

MINUTES
PWV BOARD OF DIRECTORS' MEETING
Nov 16, 2017 – 6:30 – 8:30 p.m.

ATTENDANCE

Board Members: Tom Adams, Janet Caille, Jeff Dean, Elaine Green, Jim Greuel, Jack Morgan, Bob Meyer, Randy Ratliff, Linda Reiter, Mike Reynolds, Margaret Shaklee, Celia Walker, Holly Young, Jim Zakely and Kevin Cannon (USFS Liaison).

Board Members absent: none.

Advisory Board Members: Dave Cantrell, Gerry Cashman, Jerry Hanley, Bob Hansen, Bob Manuel, Alan Meyer, Jacques Rieux, Jim Shaklee and Garin VanDeMark.

PWV Members: Peter Skiba.

PWV Guests: none.

AGENDA. The agenda was adopted as presented with one addition.

MINUTES. The October minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Randy Ratliff started the meeting by recognizing **Margaret Shaklee** for her outstanding service as PWV Chair this past year. Randy expressed the heartfelt appreciation of all to Margaret for her excellent work for PWV, presenting Margaret with a framed Certificate of Appreciation.

Discussion was held about approving the annual minutes or waiting until the next annual meeting to approve. It was decided to leave them as posted on pwv.org and approve at the **December Board meeting.**

Randy said we had an interesting visit with the managers of the USFS wilderness programs from each region of the nation and the national leaders of the **Wilderness and Wild and Scenic Rivers** programs at Odell's on Wednesday, Nov. 15. The meeting was enjoyed by all. Randy expressed thanks to all who brought food and attended.

Randy brought up the distinction between **winter and summer patrols** and whether a distinction is necessary and the vernacular should be changed in our policies. We have a higher expectation of preparedness for winter patrols because of additional safety concerns plus there are fewer trails to patrol in the winter. Stock riders don't patrol in the winter. Discussion was held on whether the excluded winter trails were inhibited for selection in patrol scheduling. Kevin Canon will talk to Joan Kauth about blocking out the Nordic Ranger winter trails (any trail above Big South). Alan Meyer will add a message at the top of the CLRD website about the excluded winter trails. Nordic Ranger Patrolling season has started.

Randy brought up **Spring Training** location and Dates. His recommendation was to schedule Spring Training for the weekend before Memorial Day, May 18-20, 2018, to be held at the Cub Scout Camp. Concern was expressed about the weather or planning the event for

Memorial Day Weekend. Kevin confirmed that should we be snowed out, PWV could again use the USFS building for an alternate location.

The following motion was made, seconded and passed:

Move that we plan Spring Training for May 18-20, 2018, at the Cub Scout Camp.

The **Committee Chair Conference**, held November 11, was mentioned. Margaret said she had received 15 survey evaluations to date. Randy commented that the survey response is critical in deciding whether or not to plan another such event.

Randy talked about the **Year End Event** and asked for assistance in helping plan. Randy feels we have outgrown Sundance. No date has yet been set for the YEE yet. 155 members attended this year. Alan Meyer mentioned his research in planning for this event in 2016, adding that most venues were twice as expensive.

Regarding revision of the Bylaws, Randy had attempted to get a committee together before the end of the year but due to scheduling made the decision to delay to bring the group together after the first of the year and the revisions to the March meeting.

B) PAST CHAIR REPORT. Margaret Shaklee said she appreciated the participation in the **Committee Chair Conference**. Of 35 committees, only 5 Chairs were not at the conference and some of those sent representatives. Each Chair told about their committee function, interfaces and in some cases, needs. Survey responses are needed to know how to plan for the future. Both Margaret and Holly Young expressed satisfaction with the event.

C) CHAIR ELECT. Tom Adams' task was to get in touch with **Advisory Board Members** whose terms expired in 2017. Tom had been unable to reach Jan Creager, and Nancy Flippin declined to be nominated again due to medical issues. All others agreed to be on the Advisory Board again.

D) TREASURER'S REPORT. Bob Meyer stated that by mid-November, since we are close to completing spending for the year, he thought the Board might like to see the **Budget to Actual** figures. PWV has Unrestricted Income \$7248.50 to date. We typically bring in \$3000 to \$5000 with the year- end letter. We had budgeted \$30,000 in Restricted Income but did not receive it, and so did not spend it. One week of Larimer County Trail Crew expense has been paid.

On **Expenses**, Bob highlighted underspent categories. On Outreach, \$1484.75 under budgeted is mostly for the Webteam. Also under budget was the Year End Event; \$1218.02 less than usual was spent. We spent approximately a third of the SPOT/InReach subsidies budgeted. Administration cost was nominal. We have a \$12,715.55 net operating deficit for the year.

