

MINUTES
PWV BOARD OF DIRECTORS' MEETING
December 18, 2019 – 6:30 – 8:30 p.m.

ATTENDANCE

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

Board Members absent: Bob Hansen and Mike Shearer.

Advisory Board Members: Fred Allen, Jerry Hanley, Alan Meyer, Bob Meyer, Randy Ratliff, Jacques Rieux, Karl Ritters, Mark Snyder, Celia Walker and Kristy Wumkes (USFS).

PWV Members, Other: Tom Collins.

PWV Guests: Laura Shaffer (USFS).

Welcome Guests and Introduction of Board Members: Elaine Green welcomed everyone. She had said at the November meeting that she wanted to start out by having the Board members **introduce themselves** and tell what committees they work with. At the next meeting, Elaine will have the Advisory Board members to do the same.

Elaine started out saying she is on the Executive Committee, the Strategic Planning Committee, has been on the Spring Training Planning Committee, the Photo/Video Committee, and is the Storage and Supplies Committee. Tom Adams introduced himself saying he is the most recent Past Chair, and serves on Strategic Planning and Restoration Committees, and dabbles in a few others. Linda Reiter is Kick Off Night Chair and on the Supplemental Training Committee. Sandy Sticken is Treasurer, Bookkeeper and on the Executive Committee. Jim Zakely is on the Recruiting Committee. Janis Kloster serves on the Public Outreach and Kick Off Night Committees. Bruce Williams is on the Mentor Committee. Katina Mallon is on the Stock Committee. Randy Ratliff was the Chair prior to Tom Adams and is on the Stock and Strategic Planning Committees. Karen Roth is new and not on a committee yet. Jack Morgan is on the Weed Crew and the Trail Patrolling Committee (TPC). Kevin Cannon is the USFS Liaison. Kristy Wumkes is the incoming USFS Liaison. Mike Corbin is Chair Elect, Restoration, Training Manual, Animal Group Leader, TPC, Executive Committee, Trail Crew, and Member Relations. Janet Caille is Board Secretary, Executive Committee, TPC, Fund Development and Member Relations, and Co Chair of Spring Training with Celia Walker. Elaine thanked everyone and said we would introduce Advisory Board members next month. Elaine said Board members Mike Shearer and Bob Hansen were not able to attend the December meeting.

AGENDA. Elaine asked if there were additions or corrections to the agenda. Seeing none, the agenda was adopted.

MINUTES. Elaine asked if there were any additions or corrections to the minutes. Janet Caille mentioned two typos she had corrected. Seeing no objections to the minutes as corrected, the November minutes were adopted.

REPORTS OF OFFICERS

(A) CHAIR REPORT. Elaine Green said she wanted to give **Tom Adams** a small token of appreciation to him for his service as Chair. Tom was Elaine's Animal Group Leader (AGL) and she feels like she's been learning from him ever since. She has really appreciated his service to PWV including being Chair. Tom received a round of applause.

(B) CHAIR ELECT REPORT. Mike Corbin had no report.

(C) IMMEDIATE PAST CHAIR. Tom Adams received an email from Curt McDonald regarding signing up for 'Expert City' now called "Expert Voice". Tom mentioned that individuals can sign up for this program. Alan Meyer said there are some good deals to be had, but shipping is expensive and offsets the discount.

(D) SECRETARY. Janet Caille said she hoped everyone noticed the Donation Jar for **Kevin Cannon's Retirement Roast**, Thursday, January 23, 6:00-8:30 p.m. Janet asked everyone to please RSVP for the event. Janet mentioned Roast speakers are also needed.

(E) USFS REPORT. Regarding the Roast, Kevin Cannon said no gifts please, but cards are welcome. The grand opening for **Young Gulch** occurred Friday, December 13th, with about 40 people there for the ceremony. Some awards were handed out by WRV. Kevin brought the wood topographically accurate map given to the district, which even included a musical note representing Mishawaka. The wood for the award was from Young Gulch, from one of the juniper trees. Precision Peaks in Leadville likely made the award. The Grand Opening went very well. A soft open occurred in November. The trail was very icy on the 13th, boot traction devices are recommended. There will be work done next year on the trail by the Overland Mountain Bike Association (OMBA). Young Gulch is a very good trail to hike. Kevin expressed thanks to everyone who helped, especially Mike Corbin.

The USFS **Christmas Tree Sale** went well and although results have not been tallied, probably about 100 more trees were sold over last year's amount. Laura Schaffer said the Epermits were very popular. Some people had to be pulled or pushed out and a few had to get a tow. Mike Corbin, Bob Meyer and Jeff Johnson were all Smokey. Laura said the USFS may purchase a new Smokey outfit next year.

