

**MINUTES**  
**PWV BOARD OF DIRECTORS' MEETING**  
**November 17, 2016 – 6:30 - 8:20 p.m.**

**ATTENDANCE**

**Board Members:** Janet Caille, Gerry Cashman, Jeff Dean, Jim Greuel, Alan Meyer, Bob Meyer, Wendy Nicastle, Margaret Shaklee, and Kevin Cannon (USFS Liaison).

**Board Members absent:** Judy Jacks, Shannon Keigan, Jamie McCue, Mike Smith and Celia Walker.

**Advisory Board Members:** Dave Cantrell, Sandy Erskine, Jerry Hanley, Bob Manuel, Meg Parmer, Jacques Rieux, Karl Ritters, Jim Shaklee and Garin VanDeMark

**PWV Members:** Holly Young

**PWV Guests:** None.

**AGENDA.** The agenda was adopted as presented.

**MINUTES.** The October minutes were approved.

**REPORTS OF OFFICERS**

**A) CHAIR REPORT.** Margaret Shaklee gave a brief history of her membership in PWV. As Chair, she plans to use past processes for Board Meetings with Robert's Rules as a guide. The agenda will include selected committee updates each month, with occasional recognition of member and committee accomplishments. Margaret noted that a quorum and therefore attendance is critical at all meetings and asked to be notified of board absences in advance. The Executive Committee will meet quarterly.

Margaret will be hosting a **Monthly Chat**, the first Friday of each month in USFS Visitors Center for all members who wish to attend. She plans to use Social Media for membership communication. So far, Margaret has reviewed the following processes: Recruiting, Public Outreach, Reactivation, Surveys and Evaluations, Off-Trail Program and Supplemental Training. As part of Public Outreach, Margaret wants to use podcasts, a library of webinars, photos and videos and public trail information to share with PWV and other organizations like PWV.

Margaret explained that **Recertification** is now an annual USFS required program which is required of all patrolling members every five years. Long-term members will be recertified first; newer members on a five year schedule. Recertification will occur at Spring Training, at stock evaluations, and other field and classroom sites and will include a review of: physicality to patrol, safety, Authority of the Resource Technique, Leave No Trace Training, USFS regulations, how we educate the public, navigation skills, communication (radio and spot) and knowing how to schedule and report on the website. Kevin Canon will present more on Recertification.

Patrols remain our primary purpose. For trail restorations, once **North Fork** is complete, Margaret would like to think about adopt-a-trail again and hear new weed and trail management plans from Trail & Weed Crew. With the new online equipment reservation system, peak usage and staffing needs are more easily tracked.

Margaret used a pie diagram of the PWV organization to illustrate that committees are the heartbeat of PWV and why we have no paid staff. Margaret has been reviewing all committees and will ask each Chair to update their pages in the Organization Handbook.

Financial support is critical. With Fund Development and Endowment's efforts, PWV has remained sound. Margaret thanked Treasurer, Bob Meyer, and Sandy Sticken, Bookkeeper, for keeping us accountable. She also thanked Jerry Hanley, Strategic Plan Chair, for his work in developing the strategic plan with five high-level metrics. Margaret mentioned the importance of our PWV calendar, website, social media, surveys and training evaluations, Fact Sheet and Annual Report. She mentioned how critical the Mission Statement is to keeping us focused.

Margaret has been having trouble finding a **Chair-Elect**. The Bylaws allow for creating a special position or to vote for a Director serving in their present term and then being promoted to Chair-Elect. She has asked the nominating committee for assistance and is actively emailing possible candidates.

**B) USFS REPORT.** Kevin Cannon now has components for the second bridge at **Young Gulch**. He reported that PWV and other volunteer groups accomplished 120 miles of trail maintenance of which PWV had 88-90 miles. Regarding **North Fork**, Kevin said OSHA certification is required to use the equipment and since he's been challenged finding someone qualified, he will likely take the 5 day training. North Fork is open for hikers, but partially blocked for stock.

Kevin stated that the **2017 Volunteer Agreement** should be available on the PWV website on December 1. Members not filing the form by December 31 will be deactivated. The Volunteer forms must still be physically signed and returned. No options exist for digital signatures at this time. Kevin will send a message to all members on December 1, asking members to verify their information, sign, and return.

