

MINUTES
PWV BOARD OF DIRECTORS MEETING
November 18, 2010

The meeting began at 6:30 PM.

ATTENDANCE

Board Members present: Kathy Burgess, Don Creager, Jan Creager, Jerry Hanley, Bob Hansen, Kathy Michaels, Meg Parmer, Karl Ritters, Mike Shaddy, Jim Shaklee, Margaret Shaklee, Kay Valerio, Laura Van Arsdale, and Kevin Cannon (USFS Liaison)

Board Members absent: Scott Ackerman, Amanda Henderson

Advisory Board members present: Chuck Bell, Frank Lilley, Bob Manuel, Betsy Mosehauer, Mike Mosehauer, Jacques Rieux, Mark Snyder, Wayne Tobey and Garin VanDeMark

PWV Members present: Archy Archuleta, Linda Archuleta, and Linda Luzania

Non-member guests present: Lindsay Luzania

INTRODUCTORY REMARKS Board member responsibilities: 1) be informed and prepared; 2) share ideas and opinions, 3) listen to each other, 4) work together, 5) be prepared to compromise when necessary to move forward. Meetings will start promptly at 6:30 PM.

All persons present introduced themselves.

The AGENDA was presented with minor changes.

MINUTES OF PREVIOUS BOARD MEETING *Motion to approve Minutes made, seconded, and approved by unanimous vote.*

TREASURER'S REPORT Margaret Shaklee presented the Treasurer's Report (with slides) and talked about: the balance sheet, (incl. bank accounts and assets [note that many figures in the Inventory Asset section currently reflect more than the 2010 entries and will be modified as needed]), the Transactions for the month, the collapsed view of Income & Expenses (major categories only), and the detailed, 3-page Summary (by month). *A motion to approve Treasurer's Report was made, seconded, and approved by unanimous vote.*

She is in the process of registering PWV as a Charity with the Colorado Secretary of State, as required for all non-profits, as of the 2008 tax year. After this is done, she will register PWV for the 2009 and 2010 tax years. The fee for registration is \$10 for each year.

OLD BUSINESS None.

NEW BUSINESS:

2011 PWV BUDGET Margaret also presented the recommendations of the Budget Committee (Margaret Shaklee, Don Creager, Jacques Rieux, Fred Allen, Martha Shepard and Kathy Burgess). The recommended 2011 budget totaled \$25,474.78, compared with the 2010 budget of approximately \$32,000. Discussion followed and included: the size of the proposed budget, money on hand vs. the proposed budget total, its dependence on fundraising in the coming year, and, as in years past, PWV's goal of keeping a year's worth of funds on hand, *Motion to approve Recommended Budget made, seconded, and approved by unanimous vote.* The Budget Committee was asked to bring to the Board at the December meeting a plan/schedule for spending against the approved budget allocations, to assure that expenditures don't get too far ahead of income (fundraising).

FOREST SERVICE REPORT AND PWV ANNOUNCEMENTS See Attachment A for information (FS Report and announcements) circulated to Board members prior to this meeting. There were no questions raised regarding this information and there was no discussion.

BOARD MEETING POLICIES, CONTENT, TOOLS, APPROACHES Jim explained his one-year agenda for Board Meetings that had been previously distributed to members, Advisory Board members, and committee chairs. All committee chairs were asked to review the proposed monthly agendas and to confirm their agenda item dates and time requirements and provide suggestions to Jim *within 10 days* so that this annual meeting plan can be finalized and sent out to all Board and Advisory Board members and posted on the PWV public website. He made particular note of agenda item 9: Comments and Suggestions from the Floor - if the meeting process and meetings aren't working, let Jim know promptly so modifications can be made. Important goals of the proposed approach are to: increase the efficiency of Board operations, facilitate communications between PWV's committees and the Board, and free up Board time to address high level issues and needs facing the Organization.

EXECUTIVE COMMITTEE Jim reviewed the membership of this committee and explained his view of how this committee would function to identify, vet, and "work" issues in order to bring information and recommendations to the Board for its guidance, review, and decisions.

