

MINUTES
PWV BOARD OF DIRECTORS' MEETING
Feb. 15, 2018 – 6:30 – 8:00 p.m.

ATTENDANCE

Board Members: Janet Caille, Jeff Dean, Elaine Green, Jim Greuel, Bob Meyer, Jack Morgan, Randy Ratliff, Linda Reiter, Mike Reynolds, Margaret Shaklee, Celia Walker, Holly Young, Jim Zakely and Kevin Cannon (USFS Liaison).

Board Members absent: Tom Adams.

Advisory Board Members: Fred Allen, Dave Cantrell, Gerry Cashman, Mike Corbin, Jerry Hanley, Jacques Rieux, Karl Ritters, Jim Shaklee, and Mark Snyder.

PWV Members: None.

PWV Guests: None.

AGENDA. The agenda was adopted as amended.

MINUTES. The January minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Randy Ratliff offered the following motion which was moved, seconded and passed.

Move that the Board of Directors elect Jerry Hanley to serve as the Chair of the Fund Development Committee

Randy has noticed that PWV does not approve **financials when presented**. In Randy's experience with prior boards, he feels approving financial reports when presented is a good practice. Roberts Rules of Order suggests approving financials once a year at annual meeting. PWV does a great job maintaining the budget, and has good business practices, and Randy recommended approving the financial reports at the end of each monthly presentation. This approval is then documented in the minutes of each meeting. Since Board members have a fiduciary responsibility, it is important to approve the financial reports. Discussion was held on the audit process. Treasurer Bob Meyer explained how the audit process can be requested and the Bylaw description for requesting an audit was read. PWV has a good system of checks and balances in place. From an insurance bonding perspective, PWV has a relatively small budget. If our budget were bigger, auditing would be more in question. The consensus of the Board was to start a monthly financial approval process.

Odell Brewing Company's **Catch Me if You Can** 5 & 10 K Race/Fund Raiser on Feb. 10 was a success. To recognize Mark Snyder's contribution to PWV in bringing this fund raiser to PWV, Randy thanked Mark. He recognized Mark for securing this \$2000 contribution to the Operation Fund by presenting him a certificate and a PWV hat. Mark said this was a team effort and because of how well it was handled, Odell Brewing Company will consider using PWV for similar fund raisers again in the future. Green Events gave the first \$1000 to PWV, and then Odell's matched this amount. There was some discussion about the equipment PWV has available to make our booths presentable.

B) PAST CHAIR REPORT. Spring Training Chair, Margaret Shaklee, gave a **Spring Training Progress Report**. The first meeting of team leaders was held Feb. 2nd. The purpose of the committee is to track progress from application to Spring Training, keep the calendar current, prevent duplications and gaps and cover all needs between Kick-Off Night and Spring Training. Margaret will document our 2017 Plan B process in case it's needed in the future. Margaret will create an integrated schedule for recruits, recertifying and returning members. Margaret has revised evaluations for both Kick-Off Night and Spring Training.

The Recruiting committee had 21 perspective new recruits at the first Preview night. Celia Walker reported on the process of application with recruits. The launch date for PWV application was Jan. 10th and closing date is Mar. 5th. The Recertification committee has finalized the 2018 survey which launched Feb. 10 and will close April 1st. Randy sent out the recertification letter to the specified recertification list. Currently 11 members will recertify this year; one member has opted to drop out of PWV.

To date, 12 AGL's have been confirmed for Spring Training and as of the Board meeting, we now have 14 commitments. Kick-Off Night Chair, Elaine Green presented the KON 2018 schedule. Stock evaluation will be Saturday, May 5th; a specific set of criteria for stock mentors is being developed. Concerning Patrol Gear, Marion Wells has been concerned about duplication on ordering but has resolved the problem. PWV no longer has a volunteer seamstress, so arm bands have been discontinued. Supplemental Training is in process and currently has a plan for returning members. A "Meet the Mentors" session will be held at Spring Training. Weed Training at Spring Training is under discussion and may not use the 1.5 hour Sunday am time slot. Margaret had contacted Mark Rossoff who will do a Wilderness First Aid training Sunday a.m. Mike Smith and Margaret are working on the online pre-registration. Margaret is looking for a co-leader for Fred Allen's food preparation team. Margaret possibly has a Registrar for Spring Training. A Patrol Scheduling questionnaire is being worked on. The guest speaker for Saturday night will be George Wallace on Authority of the Resource training. The anticipated size for the recertification animal groups is 30, with 50 new recruits. Recerts can also be AGLs, which will increase the number we can train.

A short discussion was held on a patrolling member who goes to off-trail status and whether or not they need a sponsor, which is currently needed for off-trail members. Kevin Canon said we may need a new category of classification and he will need to change the agreement to remove the insurance/liability information, creating a different Volunteer Agreement. Margaret recommended to one patrolling member going off-trail, to attend Kick-Off Night training. Board consensus was that a sponsor for patrolling members going off-trail was not needed.

C) USFS REPORT. Kevin Cannon said he will probably have only one seasonal employee this year. Recreation is not a prime focus; timber and fire are. Kevin had a Wilderness Fellow in 2017 and the Wilderness Narratives are now complete. Kevin will send the Narratives to Board members, asking the Board to please read. The Narratives help prepare for the next phase in 2019 for full-blown Wilderness Assessments. For the assessment process, Kevin may need PWV's help in the field. In reading the Assessments, Kevin asked that you let him know if you had questions or noticed missing information. Concerning wilderness and bicycles, a bill is waiting for debate on the House floor, but may not be brought up for debate

D) TREASURER'S REPORT. Bob Meyer presented an Income and Expenses Statement – Final for Jan. thru Dec., 2017. Our official Ordinary Loss for 2017 was \$2,296.86. Endowment Fund donations were \$4,435.24 with growth in the fund of \$6,704.20. In approving the Financial Statements, the Board will be approving the 2017 Final Statement.

