

MINUTES
PWV BOARD OF DIRECTORS' MEETING
November 21, 2019 – 6:30 – 8:30 p.m.

ATTENDANCE

Board Members: Janet Caille, Elaine Green, Janis Kloster, Katina Mallon, Jack Morgan, Linda Reiter, Karen Roth, Mike Shearer, Sandy Sticken, Bruce Williams, Jim Zakely, and Kevin Cannon (USFS Liaison).

Board Members absent: Tom Adams and Bob Hansen.

Advisory Board Members: Dave Cantrell, Mike Corbin, Jerry Hanley, Judy Jacks, Alan Meyer, Randy Ratliff, and Jacques Rieux.

PWV Members, Other: Tom Collins, Sean Orner.

PWV Guests: Laura Shaffer.

Welcome Guests and Introduction of Board Members: Elaine explained that this meeting is the first time new Board members (Janis Kloster, Karen Roth and Bruce Williams) were at the Board meeting. She had wanted to take some time to have the Board members introduce themselves. However, since the agenda for the evening is packed, Elaine asked to put this off until next time. Elaine welcomed USFS personnel Laura Shaffer, who is on the Recreation Staff for Canyon Lakes Ranger District (CLRD) and will be available until approximately February 10th.

AGENDA. Elaine said everyone had received a copy of the agenda. Elaine said an Executive Committee meeting was held earlier and with their approval, she is wanting to move more quickly through some of the things on the agenda. One such thing is the adoption of the agenda. Rather than voting on the agenda, Elaine will be asking at each meeting if there are additions or objections to the agenda, which she did. Seeing none, the agenda was adopted. Karl Ritters made the point that Elaine could do the same thing with the minutes.

MINUTES. Elaine asked if there were any additions or corrections to the minutes. Seeing none, the October minutes were adopted. Elaine asked if there were any additions or corrections to the Annual Meeting minutes. Seeing none, the Annual Meeting minutes were adopted. Janet received a round of applause for the latter.

Elaine said the Year End Event (YEE) was well attended even though some Glacier View members didn't attend due to weather concerns; some funds were raised. She said the presentation went a little long and was started a bit late. Ways to make next year's presentation are already being considered. For next year, PWV has already reserved the Drake Center in late October, thanks to Randy Ratliff.

REPORTS OF OFFICERS

A) CHAIR REPORT. Elaine Green and Janet Caille met with **Indian Peaks Wilderness Association** (IPWA) Chair Kelly Prendergast. One of the things Elaine learned is that IPWA is the group Chuck Bell talked to when he was looking for a model to create an organization like PWV. Elaine, Kelly and Janet talked about getting our Boards together to share ideas. IPWA has some different challenges than we do. For example, they have some trails that can have up to 300 cars in the parking lot. They might see 500 dogs on the trail, and also have issues with fat bikes and hunting moose on the trails. Elaine said we might invite some of their Board to visit PWV in the spring when their trails, which are higher, are still covered with snow. Then in the

fall, PWV Board might visit IPWA and hike with them. This would be an informal time to share ideas and challenges. Elaine received consensus from the Board to pursue.

B) USFS REPORT. Kevin Cannon announced that **Young Gulch Trail** is now open (applause). Kevin said the restoration involved a lot of hard work from everyone, including a lot of PWV folks especially Mike Corbin. Other groups involved were Wildlife Restoration Volunteers (WRV), Colorado Addicted Trail Builders (CATS), Overland Mountain Bike Association (OMBA), PWV stock, Neenans, Odells; a lot of people helped to get the trail open and their efforts were much appreciated. Patrol season is not currently open, so if hiking, it will be on your own. PWV members can Trailhead Host Young Gulch right now. Kevin asked for assistance bringing smaller boards from the trail back to the trailhead, like the smaller 2 x 4 boards, but not the heavy stuff. Kevin said there will be a grand opening on Dec 13th. The ribbon cutting will take place at 1:00 pm, with the major groups represented, PWV, WRV, CATS, OMBA.

The USFS **Christmas tree sale** going on in December, the 7th-8th and 14th-15th. For those wanting to assist, Kevin recommended getting in touch with Mary Bollinger or himself.

