

**MINUTES**  
**PWV BOARD OF DIRECTORS' MEETING**  
**December 20, 2018 – 6:30 – 8:37 p.m.**

**ATTENDANCE**

**Board Members:** Tom Adams, Janet Caille, Jeff Dean, Elaine Green, Bob Hansen, Katina Mallon, Jack Morgan, Randy Ratliff, Linda Reiter, Mike Shearer, Sandy Sticken, Celia Walker, Jim Zakely, and Kevin Cannon (USFS Liaison).

**Board Members absent:** None.

**Advisory Board Members:** Dave Cantrell, Gerry Cashman, Mike Corbin, Sandy Erskine, Jerry Hanley, Alan Meyer, Bob Meyer, Jacques Rieux, Mike Smith, and Mark Snyder.

**PWV Members, Other:** None.

**PWV Guests:** None.

**AGENDA.** The agenda was adopted.

**MINUTES.** The November minutes were approved.

**REPORTS OF OFFICERS**

**A) CHAIR REPORT.** Tom Adams thanked **Celia Walker** for acquiring a copious quantity of lip balm, sunscreen, and bug spray for PWV for Trailhead hosting and for passing out to potential and/or new recruits. Celia explained that we have a new annual corporate sponsor, Raining Rose of Cedar Rapids Iowa. The company sent 72 bottles, of non-deet bug spray and 72 tubes of sunscreen, and will send 2500 tubes/year of lip balm (or more if needed) with the PWV logo. Jerry Hanley asked if the company has given permission to be placed on our sponsor page on PWV.org, which they have, but no logo has been sent. Tom expressed special thanks to **Judy and Dan Jacks** for hosting the well-attended and fun PWV Holiday Party. It was reported that **Julie West** has been working with Jim Shaklee to create a new PWV Fact Sheet. Janet Caille passed around a copy of what's been created so far.

Janet Caille reported that PWV was awarded \$1975 by the National Wilderness Stewardship Alliance (NWSA) for the **Winter Wilderness Stewardship Performance (WSP)** grants. This grant plus \$425 of the Trail Maintenance budget will provide 6 new panels for kiosks at Emmaline Lake, Trap Park and McIntyre. Kevin reported that about 95% of the Spanish translation has been done. The panels should be ready to go to the printers in early January. Kevin said we don't have money to completely duplicate the panels in Spanish, but some Leave No Trace information will also be created.

**B) PAST CHAIR REPORT.** Randy Ratliff had the new **PWV Field & Trail Guide** for sale for \$10/copy. Fred Allen drove the process to create the guides. Randy recognized the work that's been done on the **Poudre Trails Newsletter**, very well done and informative. A round of applause followed.

Randy reported on the recent meeting of the **Ad Hoc Stock Committee**. At this meeting, Rebecca Niemiec of CSU gave an in-depth report and analysis of data collected. A lot of information was received, both expected and unexpected. Randy said there was a lot of interest and reported a 100% attendance by committee members. The committee discussed a proposed upcoming event in February for the stock program, to be discussed later in the meeting. The committee talked about engaging other organizations and about other things learned at the last stock event held a couple of years ago.

**C) CHAIR ELECT.** Elaine Green had no report.

**D) USFS REPORT.** Kevin Cannon talked about the **possible government shutdown** that might occur after midnight on the 21<sup>st</sup>. If it occurs, offsite committee meetings can still be held, however, no patrolling can occur. The PWV website will still be available.

Kevin next brought up additional proposed trails for PWV as discussed a couple of months ago. Proposed new trails would be phased in over a three year period so Trail Guides and necessary documents can be created. The following motion was made and seconded:

*Move to approve the proposed trails on a three-year trial basis pending a full review of those trails.*

Discussion followed. When questioned about which trails might be taken which year, Kevin said that would be up to a sub-committee, specifically the Trail Patrolling Committee. The following amendment was made to the motion and seconded:

*Move to amend the motion to “the TPC will decide which trails are included.”*

Discussion on the amendment centered on who is currently taking care of these trails. Kevin explained that some trails are not assigned to any volunteer group and others (Donner Trail and Lookout Mountain) have volunteer groups that are not submitting any reports on the trails. No information is coming in and information is needed. Exploring the new trails would count as patrols. Of the trails in the list, only Twin Sisters Peak is not open to stock and doesn't allow dogs because it goes into the Park. The northern part of Donner Pass and Lookout Mountain are open to motorcycles. When called to question the amendment passed. When the motion below, as amended, was called to question, the motion passed.

*Move to approve the proposed trails on a three-year trial basis pending a full review of those trails and the Trail Patrolling Committee (TPC) will decide which trails are included.*

Kevin reported that the USFS Christmas tree sale had some issues the first weekend due to ice and a guest's broken hip. The USFS sold approximately 4700 Christmas tree permits, the bulk of which were sold at the pay station. This year the permit price was raised to \$20 and no negative comments were made about the permit increase. Mike Corbin and Bob Meyer served as Smokey.