ELECTION OF MEMBER-AT-LARGE Don Creager was elected as the Member-at-Large for the Executive Committee at this evening's meeting by a majority vote. Don and Jim Shaklee reminded us of the main duty of this position, that of being a "go-between" for the Board, the Advisory Board, PWV members, and the Executive Committee.

SUPPLEMENTAL TRAINING COMMITTEE Committee Chair Karl Ritters made a detailed slide presentation covering: the purpose; returning member preferences survey; training survey analysis; coordination with other PWV functions/committees; planned classes; other public training opportunities; potential instructors and venues; budget; identified training priorities – 1) safety-related skills, 2) increasing patrol competence, and 3) knowledge to increase member satisfaction of patrol experience; and plans for implementation. Discussion followed – Garin commented briefly on PWV's annual LNT training that is implemented as a 3-day, 2-night backpack. Kathy Burgess commented on the Stock Patrol Workshop and the desirability of involving PWVs who patrol as hikers to increase their familiarity and understanding of stock-related needs and issues. First Aid/CPR training was discussed at some length: whether or not certification should be mandatory for all members, how this particular training should be presented to members, etc.

WINTER PATROL COMMITTEE Committee Chair Laura Van Arsdale said she will be sending out an email to all members for input and to schedule a meeting. Last year PWVs did approximately 20 winter patrols.

PWV 2011 CALENDAR OF EVENTS Karl Ritters presented an overview of the planning calendar and process (a draft of which had been previously sent to all committee Chairs and others responsible for events that appear on the calendar) and emphasized the need for date and details input from "owners" of the events. *He needs to finalize the date and details' information prior to posting it on the website.* The goal is to finalize as much of the calendar as possible before the start of the New Year. Members may provide information via email or phone.

BIG PICTURE ITEMS

1) *Goals and Objectives:* Task is to develop a written statement of PWV's goals and objectives this year (to provide additional guidance and clarification of intent to members and to promote evaluation

of PWV's planning, programs, and operations). Jim had members summarize, in 10 words or less, what the PWV Mission means to them. Feedback on this exercise will be provided at a future Board meeting.

2) *PWV's Future Plan*: Jim has set a goal for the Board to develop a plan regarding What PWV should be in three years and How it can get there.

3) *A PWV Annual Report to the USFS*: Jim would like the Board to prepare an annual report to document its plans, operations and activities, accomplishments, and challenges. He feels that the process and the resulting report will have several important benefits to PWV (e.g., provide a written record, promote planning, increase evaluation). PWV has already found recent Committee/Program annual reports an invaluable source of information for writing grant proposals, applying for awards, updating PWV's Fact Sheet, and providing details for the recent IRS tax filings.

4) *Supplemental Training Program*: Jim stressed his belief that a vigorous and comprehensive training program will benefit our members and strengthen PWV as an organization.

5) *Organization Handbook, Procedures and Policies*: Our goal in the coming months is to "finalize" this document and make it available to the Board, the Advisory Board, and all PWV members. Don Creager (previous Secretary) and Meg Parmer (current Secretary) will lead this effort.

Volunteers are needed to step forward to participate in all five of these major tasks as well as leaders for the workgroups addressing tasks #1-3. These needs are a good example of some of the important roles Jim sees for Board members in the coming year. Finalization and adoption of the products of these workgroups will, of course, require Board approval.

COMMITTEE CHAIRS Per the Bylaws, Committee Chairs serve two years. Jim recommended that the Board appoint/reappoint all the current Chairs for two-year terms beginning now. *Motion to approve appointing/reappointing chairs was made, seconded, and approved by unanimous vote.*

URGENT ANNOUNCEMENTS

1) Chuck Bell was recently advised that the CSU International Program has been asked by the State Department to submit a proposal to present an environment & social responsibility program for 25 Iraqi students in the coming year and that CSU would like PWV to be involved.

2) Issues regarding a new edition of the *PWV Field & Trail Guide* book and PWV Fundraising will be addressed at the December 2 Executive Committee meeting. Board and Advisory Board members with information to contribute and/or interest in these issues are encouraged to attend.

3) *Year-end Event and Annual Meeting*: Jim suggested that PWV reserve the Drake Centre for this event on Sunday, October 23, 2011, now to ensure its availability. This step requires signing a contract with the Drake Centre and making a \$250 deposit (that would be non-refundable within six months of the event date). There was no opposition voiced to this suggestion, but no decision was reached because the suggestion was not put to a vote.