Mike Corbin mentioned that PWV will do a **trailhead host** on Young Gulch on Friday, Dec. 13th, and potentially on Saturday and Sunday, the 14th and 15th. Mike said the hope is to also have people on the trail at the bridges and burn area. Those interested in helping should let Mike know. Kevin said in recent days when he was still working on the trail, there have been 8 or 9 cars in the parking lot. The official press release went out today, 11/21. Kevin expects that quite a few people will be hiking Young Gulch.

Alan Meyer asked about **Round Mountain**. Kevin responded that according to City of Loveland, it is still closed. Young Gulch can be hiked but not patrolled (except for trailhead hosting) because the PWV winter patrolling season begins January 17th, 2020. Regarding the Twin Sisters Trail, the trail description is being worked on. Donner Pass will not be a trail PWV will be patrolling anytime soon. Upper Dadd Gulch will also be available to PWV for patrolling hopefully in 2020.

Kevin announced his **Retirement Roast**, to be held January 23rd at the Drake Centre, 6-8:30 p.m. Pulled pork, barbecue, beans, slaw, and rolls will be furnished. The Save the Date will go out soon. Janet Caille is working with Erin Wickliff of the USFS. Guests will be asked to bring one of the following: appetizer, dessert, bottle of wine, or beer. All guests must RSVP. The party will be a ROAST, so all should come prepared with their best 'Kevin' story. Janet Caille said she didn't want Kevin to pay for his own retirement party, so she brought the donation jar for folks to pitch in. Kevin is requesting no gifts, cards are fine and your presence if you can make it.

E) TREASURER'S REPORT. Sandy Sticken will move to quarterly reports in an effort to save time at Board meetings. Sandy showed the Statement of Financial Income and Expense. We are currently in the negative but have sufficient funds in the bank. The reports will continue to be sent to the Board monthly, but she will only go through them quarterly at Board meetings. Sandy asked anyone with questions to please contact her. Randy Ratliff remarked that this doesn't relieve the board of any fiduciary responsibility for finances which is why Sandy will continue sending out monthly. Sandy said there are currently no financial controls in place other than the Board looking at the reports monthly. The following motion was made, seconded and passed:

Move to approve the November 21st financial report as presented.

Tom Collins, Chair of the Fund Development Committee, reminded the Board that Colorado Gives Day will be December 10th, and members can sign up now to donate on that day. Sandy said we should be concerned about spending some of our funds. The budget will be presented at the December Board meeting. Sandy said most committees have submitted a budget request, but not all.

REPORTS OF COMMITTEES.

A) NOMINATING COMMITTEE. Elaine Green is pleased to nominate Mike Corbin as Chair Elect. The other nomination made was to nominate Kevin Cannon to the Advisory Board, effective January 1, 2020. Elaine asked Mike Corbin to leave the room, and Kevin accompanied him. Elaine asked for discussion, explaining that this will increase the number of Board members by one. Karl Riters said that over the last few years we've had a real struggle to get a Chair Elect. Karl is hopeful that new Board members will consider being Chair Elect. Many hours have been spent contacting potential members. Mike's repeating as Chair is the first time this has occurred in PWV. Randy Ratliff expressed agreement with Karl, and reiterated that that if you're on the board, you should seriously consider being Chair at some point. Elaine pointed out that Kevin is cautious about not interfering with anyone who steps into his current position as USFS liaison. Janet Caille passed out and collected ballots. Both Mike and Kevin were elected unanimously. They returned to the room to applause.

B) SPRING TRAINING. Janet Caille, Co Chair of Spring Training with Celia Walker gave a brief update on Spring Training, 2020. The contract was signed with Austin Hubbard for Buckhorn Camp for May 29-31st. The dates are on the calendar. Celia and Janet met last week. They have been working on securing team leads and are probably 80% done with this process. A few more calls still need to be made. Kick-off night is on the calendar and the room reserved by Kevin. Janet said Linda Reiter has graciously agreed to be KON Chair again. Three team leader meetings have been set for Jan. 15, Mar. 11th and April 29th. If a leader can't attend, they can send a report.

Janet said she also got to meet with Richard Norris, one of PWV's founding members. Richard was donating gear for the Gear Give-Away. Janet said it was a pleasure to meet with Richard and he mentioned several members like Jacques Rieux, Fred Allen, Dave Cantrell and liaison Kevin Cannon.

