

MINUTES
PWV BOARD OF DIRECTORS' MEETING
January 20, 2022 – 6:30-8:30 p.m.
Conference Call due to Covid-19 concerns

ATTENDANCE

Board Members: Janis Brady, Jim Branch, Rich Cappello, Jeanne Corbin, Mike Corbin, Joe Cox, Jim Medlock, Steve Musial, Sean Orner, Pete Ramirez, Jeff Randa, Mark Snyder, Bruce Williams, Matt Cowan (USFS Liaison)

Board Members absent: Karen Roth

Advisory Board Members: Fred Allen, Kevin Cannon, Dave Cantrell, Elaine Green, Alan Meyer, Karl Ritters, Jim Zakely

PWV Members, Other: Tom Collins

Guests:

ESTABLISHING QUORUM AND MEETING GROUND RULES.

Bruce Williams welcomed everyone in attendance.

AGENDA.

The December 2021 agenda was approved after adding the Trail Patrolling Committee report and revising the order of items in the agenda.

MINUTES.

The December 2021 meeting minutes were adopted with no changes.

REPORTS OF OFFICERS

A. CHAIR REPORT.

- Bruce Williams shared that Jeff Randa and Pete Ramirez are Spring Training co-chairs.
- Bruce mentioned that the Strategic Planning Ad-hoc Committee is still working, and a preliminary review will be sent out ahead of next month's meeting in order to brief the Board. The intent is that when the Board meets in February there will have been an opportunity to read over the proposed items in the documents.
- Bruce explained that Janet Caille asked him to share an announcement. She, Alan Meyer, and Celia Walker are going to have a Welcome Back Second Year Members Zoom meeting on February 15th. It's an opportunity for committee members to give a review of what their committee does to entice new members to join committees. Alan Meyer mentioned that a few committee members want to present on their committee but won't be in attendance, so there will be an option to present pre-recorded videos at the meeting.

- The Executive Committee agreed that any presentation materials reviewed at the Board meeting will be posted on PWV's website. Bruce requested that beginning in February, people submit their materials in PDF format to ensure there are no other alterations.
- Bruce referenced last month's meeting and wanted to acknowledge that most people felt disappointed with the outcome. It was noted that many members felt frustrated and alienated at the end of the meeting. Requests to make the future meetings go smoother:
 - Asking everyone, when they're putting their presentation together--especially when there's a motion--to have it networked prior to the meeting.
 - Request that all submissions be sent a few days earlier. In the past they've been asked to be sent in the Sunday before the Thursday meeting. They are now requested to be sent Thursday the week before, instead of the Sunday before.
 - There have been problems with people using and utilizing Robert's Rules of Order. It will be incorporated into the Board meeting process and will be shared with the Board next month.
- To wrap, Bruce noted that there was a fair amount of disagreement at the last meeting. He acknowledges that there are differences of opinion but noted that Board meetings run best when everyone's voice is heard in the room.

(B) CHAIR ELECT.

- Mark Snyder explained that he will be planning set times that the presenters should be kept to, but if someone goes over, he'll ask the presenter to wrap up or offer them time outside of the meeting to finish so as to allow everyone the chance to present.
- Mark also explained the 'raising hands' feature in Zoom for questions/comments so that you will be bumped to the top of the screen to be called on for a chance to speak.

(C) IMMEDIATE PAST CHAIR REPORT.

- Mike Corbin had nothing to report.

(D) USFS STAFF REPORT.

- Matt Cowan explained that he doesn't really have any information beyond what's already been shared. He mentions that the District Ranger, Katie Donahue, took a new job with the City of Fort Collins as their Director of Natural Areas.
- Matt hopes that there will be a new Ranger in the Spring, after a 4-month detail by Chris Dahl who comes from the Supervisors' office as the acting Recreation Engineering Land and Minerals Staff Officer. Matt hopes to get a lot accomplished with Chris in the next couple of months.
- Matt explained that he attended a grant presentation for Colorado Parks and Wildlife for the Roaring Creek re-route that they are partnering with the Overlook Mountain Bike Association on. Matt is confident that it will get funded and hopes that early this season there will be working machines and new a re-route on the first mile of trail to get it opened for the public.
- Matt noted that they are still waiting for a lump sum of money to come for the forest for the fire recovery which will be in the millions of dollars. A lot of the money is going to trails, and there should be an update in the next couple of weeks. Matt will be sure to share updates regarding trail work and explained that there has already been a 10-person

Rocky Mountain Conservancy team secured. He will also be applying for Burned Area Emergency Response funding and believes it will be less than last year.

(E) SECRETARY REPORT.

- Sean Orner had nothing to report.