Regarding the **Financial Statement**, PWV has \$17,311.88 in the checking account. Operating reserve funds are \$26,410.08, which is accumulating increased value due to the strength of the market. -

In response to Board member questions, Bob explained that our **Fixed Assets** are items such as the bookkeeper's computer and GPS equipment. Supplies for Spring Training & the year-end

event (and trail tools incurring a high rate of wear) do not have significant dollar value and while counted annually, are not part of PWV financial statements. Restricted cash is used for things like the needs of the Kids in Nature program; dollars that have been donated to PWV for the restricted use for this program. 99% of dollars we get for Restricted funds are grants for specific trail restoration projects, e.g., Young Gulch.

A motion to approve the **Financials** as presented was made, seconded and passed.

E) USFS REPORT. Kevin Cannon expressed thank you for the function with the **USFS Wilderness and Wild and Scenic managers** at Odell's. The managers had been hiking at Young Gulch. This function will serve PWV and all volunteer groups well in the future. Sue Spear, the Director of Wilderness and Wild & Scenic Rivers, was thrilled with the reception.

Kevin hasn't yet started on the **Volunteer Agreements** for 2018 but will be sending them out soon with the note that people can digitally sign the agreements. Kevin still retains a paper copy.

Four certifying members still need their 6 patrol certificate. Regarding **Recertifying** members, we actually had 48 recertified this year, which includes Animal Group Leaders.

Young Gulch is looking good. Kevin had emphasized to the Regional Managers that this is a total volunteer effort. Congratulations to all the people who have worked on that trail.

Next year will be the 50th anniversary of the **Wild and Scenic River Act**. Kevin will be working with Friends of the Poudre River to celebrate this event, but will also include PWV as plans develop.

Celia Walker asked about the Volunteer Manual mentioned by Glenn Haas at the Affiliation Gathering. The suggestion was made to perhaps conduct an NWSA webinar on PWV's successful program, i.e., "how to create" a volunteer organization.

REPORTS OF COMMITTEES

A) LEAVE NO TRACE Committee. Jim Greuel spoke about the LNT committee. Current committee members are Jim Greuel, Lucretia Krause, June Durand, and Danny Bier. Lucretia has agreed to become Chair of this committee in Oct., 2018. This year the committee offered two **LNT Trainer courses** in which people learned to be Trainers. Nine PWV members were trained as Trainers. Classes are two day overnight classes. The classes went well, with very positive evaluation feedback. There are 25 active PWV members that have taken an LNT Trainer or Master Educator course (16 active previous + 9 new).

In 2017, the committee conducted **LNT Training Patrols**, which are normal patrols but talking about LNT during the patrol as well as on the drive up and back, and also demonstrating LNT principles (cat holes, hanging food, etc.) as time permits. Jim conducted 6 LNT training patrols, with 10 PWV members trained in total. Evaluations were positive. Jim displayed the list of LNT resources that are available through the PWV Equipment checkout: Soft Paths, Leave NT principles for the Rocky Mountains, and 101 Ways to Teach LNT.

Discussion was held about the possibility of having one of the new-member 4 patrols (after Mentor patrols) be an LNT patrol. Jim is concerned that we may not yet have enough LNT

Trainers to be able to do this in 2018. The suggestion was made to encourage all mentors to be LNT trained. The general consensus of the Board was that such a patrol would be a valuable addition. Mention was also made of the possibility of Weed Patrols as one of the additional four patrols.

B) TRAIL PATROLLING COMMITTEE. Jeanne Corbin had submitted a report for the Trail Patrolling Committee. Randy encouraged everyone to review.

C) SURVEYS & EVALUATIONS. The following motion was made, seconded and passed as follows:

Move that Jim and Nancy Casadevall be removed as Co-Chairs and Margaret Shaklee be installed as Chair of the Surveys and Evaluation Committee.

D) MENTOR COMMITTEE. The following motion was made, seconded and passed:

Move to remove Ken Klopfenstein as Co-Chair of the Mentor Committee and to appoint Alan Meyer as Co-Chair of the Committee.

E) FUND DEVELOPMENT/ENDOWMENT COMMITTEE. The following motion was made and seconded as follows:

Move to merge the Endowment Committee into the Fund Development Committee for marketing purposes, administrative duties and some fundraising events. Endowment Funds will remain separate from general operating funds and will continue to be managed by the Community Foundation of Northern Colorado.

Currently the two committees have been trying to coordinate and come up with ideas on fund raising in general. The strategy of fund raising for both committees is essentially the same. The hope of the committees is to expand toward external fund raising. Because of the commonality between the two committees, the idea was presented to combine them. The funds will remain legally separated.