C) SUPPLEMENTAL TRAINING UPDATE. Linda Reiter is very excited about the **Gaia class** in December. David Lobree is heading this class up with 3-4 assistants. It will be a workshop format. Attendees should bring their phones. Other upcoming classes are:

Jan. 28 th	Gerry Cashman on Winter Patrolling
Feb. 12	First-Aid recertification
Mar. 21-22	Wilderness First-Aid
April 14	Wildflowers

Linda said PWV won't be doing stipends for classes due to too many steps involved. Instead, Supplement Training will be asking instructors for the first-aid classes to invoice PWV for the manuals. Sometimes it's necessary to go outside of PWV for an instructor. Astronomy, natural history, and other new classes will be coming. Classes like the compass class offered at Spring Training will be moved to a time when more members can attend. Per a question, Mike Corbin clarified that a map station will still be on the Training Trail and is being changed from the former map/compass station. Regarding a SpotX class such as the one Kristy Wumkes just did for the Nordic Rangers, Linda will look into this. Elaine thanked Linda and Jackie Picard for putting these classes together.

D) LEAVE NO TRACE. Elaine said that Lucretia Krause has asked Jim Greuel to step in as Chair which Jim has agreed to. The following motion was made, seconded and passed:

Move to appoint Jim Greuel as 2019-2020 chair of the Leave No Trace committee.

E) STRATEGIC PLANNING COMMITTEE. Elaine said that as part of the Strategic Planning, she has asked each committee to make a presentation to the Board about their strategic plan. Jerry Hanley, Strategic Plan Chair, has volunteered to do the first presentation for the Strategic Planning Committee.

Jerry asked Kevin to show the strategic initiatives. Strategic Planning is long-term in nature. It tends to deal with improvements, significant change and new directions. This differs from an operational plan which is what all the Chairs were asked for - day-to-day sorts of things to be accomplished within the next 12 to 18 months. If there's an initiative within the strategic plan that needs to be executed by one of the committees, the part that is to be developed within the next 12 to 18 months would also be in the committee's Operational Plan.

The Board approved a strategic plan a while ago which has about a dozen strategic initiatives, shown on the screen. Jerry said the charter of the Strategic Plan committee is to develop the process of strategic planning, to facilitate the execution of the process, to monitor progress and to help where needed. The committee still needs to discuss the last two functions. Jerry said some initiatives were assigned to the BOD so other people have picked them up. Jerry has asked assigned members to report on the status of their assigned initiative: not started, started or completed. Jerry went through the following initiatives giving a quick status.

- **Encourage "priority patrolling" to members as part of scheduling website.** Kevin will be working with Joan on this after the first of the year.
- **Recruiting of more diverse membership.** Jim Zakely reported Recruiting is working on this.
- **More involvement of AGLs & Mentors after ST.** Jerry has received some input. Alan Meyer said this is really more an Animal Group Leader role, not mentors. This needs to live with AGLs, since they see recruits more. Mike Corbin was not aware of this initiative, although information has been sent to all committees.
- **Develop planned giving strategy.** Liz Thompson of Fund Development was going to work on this and the next item but she has resigned from the committee. We need to recruit a new volunteer.
- **Develop external donor database.** There is a \$400 request for software to help with this item, but again a new recruit is needed to work on this.
- **Design a Non-Patrolling training program.** Margaret has done work on this.
- **Implement a means for members to self-assess their knowledge of PWV processes, policies, procedures.** Mike Shearer was unaware of his role in this, but Margaret has dealt with the self-assessment. Mike initially was recommending that this be sent to Recerts only AFTER their recertification. Margaret is recommending that the self-assessment be available to all members. The general agreement is the latter.
- **All Committees (over time) expected to develop annual operating plans, goals, metrics.** We now have 20 out of 21 committees who have submitted an operational plan, although not in time frame quite as hoped. This is much quicker than was done when this effort was attempted 6 or 7 years ago.