**C) TREASURER'S REPORT.** Bob Meyer talked about the Statement of Financial Income and Expense for the six-week period from Oct. 1-November 16. Of note, the website committee has spent \$1200, and the other \$1200 is due at the end of the month. Member recognition for YEE was \$460. Fund Development expense was \$347 for Safeway cards. Website, YEE and Fund Development expenses have created a \$1900+ deficit for the month.

The PWV Financial Position for Assets and Liabilities shows where PWV was a year ago and confirms PWV is healthy. PWV has approximately \$16,000 in the bank for operating expenses and \$4030.04 for accounts receivable (NWSA) money totaling approximately \$20K for operating funds. Almost \$4K is due for YEE. We have restricted funds of \$19K, \$15K of which is owed for Trail Crew. We are approximately where we were last year having plenty of funds and able to pay our bills.

PWV Reserve is about \$1500 higher than last year. The Liability for Larimer County Work Crew will hopefully be paid off. Bob Meyer explained that we spent \$15,986.19 for trail restoration. PWV matched a NFF grant to get the almost \$16K. The balance for the NWSA grant of approximately \$60 was used to pay for NWSA partner membership for 2016. PWV will pay the NWSA \$75 fee for 2017.

Bob will get the proposed budget to the Board and Advisory Board by the first week of December for discussion at the December Board Meeting. The committees are fairly consistent with their annual needs. No other grants are currently in the pipeline. Per guidelines, distributions could begin from the Endowment Fund.

### **REPORTS OF COMMITTEES**

**A) LEAVE NO TRACE.** Jim Greuel, LNT Trainer Training Co-Chair, reported on his LNT master educator training in September in the Holy Cross Wilderness area, which included 4 nights backpacking. The LNT committee (Madeline Lecocq, Lucretia Krause and Jim Greuel) has set tentative dates, May 6-7 and July 22-23, for LNT Trainer courses for 2017. The committee met with Garin VanDeMark last spring who gave a variety of helpful materials to the committee. For non-backpacking PWV members, the first training course will likely be dispersed camping training. Master Educators in PWV are Jim Greuel, Garin VanDeMark, Bob Manuel, and Madeleine Lecocq.

**B) YEAR END EVENT UPDATE.** Alan Meyer did the wrap up for the YEE. Comments from the YEE were circulated via email to the membership. Due to challenging communication with Sundance, Alan and Margaret met with Niccole Scott, the new owner. A reduced price was negotiated on wine. The YEE cost \$3731.76. The budgeted amount was \$3300 (for 144 members). In attendance were 160 members and guests. As usual for PWV YEE, no shows were about 15% of the advance reservations and some members who didn't register attended.

**C) COLORADO GIVES.** Jerry Hanley reported the Colorado Gives Day is Dec. 6. The Fund Development letters will be sent soon to PWV current and past members for the fall campaign. The Colorado Gives account, [www.coloradogives.org](http://www.coloradogives.org), is available all year for anyone who wants to give. Per Jerry, the extensive PWV profile will come up when searched for specifically or by category, i.e., environmental. PWV currently has \$400 designated in donations. Colorado Gives takes 2%. PWV is responsible for advertising to its donor base. Current pictures on the site need updating. Stats on the website are from 2015. Jerry will update when he receives 2016 numbers. Thanks were expressed to Jerry for his hard work on Colorado Gives.

### **UNFINISHED BUSINESS**

**A) USFS RECERTIFICATION FOR PWV MEMBERS.** Kevin Canon stated that PWV is the only major program in the district that doesn't have a recertification program and upper USFS management wants recertification, focusing on the core mission of PWV and not on

other programs like Trail Maintenance, weeds, Adopt-A-Highway, KIN, etc. Recertification will focus on refreshing long time members and will cover safety while on patrol, map and compass, rules and regulations, authority of the resource, and the physical nature of patrolling. Celia Walker, Margaret Shaklee and Kevin have met to strategize how to accomplish. Spring Training is a logical time to host a recertification effort. Kevin's recommendation is that the process will go to a committee that Kevin and Margaret select and will be potentially offered two times throughout the year. One part will be at USFS in a classroom. Kevin will map out a training patrol on the Spring Creek trail (as an alternative) for 3.5 miles. A doctor's note is needed if a member can't patrol that far. The goal is not to force people out, but just to get members back into proper mindset.

