place of special meeting and the subject of the meeting. Written notice of any special meeting shall be given to each director by the Secretary at the direction of the President at least ten days prior to the date of the meeting, by fax, electronic mail or overnight delivery at his or her address as it appears on the records of the Association. Board members may participate in special meetings by telephone conference call.

6. Emergency Board Action

A call for emergency action of the board may be issued by the President if Board action must be taken before a special meeting can be arranged. The President shall notify the officers, the Association Manager and the members of the Board regarding the problem to be addressed. Sufficient information must be provided so that the subject is understood and the deadline for action must be specified. Notification may be by e-mail or other media as deemed appropriate. Votes cast by the Board may be submitted in like manner. The vote of a simple majority of eligible voters is required for approval of any proposal. Emergency action votes shall be recorded in the official minutes of the next regularly scheduled Board meeting.

7. Quorum

One more than half of the directors, excluding officers, shall constitute a quorum at any meeting of the Board of Directors. A majority vote of all voting members present shall be necessary to decide any question that may come before the meeting.

8. Vacancies

Vacancies may be filled by the vote of a majority of the directors then in office.

A director elected to fill such a vacancy shall hold office for the unexpired term of his or her predecessor.

9. Removal of Directors

Any director elected by the members may be removed with cause by the members. Such removal shall take place only at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes of the meeting is removal of the director.

A director elected by the Board of Directors may be removed with cause by the vote of a majority of the directors then in office.

Any director who fails to pay his or her annual membership dues in the Association within three months of his or her membership anniversary date of each year shall automatically be removed from office effective as of 5:00 p.m. headquarters time on that date.

10. Resignation

A director may resign at any time by giving written notice to the Board and the President of the Association. Unless a later date is specified in the notice, such resignation shall take effect upon receipt by the President. The acceptance of any such resignation by the Board shall not be necessary to make it effective.

11. Compensation

No compensation shall be paid to directors for their service as directors. However, the Board may authorize a fixed sum and expenses for actual attendance at each meeting of the Board. A director also serving the Association in any other capacity than director may receive compensation for that service.

12. Executive and Other Committees

The Board may designate by resolution from among its members an Executive Committee and other committees, each consisting of three or more directors. Each such committee shall serve at the pleasure of the Board and shall have such authority as shall be determined by the Board.

13. Informal Action by Directors

Any action that may be taken at any meeting of the Board or of any committee may be taken without a meeting if, prior to such action, a written consent is signed by all

members of the Board or committee and filed with the minutes of the proceedings of the Board or committee.

14. Order of Business

The order of business at all meetings of the Board of Directors, so far as possible, shall be:

1. Opening of meeting
2. Submittal and approval of the minutes of the preceding meeting
3. Reports of officers and committees
4. Election of officers (at the board meeting within the annual meeting)
5. Unfinished business
6. New business
7. Adjournment

Article V—Officers

1. Number

The officers of the Association shall be President, one or more Vice Presidents, Immediate Past President, Secretary, Treasurer, National Preservation Officer, and such other officers and assistants as the Board of Directors may deem necessary or advisable. The officers need not (but may) be members of the Board of Directors. An individual holding two offices simultaneously shall have only one vote.

All officers elected by the Board of Directors shall, in addition to the directors elected by the members directly, be ex-officio members of the Board of Directors during their respective terms of office, with all powers and privileges of Directors, including the right to vote on all matters coming before the Board, but may not be counted for quorum purposes.

A member of the Board of Directors also serving as an officer shall have only one vote on each matter coming before the Board.

2. Term of Office

The officers of the Association shall be elected annually by the Board at the meeting of the Board to be held immediately following the close of the Annual Meeting of the members. The President's term shall be two years unless sooner terminated because of his or her death, resignation, or removal. Other officers shall hold office for one year unless sooner terminated by death, resignation, or removal.

3. Removal

Any or all of the officers may be removed from office with or without cause by vote of a majority of the directors then in office. Any officer who fails to pay his or her annual membership dues in the Association within three months of membership anniversary date of each year shall automatically be removed from office effective as of 5 o'clock p.m. (Headquarters time) on that date.

4. Vacancies

A vacancy in any office may be filled by the Board of Directors for the unexpired term of the office.

5. President

The president shall be the principal executive officer of the Association and, subject to the control of the Directors, shall supervise and direct the business and affairs of the Association. He or she shall:

Preside at all meetings of the members and directors.

Sign such documents as are necessary to be executed, unless the signing is delegated by the Board of Directors or these Bylaws to some other officer or agent of the Association or shall be required by law to be otherwise executed.

Perform all duties incident to the office of President and other duties assigned by the Board of Directors or prescribed by these Bylaws.

See that all orders and resolutions of the directors are carried into effect.

Submit at least annually to the members and the Board of Directors a report regarding the operations and activities of the Association for the prior year.

Conduct an annual review of the performance of the Association Manager, in consultation with members of the Board.

6. Vice President(s)

The Vice President or Vice Presidents, if more than one, shall have powers and perform duties:

As the Board of Directors may prescribe from time to time.

As may be prescribed by the Bylaws.

As may be requested by the President.

In the absence of the President, or in case of his or her refusal or inability to act, the Vice President or Vice Presidents, if more than one, in the order designated by the Board of Directors, shall perform the duties of the President. When so acting, he or she shall be vested with all the powers of and be subject to all restrictions upon the President.

At the time the President takes office for the second year of his term, a Vice President may be designated by the Board as President Elect and shall become President at the expiration of the current President's term of office, or sooner if the Presidency is vacated.

7. Immediate Past President

When a President leaves office, he or she will continue to serve as an officer of the Association with the title "Immediate Past President" until his or her successor as

President leaves office. The Immediate Past President shall act in an advisory capacity to the President and shall perform other functions requested by the President.

8. Secretary

The Secretary shall:

Attend all general meetings of the members of the Board of Directors and membership meetings.

Keep the minutes of the meetings.

Provide a summary of action items within two weeks following each meeting at which such items were adopted, in addition to inclusion of these items in the minutes, and the complete minutes within six weeks.

Have such powers and performs all duties incident to the office of Secretary and other duties assigned by the President or the directors or as prescribed in these Bylaws.

9. Treasurer

The Treasurer shall:

Have charge and custody of, and shall be responsible for, all funds and securities of the Association.

Deposit such funds and securities in depositories or investments determined by the Board of Directors.

Render to the President and Board of Directors whenever required an account of financial transactions and the financial condition of the Association.

Perform all duties incident to the office of Treasurer and have other powers and duties assigned by these Bylaws, the Board of Directors, or the President.

Furnish a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors may determine.

10. National Preservation Officer

The National Preservation Officer (NPO) shall oversee the activities of the National Preservation Committee (NPC). The NPO will be elected by members of the NPC for a two-year term, will serve as an officer of OCTA and a voting member of the Board of Directors. The NPO will have authority to sign preservation agreements on behalf of OCTA, as directed by the President. The NPO will have the additional responsibilities outlined in the description of the NPC. The position of NPO shall not be term-limited.

When the NPO position is filled by a paid or contract employee, the NPO will be a non-voting member of the board of directors.

11. Other Officers

The Board of Directors may elect one or more persons to act as assistant to an officer or officers and may assign to such assistant duties prescribed by the Board or the officer(s) whom he or she is to assist.

12. Resignation

Any officer of the Association may resign by giving written or electronic notice of resignation to the President and Secretary. Such resignation shall take effect at the time specified by the officer unless the Board determines otherwise. The acceptance of such resignation shall not be necessary to make it effective.

Article VI—Contracts, Loans, Checks, Deposits and Gifts

1. Contracts

The Board of Directors may authorize any officer or agent to enter into any contract or execute and deliver any instrument or agreement in the name of and on behalf of the Association. Such authority may be general or confined to specific transactions.

2. Loans

No loans shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific transactions.

3. Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by an officer or officers or an agent or agents of the Association in a manner determined by resolution of the Board of Directors or prescribed in these Bylaws.

4. Deposits

All funds of the Association not otherwise utilized shall be deposited to the credit of the Association in banks, trust companies, savings and loan associations, other depositories, or in investments as the Board of Directors may direct.

5. Gifts

The Board of Directors may accept on behalf of the Association any contribution, gift, bequest or devise for the general purpose or for any special purpose of the Association.

Article VII—Indemnification

The Association shall provide indemnity to its officers, directors and employees who acted in good faith and reasonably believed that their conduct in their capacity as such officers, directors and employees of the Association, or in the case of all other conduct, was at least not opposed to the best interest of the Association, and in the case of criminal proceedings had not reasonable cause to believe that the conduct was unlawful. Such

indemnity pertains to any action or proceeding in which an officer, director or employee is made a party by virtue of holding an office or position as director of this Association. Indemnification is limited and effective only to the full extent permitted by law. Indemnification is prohibited if the officer or director is found to be liable to the Association or adjudged to have received an improper personal benefit. The Board of Directors shall to the extent lawful and feasible (considering the cost and resources available to the Association) maintain insurance to protect the officers, directors and employees.

Article VIII—Conflict of Interest Policy

The Board of Directors shall adopt a Conflict of Interest Policy to apply when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. Such a policy shall supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit organizations.

Article IX—Fiscal Year

The fiscal year of the Association shall be from October 1 through September 30.

Article X—Seal and Logo

1. Seal

The corporate seal is circular in form and has inscribed on it the name of the Association, the state of incorporation, the year of incorporation, and the words "Corporate Seal."

2. Logo

The official logo of the Association is shown on the drawing attached to these Bylaws and marked "Figure 1-1." The logo shall be used for all official Association business and awards.

Article XI—Waiver of Notice

When any notice is required to be given to any member, director, or officer of the Association, a waiver in writing signed by the person or persons entitled to such notice before, at, or after the time stated therein shall be deemed equivalent to the giving of such notice.

Article XII—Amendment of Bylaws

The Board of Directors may amend the Bylaws at any time to add, change or delete a provision, subject to any limitations imposed by any applicable laws or regulations.

Article XIII—Meeting Procedures

1. At all meetings of the members and Board of Directors of the Association, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.
2. Executive sessions shall be confined to matters involving personnel, litigation, or land acquisition.

Article XIV—Chapters

1. The Board of Directors may authorize the formation of chapters of the Association on a state, regional, or specific trail basis to aid the Association to:
 - Conduct scholarly research;
 - Identify, mark, map, and preserve the trails and associated historic sites, landmarks, artifacts and objects;
 - Educate the public regarding the trails;
 - Promote this Association and its work;
 - Develop and staff, when appropriate, trail related acquisitions or preservation easements;
 - Assist in organizing and hosting the national conventions of this Association.
2. Only a dues-paying member of the Association in good standing shall be eligible to become a member of a chapter.
3. The chapters when approved by the Board shall be issued a charter signed by the President of the Association. The charter form is set forth in "Figure 1-2" attached to these Bylaws.
4. Each chapter must remain in compliance with its charter and the policies and guidelines established by the Board of Directors of the Association and may be disbanded by the Board of Directors for failure to comply with its charter or the policies and guidelines of the Board of Directors.
5. Subject to the control of the Board of Directors, a chapter may adopt rules and regulations governing its activities and set chapter dues and assessments in the manner that most adequately and effectively meets the individual chapter's needs and programs.
6. Each chapter shall have a non-voting representative attend the meetings of the Board of Directors of the Association.

End of bylaws

Figure1-1. OCTA Logo



Figure 1-2. OCTA Chapter Charter

1. Name

This Chapter of the Oregon-California Trails Association (OCTA) shall be known as the Oregon-California Trails Association, _____ Chapter, or the _____ Chapter of the Oregon-California Trails Association (OCTA).

2. Territory:

The territory assigned to this Chapter by OCTA is the following: _____, subject to any change therein as may be made from time to time by OCTA.

3. Purpose:

The purpose of this Chapter shall be, within its territory, to aid OCTA in accomplishing its purposes as stated in OCTA's Articles of Incorporation, as amended from time to time, and such specific projects or activities, including annual meetings and conventions, as the Board of Directors of OCTA shall determine from time to time, and in particular to carry on scholarly research and to identify, mark, map and preserve the trails and associated historic sites, landmarks, artifacts and objects, to educate the public regarding the trails, promote OCTA and its work, and develop and staff, when appropriate, trail related acquisitions or preservation easements.

4. Members:

Only a dues-paying member of OCTA is eligible to become a member of this Chapter. The same may become a member of this Chapter by indicating a desire to do so and by paying the Chapter membership dues and may remain a Chapter member so long as his, her or its membership in OCTA is current and in good standing and the Chapter membership dues are paid, unless otherwise determined by a majority of the Chapter members or the Board of Directors of OCTA.

5. Management:

The affairs of this Chapter shall be managed by the Officers elected by the Chapter members. The Officers of this Chapter shall be a President (or Chair), Vice President (or Vice Chair), Secretary and Treasurer, who shall be elected for one or two year terms by majority vote of the Chapter members attending a meeting with that purpose, or by a majority of those voting by mail if the election is so held, and shall serve for one year or two years until their successors are duly elected, but an officer may be removed from office at any time by the vote of a majority of the Chapter members at a meeting or by mail or by the OCTA Board of Directors.

The Chairman shall be the chief executive officer of the Chapter and shall preside at all meetings of the Chapter. The Vice Chairman shall perform the duties of the Chairman in the absence or disability of the Chairman and such other duties as may be assigned to the same by the Chairman. The Secretary shall keep the minutes of Chapter meetings and the records of the Chapter and shall serve written notice of all meetings of Chapter members. A copy of all such minutes shall be promptly forwarded by the Chapter Secretary to the Secretary of OCTA. The Treasurer shall have control of all funds received by the Chapter and shall disburse the same in accordance with the directives of the Chairman or the Chapter members. The Treasurer shall maintain suitable books in which the receipts and disbursements of Chapter funds shall be recorded and shall deposit Chapter funds in a bank or other depository determined by the Officers. The Chairman may appoint other Chapter members to perform the duties of an Officer who is temporarily unable to do so. Chapter Committees shall be appointed by the Chairman.

Annually the Chairman shall appoint a Nominating Committee consisting of five (5) Chapter members, not more than two of which shall be current Officers. The Nominating Committee shall nominate one or more persons for each Officer position.

6. Dues:

The membership dues for the Chapter shall be determined by the Chapter Bylaws, by the Chapter Officers and Board of Directors or by majority vote of the Chapter Membership at the Annual Meeting of the Chapter.

7. OCTA Delegate:

The Chairman (President) of the Chapter or his appointed representative shall serve as a non-voting liaison representative at the meetings of the Board of Directors of OCTA to which such representatives are invited to attend by the said Board.

8. Meetings:

The Chapter Officers or Officers and Directors shall determine the date, time and place of meetings of the Chapter. The vote of a majority of the Chapter members attending any such meeting shall constitute the action of the Chapter. Written notice, unless waived verbally or in writing by a member or by a member's attendance at the meeting, shall be given Chapter members at least ten (10) days prior to the meeting.

9. Authority:

Unless specifically authorized or ratified in writing by the Board of Directors of OCTA, neither this Chapter nor any officer, agent or member of the Chapter shall have any authority to bind OCTA for any obligation or undertaking assumed or incurred by any of the same or render OCTA liable for any act or omission of the Chapter, its officers, agents or members.