- **Investigate Paid staff position (or contract).** Randy Ratliff addressed this. He said the past, current and Chair Elects were concerned that if PWV had a paid staff position, the culture of PWV would change and we need to be mindful of what we've built and maintain it as best we can or build on it. There was acknowledgement that there might be a time when we need to engage a contractor to do a function such as bookkeeping. We need to keep this door open.
- **Investigate office / meeting space.** Elaine published the list the library sends out of available spaces. Elaine has asked for other spaces. There is no folder on google drive for this. Jerry mentioned the possibility of paying a fee for office space.
- **Committee continuity in face of frequent committee chair turnover (transition process).** Margaret Shaklee is working on this and has done a lot of work in this area.
- **Better organize and communicate supplemental training. (Processes for integrating training events on PWV Calendar, Class Registration, and announcements of training events). Define possible training sequences / routes after year 1? Establish curriculum.** This lives with Jackie Picard and needs to be pursued further.
- **Engage with the BOD to develop a profile for PWV which identifies the desired size and demographic characteristics of the membership.** Jim Zakely said this is being worked on.
- **Examine the structure of spring training & KON planning process and execution, to include: 1. KON restructure; 2. Standardization of "project plan" (for ST); 3. invite returning members? 4. separate event for supplemental training?; 5. how should ST be structured?; 6. Gearfest at ST?; 7. What events should ST include?** Jerry said Mike Corbin is working on this. He plans to bring this to the Board in December.
- **Document what we have done in the past for a Plan B in case of an emergency.** Elaine has been working on this.

Next Jerry gave an update on the Strategic Planning Operational Plan.

- **Develop Strategic Planning Process.** This is complete.
- **Manage development of committee operational plans.** 20 out of 21 committees have submitted, so Strategic Planning is at 95% of goal.
- **Monitor committee progress.** More discussion is needed and will occur on 11/22.
- **Help BOD to schedule committee reviews.** Elaine has started this process.

Elaine expressed thanks to Jerry.

F) REPORT ON NATIONAL WILDERNESS WORKSHOP. Dave Cantrell gave a report on the **National Wilderness Workshop (NWW)**. The NWW is a joint production of the National Wilderness Stewardship Alliance (NWSA) and the Society for Wilderness Stewardship (SWS). This year NWSA planned the workshop. The theme was the "Path from User to Steward" and the workshop was held in Bend, Oregon. Registration anticipated was 150, and enrollment was capped at 200. Over 250 actually attended the workshop. There were representatives from 80 organizations, 29 states, plus DC, 30 organizations had information tables, 22 had detailed information posters. There were some 60 presentations on wilderness management, culture, and stewardship — both plenary and breakout sessions. One unexpected highlight was the over 30 people from Back Country Horseman of Oregon who attended and presented.

In the days before the workshop opened, a two-day Leave No Trace (LNT) trainer course was offered, as well as one-day courses on “Managing Wild and Scenic Rivers in Wilderness” and “Unconscious Bias”. Three special speakers were Leslie Weldon from the Forest Service Washington, DC office on changing culture in the USFS, Mario Mendoza, an international trail runner, and Derek Lugo, author of “The Unlikely Thru-Hiker”, who hiked the Appalachian Trail (had never camped or hiked before). His trail name is Mr. Fabulous. He told some hilarious, moving, and inspiring stories.

Due to the overflow of attendees, tents were set up along the Deschutes River. Camp fire talks were held there. The Deschutes Brewery hosted an end-of-workshop party. A field day allowed participants to get boots on the ground in the Bend area. Dave said the NWW is an absolutely unequalled opportunity to learn, to meet outstanding people from all over the US, and to get the big picture on what’s happening out there. Dave hopes next year PWV members can attend. The location will probably be near Yosemite in early October. To learn more about the NWW, see http://www.wildernessalliance.org/2019_nww

UNFINISHED BUSINESS.

PWV POLICY REVISIONS. Mike Corbin said most Board members were at the October Board meeting when he went through the policies at a very high level. It had been noticed that PWV policies in the Organization Handbook weren’t up to date. Mike formed a committee of himself, Alan Meyer, Janet Caille and Elaine Green and they went through all the policies. The objective was to get the policies up to date, including new ones that had been modified but were not carefully worded and simplifying some areas, excluding specifics that need to be left up to the individual committees. In some cases, items have been combined. Mike said his goal was to go through each of the policies. If there was no discussion on a policy, it will be considered accepted when brought to a vote. If a policy has a lot of discussion, we will discuss and put aside if need be. The more difficult policies can be handled in December or January with more time and discussion.