Kristy Wumkes said she was happy to be at the Board meeting as the incoming Liaison.

(F) TREASURER'S REPORT. Sandy Sticken said she wasn't going to talk about the monthly financials since she had asked people to review them and hopefully they did. Sandy asked if anyone had questions which no one did.

Sandy asked Kevin to bring up the Budget Worksheet. The first thing for discussion was the **Web Team**. Due to a change in how we are accounting for bills that run two years, Web Team was under budget this year. Based on a monthly software fee, Sandy proposed their budget should be increased by \$240 to cover the fee. Alan Meyer explained that the Web Team had already included the \$240 amount. Sandy said we would go with the original \$554 request.

Regarding the **Recruiting Activities** Budget, Jim Zakely said much has been done in past years due to the kindness of strangers. Recruiting was asking for a \$250 increase. This increase would be to pay for things that have been donated in past years and would help the Board to understand what the true cost of recruiting is. In 2019 a professional level poster/flyer was created by PWV member Sam Cooper for \$75. In the past PWV has always provided food for our interviewers and those staffing that day. Fred Allen in the past has taken that out of the Spring Training budget. Jim would like to put \$130 in the Recruiting budget for the two days, basically 20 lunches and a few refreshments, water. Advertising for recruitment has typically been to boost the FaceBook page. In 2020, Recruiting would like to put ads in the North 40 news. Katina Mallon asked about the recruiting poster if it were the same that the Stock Committee used. Jim explained that the Stock Committee basically took the same poster and

adapted for stock. Jim said it's fine to use the poster which is generic by intent. The one to be produced for this year won't be for any certain population.

For **Public Outreach**, Sandy lowered the requested \$1305 by \$300 because the Chromebook was purchased with funds out of the 2019 budget. Janis Kloster said Public Outreach will be creating a tri-fold color brochure. Jerry Hanley asked about how requests for donations will be presented in the brochure. Janis Kloster said they have been working with the USFS intern on the brochure. Janis said the address won't be on the brochure, but will be directing potential donors to the website, via a QR code that can be accessed on a cell phone. Janis asked who should be reviewing the brochure in addition to Elaine and it was recommended that Fund Development also be involved.

The **Photo/Video Committee** is asking for a 3rd person to be added for the Premiere Pro subscription. The committee is asking for a \$1570 budget and they were over their budget this year by \$200. Celia Walker explained that it takes some skill and knowledge to edit things. The committee is now working in video, editing and splicing and more people need to have access. The three videos produced last year have been very useful and quite valuable and were used in interviews. The committee is working on the stock video and doing a great job. Elaine concurred that the committee has been very active in producing things that have been very useful to PWV. A question was asked about sharing signons, but Alan Meyer said it's likely that access can't be shared (like Survey Monkey for which access cannot be shared.)

For **Mounted Patrol & Stock**, Sandy said \$6400 has been requested, \$5250 of which is for a project at **Stub Creek**. Fred Allen said there are two different phases to this project. One is for the Stock Patrol. Fred has been working to get in touch with the USFS, hoping they could meet the first week of January. Kristy Wumkes has looked at the Ranger's schedule and the Civil Engineers schedule and was unable to find a time in the first week but believes the second week in January would be possible.

Fred said the first phase will be brought up at the next Board meeting. The Stock Committee would like to move forward with the USFS plan for a campground at Stub Creek, to be done over many years. The first part of the plan would be to get some aggregate in the Stub Creek campground and in some of the campsites. The committee would like to upgrade current corrals and put in temporary corrals that can be moved around, similar to what exists at Jack's Gulch. The reasoning behind this project is to get more members, particularly stock members, involved in hiking and riding in the Rawahs. This is in keeping with the goals set by the ad hoc committee. In the past some stock members have kept their horses in trailers overnight which is not a good option. The committee would like to give stock a safe place at night. Elaine explained that while she likes the idea presented there was not enough time to get information out about the full proposal, and thus the delay until the January meeting. By that time Elaine hopes all the stake holders could have been contacted. Elaine made the following motion which was seconded.

Move that we table the \$5250 on this until the next meeting.

Fred said the \$5250 was just to improve the pasture and corral area. Elaine likes the idea of a base camp in the area but feels we need more information on the project. Randy Ratliff said a lot of work was put into Stub Creek in 2019 to stage it for this next phase. Randy said this is a fairly fundamental opportunity to get stock riders into the wilderness, as set by the ad hoc committee. Questions were asked if there were any problem in delaying this item for the budget for the next month. Possibility of an Endowment Grant was also presented but PWV has the money so a grant is not needed.