**E) TREASURER'S REPORT.** Sandy Sticken presented the PWV Statement of Financial Income and Expense. PWV received \$7187 from Colorado Gives Day. PWV has not had many expenses this past month, so not many changes. The following motion was made, seconded, and passed.

*Move to approve the December 20th financial report as presented.*

Bob Meyer, past Treasurer began his presentation for the 2019 proposed budget. Typically, when Bob sends out an email with the proposed budget, he receives many ideas for future spending. Bob put together this statement of Income and Expense for a four-year history thru Dec. 20<sup>th</sup>, 2018, to give Board members an idea of how our historical spending has compared to our approved budgets. For these four years (2015-2018), PWV total expenditures

has averaged \$35,413.47, after increasing for purchased assets. From this analysis, Bob concluded the following four points:

- The average PWV budget (minus contingencies) is \$24,621.25
- The average net cash difference between income & expenses has been a loss of \$679.57/year.
- PWV has definitely expended all donor funds every year. Any net "income" is attributable to such items as market gain on mutual accounts; King Sooper's grocery cards; and miscellaneous income items.
- We average almost \$10K expenses over budgets (\$35,413.47 vs. \$24,621.25). This is because we have received restricted donations for additional projects not anticipated at the time of budgeting.

Bob presented the **2019 Budget Spreadsheet**, saying that this is the third year we've used this format. Bob had previously highlighted in yellow the areas he assumed the Board would want to discuss. Each committee provided good detail on what is needed. Bob went through each Program Expense Category for all items within the category **not** highlighted in yellow. Some brief explanation was included as Bob brought up each of the following categories:

- 100 – Program Expense Outreach
- 200 – Program Expense Membership
- 300 – Program Expense Education
- 450 – Program Expense Field Items
- 7000 – Program Expense Trails
- 8000 – Fund Development & Endowment Support
- 9000 - Administration

Bob explained a few of these expenses as follows. For Spring Training, we budget a net cost because of members reimbursements. Because we are changing our Spring Training venue, we may have an incremental cost of around \$1500 for 2019; Bob allowed \$1750. The PWV storage unit cost is increasing to \$1380 from \$1320. Kids in Nature (KIN) was very specific on what they needed, and due to restricted donations, is basically self-funding. Discussion was held on the Sam's Club membership fee. \$150 was proposed ~~allowed~~, but the annual fee is typically \$45. The budgeted amount for this was reduced to \$50.

Discussion of items highlighted in yellow began. For the **Webteam**, some items are due only every 2 or 3 years. PWV didn't pay Hostmonster in 2018, so a higher fee is due in 2019. One contract the Webteam has only comes due every 10 years. \$925 for the Webteam for 2019 was approved by consensus of the Board.

Limited discussion was held on the **Leave No Trace** (LNT) committee's request for \$1230, much of which will be used for a Master Educator Course fee for a PWV member. It is hoped PWV may be able to obtain a grant to offset this cost. Consensus to approve \$1230 was given.

Bob presented some detail on prior and current year **Stock Committee** requests and then asked Sandy Erskine if she would be willing to provide further discussion. Sandy explained that the Stock Committee would like to hold a Stock Workshop, tentatively slated for February 2, 2019. A goal of this event is to obtain 5 new stock volunteers for PWV. Three venues are under consideration for the event: Ft. Collins Senior Center, North Aztlan, and **????**. There will be a facility charge of \$250 but food can be provided by Fred Allen for approximately \$300. Two years ago, a similar event was held with 70 people in attendance, including 20 PWV volunteers.

The Supplemental Training provided is not just for our volunteers but for other stock riders in the community. The past event featured 6 speakers. From the evaluation of this event, those attending expressed the importance of having food provided, which wasn't possible two years ago. Other groups that will be invited include Mountain Region Endurance Riders, Back Country Horsemen and the Larimer County Horseman's Association. Sandy will be in contact with each of these organizations. PWV member and graphic artist, Sam Cooper, has committed to doing a brochure for this event. The brochure could be printed at the USFS office. Sandy would like for PWV hikers to assist at the event also. Katina Mallon will sell the Trail Guide. PWV currently has 40 stock members (24 who are stock and hike, and 16 are stock only). Celia Walker mentioned how difficult it is to recruit stock people. Celia believes this program will help recruit new stock members and promote safety practices on the trail. Consensus of the Board was given.

The **Supplemental Training** request of \$700 is needed to provide year-round training classes, approximately one/month. Board consensus was given.

Some discussion was held on estimating **Year End Event** (YEE) costs. The Drake Center was secured for 2018 by Randy Ratliff for a very reasonable rate, which may or may not be available in 2019. After discussion \$2000 was budgeted for this event. Consensus of the Board was given.

Discussion was held on **SPOT and in-Reach** subsidies. General consensus was that this program needs to be better advertised. The need for supplemental training on these devices was also expressed. Purchasing subscriptions for devices purchased by PWV is also an issue. The decision was made to drop the budgeted amount to \$500 for 2019.