When first started, the Endowment Committee was a separate bank account. A few years ago, the Endowment monies went into the Community Foundation of Northern Colorado. PWV has no theoretical right to bring the monies back to our account. Segregation between these two committees went away once we invested in the Community Foundation. For purposes of the Webteam, Alan Meyer will combine the committees on pwv.org.

The motion passed. Jerry Hanley mentioned a Chair is needed for this committee.

F) SPRING TRAINING: The following motion was made, seconded and passed:

Move to appoint Margaret Shaklee as Spring Training Chair.

G) RECRUITMENT committee. The following motion was made, seconded and passed:

Move that Jim Zakely be appointed as co-chair to the Recruiting Committee.

H) STRATEGIC PLAN COMMITTEE. Jerry Hanley began by thanking Alan Meyer for creating the queries on the website. All five Strategic Plan Objectives were previously voted on by the Board as valuable for helping to improve PWV. Jerry showed the graph of new member and returning member patrols; figures in green indicated 6 or more patrols. The bottom line indicates PWV has improved for new members, but has dropped for returning members.

Jerry showed the table and graph for the total number of volunteer hours. PWV hours dropped almost 13% this year relative to the average of the previous 3 years. Celia Walker pointed out this drop could be the result of having fewer new members. New Members typically do a better job of completing their 6 patrols. The bottom line is last year we didn't do so well.

Concerning retention, the table showed percentages of 1st, 2nd and 3rd year retentions. After 3 years, about 40% have **remained with PWV**. Again the numbers don't indicate improvement. This analysis should help in making decisions on how to address these issues.

Jim Shaklee addressed the last two objectives. He first presented the following Strategic Plan steps

1. Identify, prioritize, and communicate PWV Objectives Communicate objectives to guide: committees, member participation, and other activities
2. Communicate objectives to guide: committees, member participation, and other activities
3. Develop and apply one or more Metrics for each Objective Use metrics to assess PWV's performance annually
4. Modify Objectives and/or Metrics as appropriate
5. Begin the process with five objectives in 2016

Jim presented **Priority Patrolling** (patrol all trails in proportion to their individual priority) and **Training**. When the objectives were first defined, members were asked to patrol 4 high or medium trails. We didn't communicate this 2011 objective until 2014 which contributed to a lack of progress.

Jim showed the "Actual Trail Patrol Coverage vs Priority Score Coverage graph for 2016". The deviation calculated wasn't a good way to analyze. The simple solution was to take the absolute value of the deviation and create the **Patrolling Performance Index** which was 782 for 2016. The goal is to get members to patrol to each individual trail's priority.

A question was asked about rethinking the priorities of the trails. The new approach is to use 14 characteristics in 5 different areas which are reflected in "Revised & Expanded Characteristics to be used in Patrol Priority Calculator". Jim went through the 5 areas listed. Another approach is to identify the minimum number of patrols needed for a given year, i.e., 10/trail, to supply accuracy needed. If the purpose of PWV is to help the USFS, Jim would hope that members patrol the trails that are under patrolled, the trails for which the USFS needs information. Jim presented the slide on "Trail Patrolling Metrics" with short term, ten year and long term goals. Jim talked briefly about "Six Years of non-Spring Training PWV Training Classes" and the "Average scores per training class meet or exceed "4" each year".

I) KIDS IN NATURE COMMITTEE. Randy said Jeanne Corbin had submitted a report on the KIN and the Trail Patrolling Committees and asked that it be put in for the record for the Board, so the Board had access to that information.

UNFINISHED BUSINESS

A) ORGANIZATION HANDBOOK. The following motion was made and seconded:

Move that the PWV Handbook be supplemented with an amended description of the PWV Bookkeeper duties (located after the PWV Treasurer duties) as initially discussed and tabled in the August BOD meeting.

Bob Meyer said the Treasurer duties in the Handbook had been updated and approved for the Treasurer to be bondable. Bob felt the Bookkeeper duties needed to be documented, including the bonding of the bookkeeper. In the amended description, the bookkeeper must be bondable. With the bond currently in place, 5 people can be bondable, per Fred Allen. The motion passed.

NEW BUSINESS

A) ELECTION OF ADVISORY BOARD MEMBERS. The following motion was made, seconded and passed:

Move that Alan Meyer, Gerry Cashman, Judy Jacks, Bob Hansen, Jacques Rieux, Sandy Erskine, Jim Shaklee and Bob Manual be elected to serve 3-year terms on the PWV Advisory Board

B) 2018 SCHEDULE OF EVENTS. This item was tabled due to lack of time.

C) NWSA UPDATE. Dave Cantrell asked if it would be interesting if he reported monthly on what was happening on the national scene. The consensus of the Board was that it would be.

The Meeting adjourned at 8:30 p.m.

Janet Caille, Secretary

Next Board Meeting: **December 14, 2017 6:30 p.m.**