OCTA GOVERNANCE & POLICY: CHANGES REQUIRE APPROVAL BY THE OCTA BOARD

10. Amendments:

The provisions of this Charter may be altered, amended or repealed at any meeting of the Chapter members by a majority vote of those members in attendance or by a majority of those voting by mail if the matter is so submitted; provided, however, no such alteration, amendment or repeal shall be valid until approved in writing by the Board of Directors of OCTA.

11. Dissolution:

This Charter may be canceled and the Chapter ordered dissolved at any time by the Board of Directors of OCTA and the same shall be effective upon written notice of such action being deposited in the United States Mail by OCTA.

Or the Charter may be surrendered and the Chapter dissolved by the majority vote of the Chapter members either at a meeting or by mail. Written notice of such action shall forthwith be delivered by the Chapter Secretary to the President of OCTA. Such action shall be effective when all the affairs of the Chapter have been concluded satisfactorily, as determined by the Board of Directors of OCTA, and all assets and books and records of the Chapter have been delivered to the President of OCTA.

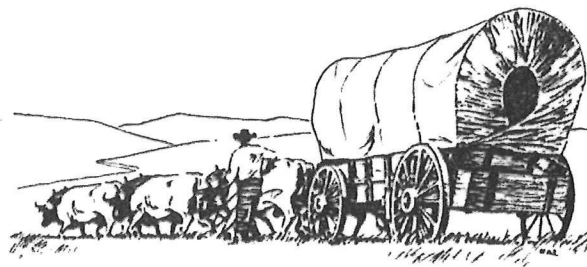
Issued this ____ day of _____, 20____.

OREGON-CALIFORNIA TRAILS
ASSOCIATION

By _____



LEADERSHIP 2017-2018



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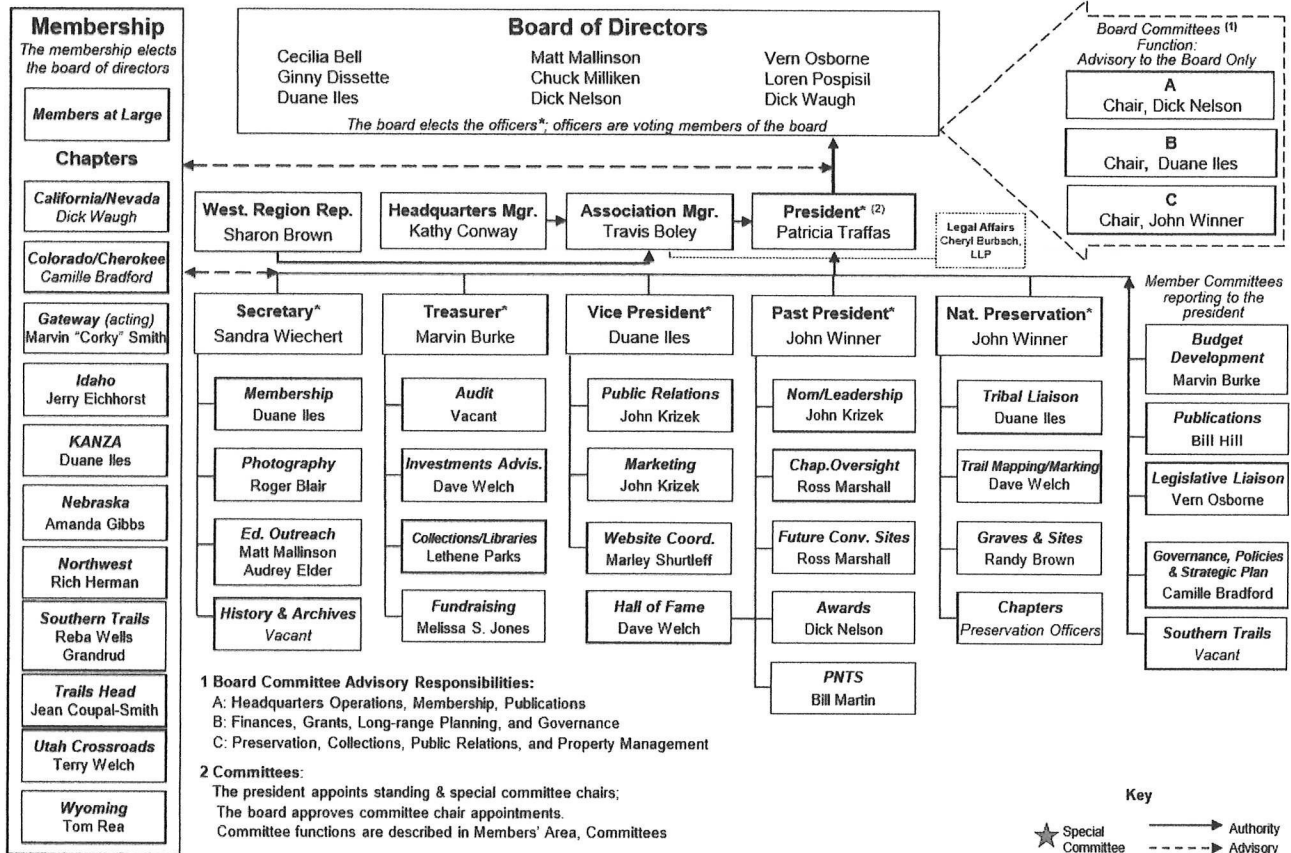
www.OCTA-Trails.org

Octa@indepmo.org



OCTA Organization

11-30-17
Contact Website Coordinator
With Changes



2017-2018 OCTA Staffing Members of the Board of Directors

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Term, 9/2015 – 8/2018

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Dick Waugh

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Term, 8/2016-8/2019

1.1 OCTA Officers and Legal Counsel

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1.2 OCTA Management

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1.3 Western Regions Rep

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1.4 Standing Committees

Committee chairs and some members are listed in this location. Contact committee chairs for further information about committee membership.

Audit

vacant

Awards

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Governance, Policy & Strategic Plans

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Grant Review Committee

Board Committee B

Graves and Sites

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OREGON-CALIFORNIA TRAILS ASSOCIATION

Hall of Fame

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History and Archives

vacant

Investment Advisory

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OREGON-CALIFORNIA TRAILS ASSOCIATION

1.5 Chapter Leadership

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Colorado/Cherokee

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Gateway

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KANZA

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Trails Head

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Utah Crossroads

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Wyoming

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Archaeology Policy

Following is the archaeology policy as developed by NPO Leslie Fryman, March 2010, from the Archaeology Committee Statement of Purpose; and revised and adopted by the Board of Directors of the Oregon-California Trails Association, Cedar City, Utah, March 26, 2011.

The archaeology program is part of the overall OCTA preservation program. The committee reports to the National Trails Preservation Officer, and serves the following purpose.

1. Serves as a resource concerning antiquities laws. (See Code of Federal Regulations [36 CFR 261.9]; also the Archaeological Resources Protection Act [16 U.S.C. 470cc]).
2. Assists federal and state land managers and private landowners who find traces of emigrant routes or historical sites on their property; support in-depth professional analysis of such sites as appropriate (See specific policy below regarding the use of metal detectors).
3. Assists federal and state land managers and private landowners regarding steps that may be taken regarding national Register nomination, protection, visitation rights, easements, interpretive signs and any archaeological excavation undertaken by professional archaeologists. (See specific policy below regarding installation of interpretive signs on federal lands, and information below regarding federal agency use of volunteers at archaeological excavations).
4. Promotes OCTA preservation goals at all times, particularly as they pertain to the archaeological community and the general public.
5. Keeps the National Preservation Officer apprised of the committee's current activities and those to be considered for board approval.
6. Provide training and education to carry out the intent of the policy.

I. OCTA Policy regarding the Use of Metal Detectors on Historic Trails and Trail-Associated Sites

Without authorization from the public agency, the use of metal detectors and other remote sensing devices to extract buried artifacts from any archaeological resource (including historic trails and associated sites or features) on public land is expressly prohibited under federal laws.¹ Violations of these laws are frequently prosecuted and

1. Code of Federal Regulations [36 CFR 261.9] "The following are prohibited: (g) digging in, excavating, disturbing, injuring, destroying, or in any way damaging any prehistoric, historic, or archaeological resources, structure, site, artifact or property; (h) removing any prehistoric, historic or archaeological resource, structure, site, artifact or property." Also the Archaeological Resources Protection Act, 16 U.S.C. 470cc: "No person may excavate, remove, damage or otherwise alter or deface, or attempt to excavate,

can carry severe civil and/or criminal penalties, regardless of artifact age, type, or source. In addition to federal law enforcement, agencies provide in-house policies regarding the use of metal detectors.²

The use of metal detectors for trail identification and mapping purposes on public lands may be accomplished only by qualified agency staff or their consultants having ARPA permits or other permits to conduct archaeological studies.

The use of remote sensing devices on private land is not subject to federal laws and is not generally subject to local laws (unless human remains are inadvertently discovered by the metal detectorist). However, permission from the land owner is required for access to, or any activities on, private property. Any artifacts collected from private land are the property of the land owner, not the collector, and are protected under state and local laws regarding theft of property.

II. OCTA Policy Regarding the Installation of Interpretive signs on Public and Private Lands

All ground-disturbing activity associated with the installation of interpretive signs on public land is considered a federal undertaking subject to federal environmental review. OCTA will obtain permission to install signs (or relocate existing ones) from the local office of the managing agency, and support any activities necessary to obtain said permission. On private land, OCTA will obtain permission from the land owner before installing signs or accessing private property for any reason.

remove, damage or otherwise alter or deface any archaeological resources located on public lands or Indian lands unless such activity is pursuant to a permit..." Additionally, many states and counties have regional and local laws prohibiting excavation of historic artifacts from sites and resources under their jurisdiction. Code of Federal Regulations [36 CFR 2.1(a)(7) prohibits all use of metal detectors in National Parks and Monuments. Items not specifically covered under heritage preservation law are protected under the United States Criminal Code title 18.

2. BLM Policy (see www.blm.gov/pgdata/etc/medialib/blm/): "Cultural materials on public lands may not be removed, damaged, disturbed, excavated or transferred without BLM permit. Cultural resources include prehistoric and historic artifacts and sites, broken objects and debris more than 100 years old that were used or produced by humans. Protected materials include arrowheads and other stone tools, grinding stones, beads, baskets, pottery, old bottles, horse shoes, metal tools, graves and trash scatters. Historic sites such as cabins, sawmills, graves, trail traces, mining areas, townsites, ranches and railroads are not open to collecting. Metal detector use is allowed on public lands. Modern money may be collected, but coins and artifacts more than 100 years old may not be collected."

USFS Policy (see www.fs.fed.us/r9/cnnf/rec/heritage/metal_detectors.html). Metal detectors may be used on public lands in areas that do not contain or would not reasonably be expected to contain archaeological or historical resources. They must be used, however, for lawful purposes. Any act with a metal detector that violates the proscriptions of the Archaeological Resources Protection Act (ARPA) or any other law is prosecutable. Normally, developed campgrounds, swimming beaches and other developed recreation sites are open to metal detecting unless there are heritage resources present. In such cases, Forest Supervisors are authorized to close these sites by posting notices in such sites. Archaeological remains on federal land, known or unknown, are protected under law.

Conflict of Interest Policy

I. Purpose

The purpose of the conflict of interest policy is to protect OCTA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of OCTA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and educational organizations.

II. Definitions

1. Interested Person

Any director, officer, employee, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which OCTA has a transaction or arrangement,
- b. A compensation arrangement with OCTA or with any entity or individual with which OCTA has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which OCTA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Procedures, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

III. Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether OCTA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in OCTA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

IV. Records of Proceedings

The minutes of the board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

V. Compensation

- a. A member of the board who receives compensation, directly or indirectly, from OCTA for services is precluded from voting on matters pertaining to that member's compensation.
- b. A member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from OCTA for services is precluded from voting on matters pertaining to that member's compensation.

VI. Annual Statements

Each director, officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy.
- b. Has read and understands the policy.
- c. Has agreed to comply with the policy, and
- d. Understands OCTA is educational and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

VII. Periodic Reviews

To ensure OCTA operates in a manner consistent with educational purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to OCTA's written policies, are properly recorded,

reflect reasonable investment or payments for goods and services, further educational purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

VIII. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, OCTA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Agreement form on next page)

Conflict of Interest Statement Oregon-California Trails Association (OCTA)

This is to certify that I have received, read, and understand fully OCTA's "Conflict of Interest Policy," and that I will comply with the policy by bringing any potential conflict of interest situations to the OCTA Board for consideration.

Any matter of question or interpretation that arises relating to this policy I will likewise refer to the president for decision and/or for referral to the OCTA Board for decision, where appropriate.

Signature: _____ Date: _____

Disability Policy

It is the policy of the Oregon-California Trails Association to adhere to the pertinent provision of the Americans with Disabilities Act. Any questions or concerns relating to accommodation matters or other issues under the Act not answered by the following paragraphs are to be brought to the attention of the President.

Background information

General Equal Employment Opportunity Commission (EEOC) guidance concerning reasonable accommodation:

The EEOC looks at reasonable accommodations as a flexible, interactive process that involves both the individual and the entity (OCTA). It suggests that when an individual with a disability requests a reasonable accommodation that the following steps occur:

1. A careful analysis of the activity and its purpose.
2. Consultation with the individual about his/her perceived limitations as imposed by the disability so as to determine how these limitations could be overcome with reasonable accommodation.
3. In consultation with the individual to be accommodated, the potential accommodations should be evaluated for their effectiveness in providing the individual with the opportunity to participate as fully as others.
4. Consider the preference of the individual to be accommodated and select and implement the accommodation that is most appropriate for both the individual and the entity (OCTA).

General recommendations to convention planners and chapters

The following recommendations have been drafted by OCTA's attorney. It is important to note that because ADA matters are generally quite factually intensive, it is difficult to draft specific legal advice. Thus, the recommendations, which appear below, cannot be, nor are they intended to be all encompassing. They provide general guidance. The Board of Directors asks that you follow these recommendations. If any questions arise concerning special disability considerations which are not covered in these recommendations or if you have a question about any of the recommendations, please contact the OCTA president.

1. In planning and preparation for field trips, one or more individuals with physical disabilities or who are sensitive to the special needs of individuals with disabilities conduct a "dry run" of the planned trips in order to anticipate needs for special accommodations.
2. Before contract is signed for convention, symposium, or conference headquarters facilities, the convention chair should determine the degree to which the facility is in compliance with the ADA. It is recommended that the "dry run" procedure of

the convention facilities take place. Wherever possible, one central site should be chosen, so that there will be less chance of an accessibility problem.

3. In planning and preparation, we should continue to ask for members' input on what accommodations, if any, they would need in order to be able to participate in the activities. In registration material and any other communications related to an event, this request for input should continue.
4. Planners and chairs should keep in mind that the ADA requires that accommodations and services, facilities, privileges, advantages, etc., be afforded to an individual with a disability in the "most integrated setting appropriate to the needs of the individual." This *type* of mandate, taken directly from the statute, obviously forbids providing accommodations or facilities that tend to isolate the individual with a disability from the rest of the group.
5. Planners and chairs should keep in mind that the ADA also requires that an individual with a disability "not be denied the opportunity to participate in such programs or activities that are not separate or different." In other words, what the Act seems to be saying is that if the disabled person does not want to participate in a separate or different program that is offered as an accommodation, they do not have to. They may choose to participate in the regular activity or program.
6. Planners and chairs should keep in mind that if a "separate benefit" is provided to an individual with a disability, it should be "as effective as that provided to others." Otherwise, it can be considered discriminatory.
7. If any questions arise concerning disability accommodations, you are to contact the president of OCTA. Not only does the board of directors want to avoid the problem or charge of discrimination, but also they want to ensure the good will of all members and within our abilities to give all the opportunity to experience the trail.