**Trail Crew** has a \$0 budget. Trail Crew and Restoration use the same tools. No money was budgeted for Trail Crew.

The **Weed Crew** currently has no Chair, however, Jack Morgan has agreed to be the committee contact person. Jack explained that when Jim Shaklee decided to step down from this role, Randy Ratliff convened an ad hoc weed committee. One of the main things discussed by this committee was how to make the program more attractive. This past year was actually a pretty good year for people volunteering for weed pulls. Suggestions to provide sack lunches, drinks, and potentially a social time after a weed pull would require potentially \$300 for 2019. Discussion continued about possibly hiring weed crews or securing a grant for hiring weed pull crews. Consensus of the Board was given.

For **Trail Restoration** in 2018 a county crew cost will be \$9500. PWV has used the Rocky Mountain Conservancy crews for free. In 2019, these crews (10 workers and 2 crew leaders) will be available for \$2000/week. Mike would like to have a Rocky Mountain crew for 2 weeks. They have guaranteed one week so far. Mike will also try to get grants to help hire crews. PWV may want to consider partnering with Rocky Mountain in the future for guaranteed time. In 2019, these crews will likely be building bridges. Mike provides provisions, lunches, and would like to buy volunteer t-shirts. Additional discussion centered around Arrowhead Lodge renovations. Consensus of the Board was given.

The **Photo/Video** committee received grant of \$9503 in 2018, producing 4 videos. Discussion on the 2019 request of \$850 was held. The suggestion was made that the committee could potentially get the subscriptions for Tech Soup for a more reasonable cost. Celia Walker explained that Story Blocks Video and Audio supply copyright free music and images. Celia also talked about the videos planned for this year. Jerry Hanley emphasized how much this

committee has raised the level of PWV and possibilities for similar stewardship organizations. Consensus of the Board was given.

The following motion was made, seconded and passed.

*Move that the 2019 proposed budget as discussed with a total of \$23,506 in expenditures be approved as a final budget for 2019.*

## **REPORTS OF COMMITTEES**

**A) AD HOC STOCK COMMITTEE.** Randy Ratliff talked about this in his Past Chair Report.

**B) STRATEGIC PLANNING COMMITTEE.** Jerry Hanley postponed this item to the January Board meeting.

**C) FUND DEVELOPMENT.** Jerry Hanley gave a quick update of the Colorado Gives receipts. The committee goal was to raise \$10,000. To date, \$9,085.95 has come in, \$7,435.95 for operations and \$1,150 for Endowment. \$500 in Restricted Funds has come in. Fees were \$147.36. The Colorado Health Foundation Incentive was \$326.29.

**D) SUPPLIES AND STORAGE COMMITTEE.** Elaine Green explained that the current list of supplies in the storage unit is on google drive. Since paperware won't be used at Spring Training this year, Elaine encouraged members to take from the unit.

**E) SUPPLEMENTAL TRAINING COMMITTEE.** Linda Reiter gave a quick report on the Supplemental Training Committee. Janis Kloster, Mike Shearer and Linda have joined Chair Jackie Picard on this committee. Linda reported the committee would like to propose year round classes (i.e., First-Aid, CPR), and classes for stock members. Linda said that Jackie would like the committee to be re-named 'Member Training'. Discussion was held on how training might be restructured, since several committees have training events, i.e., stock, LNT and TPC. It was suggested that better coordination and communication is needed. The suggestion was made to have all training committees to meet once a year and coordinate events. Renaming the committee was deferred.

**F) SPRING TRAINING COMMITTEE.** Jeff Dean and Janet Caille visited Buckhorn Director Austin Hubbard November 30<sup>th</sup> and we now have a verbal agreement. The cost to PWV is \$500 and a service project to open up 12 cabins, so very doable. Austin has sent a contract that Jeff is reviewing. Jeff has sent out emails to several who were committee chairs for Spring Training in 2018 and received affirmative replies. Jeff has an opening for Recertification Chair and hasn't yet heard from Holly Young about Volunteer Coordinator. Jeff will be setting up a meeting in early January. There will be a few new functions

**G) WILDERNESS STEWARDSHIP VOLUNTEER WORKSHOP.** Dave Cantrell said he would send a report to the Board and Advisory Board members after the meeting.

**H) MEMBER RELATIONS COMMITTEE.** Alan Meyer deferred this item to the January meeting.

**I) WEED CREW COMMITTEE.**

**J) RECRUITING COMMITTEE.** Celia Walker said that the Recruiting Committee needs to know from the Board the number of recruits needed for 2019. By consensus, the Board agreed on 50 new recruits.

**OLD BUSINESS**

**NEW BUSINESS**

The Meeting adjourned at 8:37 p.m.

Janet Caille, Secretary

Next Board Meeting: **January 17, 2019 6:30 p.m.**