

# MINUTES

## PWV BOARD OF DIRECTORS' MEETING

November 19, 2015 – 6:30 p.m.

### ATTENDANCE

***Board Members present:*** Gerry Cashman, Mike Corbin, Jim Greuel, Judy Jacks, Shannon Keigan, Jamie McCue, Alan Meyer, Bob Meyer, Wendy Nicastle, Meg Parmer, Margaret Shaklee, Daryl Smith, and Kevin Cannon (USFS Liaison).

***Board Members absent:*** Mike Smith.

***Advisory Board Members:*** Fred Allen, Karl Ritters, Jim Shaklee, and Garin VanDeMark.

***Guest:*** Laura Shaffer, Recreational Staff, USFS.

***AGENDA.*** The agenda was adopted with the addition of two more items.

***MINUTES.*** The minutes of the ANNUAL MEETING were approved as submitted.

The minutes of the October BOARD MEETING will be amended to include a \$450 budget item for the Trail Patrol Committee for its Wild51 event.

### REPORTS OF OFFICERS.

**A) CHAIR ALAN MEYER.** Alan reported he will continue the direction PWV has been moving; but will spend lots of time on the Web Team, along with Team members Karl Ritters, Mike Smith and Kirk Sticken, as they work on the new web design. They have until August 2016 to use the grant funds. Jim Shaklee and Mike Corbin will help provide requirements for the redesign; and the grant funds will be used to hire a contractor to help with the design and implementation.

**B) USFS REPORT.** Kevin Cannon reported PWV members helped USFS pour the forms on the **North Fork bridge near Cheley Camp**, which will sit all winter. In the spring, the bridges will be put in place and work finished. Volunteers who are willing to help with additional work should contact Mike Corbin. Kevin has had numerous meetings--reviewing applications for a **new District Ranger (Katie Donahue selected)** and discussions on when work will start on **Hwy #34**. In spite of PWV's value to USFS, it **cannot expend postage for fundraiser mailings**, but will furnish other supplies. **Kevin will be taking leave** every other week until the end of the year. Each December CLRD needs help with **staffing the Christmas tree sale near Red Feather Lakes** in the forest on two weekends, December 5 & 6, and December 12 & 13. **Volunteers will receive a free tree**. The frequencies on the **USFS radios** have been changed and programmed.

**C) TREASURER'S REPORT.** Treasurer Bob Meyer presented on overhead the figures on assets/liabilities, budgets to actual, and P&L statements, and explained along the way. He started his schedule on 12/31/2014, and used quarterly intervals. Operating and reserve account balances are about \$10,000 and \$24,000 (1.5 years' expenses). On the budgeted items, about 75% has been spent. Discussion followed on various matters, including how to calculate committee budgets. All committee members have been contacted as to thoughts on their annual needs, with different ideas put forth. Bob will do more work on the accounting, and present it at the December meeting for approval. The 2016 budget is a critical part of the grant process. (See *Proposed 2016 Budget Review* below.)

Endowment Funds are shown at the end of the PWV accounting; and there is some concern as to whether these funds should be accounted for separately.

### **REPORTS OF COMMITTEES.**

**A) NEWSLETTER.** Daryl Smith expressed her appreciation to all members who contributed articles to the current Newsletter, which will go to press November 20. If anyone has suggestions for the Newsletter, please let Daryl know. After doing the Winter 2016 Newsletter, both Daryl and Gail Blinde will leave their posts in October 2016. Daryl added she had fun while doing the Newsletter, and met some new people whom she really enjoyed. ***If anyone knows of volunteers to take their places, please contact Alan Meyer.*** Alan noted that there is \$300 in the proposed 2016 budget for the next newsletter chair to purchase any desired software.

**B) FUND DEVELOPMENT.** Judy Jacks reported all the **King Soopers'** gift cards were used, and she has ordered another batch. She expects to see the income derived from the use of the cards next month. Some folks have taken cards, loaded them with credit, and given them as gifts and stocking stuffers. **Fund raisers letters** were sent out and will be followed up with emails. Because of the floods in 2013, PWV efforts were the trend, but that has since changed. The committee is working on a National Forest Foundation matching **\$8000 grant**, and another **\$1500 matching grant**. **Pour Brothers' tip day**, Wild 51 event, will be held 12/2. **Colorado Gives** plans to do that from March--July 2016. Judy talked about the grant process, recognizing the need for inclusion of the PWV budget.

