

MINUTES
PWV BOARD OF DIRECTORS MEETING
August 18, 2011 – 6:30 PM

The meeting began at 6:35 p.m.

ATTENDANCE

Board Members present: Don Creager, Jerry Hanley, Bob Hansen, Meg Parmer, Jim Shaklee
(*Chair*), Margaret Shaklee, and Kevin Cannon (USFS Liaison) (*Quorum not present*)

Board Members absent: Scott Ackerman, Kathy Burgess, Jan Creager, Kathy Michaels, Mike
Shaddy, Karl Ritters, Kay Valerio and Laura Van Arsdale

Advisory Board members present: Fred Allen, Bob Manuel, Ken Thielen, Garin VanDeMark and
Kristy Wumkes

Guests: Kathy Wester (for Kathy Michaels), Dave Scram and Peter Scram (web developers)

The revised **AGENDA** was presented. Fred Allen asked to include information about National Public Lands Day and Don Creager asked to discuss the best trail report award.

PRESENTATION OF NEW WEBSITE—WEB PORTAL DEVELOPMENT PLAN Kristy Wumkes (USFS) expressed the need for the long overdue new website, and both Kristy and Kevin Cannon explained how the present website cannot handle the current needs and, among other things, is regularly breaking down, putting unnecessary burdens on their time. Kristy showed a slide presentation, and she, along with Dave Scram and Peter Scram, explained during the presentation the capability and many benefits of the proposed system:

Overview: portal “PANR” on-line tracking and reporting tool, schedule and reporting trips, on-line database, “one-stop shopping”, simplicity of use, cost and time effectiveness, links with volunteer programs and partners with one click, requesting on-the-spot information on volunteers, downloading volunteer agreements, member pages, data call, instant view page, mileage information for tax filings for members, grant writing benefits, track hours for board meetings, events and more.

Cost Effectiveness: No development costs (for additional users), reduction of mailings and paper use; multi-agency use, tech volunteers can assist, non-profits and agencies can pool resources for inclusion in the system, site is sustainable, portable, open source plan, leaves openings for new modules, can handle upgrades, portals were shown and explained, and much more.

Tech Access Capabilities: Can track fish & wildlife, timber, trail conditions, campsite monitoring, ecosystem management, invasive plant monitoring, visitor center statistics, document information for land grants, members’ work and much more.

Much discussion followed. Expert volunteer help will be required and was discussed. The presenters stated the first thing PWV should do is make a “wish list”, which is necessary and very beneficial, and give it to Kristy. Fred Allen mentioned possible contacts for financial support of the project.

JULY BOARD MINUTES TO BE APPROVED IN SEPTEMBER A quorum was not present to approve the July Board minutes.

TREASURER’S REPORT Jim Shaklee explained there are unresolved questions about expenses (for Uniforms and Printing of the 2011 *PWV Field & Trail Guide*) listed in the draft July Treasurer’s report. Margaret Shaklee will consult with Kathy Burgess to resolve these questions and finalize the report. The approval of the Treasurer’s Report for July was tabled until these issues could be resolved.

INFORMATION SHARING This item was previously emailed to all Board members and no comment was forthcoming.

ORGANIZATIONAL HANDBOOK, POLICIES AND PROCEDURES UPDATE Jim Shaklee handed out a sheet showing in detail the status of each item to be included in the Handbook to each Board member at the Board meeting and invited suggestions from the Board where reviewers are not yet identified. Jim pointed out there are some sections/committees listed that have been inactive, and Jim suggested they may not be included in the Handbook if no one steps up to take charge. The handout also presented a summary of the current status of POLICIES and PROCEDURES; only a handful of which have been addressed. He would like to see, and invited, member input to get well-rounded statements of PWV's policies and procedures. Jim's goal is to have the Handbook (with statements of PWV's Standard Operating Procedures and Policies) completed prior to the October Board meeting to present to the Board for its review and approval.

NEW BUSINESS:

A) **TEN-YEAR PWV SERVICE RECOGNITION CRITERIA** Jim Shaklee explained there are currently two criteria for this award, given at the annual meeting: 1) 10 years' service and 2) 60 or more patrols. He emphasized the need to define "active service" and whether or not there should be a minimum number of patrols criterion. There was some concern about whether or not recognition should be given to individuals who had been members for 10 years but had been only marginally active. Garin VanDeMark will work on this matter.