COMMENTS & SUGGESTIONS FROM THE FLOOR Jim asked for input from Board members on his proposed approach for doing Board business and for conducting Board meetings.

Jan Creager suggested that Kevin Cannon and the USFS Report be reinstated as an agenda item to maintain his visibility to the Board and PWV. Kevin commented that he was comfortable with either approach. Chuck Bell suggested the Board allot significant time at an upcoming meeting to discuss the plans for supplemental training. Jerry Hanley and Bob Manuel voiced their support for the current chair's new suggested manner of managing the Board meetings.

The meeting adjourned at 8:48 pm.

Meg K. Parmer, Secretary

Next Board Meeting: **December 16, 2010**

Attachment A

Announcements and Forest Service Report – November 2010

Forest Service Report 2010-11 – Kevin Cannon

- Granite Ridge Trailhead - still closed due to removal of hazard trees.
- Next year's budget still under a continuing resolution, Congress has yet to pass the appropriations bill.
- This message went out to the stock committee discussing changes at the new trailheads near Red Feather: *In a meeting on November 1st, we looked at what could be done with the just built trailheads at Mount Margaret, Lady Moon and Elkhorn; specifically for the stock parking. It was decided that we would identify one lane as a pull-through for vehicles turning around. It would be signed and marked so people would know that they are not to park in that lane. Mount Margaret and Lady Moon would then remove another lane to widen the remaining 4 lanes. The parking delineators would be removed and we would go with something less intrusive to delineate parking until we know what the final configuration will be. This is not ideal, but currently it is thought to see how this works out through some of next summer and then reconvene to determine a final arrangement of parking spaces. Elkhorn would reduce to 5 parking spaces with the space the sixth was using distributed among the other 5, again not ideal but this will also be reexamined next summer. Options were discussed for expanding them back to 6 spaces at each location. There were no cheap options. These options will be reexamined when information/comments from next summer come in and can, perhaps, help clarify what needs to be done. Then we will look at what funding options we will have to get the work accomplished. Applying for grants will most likely be an integral part of the funding.*

The gates will be going in, but until we get clarification from Larimer County on road safety for stock and people crossing they will not be operable.

- Kevin's schedule: on leave 11/19 to 12/1; Meeting in San Francisco 12/6 -10; on leave 12/17 to 1/3. The time I am here has meetings and putting in my time on the CLRD Christmas Tree program. So I will not be around too much until January.
- I do need to get the new Volunteer Agreements out to Board members and anyone doing winter patrols.

Board Meeting Details and Objectives – Jim Shaklee

Start meetings promptly at 6:30 PM (be on time)

Cell phones off or on vibrate (if you must take a call, please leave room first)

One speaker at a time (no side conversations)

Presenters of detailed material are expected to furnish computer file of specifics to Secretary at or prior to meeting

Speakers are encouraged to make use of PowerPoint presentations or handouts

When suggesting items for the agenda, please include proposed speaker's name and requested time allotment

Our goal is that BOD (and Executive Committee) meeting minutes will be prepared, reviewed, and finalized within 10 days of meeting - Members are expected to review draft minutes and submit "corrections" to Secretary promptly

The intent is to have Announcements (incl. the monthly Forest Service Report) written and distributed via email and reviewed prior to Board meetings with minimal time allotted to questions & discussion at Board meetings (please email announcements to Jim Shaklee at least 1 week prior to upcoming BOD meeting with a subject line "PWV-BOD announcement"; I will compile and distribute to Board members)

The plan is that the Executive Committee, standing PWV committees, and ad hoc work groups will vet and work issues and bring recommendations or questions to the Board for action / approval / guidance

The current plan is to reserve the bulk of Board meeting time for committee and workgroup reports [typically 20 min ea; 15 min presentation + 5 min questions & discussion]

I hope that the Board and selected work groups will focus on higher-level issues, needs, and strategies (What we want PWV to be in three years and How we get there):

Goals & Objectives workgroup

Derive from Mission Statement

Identify specific Goals and associated, measurable Objectives

PWV Plan for the Future workgroup

[Operational Plan = Organizational Handbook, Procedures, & Policies + Budget]

Annual Report to USFS-CLRD workgroup

Plan is to produce from information in Committee Annual Reports + additional input
JBS to lead

Supplemental Training – area of emphasis (Karl Ritters & committee members)

Coordinate and integrate Spring Training topics (Jan, Kathy, Jim), Affiliation Gathering topics (Bob H), and Supplemental Training sessions into a comprehensive training program

Organization Handbook, Procedures, and Policies

Volunteers needed for the five major initiatives listed above!