Procedure for Processing Convention Registrations with Special Disability Considerations

Headquarters Manager:

1. Log in the registration, recording the date of receipt on the registration form.
2. Make three copies of the registration form and the letter or note requesting special considerations.
3. Distribute the copies to the President, Convention Chair, and Association Manager.
4. Return original forms with payment check (if applicable) to the appropriate convention files. If payment was by credit card, do not process.
5. Call the President to indicate that a request for special considerations has been received and related material has been forwarded.

Disclaimer of Ownership Policy

OCTA members may assist in the preparation, development, and marketing of items that may be sold to earn money for the association. It is expected that members will perform those tasks without expectation of recompense unless specifically agreed otherwise in writing. Unless otherwise agreed, members shall be asked to sign a disclaimer of ownership which indicates that they thereby assign and convey to OCTA all rights, titles, and interest in the subject work so that OCTA may have full ownership of the work, together with the right to sue for any infringement thereof.

The need for a disclaimer may be identified by the cognizant committee chair, a member of the board, an officer, or the Association Manager. Approval, of the need and the wording of the disclaimer, shall be the responsibility of the Board of Directors. The agreement shall be acknowledged and co-signed by the President. See a sample agreement in the forms section of the Members' Area.

For more information contact octa@octa-trails.org.

Document Retention and Destruction Policy

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by OCTA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and facilitate OCTA's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

OCTA follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

General

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records:

Audit Reports and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	7 years
IRS 990 Tax Returns	Permanent
Business Expense Reports	7 years
IRS 1099s	7 years
Journal Entries	7 years

Accounting and Corporate Tax Records, continued:

Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records:

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records:

Payroll Registers	7 years
Earnings Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

Employee Records:

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge termination	7 years after
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Sheets	2 years

Legal, Insurance and Safety Records:

Appraisals	Permanent
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Investment Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years

Other Documents:

Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

IV. Electronic Documents and Records – Headquarters

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If an officer or employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

OCTA’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping OCTA operating in an emergency will be duplicated or backed up at least every week and maintained off site.

VI. Document Destruction

OCTA’s treasurer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against OCTA and its employees and possible disciplinary action against responsible individuals. The treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Electronic Communications Policy

The determination of the tool to be used for e-communications is to be made by the Association Manager in consultation with the President and the Treasurer, as well as with others with expertise in making the decision. The choice shall be reviewed yearly.

Endowment Grants Policy

Endowment funds established for the purpose of continuing the work of OCTA are of two types, restricted and unrestricted. The responsibility for investing and monitoring of both funds is assigned to the Investment Advisory Committee (refer to paragraph 6.4.13). Both the principal and earnings of the unrestricted fund are available for grants, while only the earnings of the restricted fund are available for that purpose.

Anyone wishing to obtain a grant from the endowment funds must submit a request in writing to the OCTA President. This request must include:

1. The specific amount desired.
2. The intended use of the requested grant.
3. Names of all organizations involved in the project, including OCTA chapters.
4. The name of the lead organization and/or the individual responsible for the grant monies.
5. A timetable for completion of proposed activities.
6. A statement that the grant should be sufficient or if additional money must be raised.
7. A statement indicating how OCTA would be publically recognized as a contributor to the project.

Preference will be given to projects having the following characteristics:

1. Is in accordance with the OCTA Statement of Purpose.
2. Can be completed within one year.
3. Involves many chapter members.
4. Has wide community support.
5. Has the potential for favorable publicity with OCTA recognition.
6. Alternate or supplementary funding can be obtained.

All grant applications shall be reviewed by Board Committee B; final approval must be by a simple majority vote of the Board of Directors, either at regularly-scheduled meetings or by a special meeting or by emergency board action (see Bylaws, Article III). The president shall collect and announce the voting results and the subsequent issue of *News From The Plains* shall publish a notice of the grant award along with details of the proposed project; a follow-up article shall be published on completion of the project.

The individual or organization responsible for the use of the grant funds shall provide a status or a progress report to the OCTA Board at least annually. Upon completion of the project a written report shall be submitted to the OCTA Board along with copies of receipts for expenditures of OCTA grant funds.

Expense Reimbursement Policy

OCTA is a volunteer organization supported by a paid headquarters staff and publication editors. It is generally expected that Officers, Directors and Committee Members perform their functions as unpaid volunteers; however, personal financial considerations should not prevent anyone from serving as an officer or director or participating in board meetings. Therefore, an expense reimbursement policy is needed. It is important to note that this policy treats reimbursement as a subsidy in certain cases; it is not intended to be full coverage of all expenses.

Purpose:

The purpose of this policy is to establish a fair and equitable method for reimbursement of personal expenses incurred in performing OCTA duties. This policy should be widely known and understood, publicly stated and equitably applied.

Eligible Participants:

Those who are eligible for reimbursement of personal expenses are OCTA Officers, Directors, Committee Chairs and Committee Members, and Publications Editors. Other members may be eligible if performing an activity that is specifically requested by one of those identified in the previous sentence.

Eligible Expenses:

1. All OCTA members may be reimbursed for out-of-pocket expenses for materials and supplies (phone, fax, postage, paper, photocopies, and other incidentals) that fall within the individual budget categories while conducting approved OCTA business.
2. Eligible members of OCTA can be reimbursed for transportation and lodging, but not meals. Airfare will be reimbursed at no more than the prevailing 14-day advanced coach fare. Mileage reimbursement will be limited to 14 cents per mile (the IRS figure for mileage deduction for charitable purposes) or actual fuel expenses. Hotel reimbursement is for actual expenses. Reimbursement for attendance at Board meetings is limited to Mid-Year meetings and shall not exceed \$500 or an amount set by the President.
3. Persons eligible for reimbursement may submit receipts for expenses to OCTA with written confirmation that the individual does not seek reimbursement but considers this a donation to OCTA. OCTA will provide a letter confirming the donation, which the donor can use as a receipt for charitable donation purposes. Those who do seek reimbursement may request that the amount above the \$500 be considered a donation and request receipt for such.

Officer and Director Allowance:

1. Board Meetings: Each Officer and Director may be reimbursed for eligible expenses for the Mid-Year Board Meeting. Reimbursement may be up to but not

exceeding \$500.00 for travel and lodging, effective October of 2006. Request for Reimbursement (RFR) is to be submitted within 30 days of the meeting.

2. Other Duties: Reimbursement of Officers and Directors for travel and lodging in the performance of OCTA duties other than attendance at Board or Committee meetings should come from the appropriate pre-approved budget area (i.e. President's budget, Preservation Officer's budget).
3. Special Unscheduled Meetings/Activities: Reimbursement of Officers and Directors for travel and lodging in connection with unscheduled or unanticipated meetings or activities requires prior approval by a simple majority of the Board. This may be obtained by phone, fax or email. The reimbursable amount shall not exceed \$300.00 per person for travel and lodging. Request for Reimbursement (RFR) is to be submitted within 30 days of the meeting.

Committee Chairpersons and Committee Members Allowance:

1. Board Meetings: Committee members may be reimbursed for eligible expenses for the Mid-Year Board Meeting. With prior approval of the President, a committee member will be authorized reimbursement up to, but not exceeding, \$500.00 for travel and lodging. Request for Reimbursement (RFR) is to be submitted within 30 days of the meeting.
2. Specific Activities: Travel and lodging may be approved for reimbursement if the activity was identified at budget time and approved, and if funds remain available within the individual committee category.
3. Special Unscheduled Meetings/Activities: Prior approval by a simple majority of the Board of Directors is required for reimbursement. This may be obtained by phone, fax, or email. The reimbursable amount shall not exceed \$300.00 for travel and lodging. Request for Reimbursement (RFR) is to be submitted within 30 days of the meeting.

Editors of the Overland Journal and News from the Plains:

Reimbursement policy for editors of the *Overland Journal* and *News from the Plains* is part of the contract between the editor and OCTA. The Board establishes these, following recommendations by the Publications Committee.

Disclosure:

All OCTA members should have access to this policy and it should be part of the OCTA Policy Manual. The Nominations Committee should review this policy with all prospective candidates for any position within OCTA.

Nondiscrimination Policy

No person will be denied membership in the Oregon-California Trails Association (OCTA) or be excluded from any OCTA benefit, program, or activity on the basis of age, race, color, religion, national origin, sex, sexual orientation, education, or handicap.

Preservation Policy

Following is the preservation policy adopted by the Board of Directors of the Oregon-California Trails Association, Independence, MO, March 4, 2012.

Whereas the mission of OCTA is to protect the Historic Emigrant Trails legacy by promoting research, education, preservation activities and public awareness of the trails, and to work with others to promote these causes, and

Whereas those trails are continually and increasingly threatened by a variety of development activities that may be incompatible with preservation of emigrant trails, including cultural, historic and visual resources,

OCTA hereby affirms its commitment to protect the emigrant trails. OCTA is committed to working with government agencies and private interests to seek solutions considering the interests of all involved parties but which keep trails preservation a priority. Where reasonable compromise is not attainable or established procedures are not followed, OCTA may take appropriate legal steps. OCTA is also committed to making its members and the general public aware of possible threats to the trails.

OCTA's expectation is that high potential sites and segments, as defined in the trails management plans, will be protected to the maximum degree possible. Mitigation shall include use of alternative sites away from the trails, careful routing of roads and pipelines, and minimization of visual impacts over the widest possible area. Development activities must include a plan for restoration of the site to its original state after activities cease.

For additional information, refer to the Preservation Committee language in the OCTA Bylaws and OCTA Preservation Training Resources (available on the OCTA website at <http://octa-trails.org/preservation/training.php>)

Strategic Planning Policy

The OCTA Board of Directors recognizes that planning is a continuous process and that effective planning will enable the organization to carry out its mission. Planning should include clearly stated goals, strategies, and specific action plans for achievement. Plans shall be in writing and shall identify the resources needed. All budget requests should be accompanied by written plans that state goals, activities, timetables, and responsibility. In addition to overall goals established by the Board of Directors, all Chapters, Committees, or individuals working on specific programs and projects shall develop their own objectives and work plans within the framework of OCTA's overall goals.

Trails Collection Policy

OCTA encourages the donation of collections and materials that support educational and research interests related to historic western emigrant trails. Materials donated to OCTA become the property of OCTA and may be placed on indefinite loan or dispersed by deed of gift to repositories that have signed Memoranda of Understanding with OCTA, or may be otherwise disposed of according to criteria and procedures developed by the OCTA Collections Committee.

The OCTA Collections Committee evaluates proposed donations and decides whether or not to accept them, based on such factors as desires of the donor, regional focus, and whether or not the donated materials duplicate items already included in OCTA collections. The OCTA Collections Committee may delegate evaluation, placement, and disposition of donated materials to OCTA chapter library committees when such committees exist. A chapter library committee will normally have primary responsibility for materials specifically donated to a chapter or its established collection.

Appraisal of the monetary value of donated materials is the responsibility of the donor and cannot be provided by OCTA. OCTA national or chapter Collections Committee members will work with donor to develop an itemized list of the proposed donation. OCTA will provide donors with a receipt that includes a description or list of the donated materials.

OCTA also encourages donation of funds to support the care and management of donated collections and materials. OCTA welcomes such funds from chapters and individual OCTA members, as well as from donor of collections and materials.

OCTA Trails Libraries

OCTA Main Trails Library

Merrill J. Mattes Research Library National Frontier Trails Center
318 W. Pacific, P.O. Box 1019 Independence, MO 64051-0519

First OCTA Branch Trails library

California State library
914 Capitol Mall
Sacramento, CA 95814-4802

Second OCTA Branch Trails Library

American Heritage Center
University of Wyoming P.O. Box 3924
Laramie, WY 82071

Third OCTA Branch Trails Library

Oregon State Library
250 Winter Street NE
Salem, Oregon 97301-3950
503-378-4243

Use and Reproduction Policy

The Oregon-California Trails Association offers a variety of reproduction services of its publications, non-published materials and its film, video and reproductive collections. Reproductions are provided, based on a one-time right of use, under a Use and Reproduction License Agreement. Reproduction fees and use fees are listed in the contract sent to requestors.

The Association supports the missions of other non-profit organizations by providing reduced rates when appropriate. Nonprofit fees shall apply only to those organizations that provide documentation such as tax-exempt certificates or letters of identification to prove their legal not-for-profit status.

Those wishing to reproduce OCTA materials should contact OCTA headquarters for information on conditions, limitations and related fees. Additional details can be found in the separate Publication Committee Manual.

For more information contact octa@octa-trails.org.

Whistleblower Policy

I. General

OCTA expects its directors, officers, employees, and other representatives to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of OCTA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all directors, officers, and employees to report Wrongful Conduct in accordance with this Whistleblower Policy.

III. Wrongful Conduct

“Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of OCTA policy; a violation of applicable state and federal law; or the use of OCTA property, resources, or authority for personal gain or other non organization-related purpose.

This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of OCTA.

IV. No Retaliation

No director, officer, or employee who in good faith reports Wrongful Conduct will suffer harassment, retaliation or adverse employment consequence. Any director, officer, or employee who retaliates against anyone who has reported Wrongful Conduct in good faith is subject to discipline up to and including termination of employment or removal from the board of directors, as applicable. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within OCTA prior to seeking outside resolution.

V. Reporting Wrongful Conduct

OCTA encourages its directors, officers, and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, or employee may report Wrongful Conduct to the president or vice president of the board of directors. If the Wrongful Conduct implicates one or both the president or vice president of the board of directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the board of directors. The officers and all members of the board of directors to whom a report of

Wrongful Conduct is made are required to immediately advise the Officers of such report.

VI. Acting in Good Faith

Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as serious disciplinary offense.

VII. Confidentiality

Report of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VIII. Handling of Reported Wrongful Conduct

A representative of the board of directors will notify the sender and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct within five business days, unless such report was submitted anonymously. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Oregon-California Trails Association

**Strategic Plan
2015-2020**



Adopted September 21, 2015

**Oregon-California Trails Association
P.O. Box 1019 Independence, MO 64051-0519**

Strategic Plan

Introduction

The Oregon-California Trails Association (OCTA) observes its 35th anniversary of establishment in 2015. OCTA's strategic plan was last updated in 2010. Since that time OCTA has achieved much in the areas of historic trail preservation, education, and scholarship. In 2015, OCTA is updating the strategic plan to assess current achievements and accomplishments, and review directions for the future.

This strategic plan describes that future direction. The OCTA mission, vision, and broad goals for future achievement are included. These provide the foundation for a strategy of specific objectives and actions to be implemented. These actions are considered critical, and therefore of the highest priority, for realizing the OCTA mission.

This strategic plan is expected to have a five-year time frame and will be reviewed biennially at Board meetings to guide work plans and track accomplishments. Chapters are encouraged to review chapter goals and activities for compliance with the national association plan.

Vision

The Oregon-California Trails Association is the pre-eminent guardian and promoter of the inspirational story of the 19th century westward migration, which is unique in world history.

Mission

Our mission is to protect the Historic Emigrant Trails legacy by promoting research, education, preservation activities and public awareness of the trails, and to work with others to promote these causes.

Mission Goals

Five broad goals describe how OCTA will achieve its mission. These address trail preservation, education/interpretation, partnerships, organizational effectiveness, and membership. Each goal is supported by objectives and implemental actions.