1. *PWV members must display a commitment to PWV’s mission, goals and objectives, and procedures and be at least 18 yrs old. (Applicants under 18 will be considered on a case-by-case basis).* Kevin clarified that that the USFS has a problem with applicants under 16 years of age, they cannot use sharp tools like a shovel or axe.
2. *PWV members must obey all applicable laws and regulations.* Alan Meyer explained that this was just a discussion of policies not the consequences.
- 3a. *PWV members must follow Canyon Lakes Ranger District volunteer policies and procedures during trail patrols and other field operations.*
- 3b. *PWV members must not patrol with dogs or other pets.* Mike explained this doesn’t include stock (goats, horses, etc.)
- 3c. *PWV members must not patrol with firearms or other weapons.*
- 3d. *PWV members must not consume alcohol or marijuana while patrolling or when representing PWV or the Forest Service in Public.* Mike explained that we’ve not had this policy before. There has been a lot of discussion on this. Mike said that it’s likely a lot of PWV members don’t realize marijuana is illegal on federal land. The question was asked how this applies when back packing. Mike said while camped, we are technically not patrolling which was contested. Extra shirts aren’t typically brought along on a backpack. Concern was expressed for creating rules for problems that don’t exist; in 21 years, we’ve never had a problem. The question was asked if we are considered to be representing the USFS at Spring Training or at committee meetings at breweries, etc. The

response was no. Concern was expressed that this discussion should be taken seriously. The thought was expressed that we want safety on the trail and we don't want PWV's out on the trail if impaired in any way, which would include drinking, drugs, prescribed drugs, opioids, medical conditions, pain meds, etc. Whether the drug is legal or illegal is not the question, safety is. Discussion on this item was tabled for future consideration.

3e. *PWV applicants must fill out an application, successfully complete an interview, and sign an **annual** U.S. Government Volunteer Agreement.*

3f. *The PWV patrol season will not include the "regular" Rifle Seasons for deer and elk (defined by the Department of Parks and Wildlife as the first, second, third, and fourth seasons).*

3g. *PWV members must patrol trails and/or provide other appropriate service.*

3h. *PWV members **are encouraged** to commit to 6 days of patrolling or service. All members are encouraged to do more than the minimum 6 patrols **days** each year.* Mike said we don't enforce this. Alan clarified that this is for patrolling members.

Mike Shearer made a friendly amendment of: "*PWV members **are encouraged** to commit to 6 **or more** days of patrolling or service*" eliminating the second sentence. The amendment was accepted.

3i. *PWV members must report their trail patrols and their non-trail volunteer hours.*

3j. was moved to later in the document and consolidated.

3k. *Attendance at the full spring Training weekend by prospective new members who will patrol is mandatory. While a non-patrolling member is not required to attend the training as mandated for patrolling members, he/she is nonetheless strongly encouraged to do so.* Mike said most years we've had at least one non-patrolling member attend Spring Training. Examples in this section were deleted.

3l. *While the primary role of most Poudre Wilderness Volunteers is to patrol trails in the Canyon Lakes Ranger district, membership is also open to individuals who wish to serve PWV in other ways. These members will embrace PWV's mission, values and goals; and will bring to the organization skills required to support PWV. These members are required to be sponsored by a Committee Chair or member of the Board of Directors, hereinafter "sponsor". Non-patrolling members are **encouraged** to meet all requirements and duties as specified by their sponsors, and will wear the PWV uniform when/if dealing with the public in their official duties. They shall endeavor to fulfill all duties as agreed to with their sponsor in their areas of support. Non-patrolling members are expected but not required to commit to at least 36 hours of PWV volunteer service per year They must also sign the U.S. Forest Service volunteer agreement before providing any service to PWV.* A question was added about the sponsor part of non-patrolling. Mike said when people join as non-patrolling, the sponsor is saying he/she will sponsor the new non-patrolling member and find something for them to do. Holly Young who coordinates this committee basically sponsors new members and finds jobs for them. The Volunteer Agreement is specific to what non-patrolling members are going to do for PWV. It needs to be in writing so they are covered to do what they've agreed to do for PWV. Holly is working on finding other sponsors for new non-patrolling members. When questioned about the lettering on the document, Mike explained this will be cleaned up when formally submitted.