Current focus for recertification is what the USFS needs. PWV can expand on those requirements. AGL's will be exempt. The current ST trail is only 2.5 miles and may be lengthened to 4 miles. Members have up to four hours to complete 4-mile trail. The goal is to make sure people can get out safely. The format will be similar to KON. Recertification will involve supplemental training. Offerings anticipated are: basic first aid, radio and spot, using the website, more on why we collect data and how the collected data is used.

Further analysis is needed on the recertification process. In next two years, the goal is to get the bulk of everyone from past years recertified, potentially 40-50 members at a time. We currently have 159 people to be updated if everyone returns. The goal is to do half in 2017. Other options PWV members have are non-patrolling, and trail head hosting.

## NEW BUSINESS

**A) RECERTIFICATION.** Margaret moved, and the motion was seconded.

*MOVE that a RECERTIFICATION COMMITTEE be formed to implement PWV's ongoing plan for the USFS and PWV recertification requirements.*

**Discussion:** Margaret said the first year she and KC would like to choose who the members are for the committee. One question was if we already have a chair (no) and would the nomination for Chair be brought before the Board (yes). The motion passed.

**B) EXECUTIVE COMMITTEE ADVISORY BOARD MEMBER:** Margaret moved; the motion was seconded and passed as follows.

*MOVE that JERRY HANLEY be renewed as Advisory Board member on the Executive Committee*

**C) SURVEYS & EVALUATIONS COMMITTEE:** Margaret moved; the motion was seconded and passed as follows.

*MOVE that JIM and NANCY CASADEVALL be appointed as co-chairs of Surveys & Evaluations Committee.*

**D) OFFICE CREW COMMITTEE:** Margaret moved; the motion was seconded and passed as follows.

*MOVE that NANCY HICKS and LIZ MANES-RUHL be appointed as co-chairs of the Office Crew.*

**E) NAME CHANGE OF UNIFORM COMMITTEE:** Margaret moved; the motion was seconded.

*MOVE that name of UNIFORM COMMITTEE be changed to MERCHANDISE COMMITTEE.*

**Discussion:** Margaret had met with Uniform Committee Chair Jean Routon. Jean handles many patrolling supplies (maps, first aid kits, splints, etc.) in addition to uniforms and thought a name change would be appropriate. Concern was expressed regarding the impact of the proposed name on balance sheets and income statements, since it implies merchandising or marketing. Money received from members is a reimbursement and not subject to taxes. The motion was tabled until next meeting so suitable name options could be considered and presented.

**F) REMOVAL OF BOARD MEMBERS:**

**1) Removal of Jamie McCue:** Margaret moved; the motion was seconded.

*MOVE that JAMIE MCCUE be removed as a member of Board of Directors.*

**Discussion:** With Mike Smith's resignation, the 2/3 majority needed (8 of 12) was present. Jamie has been an appreciated, very active member of PWV but has not attended the past 6 Board Meetings. The motion passed.

**2) Resignation of Mike Smith:** Margaret stated that Mike Smith has resigned.

**G) ELECTION OF BOARD MEMBERS and OFFICERS.** With the removal of Jamie McCue and resignation of Mike Smith, two Board Member positions are now open and two candidates have applied. Previously, the Board received the biographies from the two candidates, Mike Reynolds and Holly Young. With secret ballots, the following members were elected to serve on the **BOARD for remaining 1 and 2-year terms:**

**MIKE REYNOLDS - two years**  
**HOLLY YOUNG - one year**

Candidate willing to serve on the **ADVISORY BOARD for a 3-year term** and who was elected is:

**MIKE SMITH**

Meeting adjourned at 8:20 p.m.

Next Board Meeting: **December 15, 2016, 6:30 p.m.**

**Janet Caille**, Secretary