Goal 1. Preserve the historic emigrant trails

Goal 2. Preserve and promote the stories of the emigrant experience

Goal 3. Be an effective historic trails organization through appropriate partnerships

Goal 4. Improve organizational and management effectiveness

Goal 5. Keep OCTA's base membership energized (Don't let the fires go out.)

Goal 1. Preserve the historic emigrant trails			
To accomplish this goal, OCTA will:			
Objective	Action	Time	Lead*
A. Improve effectiveness of trails-related preservation activities. Identify, class and map historic emigrant trails.	i. Establish preservation organizations and chapter preservation officers in each chapter.	2015-2020 ongoing	Preservation Committee Chapters
	ii. Provide appropriate training in preservation, mapping, marking, and monitoring and use of the MET Manual.	2015-2020 ongoing	Preservation Committee Mapping & Marking Comm. Chapters Mapping Teams
	iii. Measure effectiveness through semi-annual reviews and reports	2015-2017 ongoing	Preservation Committee Chapters
	iv. Develop specific action plan to respond to threats (identify partner organizations; communication strategy; media relations plan; funding; assess projects)	by 2016	Preservation Committee PR/Marketing Committee Staff Chapters
	v. Communicate with stakeholders and agencies regarding OCTA's role as a partner in dealing with and identifying threats to trail preservation.	2015-2017 ongoing	Preservation Committee PR/Marketing Committee Staff Chapters
B. Assist stakeholders in the acquisition and preservation of trails-related resources.	i. Obtain and provide funding to address resource threats.	2015-2017 ongoing	Board Association Manager Preservation Committee Chapters Fundraising Committee Investment Advisory Comm.
	ii. Assist with monitoring trail-related resources.	2015-2017	Chapters Preservation Committee
C. Support expansion of national historic trails within the National Trails System.	i. Support the "Additional Routes of the Oregon, Mormon Pioneer, California, and Pony Express Feasibility Study Update and Revision" by reviewing, commenting and advocating.	2016	Association Manager Chapters Legislative Liaison
	ii. Support and promote feasibility study sponsorship for the Southern Trails to California.	by 2020	Southern Trails Chapter Legislative Liaison Board
D. Anticipate, identify and respond to trail threats	i. Develop specific action plan to respond to threats (identify partner organizations; communication strategy; media relations plan; funding; assess projects).	by 2016	Preservation Committee PR/Marketing Committee Staff Chapters
	ii. Communicate with stakeholders and agencies regarding potential threats and OCTA's desire to be included.		

Goal 2. Preserve and promote the stories of the emigrant experience.

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
A. Improve and expand data collection	i. Amass data (books, literature, maps, diaries, etc.) related to trail experience.	by 2017 review and then ongoing	Publications Committee Collections Committee
	ii. Develop a warehouse of information (physically and digitally).	by 2017	Collections Committee Staff
	iii. Make publications available -improve website for public access (make resources known).	By 2017	Website Coord. Committee Publications Committee Staff PR/Marketing Committee
	iv. Inventory and improve access to OCTA library collections.	By 2017	Collections Committee Staff
	v. Expand online journal offerings.	By 2017	Education Outreach Comm. Publications Committee Collections Committee
	vi. Optimize use of COED and Paper Trail.	By 2017	Website Coord. Committee Staff
	vii. Receive and provide training in research methods.	By 2017	Education Outreach Comm. Staff
	viii. Expand listing sessions with Tribes.	By 2017	Tribal Liaison
B. Raise public awareness.	i. Make publications available.	2015-2020 ongoing	Publications Committee Education Outreach Comm. Staff Website Coord. Committee
	ii. Expand speakers' bureau.	by 2017	PR/Marketing Committee Association Manager Chapters
	iii. Create audio visual materials.	by 2017	PR/Marketing Committee Staff Education Outreach Comm.
	iv. Create expanded outreach materials.	by 2017	Education Outreach Comm. PR/Marketing Committee Staff
	v. Improve use of social media. Maintain an active, current, and dynamic web site presence.	by 2017	Website Coord. Committee Staff PR/Marketing Committee
	vi. Use conventions/symposia to better relate emigrant histories.	by 2017	PR/Marketing Committee Association Manager Convention Management committee

Goal 3. Be an effective historic trails organization through appropriate partnerships

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
A. Expand our partnering scope with a wide variety of public and private entities in order to leverage OCTA's resources.	i. Communicate regularly with SHPO, public land management staff, local and regional entities, tribal communities, other organizations, and private landowners to identify, develop, and promote projects.	2015-2020 ongoing	Association Manager President Chapters Preservation Committee Tribal Liaison Committee (*equal responsibility)
	ii. Encourage the leadership to attend meetings with the Partnership for the National Trail System.	2015-2020 ongoing	PNTS Representative
	iii. Meet and invite whenever possible with agency partners to attend (OCTA/Partnership) sponsored events.		
	iv. Be familiar with and support partner agency strategic and resource plans.		
	v. Advocate for congressional support and funding of federal agency trail administration and management.	2015-2020 ongoing	Board Chapters Legislative Liaison
B. Partner with local and regional entities to provide and promote trails-related heritage activities and tourism.	i. Consult with local and regional entities to learn of opportunities, and provide subject matter expertise and access to on-the ground resources.	2015-2020 ongoing	Chapters Board members Association Manager
	ii. Develop and maintain relationships with tourism and historical societies.	2015-2020 ongoing	Association Manager Chapters
	iii. Promote and support volunteering on trails-related federal agency projects.	2015-2020 ongoing	PR/Marketing Committee Association Manager Chapters
	iv. Publicize volunteer opportunities and results through websites, chapter and national newsletters, direct mail, and email.	2015-2020 ongoing	Publications Committee Chapters Board Staff

Goal 3. Be an effective historic trails organization through appropriate partnerships

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
C. Cooperate with educational entities and with others to develop trails-related curriculum-based materials.	i. Market documentary film with young people on the trails.	By 2016	Education Outreach Comm. PR/Marketing Committee Staff Website Coord. Committee
	ii. Work with state and local school boards, teachers, educational organizations, and youth related groups to develop programs that meet curriculum or their needs.	2015-2020 ongoing	Education Outreach Comm. PR/Marketing Committee Association Manager Chapters
	iii. Develop list of chapter or OCTA members with appropriate skills to work with education and preservation activities or groups (lead field trips.)	by 2017	Education Outreach Comm. Chapters
	iv. Develop online reading guides and summer reading lists for young people.	2016	Education Outreach Comm. Publications Committee Website Coord. Committee
	v. Develop electronic tools to augment educational opportunities (social media, videos, etc.).	2015-2020 ongoing	Education Outreach Comm. Staff PR/Marketing Committee

Goal 4. Improve organizational and management effectiveness

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
A. OCTA membership to increase OCTA's funding and to expand the volunteer base.	i. Define and implement a marketing strategy to increase OCTA membership.	by 2016	Membership Committee Chapters PR/Marketing Committee Association Manager
	ii. Provide incentives to join OCTA (access to OJ, In Pursuit of a Dream) (Reach out to the community).		
	iii. Send letters to service organizations offering to speak to their organizations. Improve contacts with service organizations.	by 2016	Chapters Education Outreach Comm.
	iii. Be represented at ancillary symposiums and conventions. (Staff a booth.)	by 2016	Staff and appropriate committees
	iv. Develop regional videos for presentations (on OCTA, trail projects/resources in the area).	by 2016	Education Outreach Comm. PR/Marketing Committee Chapters Staff
B. Maintain increased membership.	i. Fill the membership committee.	by 2016	Membership Committee Chapters
	ii. Send out renewal reminders.		
	iii. Appoint a chapter membership chair.		
C. Develop marketing tools within OCTA to promote trails.	i. Develop a comprehensive marketing plan.	by 2016	PR/Marketing Committee Association Manager
	ii. Place articles in AARP/AMAC.		
	iii. Look for new audiences (such as schools or BSA).	by 2016	Education Outreach Comm. PR/Marketing Committee
D. Increase revenue to insure the continued preservation of trails-related resources.	i. Fill the fundraising committee.	by 2016	President Fundraising Committee Association Manager
	ii. Request funds to support specific projects to complement an action plan.	by 2016	Association Manager President
	iii. Increase revenue from publication sales.	by 2016	Publications Committee
E. Maintain and increase the Endowment Funds to assure financial health in the long term.	i. Seek donations to Legacy Funds	2015-2020 ongoing	Fundraising Committee Board Officers Staff
	ii. Work to be sure investments are in the highest revenue generating funds (with least amount of risk.)	2015-2020 ongoing	Investments Advisory Committee

Goal 4. Improve organizational and management effectiveness

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
F. Continue to hold annual conventions that attract membership and generate revenue.	i. Identify venues three years ahead.	2015-2020 ongoing	Convention Future Sites Committee* Convention Management Committee Association Manager
	ii. Implement convention management committee recommendations regarding financial controls	2015-2020 ongoing	Convention Management Committee Association Manager
	iii. Look for ways to broaden appeal of conventions to attract wider audience in and outside OCTA membership.	2015-2020 ongoing	Convention Management Committee Host Chapters Association Manager
	iv. Invite community participation		
	v. Establish and utilize the speakers' bureau.	2015-2020 ongoing	Chapters PR/Marketing Committee
	vi. Identify opportunities for regional trails symposia.	2015-2020 ongoing	Association Manager Convention Management Committee Chapters
G. Fully fund the yearly operating expenses.	i. Find new sources of revenue through expanded memberships, grants, and partnerships.	by 2016	Board President Association Manager (*equal responsibility)
	ii. Seek operating efficiencies to manage financial resources effectively.		
H. Ensure board member and committee orientation and training	i. Provide training and orientation	by 2016	President and VP HQ Staff and Chairs Policy/Governance Committee
	ii. Update policies and procedures manual (consolidate, make accessible, summary of board actions).		
I. Provide staff oversight	i. Complete Headquarters Operations Review	by 2016	President Committee C Task Force Staff
	ii. Conduct annual staff evaluations		

Goal 5. Keep OCTA's base membership energized (Don't let the fires go out.)

To accomplish this goal, OCTA will:

Objective	Action	Time	Lead*
A. Increase benefits to provide value for members' investment of time and money.	i. Continue to improve and update website resources.	2015-2020 ongoing	Website Coord. Committee* Staff
	ii. Identify new added-value opportunities exclusive to members.		Membership Committee* Association Manager PR/Marketing Committee
B. Develop a committed highly energetic corps of volunteers to carry out the goals and objectives of OCTA partnership.	i. Involve members and potential members in training opportunities.	2015-2020 ongoing	Committee Chairs* Association Manager Chapters
	ii. Develop service-oriented activities to recruit volunteers from within and outside OCTA membership.		
C. Develop new activities to maintain an engaged membership.	i. Widen scope of tours, speaker programs, and volunteer activities.	2015-2020 ongoing	Chapters* Committee Chairs Staff
D. Improve communication to maintain an informed, active membership.	i. Support networking through digital communication and social media.	2015-2020 ongoing	Staff* Board Chapters Committee Chairs Website Coord. Committee PR/Marketing Committee Education Outreach Comm.
	ii. Expand E-news at both chapter and national levels.		Association Manager Chapters PR/Marketing Committee
	iii. Fully fund the maintenance of OCTA's website at current technological standards		Website Coord. Committee
	iv. Utilize, maintain, and expand publications and publication opportunities.		Publication Committee

On March 5, 2015, Denver, Colorado, the OCTA Board of Directors held a review session of the 2010 Strategic Plan. Board members, chapter presidents and committee chairs participated in the review, facilitated by Gretchen Ward, assisted by John Cannella, of the National Park Service's National Trails Intermountain Region.

During the March 2015 session, participants in the strategic planning session added a new goal addressing OCTA's desire to increase efforts to more effectively interpret the stories of the emigrants along the Oregon and California Trails.

OCTA's On-going Efforts

While the actions described in the charts above were determined to be of highest priority, there are still other important activities that are on-going and conducted year-round and organization-wide. Many of these activities were identified during the 2010 planning process, and were documented in a separate Strategic Plan Archive (March 3, 2007). These represent the wide range of activities, all in support of the OCTA mission, undertaken by dedicated OCTA volunteer members each year. That plan was updated on March 5, 2010.

- Committees

1. Board committees

Board Committees were established to enable members of the Board to become more actively involved in OCTA affairs and to take advantage of the expertise of individual members. There are three Board committees (A, B, and C) whose primary role is to work on policy issues outside the scope of responsibility of the Member committees. There are two types of Member committees, Special and Standing. They are discussed below.

The function of Board committees is to recommend policy decisions for action by the full board. Board committees do not carry out such decisions or establish programs. Those actions are the responsibility of the officers, the standing committees, and special committees pending board approval.

Unlike Special and Standing committees, Board committees report directly to the Board. This policy was adopted August 10, 1999.

Board committee members are appointed annually. However, there is no limit to the number of years members may serve, as long as they are members of the Board.

Board committees are composed of board members, with one officer assigned to each. The officer is a full voting member.

- Committee A: Headquarters operations, membership and publications.
- Committee B: Finances, grants, governance, and long range planning.
- Committee C: Preservation, collections, public relations, and property management.

2. Member committees

Member committees are established by the Board of Directors to handle various aspects of the Association's business. In general, the President, pending Board approval, names the Chairs of the committees, and the Chairs recruit members from the Board or general membership to serve. Exceptions to this are the Investment Advisory Committee and the Nominations & Leadership Committees where each member must be approved by the Board of Directors.

There are two types of member committees: Special and Standing.

Special committees are appointed by the President with the approval of the Board for a specific purpose and are disbanded when their task is complete. They report

directly to the President. They will make a report to the Board at the mid-year and annual meetings.

Standing committees perform the following tasks:

- Prepare and submit a description of what the committee does, its responsibilities, and membership.
- Prepare a committee statement of purpose and update it annually as necessary.
- Use, if appropriate, the Strategic Plan of OCTA for guidance in fulfilling their responsibilities.
- Prepare reports for the annual and mid-year board meetings. Reports should be made even if nothing more than a statement that the committee has been inactive in the interim. The report should include actions complying with the Strategic Plan.

Board-approved standing committees, some of which are inactive, are:

- Archaeology
- Audit
- Awards
- Budget Development
- Chapters (Chapter Oversight) (Chapters Oversight and Development)
- Collections (Library) (Trails Collection Committee)
- Conventions Future Sites
- Education (Education Publications) (Educational Outreach Committee)
- Emigrant Trails Hall of Fame
- Fundraising
- Governance, Policies, & Strategic Oversight
- Grants Review
- Graves and Sites
- History and Archives
- Internet (Web Coordination Committee)
- Investment Advisory
- Long Range Planning
- Marketing
- Membership Development
- National Trails and Legislative
- Nominating, Leadership, and Elections

- Partnership for the National Trails System
- Photography
- Preservation (Chapter Preservation Officers Committee)
- Public Relations
- Publications
- Southern National Historic Trails Committee
- Trails Legislation Liaison
- Trails Mapping and Marking
- Tribal Liaison

- Archaeology Committee

The archaeology program is part of the overall OCTA Preservation program. This committee reports to the National Trails Preservation Officer and has the following responsibilities:

1. Serves as a resource agency concerning antiquities laws.
2. Assists federal and state land managers and private landowners who find traces of emigrant routes or historical sights on their property; support in-depth professional analyses of such sites as appropriate.
3. Assists owners regarding steps that may be taken regarding National Register nominations, protection, visitation rights, easements, interpretive signs and possible archaeological excavations.
4. Promotes OCTA preservation goals at all times, particularly as they pertain to the archaeological community and the general public.
5. Keeps the National Preservation Officer apprised of the committee's current activities and those to be considered for board approval.
6. Provide training and education to carry out the intent of the archaeology policy.
7. Uses various venues, especially *News from the Plains* to promote understanding of archaeology as a discipline using a wide variety of activities, not just excavations.