2008 & 2009 Federal Tax Returns – Jim Shaklee

Kathy Burgess prepared the tax filings (Form 990-EZ [Short Form Return of Organization Exempt from Income Tax] and the associated Schedules A [Public Charity Status and Public Support] & B [Schedule of Contributors] and Form 4562 [Depreciation and Amortization]) using updated PWV financial information she and Margaret Shaklee assembled and put into QuickBooks over the past several months. Both returns were mailed (certified) to the IRS on November 15, 2010.

Proposed Hewlett Gulch Trail Improvement Project – Jim Shaklee

The CLRD, Wildlands Restoration Volunteers, Single Track Trails, the Overland Bike Club, the New Belgium Brewery Adopt-a-Trail volunteers, trail crews from the Rocky Mountain Nature Association and the Rocky Mountain Youth Corps, and Poudre Wilderness Volunteers are identified partners in a planned trail re-route, tread improvement, and re-vegetation project this coming summer. The trail will be focused on “suicide hill”, the steep section of the returning “loop trail” about 2 miles above the trailhead. WRV has recently submitted a grant proposal to fund this project and we hope that many PWVs will participate in the trail work this summer. Note that this planned project will not involve any PWV funds.

Four days before their grant submission deadline John Giordanengo informed me of the proposed project and asked me (as PWV Chair) to write a letter supporting it. I wrote a general letter documenting PWV’s recent partnering with WRV on the North Fork Trail project and PWV’s high opinion of their staff’s knowledge and trail building/maintenance skills. However, because they didn’t provide a copy of their grant proposal (it didn’t exist at the time) or specific details of the plan or budget for this project I was unwilling to comment on these important aspects of their proposal. Additionally, I made it very clear to John that this last-minute request (and a similar one a year ago) didn’t recognize or respect the way the PWV Board operates, provide us with important information about the proposed project upon which to base a letter of support, and didn’t allow enough time to develop an informed opinion regarding the pros and cons of the proposal. I urged him to take a different approach regarding such requests in the future.

JAX Local Author Day & Ideas for New Edition of PWV Field & Trail Guide for public – Jim Shaklee

PWV participated in the JAX 2010 Local Author Day (November 13, 2010)– Over 60 authors participated in the second annual Author Day at JAX Outdoors. Author’s were selling and signing their books and talking with the public from 10:00 AM to 4:00 PM. PWV was invited to participate and, as the current editor of the PWV Field Guide, I was there primarily to get ideas for a planned new edition of our for-sale to the public Poudre Wilderness Volunteers Field and Trail Guide. Some author’s tables were very popular (John Fielder’s) but many (including PWV’s and the other five authors nearby) attracted only a relatively low number of interested visitors. Nevertheless, I sold two copies of the book (and I gave away 1 copy to Larimer County Search and Rescue - Lee Lang; at his request), I got some good ideas from Linda Masterson (author of *Living with Bears: A Practical Guide to Bear Country*) regarding possible future directions for the Field and Trail Guide (and the Public Website), and I talked briefly with John Fielder (well-known Colorado photographer and source of the photos in PWV’s 40th Anniversary of Wilderness poster produced in 2004) about including one or more of his photos if PWV does another Wilderness poster in the future. He is very supportive of what PWV does and said we should contact him with specifics when we have a plan. Discussions with Linda generated the following ideas:

- Field Guide: add color photos to the next edition [what subjects? how many?]
- Field Guide (& Public Website): standardize the x- and y-axis scales of trail elevation profiles to facilitate meaningful comparisons from trail to trail by breaking the profiles of long trails (e.g., Flowers Trail) into multiple (e.g., 5-mile long) segments
- Field Guide & Public Website: “tag” all trails to identify key features (e.g., wildflowers, selected wildlife, views, typically open for winter use; alpine tundra, lakes/stream; waterfalls; horse riding; mountain biking; backpacking/camping; etc.) and allow users to quickly find the types of trails they are interested in. This feature would be especially useful and easy to implement for the trail presentations on our public website (where we already have a similar capability).
- Field Guide & Public Website: consider “tagging” trails with hazards (e.g., rattlesnakes, poison ivy; moose; trail route poorly marked, difficult to follow)
- Public Website: Add a feature so that public users can download a PDF version of the trail description + other info for \$1.00 so that they can print and carry a compact description with them on the trail. The “other info” might consist of some combination of PWV contact information, LNT principles, The 10 Essentials, trail-specific regulations, and/or a table listing all trails PWV patrols or a regional table listing only nearby system trails.
- Field Guide & Public Website: produce and sell a CD containing PDF files for all 50+ trails we patrol + “other info”. This could be a stand-alone product for sale on our website and/or something that would be bundled with the printed version of the PWV Field and Trail Guide.

2010 Year-End Event & Annual Meeting Summary with Thoughts for the Future - Jim Shaklee

Set-up began at 2:00 PM and doors opened at 3:00 PM

Buffet line started at 3:45 PM (could have started 10 min earlier so that everyone gets through the line before the presentations begin)

Program started at 4:00 PM [identified speakers were given 2-3 min ea for remarks]

Chuck talked for approx. 10 -12 min

Art Bunn talked for about 2 min

Martha Moran talked for only 1 min

Bill Dold talked for about 5 min

Garin VanDeMark talked for about 3 min

Kevin Cannon didn't talk (he wasn't presented with the opportunity)

Jacques Rieux talked for about 3-4 min

Linda Knowlton talked for about 1 min

Program finished at 6:10 PM

We had a total of 180 people attend the YEE with 20 no-shows and 10 who came but hadn't sent in their RSVP. This was our biggest event yet!

We had relatively low attendance by first year PWVs (ave. of 3-4 per Animal Group)!

In the future, try to allow 15-20 min of free time following the last scheduled presentation for members to socialize before leaving (many were still talking as we were encouraged to leave)

"The Treasurer's Report is presented for information only (it has already been presented, discussed, and approved at the Oct. BOD meeting)" add this text to the first or last slide – a question on this matter was raised at the mtg.

The signs for the various side tables (e.g., "Endowment Fund", "PWV Awards", "Photos", "Committees") were useful and informative I forgot to present the *Take Pride in America* label pins to past chairs & USFS liaisons during the meeting!

Most speakers for the planned presentations made use of the PowerPoint slide show opportunity and that seemed to work very well.

The microphone/PA system was a bit of a problem (muffled and hard to hear at the back of the room)

The detailed program/schedule that Betsy prepared for those running the event was very useful

Having a copy of the general 1-page program at each table was a good idea (it was referred to by almost everyone)

Several people commented that the food this year was very good (we upgraded from appetizers to the #1 lunch buffet this year)

There was considerable interest in the PWV photo albums and framed photos. Perhaps we should put more emphasis on expanding and updating these photo collections

Many people looked at the plaques and awards that PWV has received over the years

Mike Mosehauer produced the video/slide show that ran during the mixer - it was great

Betsy Mosehauer produced the program/speakers PowerPoint slide show (with input from speakers and committee chairs) – it was quite effective

Committee Sign-Up sheets:

Poudre Trails Newsletter – 3 PWVs signed up (all new to the Newsletter)

MIR/Affiliation Gatherings – 1 PWV signed up

Mentor Program – 5 PWVs signed up (1 was a new 2010 member)

Weed Crew – 7 PWVs signed up (3 new to the Weed Crew)

Kids in Nature – 3 PWVs signed up

Trail Crew – 1 PWV signed up

Suggestion Box – 5 people submitted suggestions:

At least for new members, it would be helpful for some information to be on the Website: 1) How to obtain more PWV shirts or other equipment; who to contact, 2) Committee descriptions and chairs

It seems like the same people are winning the awards for doing the most patrols every year. I think after winning for 2 or 3 years in a row, they should disqualify themselves so others have a chance and won't become discouraged.