B) **KIDS IN NATURE – LIABILITY INSURANCE COVERAGE** Jim Shaklee mentioned this has become an unresolved issue because of a recent change in the USFS opinion so that kids participating in the program are no longer considered USFS "volunteers" covered under the Volunteer Agreement Form. This year, the KIN program experienced a significant increase in participation due to the addition of kids from *La Familia* but that this organization's apparent lack of suitable liability insurance threatens their future participation. Fred Allen stated he had called a number of insurers inquiring about coverage and it is basically not available for PWV for this type of activity and/or is not financially feasible. Fred suggested PWV act as advisors only, and the groups of children have their own chaperones and they take responsibility. Kevin Cannon related a situation in Steamboat Springs that does have insurance coverage, but he is unsure of the similarities. Fred will check on this and follow up with Jim. Garin VanDeMark suggested we might check with the Leave No Trace organization to determine how it handles such situations. It was suggested that PWV contact the First Lady to solicit more USFS support to solve this problem. [note that Michelle Obama's campaign to reduce childhood obesity is in partnership with the Department of Agriculture!!]

C) **NEWSLETTER – LAYOUT/FORMATTING NEEDS** The Chair mentioned that Jan Creager (chair of the Newsletter Committee) would like approval of funds to pay for necessary layout and formatting to the person who did this for the most recent issue without charge. Jan feels it would not be appropriate to continue to ask her to do this *gratis* going forward. Before making a decision on this, Jim suggested that we should contact current PWV members who have indicated they have the relevant knowledge and experience (see list in August Announcements & Information Sharing) to see if any of them would be willing to assume this responsibility. It was the consensus the Newsletter contains much useful information and we should continue it in a professional manner.

D) **COMMITTEE SPENDING** Margaret Shaklee had a request to expend \$25 for travel expenses for a presenter at the affiliation gathering. This expense is currently identified as a "medium" priority item in the approved budget for Affiliation Gatherings. Because this question

could not be decided by the Board at the August meeting due to the lack of a quorum, the Executive Committee members present voted unanimously to approve this request.

E) COMBINING RECRUITING/INTERVIEWS and PUBLIC OUTREACH COMMITTEES Both Ken Thielen and Jerry Hanley suggested it would be advantageous to combine the Recruiting/Interviews and Public Outreach Committees because they have numerous interrelated functions and activities, and the chair agrees. Garin VanDeMark stated his strong support for this suggestion. This suggestion will be addressed again at the September Board meeting.

NEW AGENDA ITEMS:

A) NATIONAL PUBLIC LANDS DAY AT RED FEATHER WORK CENTER Fred Allen announced that he and some PWV members would be cooking dinner for about 100 people at this event on September 24. Bob Manuel and the PWV Trail Crew will be assisting with some trail work (installation & hardening of a new horse ford across the stream) on the new Mount Margaret trail that day, and there will be lots of other activities for the public, including tree planting and a map & compass exercise. Fred will be sending out an email to all members inviting their attendance, participation, and assistance.

B) "BEST TRAIL REPORT" AWARD On behalf of Jan Creager, Don Creager suggested we eliminate the "best trail report" award, citing the many hours needed to review some 600 or more reports and suggesting that many members may be focusing more on the presentation than the content of their reports because of this award. It was suggested that, if we want to keep this award, we consider asking members to identify which one of their trail reports they want considered.

C) 2012 LNT TRAINING Bob Manuel will be attending the LNT Master Trainer course in late August. This will ensure that PWV will have an additional certified LNT trainer to continue to present the LNT training course in the spring of each year given that Garin VanDeMark will be relinquishing this responsibility. The cost for this training is \$830. Fred Allen noted that the recently received grant from REI grant allows for this expenditure next year.

D) NEW WEST FEST Ken Thielen stated that 48 people signed up this year (compared to 94 people in 2010). Approximately forty-three copies of the 2005 *PWV Field & Trail Guide* were sold for \$5.00 ea at the booth this year. Ken mentioned the SUSTAINABLE LIVING FAIR will be held September 17 and 18 this year and he will be soliciting volunteers to staff the booth at this event.

URGENT ANNOUNCEMENTS Jerry Hanley stated we will be replacing one member on the Endowment Fund Committee, whose term expires this year, and if anyone knows of someone who is qualified and would like to serve to advise Jerry.

The meeting adjourned at 8:25 pm.

Meg K. Parmer, Secretary

Next Board Meeting: **September 15, 2011**

Announcements & Information Sharing – August 2011

There is no formal Forest Service Report this month.