- Audit Committee

The purpose of the Audit Committee is to assist the Board of Directors in fulfilling its oversight responsibility regarding the integrity of OCTA's financial statements, the reliability of internal control systems, and compliance with legal, regulatory and internal OCTA policies.

The director who is chair of Committee B shall be a member as a result of his/her position. Two audit committee non-board members are appointed by the president and confirmed by the board of directors. They are to be OCTA members in good standing who are not board members, officers, or staff members. They serve with no set term, but at the pleasure of the president. The president is to appoint the audit committee chairman from one of the two non-board members.

The committee will meet at least twice each year, with authority to convene additional meetings as circumstances require. Minutes of each meeting will be prepared. If requested by any member of the committee, time shall be allotted for an "executive session" for members only, and any officer, board member, or outside advisor or auditor they might want to invite.

The committee has the responsibility and authority to conduct or authorize investigations into matters relating to its purpose. For example:

1. The committee has full authority to investigate any matter brought to its attention with full access to all books, records, facilities, and personnel.
2. The committee has authority to request any officer or employee or independent auditors to meet with the committee.
3. An independent audit is to be conducted each year with the scope of the audit being determined by the audit committee. The committee will recommend to the Board of Directors the firm of independent auditors to be retained.
4. The committee will see that the independent auditor presents their findings to the full Board of Directors, and the Board of Directors member of the committee shall make recommendations to the full board as necessary.

All recommendations of the committee require a minimum of two supporting votes. Voting may be done by telephone or electronically.

The committee shall present a budget to the board of directors each year for approval. The budget will outline anticipated expenses including that of the independent audit.

- Awards Committee

The purpose of the Awards Committee is to identify and nominate each year, those persons who have made exceptional contributions toward the furtherance of OCTA's mission and objectives. Awards recognizing those contributions are presented at the annual convention.

As a general rule, preference is given to persons residing in the general area where the national convention is being held. The objective of this rule is to maximize publicity and interest at the local level and to increase participation in the awards program. It does not, however, preclude the Committee from recognizing exceptional contributions of those from other parts of the country. In performing its function, the committee accomplishes the following tasks:

1. Ensures that a request for awards nominations to be submitted by June 1 is published each year in the first issue of *News from the Plains*.
2. Specifically notifies board members, officers, chapter presidents and committee chairs of the request for nominations with due date noted.
3. Collects and evaluates submitted nominations and selects persons to be awarded taking into consideration their contribution and the area in which

they live. A justified award may be deferred to another year if it corresponds better with a later convention.

4. Coordinates with the Public Relations Committee to heighten the honor and recognition of award recipients and to publicize OCTA's role in trail preservation.

Types of Awards:

Gregory M. Franzwa Meritorious Achievement Award: The highest award OCTA can give to recognize long-term and significant contributions to OCTA. Only members can qualify for this award. As a general guideline, not more than two should be presented each year.

Distinguished Volunteer Award: Bestowed on OCTA members who contribute significantly to achieving OCTA goals and projects. Only OCTA members can qualify for Distinguished Volunteer.

Distinguished Service Award: Granted to organizations, businesses, government agencies, individuals, or others who contribute or participate in furthering OCTA's programs directly or provide substantial support in a non-affiliated way to trail preservation and education. As a general guideline, the number of these awards should be limited to two or three recipients annually.

Friend of the Trail Award: Presented to groups, individuals, or organizations that have direct ties to lands over which historic trails pass. Neither property ownership nor current residence on trail property is required, but emphasis is placed on preservation of trail remnants, education of the public about their historic resources, and allowing responsible public access to the historic resources.

Media Award: Presented to a public media agency or individual for their significant role in informing the public about OCTA and/or its goals and/or educating the public about the historic overland trails.

National Certificates of Appreciation: Presented to individuals and organizations that have made a particular effort to achieve a short-term OCTA goal. These certificates are for efforts of national scope; more regional or local efforts should be recognized by appropriate chapters. There is no limit to the number of Certificates of Appreciation which may be given in a year.

Young OCTAN Award: Presented to children and youth between the ages of six and twenty-one who have demonstrated particular interest in OCTA and the history and/or preservation of historic emigrant trails.

The nominee will have demonstrated this interest by an activity in the field or via a school or class project in such a manner that is considered outstanding and far above the typical field or school project. The project may also be an outstanding personal endeavor undertaken on the nominee's own initiative.

An entire class or group of school-aged children may be nominated as one aggregated nominee. Qualifying standards would include participation in OCTA meetings, outings, and/or work projects over an extended period. OCTA membership is not a requirement.

Other awards: In addition, the Awards committee may present as it deems appropriate, other awards. These may include the Past Presidential Award, Certificates of Appreciation for outgoing officers and directors and Resolutions of Thanks for convention program chairs and local arrangement chairs.

The Awards Committee is responsible for making the award item or certificate and is responsible for the presentation at the annual meeting.

Awards Presented by Local Chapters: OCTA's Board of Directors has authorized local chapters to present Certificates of Appreciation to deserving individuals or institutions who have shown outstanding contributions in preservation, research, or education on the local level. Although these certificates are primarily intended for those outside of OCTA, it is also open to OCTA volunteers.

While this certificate award can be presented to multiple recipients, efforts should be made to limit the number of such yearly awards to two or three recipients. The guidelines and procedures for awarding and presenting such certificates at the chapter level will be the prerogative of the chapters.

- **Budget Development Committee**

The purpose of the Budget Development Committee is to prepare the annual budget for the organization and to present that budget to the Board of Directors for approval or modification. This entails the following:

1. Gathering forecasts and other data that may impact planning. This involves asking all officers, committee chairs, individuals, or groups who may generate revenue or expend funds to estimate anticipated income and/or expenditures. They shall also be asked to explain any changes to the existing budget they may propose.
2. Reviewing anticipated revenue to determine if it is adequate to cover expenditures forecast for the coming year. Consideration shall be given to priorities of the organization which may be changing and which may require reducing some budget requests while increasing funding for others.
3. Balancing expenditures against income, develop a proposed budget to be submitted to the Board of Directors for approval or modification and make changes as required.

Annual Budget Development Procedure:

Members of the OCTA Budget Development Committee consist of the Treasurer who will chair the committee, the President, the Association Manager, the Headquarters Manager, and the Vice President. At the discretion of the President others may be asked to work with the committee as members or advisors.

Prior to starting work on formulating the annual budget the committee gathers together the necessary data that must be available during the budget-making process. Well in advance of the meeting of the committee, a request is sent to all officers, standing committee chairs, special committee chairs and any other individuals or groups that either gather or expend OCTA funds. They are asked to send the committee their expenditure request with a statement explaining the reason for any changes from the current budget.

The committee will conduct a review of OCTA's revenue sources to determine if there are expected changes in the amount of revenue in the projected budget year. The budget needs to reflect a balance between revenue and expenditure. Also, the budget needs to reflect changing priorities of the organization, which may result in reducing some budget requests and an increase in funding for others. Armed with this data the committee will develop a proposed budget to the OCTA Board of Directors for approval or modification.

Since OCTA's fiscal year starts on October 1 the budget should be approved at the annual Board of Directors meeting. Following is a timetable for the budget-making process. Due dates will be provided at the time of the request.

1. On May 1 a request for the next year's budget figures and projected revenue is sent to all officers, committee chairs, and others who either spend or earn funds for OCTA. A budget request form is in the Forms area of this document.
2. Prior to June 10, the amount of money requested for expenditures and projected income for the next fiscal year should be submitted to the budget committee at OCTA headquarters.
3. Between June 10 and July 1, the Treasurer, Headquarters Manager, and Association Manager tabulate the submitted budget information and make a comparison of the current and past budgets, along with the budget requests and projected revenue for the next budget year.
4. No later than the end of the first week in July, the committee meets and formulates the proposed budget for the next fiscal year, based on the information that has been collected, and specific program needs and projected activities for the following year.

5. The proposed budget is submitted to all board members at least one month prior to the Annual Board of Directors meeting. Budget information will be sent to the board members separate from the normal study packet.

- Chapter Oversight and Development Committee

The mission of this committee is to serve as a liaison between the various chapters and OCTA's officers, Board of Directors, Committees, and Headquarters staff as follows:

1. Encourage and support chapter efforts as they carry out their responsibilities in fulfilling OCTA's statement of purpose, specifically trail preservation, through researching, identifying, mapping, marking, monitoring, interpreting, and promoting the trail routes that lie within their chapter areas.
2. Serve as advisor to chapter presidents, and other chapter officers as appropriate, by offering encouragement, support, ideas, and information; while recognizing that each chapter is its own governing and operating entity within the provisions of OCTA bylaws and chapter guidelines.
3. Encourage and support activities within the chapters and federal state agencies, neighboring chapters, and local and private partners that support trail preservation.
4. Promote a spirit of partnering between chapters and federal and state agencies, neighboring chapters and local public and private partners that support trail preservation.
5. Encourage chapters to distribute chapter information such as quarterly newsletters and semi-annual reports to headquarters, officers, and board.
6. Report the committee's activities to the officers, board, and headquarters on a regular basis, semi-annually at a minimum.

- Education Outreach Committee

The Education Outreach Committee's function is to further the broader goals of OCTA by assisting in the promotion and dissemination of information relating to the westward migrations of the 19th century. This entails, but is not limited to the following:

1. Develop, promote, and assist in the distribution of educational materials about the migration and associated historic trails and wagon roads.
2. Encourage the study and appreciation of the migration and related trails by both young and old. This may include working with OCTA developed

programs or assisting interested groups, such as scouts, schools or school districts to develop their own programs.

3. Serve as a reservoir of information and materials for those seeking information on various aspects of the migration and developments of the historic trails.
4. Encourage and support the continuing education of educators concerning the westward migration and its impact on our history.
5. Provide methods for recognizing those engaged in providing meaningful trail history to students and adults. Such programs may include our Outstanding Educator Awards.

- **Emigrant Trails Hall of Fame Committee**

The function of the Emigrant Trails Hall of Fame Committee is:

1. To honor those who formed the framework of historic trail promotion, preservation, research, and education, upon which OCTA finds foundation.
2. To educate OCTA members of its philosophic and historic roots.
3. To motivate OCTA members and the American public to respect and preserve its historic trail heritage through the examples of others.

- **Fundraising Committee**

The mission of the Fundraising Committee is to promote the organization's financial well-being by identifying sources of financial support and assisting in the solicitation of funds for existing endowments and other projects.

Specific responsibilities of the committee include:

1. Oversight of the Annual Fund Drive.
2. Identification of potential foundation, corporate and individual sources of funding.
3. Identification of specific fundable projects, including existing projects and new initiatives.
4. Development of solicitation materials.
5. Development and implementation of a targeted program.
6. Oversight of planned giving efforts.
7. Other duties as may be determined by the Board of Directors.

All activities will be coordinated with the Association Manager.

The Fundraising Committee is headed by a Chairman appointed by the President with the consent of the Board of Directors. Four to six additional members may be appointed from the membership.

The Committee reports to the President, with Staff support from the Association Manager, who serves as an ex officio member of the Committee. The OCTA Treasurer is the officer liaison between the Fundraising Committee and the President.

- **Future Convention Sites Committee**

The purpose of the Future Convention Sites Committee is to work with OCTA chapters to obtain suitable sites for future conventions. Historically this task has been the domain of one person (the committee) whose role is to encourage chapters to hold an annual convention in their area during a particular year. The committee is guided by the following policies established by the Board of Directors:

1. Conventions are to be awarded only to OCTA Chapters.
2. New convention sites should have priority over repeat sites.
3. If possible, sites should alternate among east, central, and west sections of the trails area.

The process employed by the committee in working with the chapters is also established by the Board of Directors and is as follows:

1. With the assistance of the Committee, the Chapter issues an invitation to the Board to hold the convention at a city within the chapter area. This invitation should be tendered four or five years before the proposed convention is to be held.
2. If the Board accepts the invitation, the Chapter is authorized to continue with planning, including identifying headquarters, facilities, naming committee chairs, developing a program, and arranging for appropriate tours.
3. The Chapter presents their plan to the Board and if the Board approves, it formally awards the convention to the chapter.

- **Governance, Policy and Strategic Plans Committee**

This standing committee provides advice to the President and the Board of Directors to ensure that the actions of the Board comply with the organization's bylaws, policies, and procedures, and that modifications to these documents are made in a timely manner.

- Grant Review Committee

The purpose of the Grant Review Committee is to review all grant requests to ascertain whether they meet the requirements of the Endowment Grants Policy. This function shall be performed by Committee B, with either the chair of Committee B or one of the committee members serving as chair for the Grants Review. Following the committee's review, a recommendation shall be made to the board to accept or deny the grant requests.

- Graves and Sites Committee

The Graves and Sites program is part of the overall OCTA Preservation program. The committee reports to the National Trails Preservation Officer. It is the purpose and responsibility of the committee to:

1. Research and authenticate gravesites and other historic sites related to the overland trails.
2. Recommend and/or take appropriate action for the preservation of these sites, such as erecting protective fences, developing informational, educational, marking, and preservation programs to ensure protection, preservation, and appreciation of such sites.
3. Coordinate with the marking committee to ensure that selected sites are appropriately marked.
4. Keep the National Trails Preservation Officer apprised of current activities and proposed future activities.

- History and Archives Committee

The History and Archives Committee serves to collect, organize, and archive the records, documents, photographs, etc., necessary to provide a historical record of the association. Records will be maintained at a site determined by the Board of Directors. Data collection tasks are as follows:

1. Obtain a copy of all OCTA publications: *News from the Plains, Overland Journal*, and any other publications as deemed appropriate.
2. Obtain from the National President and/or Secretary a copy of the minutes from the Board of Directors meetings, a current copy of the OCTA Bylaws, Policies, and Procedures manual, plus other communications deemed appropriate.
3. Obtain from the annual convention chairs copies of their convention program and tours.

4. Maintain, with the assistance of the Headquarters Manager, a copy of all board-meeting records, which include committee reports, meeting agendas, and other meeting details. These records shall be maintained at OCTA Headquarters.
5. Maintain a file of material for incorporation into the History of OCTA series which is to be published as determined by the Board of Directors. The historian shall endeavor to maintain a written history annually.
6. Prepare a report of committee activities to be submitted to the Secretary and subsequently to the Board of Directors at the annual and mid-year board meetings.

- Internet (Web Coordination) Committee

Web Coordination (WC) acts as the overall coordinator of OCTA's Internet presence. The WC Chair reports to the OCTA Vice President.

Committee Membership – Membership should be made up of the following personnel:

1. Chair.
2. Representative from the OCTA Board of Directors, preferably a member of Board Committee B (Governance), as appointed by the President.
3. Any liaisons selected by a committee chair and/or the OCTA President and/or Vice President to help guide and ensure consistency across the website between areas needing specific oversight.
4. The President and Association Manager serve as ex officio members.

