

MINUTES
PWV BOARD OF DIRECTORS MEETING
July 21, 2011

The meeting began at 6:35 p.m.

ATTENDANCE

Board Members present: Kathy Burgess, Don Creager, Jerry Hanley, Bob Hansen, Meg Parmer, Mike Shaddy, Jim Shaklee (*Chair*), Margaret Shaklee, Laura Van Arsdale, and Kevin Cannon (USFS Liaison)

Board Members absent: Scott Ackerman, Jan Creager, Kathy Michaels, Karl Ritters, Kay Valerio

Advisory Board members present: Chuck Bell, Jacques Rieux and Ken Thielen

The revised **AGENDA** was presented, and no change was suggested.

APPROVAL OF APRIL AND JUNE BOARD MINUTES. Despite a statement in the June Board meeting minutes that the draft April minutes had been distributed, reviewed, and approved, the Chair did not distribute them so there was no review and approval was meaningless. Therefore, the April minutes were distributed and reviewed at tonight's meeting. **A motion to approve the April minutes was made, seconded and unanimously passed.**

There was no change to the June minutes. **A motion to approve the June minutes was made, seconded and unanimously passed.**

TREASURER'S REPORT Margaret Shaklee had previously circulated her reports. She explained minor changes in reporting for the draft June report and the July report to make them informative and understandable for the Board. Kathy Burgess reserved her comments on the reports because of expected adjustments stemming from Spring Training, turning radios over to the Forest Service, and identifying the amount of the donation of the five SPOT units. Separate motions were made to approve the Treasurer's reports for June (as modified) and July. **The motions were made, seconded and approved by all members present, except for Kathy Burgess' abstentions.**

INFORMATION SHARING The Forest Service Report, Announcements and Information Sharing was emailed to all members. Some discussion followed. Kevin Cannon mentioned he had received useful information from the meetings held earlier in July with new members and with veteran members. He hopes to get that information to the members in the next two weeks.

NEW BUSINESS:

A) 2005 FIELD & TRAIL GUIDE Jacques Rieux stated that he and Fred Allen were holding about 60 copies of the older editions. Bob Hansen suggested we have them available at New West Fest and ask for a donation. Jerry Hanley sold some to buyers who were happy to pay \$5.00 each at a recent Wildlands Restorations Volunteers fundraiser. After discussion, it was suggested to sell them for \$5.00 each at New West Fest. Ken Thielen will handle this matter and arrange to collect the editions from Jacques and Fred for this purpose.

B) 2011 YEAR-END EVENT and ANNUAL MEETING The Chair explained the pro's and con's and expenses associated with each of the three venues we had considered – Drake Centre, Crazy Jack's Saloon and the remodeled version of the former Goodwill site in Old Town (which it now appears will not be available in time for our event). After much discussion, everyone agreed it would be desirable to hold the event at the Drake Centre both because of its ambiance, slide show

capabilities, and the feeling that it's a better fit with PWV's image and mission. Jim Shaklee suggested we rent the smaller banquet room (West Room) which holds 230 people. Kevin Cannon suggested we send an email to all members to estimate the potential number of attendees. This year, we will have hors d'oeuvres and an open, cash bar. PWV will not provide any drink tickets. The expenses are expected to be considerably less than those for last year's event, with any savings being held over for support of next year's operations budget. **A motion was made, seconded and unanimously approved to reserve the West Room for this year's event.** In the next few days, Jim will make arrangements with the Drake Centre for the room, equipment, food, and drinks for the event.

C) ORGANIZATION HANDBOOK, POLICIES AND PROCEDURES Jim Shaklee described the progress to date on the Handbook, the importance of this document, and the work yet to be completed for finalization. The relevant sections will be sent to authors and reviewers for review, update, and revision, after which the Executive Committee will review all sections, and will then be recommended to the Board for final approval. The Policies and Procedures portions are not complete, but work is proceeding. Jim's goal is to bring the Handbook to the Board at its October meeting for review and consideration. The intent is to make the completed product available to all PWV members. There were some concerns expressed regarding whether or not the document should be readily available to people outside PWV.

