

**MINUTES**  
**PWV BOARD OF DIRECTORS MEETING**  
**November 17, 2011**

The meeting was called to order at 6:30 PM.

**ATTENDANCE**

**Board Members present:** Archy Archuleta, Kathy Burgess, Mike Corbin, Sandy Erskine, Jerry Hanley, Bob Manuel, Gene Packer, Karl Ritters (*Chair*), Mike Shaddy, Jim Shaklee, Martha Shepard, Cathy Trout, and Kevin Cannon (*USFS Liaison*)

**Board Members absent:** Scott Ackerman, Don Creager, and Meg Parmer

**Advisory Board members present:** Betsy Mosehauer, Mike Mosehauer, Jacques Rieux, Margaret Shaklee, Ken Thielen, and Garin VanDeMark

**Other PWVs present:** Jeanne Corbin and Amy Williams

**ADOPTION OF AGENDA** The proposed agenda was presented by Karl, who noted that one proposed item – a report on the *Poudre Trails* Newsletter – was removed because the presenter (Jan Creager) would not be in attendance. There were no additions or other changes, so the agenda was adopted. Karl asked Board members to notify him a week in advance if they will not be able to attend a Board meeting. If there is a problem with not having a quorum, he will cancel that Board meeting.

**APPROVAL OF MINUTES** There were no corrections or additions to the draft minutes from the October Board meeting, so the minutes were considered approved.

**REPORTS OF OFFICERS**

**1) Chair (Karl Ritters)**

- a) **Looking forward to 2012** – Karl provided a brief overview of his previous involvement with PWV (he’s been a member since 2004 and has participated in many PWV committees and activities) and his prior service on a homeowners’ board. He is very supportive of PWV existing structure for governance (Board [including its term limits], Advisory Board, and standing and *ad hoc* committees) and its governing documents (Articles of Incorporation, Bylaws, the Organizational Handbook (currently in DRAFT), and the PWV Field Guide.
- b) **Roberts Rules** – Karl intends to have the Board closely follow Roberts Rules of Order in all of its meetings and processes. One aspect of this is that he will not introduce motions that may be controversial.
- c) Regarding his goals and objectives, he has no agenda of items he wants to accomplish this year, other than having a smooth-running organization with functional committees (he proposes to inactive those committees that have not been active in recent years).

**2) USFS-PWV Liaison (Kevin Cannon)**

- a) **Items of Interest** – The CLRD is still waiting to hear about its budget for the 2011-2012 fiscal year.
- b) **Reporting of Non-Trail Volunteer Hours** – All PWV members (including Board members) are expected to track and report their non-trail volunteer hours using the “Non-Trail Activity” button on the Patrol Scheduling and Reporting website. Although Kevin has tracked and reported Board meeting hours for Board members in the past; as of October, 2011, he will no longer be doing this, so all Board members must do this themselves. It will be the responsibility of each Board member to keep track of and report this time. Additionally, all PWV members (including Board members) are asked to keep track of their non-patrol hours (and associated travel time) and report these hours in the appropriate category. The website

currently lists only three categories: Board, Committee, and Training (+ Travel Time). “Board” includes time at Board meetings + time preparing for these meetings and time spent on Board activities. “Committee” includes time at committee meetings, time preparing for committee meetings, and time doing committee work. “Training” includes time spent receiving PWV-related training and time spent as a PWV trainer. Any “other” volunteer non-trail hours should be reported as “Committee” time.