Committee Chair Skills Needed:

1. Has broad knowledge of OCTA, or willingness to work at learning the functions of OCTA in depth. This includes especially those functions that have web-based projects associated with them: Education; Public Relations; Online Journals, etc.
2. Has willingness to work with a variety of individuals on numerous committees within OCTA (especially those not skilled in website development and design), to determine and provide what they need as a website presence, as opposed to what they may "want", with the goal of keeping costs controlled.
3. Has experience in visual design/development of websites. Able to synthesize large clusters of information into coherent groupings.

Understands the basic principles of how websites function most effectively visually, as a tool for the association, and as a site being accessed by visitors.

4. Maintains the working relationship with the firm that does OCTA website development.

Committee Chair Responsibilities:

- Oversees the creation, maintenance and revision of OCTA's main organization website.
 1. The main OCTA website will focus on components including trail education and preservation. Merchandise (bookstore) and membership components are overseen by Headquarters.
 2. The main website is to provide links to other OCTA-developed websites. The IC chair will cooperate and advise in the design and development of ancillary websites, including merchandise and membership.
 3. Website hosting and security shall be decided on both a functional and cost-effective basis.
- Coordinates with the OCTA Board of Directors member who is also appointed as a member of the Web Coordination AND with the Committee chair for Governance, Policies, and Strategic Plan. Together these individuals develop and implement procedures to ensure that all policy items (those governance items that are updated by the board) are kept current on the OCTA Members' Area website.
- Oversees the maintenance of the main website to ensure that information posted is current and relevant. Maintenance is to be accomplished by a website editor under contract to OCTA.
- Plans for the continued development of OCTA's web presence. The plan shall include functional requirements and an estimate of financial requirements. The plan shall be evaluated, updated, and submitted to the OCTA board for budget annually.
- Recommends to the president and association manager, persons to serve as the website editor and website developer (webmaster).

Policy and Guidance Maintenance:

Web Coordination is charged with updating the OCTA policies and other governance materials as dictated by the board and committee chairs, by incorporating into the applicable sections all governance and guidance changes. Committee chairs may request changes to guidance files at any time.

The committee maintains the governance and guidance electronic files in current common software (e.g. Microsoft Word) and ensures that files are stored safely on a server that is backed up regularly, as well as on individual computers.

The committee supports committee member liaisons for specific projects to ensure that the website provides accurate, consistent, and current project support.

- Investment Advisory Committee

The function of the Investment Advisory Committee is to:

1. Develop and periodically review an investment policy statement. This document provides general guidelines for OCTA's investments including consideration of risk. The statement is to be reviewed and approved by the Board of Directors.
2. Monitor the performance of the endowment fund investments and report that performance to the board on an annual basis.
3. Coordinate with the Treasurer on additions to and withdrawals from the endowment funds to ensure:
 - a. Funds are deposited to or withdrawn from the appropriate fund, taking into account the restricted nature of some funds.
 - b. The amount withdrawn is within the allowable withdrawal as defined in the establishing agreements for each fund.
4. Make recommendations concerning the allocation of funds to various investment types (equities, fixed income and money market).
5. Conduct periodic reviews of investment services and recommend to the Treasurer, President, and the Board of Directors which organization appears best prepared to invest and manage OCTA's endowment in order to meet the security, growth, and reliability objectives of the organization.

Committee Procedure:

The work of the committee will be conducted by telephone and e-mail with a possible meeting at a convenient location.

Members should be comfortable with basic investment strategies and methods of evaluating return and risk. There should be no perceived conflict of interest such as ties to investment firm or substantial personal involvement with the investment firm.

Membership:

Membership of the Investment Advisory Committee will consist of the Treasurer, and up to five additional members. All members are appointed by the President and

approved by the Board. The President shall appoint one member other than the Treasurer as chair. The President shall serve ex-officio.

OCTA Endowment Funds:

The establishing agreements for each fund are the governing agreements for each fund. Nothing in this description should be construed as modifying those agreements. The agreements are not subject to modification by OCTA.

Three separate funds constitute the OCTA Endowment Fund. They are the Heritage Fund, the Charles W. and Mary C. Martin Fund, and the Pat Loomis Fund.

The Heritage Fund was accumulated from the activities (conventions, gifts, book sales, etc.) of OCTA prior to 1998 when it was established with approximately \$237,000. The Martin Fund resulted from a gift of the Martins in 1999 of \$200,000. The Loomis Fund was established with a gift of \$140,000 from Pat Loomis in 2002.

The terms of each gift are described in the establishing agreements for each fund. The principal of the Heritage Fund is entirely restricted. Income, which is defined below, that is not used in a given year is added to the principal at the end of the year. All funds have a requirement for a two-thirds vote of the board to withdraw principal.

Income for all three funds is defined by guidance provided by the investment manager. Income is not limited to actual dividends, interest and realized capital gains. Income may be accumulated in the Loomis and Martin Funds. However, in the case of the Martin Fund, accumulated income above 30% of the average year-end fund balance may be added to the principal, used for preservation or transferred to the preservation fund (Pat Loomis Fund).

Withdrawal of funds (income or principal) from the Heritage Fund may be used for any purpose consistent with OCTA's mission. The Loomis Fund is restricted to activities directly related to the preservation of the trail. The use of funds from the Martin Fund is restricted to legal activities and preservation, as noted in the previous paragraph. Withdrawals of income (as defined above) are at the request of OCTA's treasurer.

- Long Range Planning Committee

The Long Range Planning Committee's primary purpose is to help develop and coordinate the long range goals and plans of OCTA. To accomplish this the Committee will work with the professional staff, committees, officers, board members, chapter leaders, and others to help in establishing plans and goals that accomplish OCTA's mission objectives and purpose.

The Committee will provide leadership in accomplishing this task and will see that all OCTA members are made aware of the long-term goals and objectives of the organization.

The Committee will establish procedures for determining if these long range plans are being accomplished and make the results of this review known to OCTA leadership.

Long range planning often requires revision as time and circumstances make changes necessary. The Committee will take the lead in recommending needed changes and revisions of OCTA's long range plans as they become evident.

- **Marketing Committee**

The Marketing Committee is involved with creating overall awareness of OCTA with the general public, legislators, potential donors and other appropriate audiences consistent with goals and strategic plans directed by the OCTA President and Board of Directors.

Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging message offerings that have value and relevance for members, partners, trail supporters and society at large.

Appropriate tactics shall be chosen and implemented which support each initiative with an eye toward effectiveness, measurement, and accountability.

- **Membership Development Committee**

The Membership Development Committee encourages and develops strategies for the recruitment of new members so as to ensure the long-term viability of the Association. It recognizes that all OCTA members have a responsibility for membership growth and solicits their assistance in this obligation; it complies with membership policies set forth by the Board of Directors; coordinates membership programs and activities with the Association Manager who shares responsibility for membership development; works with the Headquarters Manager in the implementation of said programs; and interfaces with local chapters as follows:

1. Recruits a membership chairperson within each chapter to coordinate membership programs and activities.
2. Ensures that membership chairs understand their duties and responsibilities, such as distributing membership brochures; developing relationships with historical societies, museums, and educators; contacting new members to

extend a welcome and to ascertain their interests in areas such as outings, trail mapping, trail marking, COED, committee involvement, or other activities.

3. Maintains contact with chapter membership chairs to share strategies that have worked for other chapters and to exchange ideas on ways to obtain new members and keep them.
4. Assists chapters as necessary to further the success of membership goals and activities.

- Nominating, Leadership, and Elections Committee

The purpose of this Committee is to ensure a slate of qualified candidates for election to the Board of Directors, or to serve as officers, head committees, or fill other positions as required by the Board. Suggested membership is Past President, a Chapter president, and a member in good standing.

Specific tasks are as follows:

1. Identify board positions to be filled each year and make this information available to the membership.
2. Solicit from the general membership a list of candidates to fill positions on the board and from that list, nominate those deemed qualified.
3. Ensure that the list of board nominees, with a statement of each nominee's qualifications is made available to the general membership along with pertinent election information.
4. In selecting members to be nominated, the committee may consider geographical diversification of Board members.

Nomination and Election Procedures:

Each year the committee shall solicit nominations for the Board of Directors from the membership with the objective of nominating more than one member for each of the directorships whose term is expiring, for each vacancy on the Board to be filled by vote of the membership, and for any additional directorships created by the Board of Directors.

Notification of election and the number of vacancies on the Board of Directors will be announced in the Winter edition (deadline 11-25) of *News from the Plains*. It will include a deadline for filing and return of biographical material to be published in the Spring edition (deadline 2-25) of the *News from the Plains*. This issue will also include the ballot for the Board of Directors election.

Required material will be delivered to the chairman of the Nominations and Leadership Committee by post or electronically by the announced deadline.

1. The candidate will present a letter indicating his/her willingness to serve and fulfill the requirements of the position.
2. The candidate will provide a biography including trail qualifications and experience, experience he/she has had associated with the affairs of this Association, personal and professional experiences that prepare him/her to be an active participating director and any other information the candidate feels is relevant.
3. The candidate will provide endorsements from at least three additional members in good standing.
4. The candidate will provide a current photograph.

- Partnership for the National Trails System

OCTA is a dues-paying member of the Partnership for the National Trails System (www.PNTS.org) which advocates for the National Trails System. PNTS members include representatives of more than 30 National Historic and Scenic Trails.

The Partnership is to support issues that benefit the National Trails System and member organizations, including land preservation and stewardship. It provides liaison with members of Congress, congressional staff, and federal partner agencies, such as the National Park Service, the Bureau of Land Management and the U.S. Forest Service. PNTS also sponsors national seminars and meetings, as well as online webinars for member support, and works to raise the awareness of the National Trails system.

The OCTA Board of Directors selects a PNTS Liaison who is expected to participate in meetings and conference calls hosted by the Partnership. The OCTA Liaison is a voting member of the PNTS Trail Leaders Council and may serve on additional PNTS committees, such as the Advocacy & Policy Committee. The PNTS Liaison provides a report on PNTS activities at each meeting of the OCTA Board of Directors and at other times as needed.

- Photography Committee

The purpose of the committee is to promote an appreciation of the westward expansion of the mid-nineteenth century through photography. This entails the following tasks:

1. Develop a photographic exhibit for the National Frontier Trails Museum in Independence, Missouri consisting of fine-quality photographs with captions from trail diaries.

2. Develop a photographic inventory of the trail specifically to serve as a photographic “savings” of trail remnants; to serve as a resource pool for scholars, museum exhibits, and OCTA slide presentations.
3. Develop a series of OCTA slide shows on various segments of the trails and with a master show being a slide expansion of the museum exhibit. These are to be provided to teachers.

- Preservation Committee

Chapter preservation officers make up the Preservation Committee. They select one individual who serves as the National Preservation Officer, but all preservation officers work to carry out preservation duties and the mandate of the Association’s Articles of Incorporation. Closely associated with Preservation are the Tribal Liaison, Graves & Sites, Trail Mapping/Marking Committees and the Chapter Preservation Officers group. For specific information on Preservation, refer to the OCTA website.

- Public Relations Committee

The purpose of the Public Relations Committee shall be to assist the President and the Board of Directors in the development of communications strategies, policies, plans and programs to further the goals of OCTA and to seek public exposure, awareness, and appreciation of the need for preserving the trails and related environs. This will be done through the generation of materials such as media kits, brochures, and films; monitoring and acting as liaison with news media; providing coordination and communications support for OCTA headquarters staff, committees, and chapters, and by maintaining communications liaison with other agencies and related organizations with common interests and goals.

- Publications Committee

The Publications Committee supervises the production of OCTA books, magazines, and other materials as authorized by the Board of Directors. The object of such publications is to increase the knowledge and public awareness of the overland trails and emigrant trail experience and their impact on our history. A main portion of their task is to provide an avenue for scholarly learning about the western migrations and to inform the membership about present related matters.

Publications include:

- *Overland Journal*, a quarterly historical magazine, containing articles about the westward migration of the nineteenth century, with emphasis on the routes

taken, those who pioneered those routes, and the experiences of those who followed, plus related book reviews.

- *News from the Plains*, a quarterly newsletter devoted to the activities of OCTA and its chapters.
- Various monographs and documentary editions, such as trail diaries, and maps. These are issued under the broad category of "Special Publications". These are recommended by the Publications Committee and are approved by the Board of Directors.
- OCTA's educational publications, such as activity books, and other materials will be considered and produced in conjunction with the education committee and OCTA's goal to provide materials for the education of children and students.

In addition, the Publications Committee approves the basic guidelines and editorial standards for all its publications, writes job descriptions for associated editors, and sets the general production schedules. It has the overview responsibility of the editors who are responsible for the daily affairs of soliciting, reviewing, and editing manuscripts or articles and their production; for developing and adhering to budgets; for implementing marketing goals, objectives and strategies. In doing so, the committee seeks and works with the advice and assistance of the editors. In turn, it assists the editors in carrying out their responsibilities.

Publications Policies/Guides:

The OCTA Publications Committee will have overall responsibility for the *Overland Journal*, *News from the Plains*, Special Publications, Education Publications and all other publications, except those specifically assigned to other OCTA committees. It will also have supervisory responsibility for publications' presence on OCTA's website and keeping it current and maximizing its exposure. The Publications Committee will serve as the liaison between the Editors and the Board of Directors or any other OCTA group or person. Members of the Board of Directors are discouraged from interfering in editorial activities.

The Chair of the Publications Committee will serve as committee spokesperson and will attend all Board meetings, if possible, to be available for discussion on publications matters.

The Chair, working with the editors and committee, shall prepare a Publications budget each year, subject to approval by the Board of Directors.

OCTA's Nominating and Leadership Committee is responsible for soliciting and interviewing candidates for any vacated paid Editor positions, using job descriptions prepared by the Publications Committee.

Editorial contracts shall be executed as provided by OCTA Bylaws and business practices, for a period not to exceed three years. Contracts may be reviewed.

The printing of the *Overland Journal* and *News from the Plains* will be put to bid periodically from a detailed RFQ (Request for Quotation) prepared by the Editors and the Publications Committee Chair. This shall normally occur no less than every three years, nor more than every five years.

Printing and mailing of the *OJ* and *NFP* will be the responsibility of and supervised by OCTA Headquarters.

Editors of the *Overland Journal* and *News from the Plains* will develop written policies for the acceptance of articles for publication, including format, and content guidelines, and for correction of errors. It should be posted on the website.

Authors of articles published in the *Overland Journal* shall receive no payments, except for complimentary copies of the issue in which the article appears (maximum of six).

There shall be no payment for articles published in *News from the Plains*.

All book reviews will be published in the *Overland Journal*. No book reviews will be published in *News from the Plains*. Books reviewed must be non-fiction and deal directly with topics that reflect the purposes of OCTA. Reviewers will receive a maximum of three complimentary copies of the journal in which the review appears.

News from the Plains will focus on national matters, chapter news, trail preservation, and committee functions.

Advertising will be accepted in both the *Overland Journal* and *News from the Plains*, at rates established from time-to-time by the Publications Committee. Ads must conform generally to the purposes of the organization and any established guides. Editorial discretion is allowed to determine if an advertisement is appropriate, with review by the Chair of the Publications Committee. Advertisers shall normally receive one complimentary copy of the issue in which their ad appears with the exception of full page ads which shall receive two copies.

Members of the Publications Committee and/or others, including the Editorial Advisory Board, may be called on by the different Editors to serve in an advisory capacity to assist in the initial review for historical content and editing of submitted articles and manuscripts.