Kevin Cannon explained that the road base still needs to be approved by the Ranger and the Engineer, but we can move ahead with the fencing and the aggregate. Randy Ratliff said the Stock Committee had met and reviewed this budget but it hasn't been vetted with other people. As far as the USFS is concerned, the road base is what we are waiting on.

Bob Meyer asked for specifics on how the amounts were arrived at. Per Fred, corral fencing will be steel, concrete will also be involved, and T-posts will be avoided. The proposal on the agenda for January is Phase 1 of probably \$40-50K Fred said. Kevin explained that full amount is more for the Volunteer Campground. This proposal is more to protect the animals and keep them safe. One is a campground and this proposal is just a fix. More discussion ensued. The need to know project details was expressed and is on the agenda for January. Additional history was given on the Volunteer Campground which originated around 2007, 8 or 9 and Kevin got approvals for at the time. Fred and Kevin talked about the plan in 2013.

Discussion ensued on Roberts Rules and the PWV Bylaws regarding whether the Chair can make a motion. Elaine's motion was withdrawn per concurrence with the second, and Mike Corbin made the following motion which was seconded:

Move to table this part of the budget request (\$5250) until January and leave \$1150 intact.

The motion passed with 2 nays and the Stock Committee budget was set at \$1150.

The **Supplemental Training Committee** asked for \$1700, a \$1000 increase over 2018. This increase is due to the Board requesting more training next year. When Sandy asked for more detail from the Chair, Sandy reported that Supplemental Training Chair, Jackie Picard, had explained that the number of classes requested has tripled and money will potentially be needed to pay instructors, rent class space and possibly provide small rebates to attendees.

Linda Reiter said Jackie has a proposed schedule of what might be offered and some of the speakers do charge a fee. The committee is going to year-round classes. Bob Meyer said one concern he has is a committee asking for a significant increase without providing specific detail. Jerry Hanley said that hopefully next year, once a detailed operational plan has been developed, this process should be easier to sync. The budget is driven by the operational plan or should be. The committee spent only 1/2 of what was requested last year. After researching, Jerry Hanley said there is quite a bit of detail in the Operational Plan, but no amounts are mentioned. The following motion was made, seconded and passed.

Motion to table discussion on the Supplemental Training budget until January.

Later in the meeting, concern was expressed about Supplemental Training having enough money for classes in the interim before the January meeting. The following motion was made, seconded and passed.

Move to fund Supplemental Training for \$700 (with the rest to be added later).

Member Subsidies for Spot, line 6269, was discussed next. Only \$200 of \$500 allotted was used in 2019. Sandy asked if the subsidies should continue. Alan Meyer said this is basically owned by the Board and not by a specific committee. The following motion was made, seconded and passed.

Motion to zero this out this item for 2020 until there's a clear owner for a Spot reimbursement program.

The **Storage Unit** fee, line 6280, didn't change annual expense amount of \$1380 and was deemed appropriate.

The **Kids in Nature (KIN)** program was over budget perhaps due to ordering t-shirts, etc. Sandy explains she just pays the bills as they come in. She did ask that Kevin display the KIN detail so all could see. The committee plans on getting bandanas which will be a couple hundred dollars. Typically, this committee spends \$375 for snacks, pencils, paper ware and things of that nature. Mike Corbin, a member of this committee, clarified the need for bandanas which are given away to attendees and so must be purchased every year. New magnifiers and nets were purchased 5 to 6 years ago and some are failing so must be replenished.

For **Restoration**, requested amounts were approved. Mike explained that Hired Work Crews depends on Rocky Mountain's availability. The work crews will be used where needed per the spreadsheet. Restoration on Arrowhead is an ongoing project.

For **Fund Development**, Tom Collins, Fund Development Chair, went thru the \$1400 request. \$500 is needed to send hard copy thank you letters for stamps and stationery. For the Odell's \$10,000 donation, Tom is creating a 2 x 3 foot hard board that Odells can put on their wall which will have pictures and a thank you to the Odell Brewery from PWV. PWV had another individual who sent us \$2000 which was matched by the person's employer Microsoft. For these large donations, a special thank you is needed. Margaret Shaklee estimates that \$400 is needed for webinar registration fees. Fund Development is asking for \$500 for fund raising software. Liz Thompson and Tom Collins have both researched this topic and feel that Donor Snap is the best product for PWV to use as a software tool. Initial setup is \$200, with an approximate \$35/month fee. Tom said that if PWV is going to raise the level of donations, it's important to have donation software along with other proposed ideas like a set of notes as a gift for large donations. Jerry Hanley explained that fund raising software is a strategic initiative that was approved by the Board last year. Jerry said the donor database sits on Jerry's hard drive and needs a better place to live. Tom feels that Donor Snap will be very useful.