(F) TREASURER.

- Jim Medlock explained that most of the work done is being handled by Sandy as bookkeeper. The books are close to being closed for 2021, and once that is finished, the financials will be put together and presented to the Board at the February meeting.

REPORTS OF COMMITTEES

(A) FUND DEVELOPMENT COMMITTEE:

- Tom Collins stated that for the month of December there were 68 donors donating \$20,493, which was lower than December 2020. For all of 2021, there were 351 donors which is up from 128 in 2020, donating a total of \$90,674. Bruce brought up the revenues for 2018 and 2019, mentioning that they were around forty or fifty thousand dollars, so donations have nearly doubled compared to the prior 3 years. Tom mentioned that is due to help from the GoFundMe.
- Tom pointed out that the endowment has \$102,383 and hasn't been tapped into. We are allowed to tap into 4.5% each year, and it has now grown to a total of \$15,892 that is available to be taken out and still be within the policy.
- Tom referenced Janet Caille's announcement, explaining that he is looking for anyone interested in joining the Fund Development Committee.
- Bruce Williams mentioned that there have been high revenues and low spending over the last few years, meaning the assets have grown around 80%. Jim Medlock is going to assist in helping the Board understand the big picture so that we can look towards higher levels of spending or higher levels of funding.
- Sean Orner asked if Tom knew how much in received donations was restricted vs. unrestricted. Tom said that he doesn't have a specific number, but all of the funds raised through the GoFundMe are for Trail Restoration and the number is near half of the total for the year. Jim Medlock mentioned that as of now there isn't a breakdown for the end of December, but for the end of November, there was \$7,189 in the Unrestricted bank account and \$64,826 in the Restricted bank account, of which \$63,429 is for Trail Restoration. Fred Allen added that every letter that's been sent out lays out how the money would be spent. He also noted that the GoFundMe campaign was specifically there to raise funds in order to get the trails back in shape.

(B) WEB TEAM COMMITTEE:

- Alan Meyer explained that the Web Team maintains lists for broadcast emails. The lists that are kept are used regularly for broadcasts, can be automatically maintained, and/or lists where people can opt-in or out themselves. When emails are sent this way, they benefit from a review process, offer the choice of multiple recipient lists, are added to the record of all broadcasts sent, and provide statistics on emails received, opened, and

unsubscribed. Alan noted that the top 3 mailing lists that are automatically updated are the Current Year Active Members, Current Patrolling Recruits, and Current Non-Patrolling Recruits. There is also a Previous Year Active Members list, Current Inactive Members list, and Friends of PWV list.

- Alan said that there was a request to create a mailing list for inactive members who still want to know what's happening with PWV. These members could choose to become non-patrolling members but would have to receive all broadcast emails as well as sign an annual volunteer agreement. Another option would be for them to join the Friends of PWV list, but they would be limited to only receiving newsletters and fundraising emails. As a result, a new Alumni mailing list has been created. This list allows members to opt-in on PWV's website and unsubscribe as desired. This email list will be included on newsletters, monthly updates, and key social events.
- Alan reviewed the email statistics which include the lists the broadcast was sent to and total number of recipients, how many recipients opened the message, and how many chose to unsubscribe from the mailing list when they received the message. Alan explained that it is possible to see if a specific person has opened an email or unsubscribed, but this will only be used in certain circumstances. Alan noted that if you believe you were supposed to have received an email and didn't, to make sure to check your spam folder.

SPRING TRAINING COMMITTEE

- Jeff Randa explained that he and Pete Ramirez have been working on framing plans for Spring Training.
 - Plan A would be a full pre-Covid type Spring Training which would be held May 20th through May 22nd.
 - Plan B is if by May 1st Covid is still around, we'll resort to the plan that was used last year. We'd have a one-day training trail, a training session on how to use the trail report, and then graduation.
 - Plan C is a "Snow Day". If either the full or partial event occurs, there will be a plan to handle any inclement conditions.
- Pete Ramirez explained that he and Jeff have been contacting those who have volunteered in the past to lead teams for the Spring Training. Currently, there are volunteers for all Spring Training teams and team leaders with two exceptions: Training Site Management and Volunteer Coordinator.
- Jeff noted that with Spring Training there's usually a Saturday night speaker, and given the consensus, they've secured David Neils. He added that Matt Cowan is going to be speaking about fire.

TRAIL PATROLLING COMMITTEE

- Jeanne Corbin explained that a subset of Trail Patrolling has become the Volunteer Agreement Team (VAT). There have been 165 activated PWV members, and a few USFS staff who are listed on the roster.