Proposed Special Publication projects may be submitted to the Publications Committee for its consideration based on the guidelines set by the committee. The committee and/or appointed advisors, will be expected to review the proposal for its

historical/member interest and economic feasibility before a recommendation to the Board.

Printing of Special Publications, maps and other projects will be put to bid individually, based on a detailed RFQ prepared by the Editors and the Publications Chair. In all cases the RFQ will be sent to a list of vendors prepared by or acceptable to the Publications Committee. Selection of the vendor will be normally based upon competitive bids and quality of printed samples provided by the vendors. All products will be delivered to the OCTA Bookstore for distribution.

The Publications Committee oversees the selection of the winner of the Merrill Mattes Award for Excellence in Writing, presented annually for the *Overland Journal* article best representing the goals, objectives, and interests of OCTA and its members. Articles will be judged on the excellence in writing, research, timeliness, readability and topic or issue. The Chair will establish a selection committee each year to determine the recipient of the Merrill Mattes Award. The committee will include at least three members of OCTA selected from the Publications Committee and/or the Editorial Advisory Board. The editor of the *OJ* shall not be a member of the selection committee but may forward to the committee his/her recommendations, which shall be non-binding. The selection shall be completed by June 1 and the recipient's name shall be forwarded to the chair of the Awards Committee. The recipient will receive a plaque and appropriate recognition, dinner, and one nights lodging at the annual convention. Only one award per year will be given.

- Southern National Historic Trails Committee:

The focus of the Southern Trails Committee is education and advocacy for getting the southern routes recognized by Congress as a National Historic Trail.

1. Travel along the Southern Trails made a significant contribution to the story of westward migrations.
2. The Southern Trail routes deserve the recognition and protection afforded by a National Historic Trails designation.

- Trails Collection and Libraries Committee

The committee develops policies and programs, based upon museum/library professional standards, for acquisition of gifts to OCTA of trails related materials and collections. These include artifacts, printed and manuscript materials, photographs, slides, pictures, and artwork as well as trails collectibles.

OCTA encourages the donation of collections and materials that support educational and research interests related to historic western emigrant trails. Materials donated to OCTA become the property of OCTA and may be placed on indefinite loan or dispersed by deed of gift to repositories that have signed Memoranda of Understanding with OCTA, or may be otherwise disposed of according to criteria and procedures developed by the OCTA Collections Committee.

The OCTA Collections Committee evaluates proposed donations and decides whether or not to accept them, based on such factors as desires of the donor, regional focus, and whether or not the donated materials duplicate items already included in OCTA collections.

The OCTA Collections Committee may delegate evaluation, placement, and disposition of donated materials to OCTA chapter library committees when such committees exist. A chapter library committee will normally have primary responsibility for materials specifically donated to a chapter or its established collection.

Appraisal of the monetary value of donated materials is the responsibility of the donors and cannot be provided by OCTA. OCTA national or chapter Collections Committee members will work with the donor to develop an itemized list of the proposed donation. OCTA will provide donors with a receipt that includes a description or list of the donated items.

OCTA also encourages donation of funds to support the care and management of donated collections and materials. OCTA welcomes such funds from chapters and individual members, as well as from donors of collections and materials.

- Trails Legislative Liaison Committee

The Trails Legislative Liaison Committee leads OCTA's legislative and trails funding efforts in Congress. The committee works with our federal agency partners to identify projects and develop funding requests supported by OCTA. OCTA's representative to the Partnership is a voting member of the Leadership Council.

The trails legislation liaison contacts the Congressional delegation in support of OCTA's legislative objectives. Some members have special relationships with members of Congress, which are private to themselves. Because of its unique activities, this Committee reports directly to the President of OCTA.

- Trail Mapping/Marking Committee

The Trail Mapping/Marking Committee Chair reports to the National Preservation Officer.

Mapping:

The purpose of Trail Mapping is to lead OCTA and local Chapters in the mapping of the historic overland trails to support trails preservation activities. The Committee works closely with National Park Service, Bureau of Land Management, and the U.S. Forest Service, plus any other agencies that administer public lands containing trail remnants. The Committee works to ensure accurate mapping following the guidelines and symbols of the Mapping Emigrant Trails (MET) Manual.

The Committee is responsible for the maintenance, update, and distribution of the MET Manual, and for providing finished maps to government agencies and the public to further knowledge of the trails and trail history. Distribution of completed maps is considered a priority because trail remnants cannot be protected unless their location is known.

The Committee consists of the Chairman and chapter mapping leaders and other interested OCTA members. The Committee works in close cooperation with other committees including those with responsibility related to graves, historic sites, and trail marking. The objective is to ensure that maps are as accurate as possible.

Mapping is done on 7.5-minute quad (24 K) maps or computer-based maps of that scale of the areas encompassing each trail. As mapping proceeds, the Chairman will maintain direct and expedient communications with the NTPO and the NPS. Progress reports will be made to the President of OCTA and others as appropriate.

Marking:

The primary function of Marking is to oversee the placement of markers along the trail routes, with emphasis on remaining visible segments so as to make the public aware of the trails and their historical significance. This function involves the following:

1. Working closely with the Graves & Sites Committee to ensure that activities are coordinated and consistent.
2. Working with the local Chapters, the BLM, the U.S. Forest Service, the NPS and other agencies promote and coordinate marking efforts.
3. Providing guidance to those involved in trail marking by issuing and maintaining a Trail Marking Manual.
4. Maintaining a record of which trails or trail segments have been marked and the location of installed markers.

5. Keeping the National Preservation Officer apprised of current and proposed activities.

- Tribal Liaison Committee

The committee consists of the chairperson and no specific number of members. Membership is open to anyone with a desire to work with tribal nations. It is important that a member be willing to participate for a number of years, since a substantial accumulation of knowledge and experience is necessary to be effective.

The committee grew out of the National Park Service commitment to working with the tribal nations along the trails to involve them in the trail story. OCTA participated in NPS sponsored listening sessions with tribes with the goal of identifying areas where we could work together on bringing the American Indian into the process of telling the complete story of the trails. The Indian side and perspective has been largely missing from the narrative. The National Park Service desires OCTA to be the leader with them as facilitators.

The goal is to create a team to become skilled at tribal relations and develop interpersonal relationships. The American Indian perspective on the emigrant movement is essential to understanding all that happened and to tell the total story.



Oregon-California Trails Association, 524 S. Osage, Independence, Mo. 64050

Board of Directors Budget: **Class 01**

Send Reimbursement to:

Name

Address

City/State/Zip

Phone/e-mail

Class No	Account No.	Expense Description	Amount
01	5501	Postage/UPS	
01	5502	Telephone/Fax	
01	5503	Photocopies	
01	5504	Office Supplies	
01	5505	Education/Training	
01	5509	Printing	
01	5511	Graphics/Photos	
01	5512	Office Services, typing, etc.	
01	5310	Directors' Mid-Year Meeting Allowance (up to \$500)*	
01	5401	Transportation	
01	5402	Lodging	
01	5403	Meals	
01	Total		

Signature

Date

*Please send receipts associated with your attendance at the Mid-Year Board of Directors Meeting.

Cost Reimbursement Form for Individual or Committee

Committee Name: _____

Date: _____

Class _____ Reimbursements

Send Reimbursement to:

Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Chair Approval: _____

Approval Date: _____

Class No.	Account No.	Expense Description (Add detail explanation in this column following subject)	Amount
	5501	Postage/UFS	
	5502	Telephone/FAX	
	5503	Photocopies	
	5504	Office Supplies	
	5505	Education/Training	
	5509	Printing	
	5511	Graphics/Photos	
	5512	Office Services, typing, etc.	
	5310	Miscellaneous	
	5401	Transportation	
	5402	Lodging	
	5403	Meals	
	Total		

**OREGON-CALIFORNIA TRAILS ASSOCIATION
BUDGET REQUEST FORM**

Fiscal Year _____

Committee Name: _____

Project Description	Activity	Cost of Activity	Totals
<i>Example: XYZ Trail Marking</i>	<i>Example: Signs for XYZ significant sites, Installation costs for XYZ signs, Dedication Program for XYZ signs</i>	<i>Example: \$600, \$100, \$250</i>	<i>Example: \$950</i>
Postage			
Telephone			
Ofc Supply/Copies			
Transportation			
Lodging/Meals			
TOTAL			

Budget Classes, Requests and Reimbursements

Budget classes for OCTA business activities are listed below. Please find your category and include it on any Budget Request Form and the Cost Reimbursement Form you submit.

Following are important notes concerning budget requests and expense requests.

1. All budget requests for the ensuing year are to be submitted to the Treasurer by July 1 of each year so that the budget can be properly prepared for the approval of the Board of directors during the annual national convention board meeting in August. A budget request form is available in section 3.3.1.
2. The treasurer will inform all those concerned that the budget requests are due. It will then become the responsibility of each committee chair or officer to see that the proper budget request is submitted by the deadline. Please consult the OCTA Organizational Chart. Properly, the budget requests should flow to the Treasurer (and ultimately the President) through each of the lines of oversight responsibility.
3. For example: it will now be the National Preservation Officer's responsibility to see that the Archaeology, Graves and Sites, COED, and trail Mapping Committees have formulated and submitted their budget requests—either through him or directly to the treasurer. Each one of the committees is responsible for preparing its own budget request. This spreads out the budget-making responsibilities and yet gives us a workable way of monitoring the process.
4. If monies are left in committee budgets or other budgeted accounts at the close of a fiscal year, those monies will go back into the general fund. A surplus does not accrue to that account. Try to keep budget requests realistic.
5. It is the officer's or committee chair's responsibility to submit expense statements regularly to the Treasurer for payment. (See the OCTA Calendar in Section 3.1 for statement deadlines.) In any case, an expense statement is to be submitted to the Treasurer on a quarterly basis, as per the Calendar, if payment is to be expected. A copy of the Cost Reimbursement Form is located in section 3.3.2.
6. Remember: all expense items must be accompanied with a dated receipt. The treasurer cannot honor expenses that are not properly documented.
7. Officers and committee chairs, please circle your own personal calendars now so that you won't miss your expense account deadlines.

Budget Class Codes

01	Board of Directors	42	Headquarters
02	President	43	Headquarters Payroll
03	Vice President	44	Headquarters Membership Support
04	Treasurer	50	Special Endowment Fund Raising
05	Secretary	51	Preservation Officer
06	Legal Counsel	52	Archaeology
07	Association Manager	53	Graves & Sites
10	Awards	54	COED
11	Nominating	55	Trail Mapping
13	National Trails	56	Trail Marking
14	Policy and Procedure	61	Publications
15	History and Archives	62	News from the Plains
17	Membership	63	Overland Journal
18	Public Relations	65	Marketing
19	Chapters	71	Conventions (odd year)
20	Audit	72	Conventions (even year)
23	Fund Raising	75	NPS Grants (CCSP)
25	Collections	80	Catalog Sales
27	Donations	81	NFTM Sales
28	Internet	82	Capital Equipment

OREGON-CALIFORNIA TRAILS ASSOCIATION USE AGREEMENT

This Use Agreement (the "Agreement") is made as of the date of execution set forth below by and between the Association and the Requestor.

In consideration of the mutual promises set forth herein, the parties agree as follows:

1. Basic Information: For purposes of this Agreement, the following terms shall have the following meanings:

- (a) Requestor:
- (b) Publication/Footage/Photo:
- (c) Approved Use:
- (d) Fee:

CREDIT: OREGON-CALIFORNIA TRAILS ASSOCIATION, INDEPENDENCE, MISSOURI, USA

2. Use: The Association hereby grants to Requestor a non-exclusive right to use the Publication and/or Non-Published Material and/or Footage and/or Photograph for the Approved Use only upon the terms and conditions set forth in this Agreement. Any other reproduction, use or alteration of the Publication and/or Non-Published Material and/or Footage and/or Photograph requires the prior written approval of the Association. The Publication and/or Non-Published Material and/or Footage and/or Photograph may be furnished to the Requestor in nearly any desired format.

3. Fee: In consideration of the non-exclusive right granted herein, the Requestor shall pay to the Association all fees associated with this Agreement.

4. No Alteration; The Requestor hereby represents and warrants to the Association that the Publication and/or Non-Published Material and/or Footage and/or Photograph shall be used exactly as furnished by the Association without alteration, additions, subtractions or manipulations by use of computer or other electronic means or any other method unless approved in writing by the Association prior to such alteration, additions, subtractions or manipulations.

5. Agreement to Indemnify the Association: The Requestor agrees to indemnify, defend and hold the Association, its affiliates, officers and agents harmless from and against all claims, liabilities, damages, costs and expenses (including, without limitation, attorney's fees) arising out of or in connection with (a) the use of the Publication and/or Non-Published Material and/or Footage and/or Photograph by Requestor, including but not limited to any unauthorized use of the Publication and/or Non-Published Material and/or Footage and/or Photograph and any unauthorized use or infringement of any trademark, copyright or any other intellectual property right in connection with the Publication and/or Non-Published Material and/or Footage and/or Photograph, (b) any loss of or damage or alteration to the Publication and/or Non-Published Material and/or Footage and/or Photograph, (c) any material breach of this Agreement, (d) false advertising, fraud, misrepresentation or other claims to the Publication and/or Non-Published Material and/or Footage and/or Photograph, (e) libel or slander, or invasion of the right of privacy, publicity or property of, or violation or misappropriation of any other right of any third party, including but not limited to the unauthorized use of the name or image of any party for trade purposes, or (f) agreements or alleged agreements made or entered into by Requestor related to this Agreement.

6. **Enforcement of Agreement:** The Requestor agrees to pay for the Association's costs and expenses (including, without limitation, reasonable attorney's fees and costs) incurred in connection with the enforcement of this Agreement.

7. **Property of the Association Disclaimer:** The Requestor understands and acknowledges that the Publication and/or Non-Published Material and/or Footage and/or Photograph are the property of the Association. The Requestor understands and acknowledges that the Association does not make any express or implied representations or warranties with respect to the copyright status of or the rights of any third parties to the Publication and/or Non-Published Material and/or Footage and/or Photograph, and the Association expressly disclaims any such responsibilities or warranty. All rights not expressly granted are reserved for the Association.

8. THIS AGREEMENT DOES NOT GRANT ANY RIGHTS OR LICENSE TO THE REQUESTOR WITH RESPECT TO THE NAMES OR LIKENESSES, IMAGES, TRADEMARKS, COPYRIGHTS OR ANY OTHER PROPRIETARY RIGHTS, INCLUDING RIGHTS OF PRIVACY OR PUBLICITY (INCLUDING THE RIGHTS TO USE ANY NAMES OF PERSONS OR ENTITIES). THE ASSOCIATION MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO SUCH RIGHTS. THE REQUESTOR REPRESENTS AND WARRANTS THAT (S)HE HAS OBTAINED OR WILL OBTAIN ALL NECESSARY RELEASES FROM ALL SUCH INDIVIDUALS OR ENTITIES PRIOR TO USING THE PUBLICATION AND/OR FOOTAGE AND/OR PHOTOGRAPH. THE REQUESTOR USES THE PUBLICATION AND/OR FOOTAGE AND/OR PHOTOGRAPH AT HIS/HER OWN RISK.

9. **Accuracy of Information:** The Requestor hereby represents and warrants to the Association that the information submitted in connection with this Agreement is true and accurate and made to induce the Association to enter into this Agreement.

