



*Life Forest* Trail Committee Action Plan

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## **I. Introduction**

The following document is intended to outline the purpose of *Life Forest's* newly formed Trail Committee. It is designed to define the goals of the committee in both a tangible and philosophical manner. The hopeful structure of the Committee will be proposed, as well as the agenda. Potential future endeavors will also be discussed - including partnerships, projects, and the receiving body(ies) of donations.

## **II. Mission Statement**

To advise the administration of *Life Forest* on the establishment and preservation of a trail system for the cemetery in a manner that facilitates the nurturing of human life in an environmentally-friendly fashion.

## **III. Definitions**

**Trail** - A route constructed throughout the cemetery intended for pedestrian use in order to access burial plots.

**Trailhead** - Point of access (typically in the parking lot or at the beginning of a main trail) to the trails where condensed information about the area can be provided, sometimes as a kiosk.

**Tread Width** - The useable width of a trail measured perpendicular to the direction of travel on a trail.

**Chairperson / Co-Chairpeople** - Sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chairperson / Chairpeople is to facilitate effective committee meetings.

**Secretary** - Manages all the organization's internal communications and prepares or keeps track of board meeting dates, meeting agendas and minutes from the meeting. The secretary should attend all board meetings to keep a detailed record of the board's actions.

**Treasurer** - Prepares the budget of the organization and closely monitors it, as well as keep a record of all payments and monies received. They will also give a Treasurer's report at all meetings and produce an annual financial report.

**Volunteer Coordinator**- Responsible for the human resource planning, recruiting, selection, and training. Communicate with the Treasurer to ensure volunteers are reimbursed for potential out-of-pocket expenses. Communicate with the Secretary to help organize volunteer rosters and affiliated organizations. Submit volunteer reports to the committee during meetings.

## **IV. Structure**

### **A. Members & Roles**

**Chairperson / Chairpeople** -

**Secretary** -

**Treasurer** -

**Volunteer Coordinator** -

### **B. Authority**

The authority of the committee, i.e. how the initial members will be appointed and how term-lengths are decided, if applicable, will be determined between the current Chairpeople and the administration of *Life Forest*. After the initial appointment of members, the positions shall be filled by people who are voted in by the committee. Committee members can suggest replacement members or individuals can apply to be on the board.

## **V. Agenda**

### **A. Meetings**

Meetings should be held monthly or bimonthly and be informal in nature, with the exception of an annual general meeting. The (bi)monthly meetings should be used to discuss new ideas, solve current problems, gather opinions, ensure enthusiasm, and brainstorm ideas moving forward.

The meetings should be concise and respectful. This means only one person speaking at a time and full undivided attention to the speaker. Assurance of an understanding regarding all topics being discussed is a must - this can be done by distribution of an agenda beforehand. An example of a meeting could be structured as follows:

- *Welcome by the Chairperson / Chairpeople*
- *A summary of what was discussed at the last meeting by the Secretary*
- *Reading of important correspondence by the Secretary; this includes important messages and emails sent to and from the Committee*
- *Report from the Chairperson / Chairpeople; this can include main activities and overview of the club as well as goals*
- *Treasurer's report; An overview of financial activities and current financial situation from the Treasurer.*
- *General Business; The discussion of any topics that haven't been covered by all members of the Committee and anything that wants to be added to the Committee's agenda moving forward.*
- *Closure of the meeting*

## **B. Purpose**

The main purpose of this Committee is to advise the administration of *Life Forest* on the establishment and preservation of a trail system throughout the cemetery. This will consist of working with Dr. Megan Sawyer, who has been in contact with the administration of *Life Forest* to map out plausible areas for trails. This process can also include GIS work and analysis of satellite or drone imagery. A meeting with the John O'Neill, the head Watershed Forester of Manchester Waterworks at Massabesic will

also be in place. With the permission of the *Life Forest* administration, the Committee is hopeful that he will visit the property and do a walkthrough to give fruitful insight.

### **1. Proposed Future Projects**

The Trail Committee proposes that in the future it should team up with local schools for volunteer work around the *Life Forest* property in regards to the trail systems. This could include maintenance, planning, or any work that is decided on in the future with the administration.

Partnerships could be made with local highschools and universities. Southern New Hampshire University (SNHU) has a very prominent Service Learning program throughout all schooling years and focused subjects. This means that during any given semester, pre-selected classes must complete 1-3 hours of volunteer work a week at an area of their choice. This can range from YMCA to local farms or english translation classes for incoming immigrants. Given the connections to SNHU that *Life Forest* has, the Committee proposes that we open a line of communication with SNHU to make *Life Forest* an official optional location for Service Learning opportunities. The Committee suggests a meeting with Associate Professor of Science and Director of Environmental Science, Michele Goldsmith, at SNHU to help facilitate this. She is the director of the Environmental Club and has the networking to make this a possibility. This would allow the Committee to work with local students who are passionate about the mission of *Life Forest* and get help around the property regarding the planning, maintenance, and establishment of the trail systems.

### **VI. Suggested Organizations to Receive Donations**

The Committee would like to suggest organizations to donate to in the future. A list has been compiled below which includes their names, hyperlinks to their websites, and a snippet of their mission statement.

**Final Farewell** - “Final Farewell provides financial assistance, advice and guidance to grieving families from all religions and backgrounds so they may provide an affordable and decent funeral for their loved child.”

**National Audubon Society** - “Audubon's mission is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity.”

**The Alongside Wildlife Foundation** - “The Alongside Wildlife Foundation wants to know how wildlife populations use landscapes and we want to help the people learning to live alongside them. Then, we communicate science and conduct public outreach to encourage an appreciation for the wildlife that are here and the wildlife that may someday return.”

**Children’s Burial Assistance** - “Children’s Burial Assistance provides donated burial plots throughout the United States (wherever plots are available) to help off-set the cost of their child’s burial fees. In addition, we provide information and referral from our extensive resource data base.”

**Oceana** - “Oceana seeks to make our oceans more biodiverse and abundant by winning policy victories in the countries that govern much of the world's marine life.”

## **VII. Contact Information**

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