D) NEW WEST FEST Ken Thielen reported he has already filled all but eight of the staffing spots for covering this event on August 13 and 14. This year, input of names and related information will be done by interested individuals using the PWV laptop computer to reduce clerical and other errors with names and contact information and to make the process more efficient of PWV time. The tri-fold PWV brochure is being updated to include more specific information regarding expectations for and responsibilities of members (required dress, no pets, patrols expected, etc.) and mandatory events. It will be available for distribution to the public at the PWV booth during New West Fest.

E) OCTOBER ELECTIONS The chair suggested that current Board members give thought to members who they think would be valuable additions to the Board – as Board members and/or Officers – or as Committee Chairs. We expect to have four Board vacancies this year (the terms for Laura, Jan, Bob, and Margaret are ending in October). Board membership involves committing to a 3-year term. In addition we need to elect several new officers (Chair-Elect, Treasurer, and Member-at-Large). Furthermore, several Committee Chair positions remain vacant and other vacancies may arise.

URGENT ANNOUNCEMENTS Kevin Cannon requested that the Board allot up to 45 minutes at the August Board meeting for a presentation and discussion of the plans for a new patrol scheduling and reporting website. The Board agreed to do this.

The meeting adjourned at 8:00 pm.

Meg K. Parmer, Secretary

Next Board Meeting: **August 18, 2011**

Forest Service Report, Announcements, & Information Sharing – July 2011

Forest Service Report 2011-07 – Kevin Cannon

Recruiting to Mentoring / Making the Process Better meetings: They did take place and I think provided some valuable information for PWV to make some slight changes in the future. Mostly, folks thought things were going well. If anything stood out to me it was that they really liked the Cub Scout camp for Spring Training. I will get the notes typed up shortly and out to the board; and then with the board's approval send them out to the membership.

Website: I have updated the Short Notice Patrol List. The folks helping us with designing the new website would like to give the PWV Board a presentation at the August 18th Board meeting, it will take about 45 minutes; which includes discussion. This will be the first presentation to get feedback on how we can make it better and also to get those of you that have contacts with HP or other computer or web companies a chance to see the vision. We are hoping to get a few names of who in those companies we can do the presentation for to help drum up support (i.e. financing) for it. This is a critical need for us (meaning PWV and the USFS).

Trail Concerns:

- West Branch Trail - bridge 3.5 miles up is washed out. We will not be getting to it this year, so it will be a tough ford.
- Crown Point Road now open to Browns Lake
- Deadman road is NOT open all the way over to Laramie River Road yet. It is open to Killpecker Trail.
- Killpecker Trail has the Larimer County YCC falling trees for Bark Beetle mitigation during the week.
- North Fork Trail campsites Hazard Tree mitigation completed for this year.
- Folks were able to get up to Ute Pass in the Rawah Wilderness this week, patchy snow.

SPOT units: Continue to use them as they seem to be doing quite well. Thanks to all those letting me know where campsites are, keep it up!

Kevin's Reminders to PWV members: If you have topics you want me to include in the reminders I send out to PWV members please let me know. You will probably need to draft the message for me first. I do not do reminders on a set schedule, just when I feel the need.

Your Non-Trail Activity time: For clarification, I will enter in time for people that show up for the Board of Director Meetings, new members for KON and Spring Training (the actual events), and for group events (New West Fest, Sustainable Living, etc.) if asked. But you are responsible for entering all other non-trail activity work that you do. It does matter.

Sanity is way over-rated.

Disposition of Remaining Copies of 2005 Field & Trail Guide 2011-07 - Jacques Rieux

Jacques thinks we have approximately 200 copies of the 2005 *PWV Field & Trail Guide* in inventory. He requests that the Board make a decision regarding what to do with this inventory.