For **Surveys and Evaluations**, Chair Margaret Shaklee would like to have 3 team member who could sign on to Survey Monkey. Survey Monkey has changed in that sign ons can no longer be shared. Alan Meyer confirmed the need. Even if there are other software options that are more reasonable, Celia Walker pointed out that historically all our surveys have used this tool and much would have to be recreated if the software were switched. The following motion was made, seconded and passed.

Move to approve the 2020 budget as presented with the knowledge that two of the items will be readdressed in January.

The 2020 budget to date is \$24,124. Elaine thanked Sandy and all the committee chairs for their work on this process.

REPORTS OF COMMITTEES.

A) SUPPLEMENTAL TRAINING UPDATE. Linda Reiter said the GAIA workshop was very well done and well organized. 20 members attended. The winter patrolling class will be January 28th. Linda is hoping that there will be some SpotX training for PWV in a separate

class. Linda, Karen Roth, and Kristy Wumkes will be in touch about possible class times and offerings. One proposal is to do some training before Affiliation Meetings.

B) FUND DEVELOPMENT COMMITTEE OPERATIONAL PLAN. Tom Collins, Fund Development Chair, asked Kevin to put up the 2019 Fund Development Operational plan. Tom explained that while this was the 2019 plan, the 2020 plan would be very similar.

1. Develop strategy to raise \$2,000 for Endowment. To date, \$1,147 has been raised but the year isn't over yet and another appeal will be sent out tonight.
2. Develop strategy to manage the Endowment.
3. Develop strategy to raise funds to cover the operating budget. We've raised \$28,115 in unrestricted funds this year. With the Odell donation being a third of our monies raised, other avenues of fundraising need to be pursued for future years.
4. Assess other venues for fundraising. We have three new events, Gear Fest, Red Truck and Mug sales.
5. Develop details for Endowment Fund grant process. This has been completed. Most non-profits use their endowment as a funding source every year. PWV has not needed to do this.
6. Maximize the NoCo Community Foundation as a resource to make us more effective.
7. Develop planned giving strategy.
8. Benchmark Fund Development committees from other nonprofits to assess our position relative to similar organizations. Tom will be working on items 7 and 8.

C) NON-PATROLLING COMMITTEE. Elaine said there was a:

Motion to appoint Margaret Shaklee as Co-Chair of the Non-Patrolling Committee.

Elaine asked for any objections. Seeing none, the motion passed.

D) RECRUITING COMMITTEE – SPRING RECRUITMENT CALENDAR. Jim Zakely said he had sent out recruiting dates for next year which basically start next year. Timeline is copied in below.

Timeline –

- Applications open January 6th - Soft Close on March 7th when we advertise that applications will close - (Hard Close March 14th) - 9 weeks
(Last year, this was opened up a little longer for the Stock Committee).
- Preview Events:
 - Thursday, January 30th – 6:00-8:00 pm
 - Saturday, February 15th – 9:30-11:30 am

- Red Feathers Lakes Area – TBA (requested this year. Rob Orner is on the Library Board and he has offered to help with a location to present).
- PWV Stock Clinic/Recruiting Event -March 14th (The Ranch) **
 - ** Application Deadline will be extended to March 21st for stock applicants who attend this event.
- Interviews:
 - Saturday, March 21st
 - Saturday, March 28th
 - Makeups as needed
- Invitations to Join – April 11th
 - (Gives 3 ½ weeks for AGLS to contact their recruits before KON)
- Kick Off Night (KON) May 6th - 5:30 – 9:30 pm
- Stock Challenge (Stock Evaluation) – Saturday May 16th
- Spring Training – May 29th – 31st

Jim said the goal this year is to recruit about 50 new members (to fill 5 animal groups, leaving 3 animal groups for recertifying members). In 2019, PWV had 69 applications (61 hikers, 8 stock), 2 were incomplete, 5 were no shows, 4 withdrew because of time conflicts before interviews (deferring until 2020). We had 57 interviews of which 4 had conflicts. These 4 have been interviewed and became non-patrolling members. We had 9 who withdrew after being interviewed and invited. Most developed a conflict with Spring Training. 2 withdrew because of stock evaluation conflict. Out of 69 applicants, PWV ended up with 44 who made it through Spring Training. This is a typical success ratio for this process; we typically lose 35% each year.