**UNFINISHED BUSINESS.** None

### **NEW BUSINESS.**

**A) RECRUITING and PUBLIC OUTREACH.** Alan Meyer explained the change in committee chairs. New chair is Celia Walker. (See paragraph G) below on returning members.)

**B) FIELD GUIDE COMMITTEE.** David Fanning and Jim Shaklee mutually agreed to have Jim Shaklee serve as Chair of this Committee. A **motion was made, seconded, and unanimously approved** as follows:

*Jim Shaklee be approved as Chair of the Field Guide Committee.*

Jim explained the main focus will be to update trail patrol descriptions. He will add information on how trails are marked in the forest and above timberline, and encourage more patrols in more remote areas; identify water sources, suitable camp locations, and add more land marks in elevation profiles. Next summer, he will survey members to get their opinions on the format. Kevin Cannon mentioned adding the UTM data, along with the latitude and longitude data. Jim and the Board agreed.

**C) LEAVE NO TRACE COMMITTEE.** Bob Manuel is the Chair of this Committee, and is desirous of adding a co-chair. A **motion was made, seconded and unanimously passed** as follows:

*JIM GREUEL be approved as co-Chair of the LNT Committee.*

**D) PROPOSED 2016 BUDGET REVIEW.** Bob Meyer presented a 2016 budget worksheet reflecting every committee requesting a 2016 budget amount. For many committees, a 3-year average of money spent (not budgeted) was used as a starting point; and a number of committees have agreed the use of their 3-year moving average is appropriate for 2016. Where such an average does not appear to be appropriate due to new initiatives or a large variance of spending patterns, the respective committee was requested to come up with a 2016 detailed budget request. He had also identified committee requests which will likely be discussed by the Board during the budget approval meeting. The Fund Development Committee modified its request the day of the November meeting. Bob will update the worksheet, and send it out for further Board review prior to the December meeting. Contact Bob with any concerns on the figures prior to the December meeting, at which time approval of the budget will be sought. He will do a printout for the December meeting.

**E) NEW MEMBER RECRUITING TIMELINE.** Alan Meyer reminded the new date for Spring Training was moved to the first weekend after Memorial Day, which necessitated changing dates and venues leading up to ST. Alan had emailed everyone the 2015 and 2016 proposed dates. He talked with all groups about the availability of places for our dates because USFS offices are not available, and we need to find venues for all events. Please review the schedule of events, and give your input to Alan. Margaret Shaklee needs this information for the calendar of events.

**F) YEAR-END EVENT REVIEW.** Alan Meyer gave a good review of attendance:

**Statistics:**

Invites sent 711: 188 RSVP's; 93 no; 13 maybe; 418 no response.

Many did not check in; 160 did check in; 12 attended w/o RSVP.

29 RSVP's did not show (15%).

Estimated attendance 175; charged for 177; cost \$4058, or \$23 each.

**Feedback:**

Venue was good, food was good, suitable for 2016.

Program was fine; okay not to have Annual Meeting at YEE.

**G) RETURNING MEMBERS: INACTIVE MEMBERS - HOW TO HANDLE.** Alan Meyer asked for input on how to handle returning members and whether they should attend **Kick Off Night** and **Spring Training**, recognizing there are only a few of these members. Proposals were shown on overhead. Discussion followed; and **motions were made, seconded and passed unanimously**, as follows:

*MOVE to adopt as GUIDELINES:*

*That if an inactive member desires to reinstate his/her membership in PWV after being absent for 1-2 years, the member is encouraged to attend KON and ST; further*

*That if an inactive member desires to reinstate his/her membership in PWV after being absent for 3+ years, the member must repeat KON and ST. The member will not be required to do mentor patrols, but mentor patrols will be offered.*

**H) OFF-SEASON PATROLS.** The PWV off-season runs between the end of summer and start of winter season--roughly October to mid-January. PWV patrols are not allowed during the off-season; except for specific USFS-approved patrols, typically trail maintenance or restoration work that occurs during the off-season. USFS requests these approved off-season patrols be scheduled and reported in the USFS website. This will benefit the USFS with better data on the PWV contribution to trail work.

Meeting adjourned at 8:30 p.m.

*Meg K. Parmer, Secretary*

Next Board Meeting: **December 17, 2015, 6:30 p.m.**