4. *When on duty as volunteers, PWV members must be readily identifiable as USFS volunteers by displaying the appropriate PWV and USFS volunteer patches. Generally, this is accomplished by wearing the official PWV uniform – shirt and name badge – in a professional manner (e.g., shirttails tucked in). When conducting specialized activities (e.g., Trail Maintenance, Adopt-a-Trail, and Weed Pull), members can wear work clothing but should always be identifiable with the appropriate patches or logos on their sleeves, backpacks, hats, stock tack, tee-shirts, or safety vests. It was noticed that while one ‘logos’ was removed, a second was left (in red above). Recommendation was accepted to remove the second ‘or logos’.*
5. *PWV strongly recommends that volunteers patrol in pairs, however solo patrols are allowed. If solo patrolling, PWV recommends/urges:*
 - *Backcountry experience*
 - *Prior knowledge of the trail*
 - *Carrying “The Ten Essentials”*
 - *Carrying an emergency communication device (e.g., SPOT (unit, InReach or USFS radio.)*
6. *PWV-owned equipment, tools, and supplies must only be used for PWV activities or for other events in which PWV is an active participant. Exceptions to this policy require prior Committee approval.*
8. *PWV mentors, ideally, would be at least 3rd-year members and have attended a current year, mentor training session. If a mentor is unable to attend a current year, mentor training session, the member may be deemed qualified by the Mentor Program Coordinators to be a mentor if the following conditions are met: The PWV member in the prior year a) attended a mentor training session, and b) participated in at least 2 mentor patrols. The suggestion was made the ‘would’ be changed to ‘should’ to be more grammatically correct. Mentor Co Chair had some questions on the wording and Mike asked Bruce to reword and send to him. This was essentially tabled until new verbiage provided.*
9. *As a 501(c)(3) organization, PWV has secured Colorado, Larimer County, and Fort Collins sales tax exemptions and should not pay sales taxes assessed within those locales.*
 - *State vendor documentation of PWV’s sales tax-exempt status varies by vendor (use of a PWV credit card or check; tax-exemption letter; Colorado exemption certificate), and members should ask the vendor before making the purchase*
 - *PWV members who make purchases on behalf of PWV that include charges for sales tax may NOT be reimbursed for the sales tax. PWV should use a tax id and if they do not, they may not be reimbursed for tax. Companies like Staples, Walmart, Office Depot have PWV registered as a 501c3. Sandy has registered PWV on Amazon also, which Sandy will be letting the committee chairs know.*
10. *PWV will provide basic training in first aid, CPR, map & compass, and GPS and will strongly encourage all members to become proficient with these skills.*

11. PWV provides mechanism(s) for broadcast emails to be sent to all PWV members. These emails should be used exclusively for communication about PWV sponsored activities. Examples of broadcast email that are not allowed would be promotion of activities outside of PWV's interest, or political topics.

Any exception requires approval from the Chair of PWV Board of Directors. just updating the process of sending out the global emails. Alan said this is just updating the wording to reflect current practice.

12. *PWV should separate couples into different Animal Groups for Spring Training.*

13. *PWV will schedule the first 5 patrols for new members. The first 2 of these patrols will be mentor patrols, and the other 3 will be regular patrols with other PWV members (either veteran or new members).*

- The mentor patrols should be scheduled for and completed by the middle of July when possible.

- New members will be responsible for scheduling their 6th patrol themselves, or joining an existing patrol.

- For the 6th (and beyond) patrols, new members are allowed to do a normal patrol or one of the more specialized patrols of a Weed Pull, Trail Maintenance, Kids in Nature, Adopt-A-Highway or Trailhead Hosting.