Alan Meyer asked Jim to submit calendar entries for these dates. Gretchen Ibarra has joined this committee. After people apply to PWV, Gretchen will be contacting the applicant. Through this process, Jim is hoping to get more questions answered sooner.

UNFINISHED BUSINESS.

(A) MOTION TO APPROVE THE 2018 FACT SHEET. Elaine Green tabled this as she had not received a revised copy. Celia Walker asked if Julie could get the 2019 Fact Sheet ready as soon as possible so it could be used in recruitment, (but not to the detriment of accurate numbers in the Fact Sheet).

(B) PWV POLICY REVISIONS. Elaine said most Board members were at the November Board meeting when discussion of the policies began. Mike Corbin explained that this process is just to update all our policies. At the November meeting, all old policies were reviewed and all approved except for two which are still being discussed. At this Board meeting, Mike wanted to go through the New policies which have been discussed at Board meetings but never made it to the Handbook. Mike said if there were no comments on a policy, he would continue. Changes in two new policies are in red below.

1. When patrolling a trail that is deemed hazardous by the USFS, it is a requirement to do a radio check-in or send a check-in/OK message with a SPOT or InReach satellite communicator at your turnaround point in the patrol. See the Training Manual for a list of hazardous trails.
2. Committees may establish training patrols in order to provide in-field training in their areas of responsibility. These patrols will be documented and count as regular PWV patrols. (e.g. LNT training patrols, Weed training patrols.)
3. PWV may not **fund** monetary awards to our members. (changed 'give' to 'fund). *Some discussion was held on gift cards to members vs. money vs. donated gift cards for our Year End Event drawings. Donated gift cards for drawings are fine.*
4. When the "Non-Profit's Discretion" indicator is picked by the donor on the Colorado Gives website, the proceeds split between the operating fund and the Endowment Fund will be determined by the Board annually. *It was pointed out that this is **an annual** one-time decision by the board **addressing the lump sum raised.***
5. Trailhead Hosting can occur any month of the year. Members who have completed Spring Training and the 2 mentor patrols, may be Trailhead Hosts.

Orange vests must be worn by Trailhead Hosts October thru December.

6. Active PWV members must have a valid unique email address registered in their profile and be subscribed to the PWV broadcast emails. *(Alan Meyer explained that married couples need to each have their own email and cannot unsubscribe to emails.)*
7. PWV Patrolling members shall undergo recertification **at least** every 7 years. As a minimum, this requires completing the training trail. *(Discussion was held on removing the second sentence but it was left in place.)*
8. The PWV Board will approve the annual operating budget in December of the previous year. This budget will be communicated to all committee chairs and provide the spending guidelines for each committee.

If a committee desires to spend over their approved budget, the committee chair can approve spending up to 10% over the approved amount. For a committee wanting to exceed their approved budget by more than 10%, the committee chair needs to present this request to the board for approval.

The following motion was made, seconded and passed.

Move to approve the New Policies.

Since meeting time was running short, the following motion was made, seconded and passed

Move to approve all items of the existing policies except 2, 3D and 13 (Alcohol policy and scheduling of patrols for new members).

Kristy has found additional direction on the alcohol policy, basically that all rules and regs which apply to USFS workers apply to volunteers. Elaine asked everyone to look at emails closely when information is sent out.

NEW BUSINESS. None.

Alan Meyer asked Kevin Cannon if he had any final words since this was his last Board of Directors meeting as PWV liaison. Kevin said he hadn't prepared any comments. He will have comments at the Roast. Kevin said what a great group it has been to be a liaison too and over the years PWV has come along as a higher functioning board with excellent participation. Kudos to those who have gotten into the organization and participated to make PWV a great organization. Kevin received a round of applause.

Seeing no objection, Elaine adjourned the meeting.

Janet Caille, Secretary

Addendum from the Kids In Nature (KIN) Committee:

The KIN money spent annually includes snacks, bandannas, Smokey Bear pencils, Children's Leave No Trace cards, and ponchos.

This year two things are happening:

1. As Mike stated, we have some re-usable supplies, e.g. magnifiers, that are failing and need replacing.
2. Also, with our expansion in numbers and larger groups, and with KIN hikes on North Fork (with more hiking groups to accommodate the 12-heartbeat rule) we need more of the durable curricula supplies that were provided by a USFS grant about 5-6 years ago — large magnifiers, nets, trays, tree books, bags to carry these in, etc.

Next Board Meeting: **January 16, 6:30 p.m.**