For 2018, Bob discussed our Financial Position and the Income and Expenses as of 2/13/2018. PWV has received \$752.50 in memorial donations for Dale Moulton. We sold \$118.26 in Public Field and Trail Guides to Rocky Mountain Conservancy. Regarding money spent, we have paid \$100 in deposit for LNT training and \$1320.00 for storage rental. Our current net loss is \$1638.33. Unrestricted Cash is \$19,337.24; Restricted Cash is \$8,820.89, of which most is for trail restoration. Our Operating Reserve is at \$26,680.61 and we have had some appreciation on that. We currently have 18 months of operating expenses in our Operating Reserve. Endowment is at \$73,326.78. Bob made the following motion which was seconded and passed.

Move that the reports presented tonight be approved.

REPORTS OF COMMITTEES

A) FUND DEVELOPMENT Committee. Jerry Hanley said 2017 was the first year the Endowment Fund looked at offering funds for grants. A grant was approved last year but the money was not spent. Jerry described the grant process life cycle. The Community Foundation lets us know what is available for grants, typically mid-year. In the fall, discussion occurs, then in the January time frame, the committee lets the Board and all PWV members know about forms for application for grants and the money available. Near the end of March, a recipient for grant money is chosen, and with Board approval, the money is made available to the recipient.

This year, approximately \$4500 was available from the Community Foundation part of which was a carryover from last year. In the fall, when discussion would normally occur, the Fund Development and Endowment committees were merging and reorganizing. After a quick discussion, the Fund Development Committee recommended not to do the grants this year. Reasoning behind this decision, is that the current budget covers most of what we want to do this year. A couple of possible grant proposals that had been considered for 2018 were brought up, one for Leave No Trace master educator training and a second for the purchase of audio/visual equipment for documentation, recruiting, public outreach and other possible uses. The Fund Development committee will be asking committee Chairs for possible grant ideas from external sources. The difference between internal and external grants was mentioned and the probability of funding for each. The Fund Development Committee is proposing that they not offer Endowment grant funds this year and let it grow, re-evaluating for next year. The following motion was made and seconded:

Motion that PWV not have a grant process from the Endowment Fund this year.

Discussion continued. The Endowment Fund is a backstop for the Operating Fund. Initially Endowment Fund was set up for special projects only but basically all PWV projects are special. We have no line item in the budget for grants. The recommendation was made if money was needed for a project, to approach the Board for funding from the operations accounts and allow the Endowment Fund as currently invested to continue to grow. The motion carried.

B) RECRUITING Committee. Celia Walker said we currently have 46-47 applicants with a good balance (21 under age 60, 23 over age 60, 3 stock applicants). Backgrounds are varied with experience in the following: weeds, scouting, Make- A-Wish Foundation, advanced grant writing, trail maintenance, culinary, volunteer ranger, videography, accounting background with Quickbooks, women's group leader in the Sierras, and NPS night sky division. The next preview is Feb. 24. Celia will be revising our FaceBook announcement for recruitment promotion. Celia asked for interviewers for March 24th and 31st.

D) KICK-OFF NIGHT Committee. Elaine Green gave a heads up on topics for KON basically what we've done before, but giving Animal groups a little more time. The tentative schedule has been handed out. For Recertifying members the "Trails We Patrol" station will be enhanced with a talk on the Trail Priority system.

E) RECERTIFICATION Committee. Per Jeff Dean, the Recertification committee was created last year. Most of the function of the committee is done by other committees, i.e., gathering data such as the Volunteer Form, which is passed back and forth. Once candidates are identified, training is done by others. Jeff's job is basically a clerical function of keeping the list of names of members to be recertified. Rather than abolishing the committee, the Board consensus was to make sure the process is improved as much as possible and the Recertification process is accurately documented in the Operation Handbook, including exit interviews.

F) SUPPLEMENTAL TRAINING Committee. Margaret Shaklee was hoping that Jackie Picard and Geri Braden would be attendance. Since they were not able to attend, Margaret opted to postpone further discussion on this topic.

UNFINISHED BUSINESS

A) RECRUIT/RE-CERTIFICATION CALENDAR. Margaret sent out the Spring Training and Recertification calendar. This information is now posted on the PWV calendar.

B) MEMBER CERTIFICATES. Randy said last year a couple of members didn't receive certificates and had written to him and Kevin. A different certificate was issued to them and the issue was resolved. The members appreciated the resolution.

Brief discussion was held regarding Online Certificates. The Ranger can't hand sign these online. The website currently has a box to check if a certificate is not wanted. About 15% checked the box last year. The suggestion was made to flip the box, to check only if a certificate is wanted.

C) NATIONAL WILDERNESS STEWARDSHIP ALLIANCE. Dave Cantrell reported about the Wilderness Volunteer Workshop, to be held Mar. 8-9, at the FS Region 2 office in Denver. The chance to meet people from other wilderness organizations is a great experience. Dave is looking forward to hearing Scott Miller from the Wilderness Society on the Continental Divide Recreation, Wilderness, and Camp Hale Legacy Act. This workshop is a great chance to meet like-minded wilderness stewards. The Workshop will also be the first planning opportunity for the National Wilderness Workshop, to be held in Gunnison this autumn.

The Meeting adjourned at 8:00 p.m.

Next Board Meeting: **March 15, 2018 6:30 p.m.**

Janet Caille, Secretary