PWV Participates in Iraqi Young Leaders Program 2011-07 – Chuck Bell

Twenty Iraqi university students are in Fort Collins on a Young Leader Exchange Program sponsored by the U.S. Department of State as part of its public affairs effort to give future foreign leaders a positive view and better understanding of the United States and its people. Their program in Colorado is being run by Colorado State University. The theme for their program is “The Environment and Social Awareness.” They will learn about, and work in, several social programs, and they will spend two days learning about “Volunteerism in Service to the Environment” in the PWV part of the program. On August 1, they will join us early in the morning at the U.S. Forest Service building for an introduction to the USFS, the concept of wilderness in the American context, and the National Wilderness Stewardship Alliance. Chris Brown, recently retired as the USFS national director for Wilderness and Wild & Scenic Rivers, will give the introduction to wilderness, and Dave Cantrell will talk about NWSA. The group will then travel up to CSU’s Pingree Park Campus, where Andrea von der Ohe and Chuck Bell will spend the afternoon in presentations and problem-solving exercises centered on current issues affecting forest management and the role of PWV in assisting the USFS. The students will spend the night at the Pingree Campus. On Tuesday, August 2, PWV will divide the students into groups and take them out on trails to do trail work and learn more about what we do in our patrolling function. Jim Shaklee, Frank Lilley, Jacques Rieux, Fred Allen, Amy Williams, Mark Snyder and Chuck Bell have volunteered to lead the groups on the trails.

PWV Organization Handbook, Standard Operating Procedures, & Policies 2011 – Jim Shaklee

For the past several months, members of the Executive Committee have been working to standardize the content categories and formatting of the draft Organization Handbook and to begin drafting policy and procedure statements for inclusion in it. The next steps involve review, updating, and finalization of the detailed content of the Handbook by original authors, reviewers, and members of the Executive Committee in the next few months.

The goal is to develop a usable, up-to-date version of the Handbook (to describe PWV's functions, processes, and committees and facilitate future operations and transitions in leadership.)

The plan is to circulate the current draft statements for review by the original author, at least one reviewer, and the Executive Committee to develop a recommended product to submit to the Board for its review and eventual approval. The intent is to submit the recommended Handbook to the Board at its October 20, 2011 meeting.

We are asking all committee chairs and other prior participants in this effort as well as others with relevant perspectives and experience to help us complete this project. To start the process, we will be emailing components (see attached file with Table of Contents) as MS-Word files to authors over the next two weeks so that they can begin their review and processing of components of the Handbook.

If interested, please contact Jim Shaklee for more information.

Year-End Event & Annual Meeting Venue and Details 2011-07 J Shaklee & K Riters

YEE & AM details.xls

17-Jul-2011

2011

item	Crazy Jack's	Drake Center (Nenita: 420-3792)	
	(Tom: 223-1100)	East Room	West Room
available on Oct. 23?	yes	yes	yes
TOTAL COST (estimated)	\$2,346	\$3,038	\$2,790
Room Rental	\$600	\$826	\$578
seating capacity	200	300	230
seating style	30"-diameter/3-4 ea 6' banquet tables/8 ea	circular/8-10 ea	circular/8-10 ea
linens	none (or PWV provides)	\$89	\$89
projector	USFS?	yes	yes
screen	rental	yes	yes
microphone	yes	yes	yes
Atmosphere			
lighting	++	++++	++++
ambiance	++	++++	++++
elevated stage	\$0	\$150	\$150
Drinks			
hosted drink ticket (150 @ 1 ea)		\$680	\$680
cash bar charge	\$0	\$150	\$150
Food (assumes 150 @ \$8/person base)	\$1,200	\$1,416	\$1,416
Hors d'oeuvres	or PWV can provide potluck and/or deli	from menu + 18%	from menu + 18%
cake	\$36	\$36	\$36
plates & utensils	\$50	\$0	\$0
Parking		unlimited & close	unlimited & close
Convenience	+++	++++	++++
Awards & misc.	\$460	\$460	\$460

[Total cost of 2010 YEE & AM (special 15th year) attended by 150 people = \$5,711]