The year end event should be more about the members and what they did during the year rather than so much about the organization (Board and money).

Why does the Annual Meeting have to be part of the year end event? I thought the event was more of a social get-together where we get to meet other members.

Laura VanArsdale stole the committee report part of the program with her animated short presentation which really got the point across in a timely manner.

Comments received after the YEE:

A get together like this must start on a high note and end on one. The duller stuff belongs in the middle. Last half hour was too much business, but the mix of business and entertainment is always tricky.

Ideas for next year:

Encourage new members to attend – have AGLs contact each member of their Animal Group one month before the event to encourage them to attend

Figure out a way to encourage all award winners (incl. USFS recognized) to attend the event (without giving away the fact that they are award winners as much as possible – perhaps just tell them that they will be recognized in some fashion at the meeting)

Are plaques for outgoing BOD members really necessary? How about just a printed certificate acknowledging their contribution?

Communicate more about plans and schedule with invited guest so that they know what is expected on them and what & when it will happen (*my failure to communicate some of this information to past chairs led to Art Bunn's acknowledging and bringing past chairs and BOD members up to the front of the room prematurely and a lot of confusion*)

Work more closely with the photographer (Liz Mock-Murphy) to communicate expectations regarding photos

Start the buffet line about 3:35 PM

Move the raffles from Spring Training to the Annual Meeting & YEE [not really "needed" at Spring Training and might attract members to the YEE]??

Have 2 copies of the general program at each table (not just one)

Have 2 separated sign-in tables, one on the left and one on the right side of the entrance area (not together on the left side of the entrance) to speed the process up

In the future, try to allow 15-20 min of free time following the last scheduled presentation for members to socialize before leaving (some PWVs arrive late and this would allow them time to socialize)

Each year, the Field Guide editor should make an announcement at the Annual Meeting & YEE about plans for the next edition and request members to submit corrections, suggestions, and ideas

Each year the Endowment Fund Committee chair should provide an update and encourage donations & estate planning

Should the Secretary come prepared to take some notes that, together with an electronic copy of the PowerPoint (or slide handouts) could serve as the minutes for the Annual Meeting?

Expand the "Recognition of Major Financial Contributors" element by making an effort to get representatives to attend (and introducing them) and/or by saying a few words about the contributions of each

Recognition & Award element – Have Chair describe each award and recipient(s) and have Chair-Elect hand the awards to each recipient (+ photo of each recipient or of entire group of recipients – plan with photographer) This process needs two people

Expand committee presentations to 4 min each?

Have half a dozen blank suggestion cards and a couple of pencils at each table to encourage more people to submit suggestions and comments

Introductory comments:

Be sure to emphasize that the BYLAWS were modified in 2009 to designate the Year-End Event as the PWV annual Meeting (instead of Spring Training) because: 1) the Spring Training schedule is so packed that there is really no room for a meaningful annual Meeting; 2) more PWVs attend the YEE, 3) the venue for the YEE is more conducive to an Annual Meeting

PWV Bylaws (rev. August 19, 2010):

ARTICLE III Meetings of Members, Section 1. Annual Meetings. *"An annual meeting of the members will take place in the autumn of each year. At this meeting, members will be encouraged to give their views on the organization and its operations to Board Members and the group as a whole."* We should add a session explicitly for this purpose in future years.

Continue to seek an appropriate balance between "**celebration**" and "**annual meeting**"

At the 2010 event:

3:00 – 4:00 **mixer and slide/video show (total = 60 min)**

4:00 – 5:40 **recognition (incl. celebration of PWV's first 15 years with leadership history of PWV & partners), annual BOD transition, and member awards; included Forest Service Report (5 min) & Endowment Fund Drive (10 min) (totals = 85 min & 15 min)**

5:40 – 6:10 **Annual Meeting (Treasurer's [5 min] & 8 committee reports [15 min] and incoming chair remarks re future direction (10 min) (total = 30 min)**

Overall balance: celebration = 145 min (76%) and Annual Meeting = 45 min (24%)