10. **No Assignment:** Requestor shall not be entitled to assign or otherwise transfer its rights under this Agreement without the prior written consent of the Association, which the Association shall be entitled to withhold in its sole and exclusive discretion. The Requestor shall remain liable to perform its obligations under this Agreement notwithstanding any assignment that may be approved by the Association as provided herein.

11. **Miscellaneous:**

(a) Failure of any party to this Agreement to insist upon the strict performance of any provision of this Agreement or to exercise any option or right herein contained will not be construed as a waiver for the future of any such provision, right or option. No provision of this Agreement will be deemed to be waived unless such waiver is in writing, and signed by the parties making such a waiver.

(b) This Agreement sets forth the entire understanding and agreement of the parties hereto with respect to the subject matter hereof, and no change or modification will be valid unless made in writing and signed by the party against whom such provision is being enforced. Each of the parties hereto agrees that in the event of any conflict between the terms of this Agreement and any other documents relating to the subject matter hereof, the terms of this Agreement will control.

(c) This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

(d) This Agreement shall be governed by and construed in accordance with the laws of the State of Missouri, United States of America.

(e) This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed original, but such counterparts together will constitute one and the same instrument.

(f) If any portion of this Agreement will, to any extent, be invalid or unenforceable, the remainder of this Agreement will not be affected thereby.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as sealed instruments as of the date written below:

OREGON-CALIFORNIA TRAILS ASSOCIATION:

Name & Title (print & sign)

Date:

REQUESTOR

Name & Title (print & sign)

Company/Individual Address:

Date:

Disclaimer of Ownership Sample Agreement

The form below is an example of a disclaimer of ownership. Create one as needed for other groups needing to ensure that ownership remains within OCTA.

OREGON-CALIFORNIA TRAILS ASSOCIATION

DISCLAIMER OF OWNERSHIP

This is to certify that I, _____, for value received, have assisted in the development and marketing of the Census of Overland Emigrant Documents (COED) database and related products, such as the Emigrant Names application, for the benefit of the Oregon-California Trails Association (hereafter OCTA). OCTA owns the resulting COED information system, database, and related programs and products.

To confirm the foregoing, I hereby assign and convey to OCTA all right, title and interest in and to the above mentioned work, as well as any other works that I may have created for OCTA, either as an employee or an independent contractor, and grant to OCTA all copyrights in and to these works, including the United States and worldwide, so that OCTA may have full ownership of these works, together with the right to sue for any infringement of the works.

Signed: _____

Date: _____

Acknowledged by the President of OCTA:

Signed: _____

Date: _____

VISITOR'S ACKNOWLEDGEMENT OF RISKS

In consideration of the services of the Oregon-California Trails Association (OCTA) their officers, agents, and employees, (hereinafter collectively referred to as "OCTA") I agree as follows:

Although OCTA has taken reasonable steps to provide me with appropriate equipment and skilled guides so I can enjoy an activity for which I may not be skilled, OCTA has informed me this activity is not without risk. Certain risks are inherent in each activity and cannot be eliminated without destroying the unique character of the activity. These inherent risks are some of the same elements that contribute to the unique character of this activity and can be the cause of loss or damage to my equipment, or accidental injury, illness, or in extreme cases, permanent trauma or death. OCTA does not want to frighten me or reduce my enthusiasm for this activity, but believes it is important for me to know in advance what to expect and to be informed of the inherent risks. The follow describe some, but not all, of those risks:

Possible inclement weather including heat and sun exposure, uneven terrain, animals, snakes, and other potential hazards of nature which could come with an outdoor activity.

I am aware that hiking can entail risks of injury or death to any participant. I understand the description of these inherent risks is not complete and that other unknown or unanticipated inherent risks may result in injury or death. I agree to assume and accept full responsibility for the inherent risks identified herein and those inherent risks not specifically identified. My participation in this activity is purely voluntary, no one is forcing me to participate, and I elect to participate in spite of and with full knowledge of the inherent risks.

I acknowledge that engaging in this activity may require a degree of skill and knowledge different than other activities and that I have responsibilities as a participant. I acknowledge that the staff of OCTA has been available to more fully explain to me the nature and physical demands of this activity and the inherent risks, hazards, and dangers associated with this activity.

I certify that I am fully capable of participating in this activity. Therefore, I assume and accept full responsibility for myself, including all minor children in my care, custody, and control, for bodily injury, death or loss of personal property and expenses as a result of those inherent risks and dangers identified herein and those inherent risks and dangers not specifically identified, and as a result of my negligence in participating in this activity.

I have carefully read, clearly understood and accepted the terms and conditions stated herein and acknowledge that this agreement shall be effective and binding upon myself, my heirs, assigns, personal representative and estate and for all members of my family, including minor children.

If participant is under 18 years of age, Parent or Guardian must sign.

Name _____	Date _____
Name _____	Date _____
Name _____	Date _____
Name _____	Date _____
Name _____	Date _____
Name _____	Date _____

1. Award nomination requests are fill-in forms created in Microsoft Word. They are usable on PCs. They can be filled in and mailed via email to the Awards Chair.
2. The fill-in forms are locked. It is not possible to add pages, or change the text in any place other than the grey fill-in boxes.

Caution: When a user closes a Microsoft Word fill-in form, the software may not warn the user to SAVE the file before closing it, or offer the option to SAVE before closing once the CLOSE option has been chosen. Be sure to save files regularly to prevent serious loss of data.

3. Before the forms are filled in, the users should put the name of the nominee and award type as the name of the file, as in **NameAppreciation.doc**. This will allow the Awards chairman to easily locate the award information once the information is emailed.
4. Basic form information
 - Users will not be able to change anything on the form except what they type into the grey boxes.
 - Users will be able to type within grey boxes. The boxes will expand to hold however much information they need to put into it. Information can be deleted and added at any time.
 - The computer TAB key or PAGE-DOWN key will carry the cursor to the next fill-in box.
 - If users make a mistake, or wish to go back to a box that they didn't fill in, they can use the mouse to click inside a grey box. It is also possible to use the keys SHIFT and then TAB to move BACKWARDS through the fill-in fields.
 - Users should save their files regularly **and at the end of every data entry session, to prevent loss of input data when they close the file.**
5. Submitting the fill-in award form.

The user should make sure that the form has the nominee name and award type in the title.

NATIONAL CERTIFICATES OF APPRECIATION

National Certificates of Appreciation — presented to individuals and organizations that have made a particular effort in achieving a short-term OCTA goal. These certificates are for efforts of **national** scope; more regional or local efforts should be recognized by appropriate chapters.

INFORMATION OF THE PERSON YOU WANT TO NOMINATE:

NAME _____

ADDRESS _____ City/St/Zip _____

PHONE () _____ Email _____

This information should be as complete as possible to help the committee reach a good decision for the award. This information may also be used to write news releases for newspapers in each state and for releases given out at the convention. Please strive for accuracy with names, dates, etc.

Please list reasons for nomination for this National Award: (The form expands to accommodate the text you type.)

Nominated By:

Your Name: _____

Address: _____ City/State/Zip _____

Phone () _____ Email _____

This award will be officially presented at the annual convention.

DISTINGUISHED SERVICE AWARD

Distinguished Service Award — granted to organizations, businesses, government agencies, individuals, or others who contribute or participate in furthering OCTA's programs directly or provide substantial support in a non-affiliated way to trail preservation and education.

INFORMATION OF THE PERSON, ORGANIZATION, OR BUSINESS YOU WANT TO
NOMINATE:

NAME _____

ADDRESS _____ City/St/Zip _____

PHONE () _____ Email _____

This information should be as complete as possible to help the committee reach a good decision for the award. This information may also be used to write news releases for newspapers in each state and for releases given out at the convention. Please strive for accuracy with names, dates, etc.

Please list contributions, or participation in furthering OCTA'S programs, or support to trail preservation and education: (The form expands to accommodate the text you type.)

Nominated By:

Your Name: _____

Address: _____ City/State/Zip _____

Phone () _____ Email _____

This award will be officially presented at the annual convention.

DAVID WELCH PRESERVATION AWARD

For special efforts toward Preservation. Not necessarily given every year. Board would take the lead to initiate this recognition.

INFORMATION OF THE PERSON YOU WANT TO NOMINATE:

NAME _____
ADDRESS _____ City/St/Zip _____
PHONE (____) _____ Email _____

This information should be as complete as possible to help the committee reach a good decision for the award. This information may also be used to write news releases for newspapers in each state and for releases given out at the convention. Please strive for accuracy with names, dates, etc.

LONG TERM REASONS THIS NOMINEE SHOULD BE CONSIDERED:
(The form expands to accommodate the text you type.)

Nominated By:

Your Name: _____
Address: _____ City/State/Zip _____
Phone (____) _____ Email _____

This award will be officially presented at the annual convention.

YOUNG OCTAN AWARD

Young OCTAN Award — presented to children and youth between the ages of six and twenty-one who have demonstrated particular interest in OCTA and the history and/or preservation of historic emigrant trails. The nominee will have demonstrated this interest by an activity in the field or via a school or class project in such a manner that is considered outstanding and far above the typical field or school project. The project may also be an outstanding personal endeavor undertaken on the nominee's own initiative. An entire class or group of school-aged children may be nominated as one aggregated nominee. Qualifying standards would include participation in OCTA meetings, outings, and/or work projects over an extended period. OCTA membership is not a requirement.

INFORMATION OF THE PERSON YOU WANT TO NOMINATE:

NAME _____

ADDRESS _____ City/St/Zip _____

PHONE (____) _____ Email _____

This information should be as complete as possible to help the committee reach a good decision for the award. This information may also be used to write news releases for newspapers in each state and for releases given out at the convention. Please strive for accuracy with names, dates, etc.

Please list the exceptional participation or outstanding endeavors for nomination: (The form expands to accommodate the text you type.)

Nominated By:

Your Name: _____

Address: _____ City/State/Zip _____

Phone (____) _____ Email _____

This award will be officially presented at the annual convention.



— **OCTA OUTSTANDING EDUCATOR APPLICATION** —



Oregon-California Trails Association
524 South Osage St. / P.O. Box 1019
Independence, MO 64501-0519
Phone: (816) 252-2276 – Fax: (816)-836-0989

Congratulations on your nomination for one of the OCTA Outstanding Educator awards! This award recognizes excellence in teaching about the westward overland migration. Five categories of awards are available. Awards may or may not be given in all the categories every year, depending on the strength of the applications. The recipients will be recognized at the annual OCTA convention that is held mid-August. They will receive a certificate and a \$250.00 honorarium. Also, their registration fee and room and board for the night of the awards banquet will be met.

(Note: Applications that are not complete or postmarked on time may not be considered.)

This application is to be completed by the person being nominated. Please print clearly or type.

1. Nominee or contact person for the institution: _____
2. Home address (street or P.O. address, city, state, zip code):

3. Home phone: () _____ Work/business: () _____ E-mail _____
4. School's / institution's name: _____
5. Administrator's / supervisor's name: _____
6. School's / institution's address _____

7. Grade level(s) and /or subject(s) with which you work: _____
8. For which award category are you nominated/applying? _____
You must select only one category.
A. Elementary: Primary/Intermediate B. Middle School/Junior High C. High School
D. Post secondary: College / University / Adult Education E. Museum / Institution
9. With which trail(s) or aspect of overland migration does your project / program deal?

10. Are you a member of the Oregon-California Trails Association? _____
If yes, which chapter are you a member of: _____
(Membership in OCTA is not a requirement for being nominated or receiving the awards.)
11. **Nomination information:**
A. Name of person nominating you: (Type or print clearly) _____
B. Signature of the nominator: _____
(Note: This person must be one of the people who provides a letter of recommendation.)
12. Signature of nominee: _____ Date: _____

Your signature indicates that you are willing to be considered for this award, that the information you provide is true and can be verified, that your name and a description of your overland migration project / program can be printed in OCTA publications and used in publicity about OCTA's Outstanding Educator Program, and if selected as a recipient, you will help provide materials for an exhibit at the convention concerning your project and also a photo of yourself.

13. On additional paper please describe your overland migration project/program.
 - A. The main project/program must have been used during this school year or during the previous year.
 - B. Clearly state both the purpose of your project/program and a thorough description of it.
 - C. This must be typed and on no more than three 8 1/2" x 11" pages.
 - D. On another sheet of paper include the names and addresses of local newspapers.
14. In addition to the three descriptive pages, you may also include up to six additional 8 1/2" x 11" pages to further illustrate or explain your project/program. Additional materials can include such items as copies of newspaper articles, photos, student work, etc.
15. Please include three letters of recommendation by people who can give an accurate, detailed evaluation of the project/program that explain why you should receive this award. Photocopy the attached form, fill out the top part, and give the forms to the three people who will write the recommendations. Then collect the completed letters and attach them to your application. Do not send the letters separately!
16. Staple/bind your application in this order:
 - A. This application form - page 1.
 - B. Description of your project/program & the names local papers – see item #13.
 - C. Optional pages of supportive information – see # 14.
 - D. Three letters of recommendation – see #15.
17. Send six (6) completed copies of your application to:
Outstanding Educator Awards Chairperson
Oregon-California Trails Association
P.O. Box 1019
Independence, MO 64051-0519
18. Other related important information:
Questions: Contact – William Hill – (631)-585-2592 or OCTA – (816) 252-2278
Deadline: Applications must be post-marked no later than March 31.
Process: Applications will be reviewed and evaluated by committee members.
Notification: All applicants should receive a reply in April noting the application was received, and receive final notification of the decision in June.
Information about the convention will also be sent at that time unless requested earlier.

OCTA OUTSTANDING EDUCATOR AWARD RECOMMENDATION FORM

This annual award by the Oregon California Trails Association recognizes excellence in teaching about the westward overland migration. The person/institution that receives this award should be one that enthusiastically shares the "love of trail history" with others, teaches accurate information, has utilized a unique or imaginative approach "above and beyond" the normal teaching of this information, and is truly a professional educator or provides an outstanding program that deserves national recognition for their efforts. Thank you for completing this recommendation!

(To be completed by the nominee.) (Copy form as needed.)

Name of nominee/institution: _____

Award category for which the nominee is recommended: _____

Project/Program of nominee: _____

Date this recommendation should be returned to you: _____

(To be completed by the person making the recommendation.)

In the space below (and/or on an additional sheet) please type your recommendation, including the following information:

- Your relation to the nominee: supervisor; colleague; student; parent of student; etc.
- Highlights of your observations.
- Reasons you feel this person/institution should receive this award.

Typed/printed name of person writing the recommendation: _____

Signature: _____ Date: _____

Position/Title: _____ Phone: _____

All-OCTA Volunteer Hours Form for Individuals (or Groups)

Instructions:

- * Record actual or estimated hours spent on planning, travel and activity time for attending conventions, symposiums, trail treks, trail marking, or chapter meetings, up to 12 hours/day.
- * Record vehicle miles driven from home until return home from OCTA activity.
- * Record planning, travel and activity expenses not reimbursed, including lodging, air fare, camping lodging fees, materials, and supplies.
- * Place yearly hours, expenses and miles totals on the summary line at the bottom of the page.
- * By January 15th, provide the form or totals to the chapter volunteer hours mail totals directly to Jere Krakow, OCTA's representative to the Partnership for the National Trails System, at jkrakow@msn.com.

Name(s):

Chapter:

Year:

Date (M/D/Y)	Hours	Expense	Short Description of Activity	Mileage
			For multiple names, list one per line in column, with activity	
TOTALS→				

SUMMARY

Year

Total Volunteer Hours

Total Expenses

Total Mileage