OLD BUSINESS

- No updates

NEW BUSINESS

• **PROPOSED PWV WEBSITE DOCUMENT IDENTIFICATION POLICY**

- Karl Riters made a motion for Board approval: that PWV adopt a policy for creation of new documents and updates of current documents that are posted on the pwv.org website. Status of the policy shall be “recommendation”. The policy shall be added to the Policies section of the *Poudre Wilderness Volunteers Organization Handbook* which is posted on the pwv.org website. Mike Corbin seconded the motion.
 - Policy: Document identification practice for creating new documents and updating current documents on pwv.org website
 - 1. Document identification is provided in one of two locations on the document:
 - (A) Top right of first page of document
 - (B) Bottom right of last page of document
 - Identification to be provided in small font size.
 - (A) First initial and last name of person who created or modified current version of document
 - (B) PWV committee or officer responsible for the document
 - (C) Date current version of the document was created or updated using MM/DD/YYYY date format
 - Format of documents on PWV.org should be PDF
 - (A) Provides consistent format of documents in a widely used format that can be readily displayed on PWV.org website
 - (B) Provides documents in a read-only format
 - *Karl explains that there are hundreds of documents on the pwv.org website posted by the Web Team that were created and updated by various PWV individuals and functions.*
 - *Many of the documents are not identified with names of individuals and functions that created them.*
 - *Many of them are not dated as to when they were created or updated.*
 - *Many of them are available only in PDF format which cannot be readily updated.*
 - *Situations the Web Team occasionally encounters*
 - *Several version of a document are submitted to the Web Team without dates and consequently it is difficult to determine which is the latest version.*
 - *Another situation is where a document needs to be updated but it is not clear so to which function or individual needs to make the update.*
 - *In some situations, a PWV member needs clarification on an article but does not know which function or individual to contact.*

- *In some cases, a document only exists in PDF format and is difficult to update.*
 - *To address these situations, an ad hoc committee was formed including Bruce Williams, Jeanne Corbin, Alan Meyer and myself.*
 - *The result from this committee is this Policy recommending a standard for identification of documents on the first or last page including the PWV function and individual who created or updated the document along with the date the document was created or updated. It also recommends that in addition to the PDF version displayed on the website, the original version of the document which can be readily modified, be stored on the PWV Google Drive.*
 - Bruce Williams commented that a few documents he wanted to use for Mentor Training needed to be updated, so he updated them and uploaded them back to the Google Drive folder and later to the website. Bruce later found out that the documents he modified were produced by another committee. The simple concept with this policy is to allow folks to know who produced a document so they can be contacted if something needs to be updated.
 - Jim Branch asked if there was going to be an effort to retroactively update the current library of documents. Karl suggests that we follow the current policy going forward, so that we aren't reviewing hundreds of past documents.
 - Pete suggests that on the PWV Google drive that there be a folder for a certain topic, and from there, a folder for archived files so the most recent file would be standing alone. Karl Ritters explained that Google drive already tracks and manages versions. Alan Meyer added that while he appreciates Pete's suggestion, in the past whenever efforts have been made to formalize file naming and structure that it does not work as intended and falls apart with so many different people handling files. His best suggestion is that whoever is managing a folder be intentional about how it is organized so people who come in later can make sense of the files and find what they're looking for. Bruce Williams asked if anyone can currently modify the files. Alan explained that most people who have access have editing permissions and said there's currently a wide range of methods of how the files are currently organized. He added that if anyone is interested in developing best practices policies that he would assist but it's not something he's looking to lead.
 - Sean Orner took the roll call and the motion passed unanimously.
 - Jeanne Corbin asked if Karl would be sending a copy of the policy to the committee chairs, since many of the documents are owned by the various committees. Karl thanked Jeanne for the suggestion and said that he would do so.

- **NEW RECRUIT TRAINING & MOTION TO APPROVE 2022 TRAINING MANUAL**

- Mike Corbin shared that he sent out the draft manual and received little feedback. He explained that he updated the section on Winter Patrolling Safety and that he

took Gerry Cashman's informational slides to convert to text and added it to the manual. Mike noted that in the horse section, one of the vendors no longer sells a weed-free hay so that was also removed.

- Mike made a motion to approve the 2022 Training Manual, which was seconded by Jeff Randa.
- Karl commented that once the draft is finalized, there should be a name, committee name, and date added to the document before it gets posted on the website.
- Sean Orner took the roll call and the motion passed unanimously.

CLOSING

Mark Snyder made a motion to adjourn, which was seconded by Mike Corbin. There were no objections. The meeting adjourned at 7:44pm.

Sean Orner, Secretary

Next Board Meeting: **February 17, 2022, 6:30 p.m.**