Larimer County Small Grants for Community Partnering (up to \$2,000 per project) application deadline September 9, 2011. Project categories are:

- a. Protection or enhancement of open space, trails, natural areas, wildlife habitat, river areas, and wetlands
- b. Agriculture
- c. Increased access to open lands
- d. Research on open spaces

www.larimer.org/naturalresources/openlands/smallgrants.htm

Year-End Event and Annual Meeting – program topics (Treasurer’s Report, Look Ahead to 2012, Highlight & Recognize Selected Committees, slides & skit from Spring Training), logistics, food (appetizers \$6-\$8 ea?)

Drake Centre reserved for Oct 23, 2011 (\$490)

KIN issue regarding liability insurance coverage

USFS no longer believes Volunteer Agreements are appropriate for this activity (so there is no USFS liability coverage!) Partners (Agency Agreements) and Boys & Girls Club (Agency Agreements) [and parents sign permission slips] have their own liability insurance that covers this activity but the Family Center (La Familia) does not. Second Family Center patrol this year with was changed at last minute to be a La Familia field trip (along lower Poudre in Fort Collins). PWVs came along as volunteers but not as a PWV event – no uniforms, no patrol credit, no real backcountry experience). [re USFS Kids in the Woods??]

PWV-led Hikes (June 19, 2012) in Association with “Ag in the Classroom” National Meeting Bette Blinde, an organizer for this meeting, asked if PWV might lead some “LNT, flora, & fauna” hikes on local trails for interested participants and the participants would make a donation to PWV. A preliminary discussion with Jon Halverson (USFS) has been held to determine whether or not a permit for this activity would be required. Does this seem like a desirable activity for PWV?

United Way of Larimer County “Make a Difference Day” (**Oct. 17-23**) organizations develop a project, United Way finds the volunteers needed to make it successful. Project applications must be submitted to United Way by August 17, 2011. JBS has a copy of the project application form.

REI grant – PWV has been awarded a \$5,000 grant for “Advanced Ranger Training and Public Outreach in Northern Colorado.” Grant funds must be spent in accordance with the proposed budget outlined in the proposal. A final report must be submitted to REI within 30 days after the completion of the project. The project end date is May 27, 2012.

Iraqi delegation at CSU: USFS – PWV volunteering and field experience on trails (August 1 & 2) organizers: Chuck Bell & Andrea von der Ohe
Stormy Peaks [leaders: Mark Snyder and Jacques Rieux]

Signal Mountain [leaders: Frank Lilley & Fred Allen]
Little Beaver Creek [leaders: Amy Williams & Jim Shaklee]

10-yr Service Pin Criteria – Currently stated as: “10 years of active service (and 60 trail patrols).”
Need a definition of “active service” and historical data to allow interpretation. Should there be a 60 patrol minimum?

Newsletter Staffing – How best to accomplish layout and formatting process? Historically, this has been done by one or more PWV members except for last year when a friend of a PWV member did it pro bono. Jan Creager has requested that Board approve funding to pay the person who did it last year. Jim Shaklee notes that several current PWV members may have this expertise and experience (including: Gail Blinde, Tim Nielsen, Margie Caswell, Mike Corbin, Roxanne Solomon, Jacque Amweg, Mica Cook, Anne Cox, Lianna Gerrish, Gary James, Rebecca Lee, Andy Nagel, Clayton Schluter, Scott Rahe, Jim Schmidt, Daryl Smith, and Kathy Schwende). Jim recommends we try to enlist the participation of one or more of the above members before considering paying a non-PWV to do this work.

Committee Spending – For the past 6+ months, we have required that “non-essential” expenditures be approved on a case-by-case, prior basis by the Board. Are we now in a position to allow all previously approved budget items to be purchased? If not, which ones (if any) can proceed without additional approval?

Jerry Hanley and Ken Thielen have recently suggested that the Recruiting & Interviews Committee and the Public Outreach Committee be combined as one. Jim Shaklee sees several pros to this change. How do you feel?

The CLRD is committed to replacing the existing Patrol Scheduling and Reporting website with a completely new system prior to the 2012 season. At Thursday’s Board meeting Kevin Cannon and Kristy Wumkes will be presenting an overview of the new system and how they will be seeking funding/partners for this endeavor. They also hope to receive comments and suggestions from the Board (and Advisory Board) on this matter on Thursday evening. This topic has been allotted 45 minutes on the agenda.