PWV requires that new members complete two mentor patrols and three traditional trail patrols before they can get patrol credit for any specialized patrol programs (e.g., Trail Crew, Adopt-a-Highway, Adopt-a-Trail, Kids in Nature, Restoration, Trailhead Hosting, Weed Crew). This requirement may be waived by the appropriate /committee chairperson if justified by special circumstances. Alan said this policy basically combines several policies. In the past, it's been brought to the board that we only schedule the first 5 patrols, and the recruits schedule the 6th or join an already scheduled patrol. So this is one part. The other part is that we have 2 policies in place on Weed Patrols or Trailhead Hosting. The attempt was to take these disparate items and put in one place. Mike Corbin said the intent is to have at least the two mentor patrols accomplished but not the remaining three. Confusion was expressed on the wording. It was mentioned that the Weed Pull season is done early in August. Discussion ensued. This item was tabled for re-wording.

14. *When preparing the yearly budget, in years when there are some unrestricted funds in excess of budget needs, plus some cushion for unexpected expenditures, the **board** should consider the transfer of a certain amount of unrestricted funds to the Endowment Fund. This will be done as part of the budgeting process. We don't have a budget committee any longer, so budget was changed to board.*

15. *Photos and videos of PWV related activities submitted to PWV or the USFS may be utilized for non-commercial purposes, as deemed appropriate by PWV or the USFS, without request or documentation of additional permissions.*

Uses of photos/videos include, but are not limited to, postings such as on Internet, publications, posters, brochures, calendars, training/promotional videos. The photographer and whoever provides the photos or videos must have verbal acknowledgment from any person pictured that it is permissible to use the material as described above. It is incumbent on a member who does not want his image taken to notify the photographer and/or remove themselves prior to the image being taken.

Some PWV members have specifically requested on their volunteer agreements that their image not be used. If the image is inadvertently used, the member is to advise PWV to remove his image displayed on the Internet, in social media, or in publications. The request will be honored as soon as possible to the extent possible.

The only exception to the above is that pictures of children will be used only if documented permission from the parent or guardian is on record. A question was asked if this applied for posting on Facebook and it was confirmed. The forms are available. So if pictures of children are needed, we need to secure a release.

16. *Each year as part of the budget process the PWV Board of Directors will establish the budget reserve for the next year. The reserve will be approximately 1.5 times the normal operations budget Budget.* Mike explained this has been in place for many years. At this point, Mike concluded discussion and will bring new policies to a subsequent meeting. Mike asked that anyone with comments please send them to Mike.

NEW BUSINESS.

A) PWV 2018 FACT SHEET. Elaine said, the Board needs to approve the 2018 version of the PWV Fact Sheet. Karl Ritters said the reason the Board should approve is because it is widely circulated and is important and needs to be carefully reviewed. Janet Caille explained that when she searched for the 2018 Fact Sheet, she was unable to find on PWV.org, so she reached out to Julie West who created the 2018 version of the Fact Sheet. Julie West initially worked with Jim Shaklee on this version. Julie is a writer, designer and editor for the National Forest Service and other government entities. Karen Roth asked about the reference ‘Since 2005’. Before 2005 the PWV information was not kept accurately, so since 2005 is the best we have. Some discussion was held about ‘untrammeled’ by man, and general consensus was that ‘untrammeled’ by people was preferred. A question was also asked about ‘69’ trails versus ‘57’. We have more trails than we have patrols. Karl Ritters suggested putting a date and author initials at the end (not the side). Concern over the wording for the following sentences was expressed, and these need to be reworded: *‘While activities such as hiking, backpacking, horse riding, mountain climbing, and snow skiing have recently shown declines in popularity, viewing or photographing birds, wildlife, and flowers and trees have increased by 19 to 26%, and kayaking has increased by 63%. In 2010, the Arapaho & Roosevelt National Forests were visited by 6 million people, the second highest number of visits to a National Forest in the nation.’* Kevin said 2010 should be updated to 2015. Janet will mention these changes to Julie and bring the document back in December.

A) DECEMBER MEETING DATE: Elaine brought up the next Board meeting on December 19th, asking how many Board members might not be able to attend. After discussion, the following motion was made, seconded and passed. The meeting adjourned at 8:30 p.m.

Move that the next Board of Director meeting be held on December 18th, 2019.

Janet Caille, Secretary

Next Board Meeting: **December 18, 2019, 6:30 p.m.**

Holiday Party, Dec. 5, 6:30-9:30 Bring appetizer or dessert to share
Dan and Judy Jacks house - 1932 Linden Ridge Dr., Fort Collins CO 80524