- c) **New Patrol Scheduling and Reporting Website** – Kevin and a small committee of PWV and other volunteers are working to design and create a new and improved volunteer tracking and management website that will replace the existing USFS-PWV Patrol Scheduling and Reporting website. The goal is to have a functional product in place by the start of the 2012 summer patrolling season. In the past two weeks this group has made more progress than expected. “Branding” on this new website (probably via a “sponsors page”) will be available to recognize major donors supporting the project (for more information, contact Fred Allen). The National Wilderness Stewardship Alliance may be the distributor of this computer program for other volunteer groups.
  - d) **Board Presentations using Computer and Projector** – Speakers at Board meetings planning to make PowerPoint or similar presentations should get their electronic presentation files to Kevin 1-2 days in advance of the meeting so that he can upload them to his computer ahead of time.
- 3) **Treasurer** (Gene Packer)
- a) Gene presented and discussed three slides summarizing PWV’s current financial status based on the 5-page report generated by QuickBooks. The first slide showed the current balances of PWV’s various holdings (he noted that the balance in the checking account increased from about \$12,000 to \$16,000 in the past month). The second slide presented a year-to-date (January through October) overview of income by source (total from all sources = \$28,623). The third slide showed year-to-date expenditures by category (total = \$13,214). He noted that the expenses for the recent Year-End Event & Annual Meeting were \$2,118. Gene asked all Board members for comments and suggestions regarding what information (and how much detail) they would like included in future Treasurer’s Reports. There was a brief discussion of total expenses and net income for the year-to-date. There were no questions corrections and the Treasurer’s Report was accepted.

## **REPORTS OF COMMITTEES**

- 1) **Budget Committee** (Margaret Shaklee) – This committee of seven members is leading the 2012 PWV budget-building process. The committee has solicited budget requests from all committee chairs and other relevant PWVs, organized these individual requests in a comprehensive document, and distributed this document to all Board members (with copies sent to Advisory Board members). The committee has asked that all Board members review all budget requests, discuss them with other Board members or the appropriate committee chairs, and email any suggested changes or questions to Gene Packer (Treasurer) by December 2nd. All Board members should come prepared to vote on the budget at the December Board meeting. Margaret also noted that the current budget request of \$26,668.48 is about the same amount as last year’s. She also mentioned that this year’s request consists of 56% Mission-Related requests and 44% Administrative requests. The two major components in the Administrative category are a contingency item to develop a substitute computer program/website to support trail patrol scheduling and reporting, if needed (\$3,000) and the Year-End Event & Annual Meeting (\$2,907.82).
- 2) **Annual PWV Calendar** (Bob Manuel) – Bob reviewed the 2011 PWV calendar, consulted with key PWV members, and prepared a proposed calendar of key PWV events (previously circulated in the Information Sharing document). At the Board meeting, Bob made a motion: “That Key

2012 PWV dates and event responsibilities shall be those listed in the Information Sharing document). This motion was seconded, discussed, and passed by voice vote.

- 3) **Winter Patrols** (Jeanne Corbin) – Jeanne noted that this will be the sixth year for this program and reminded everyone that Winter Patrols now count toward each member’s commitment of 6 volunteer-days (6 trail patrols). Winter patrols start on January 14 and end on April 26, 2012. The Winter Patrolling program adds over three months to PWV’s trail patrolling season. All but three of the trails that PWVs patrol in the summer are open for winter patrolling – those not available for PWV winter patrolling are: Blue Lake, Montgomery Pass, and Zimmerman Lake. In 2011, 33 PWV members expressed interest in doing winter patrols but only 19 patrols were done (by 13 PWVs). Approximately 60 PWV’s have already expressed interest in doing winter patrols in 2012. She is planning to hold two Winter Patrolling “kick-off nights” (one on Thursday, January 12, 6:30-8:30 PM and the other on Saturday, January 21, 10:00-12:00 noon). Jeanne has encouraged all PWVs who have expressed interest in winter patrolling to attend the planned Winter Survival training sessions (see below under Supplemental Training). Stock riders are allowed to participate in winter patrolling but should be aware of safety issues (increased hazards for horse and rider on snowy, icy, slick trails), and LNT concerns regarding the possibility for increased trail damage due to ground moisture. She intends to emphasize training (esp. preparation, equipment, and safety) and to encourage novices to go on one or more mentored winter patrols before doing any on their own. Attendance at the Winter Patrolling kick-off night (including training) is not mandatory at this time, but it is strongly encouraged. Scheduling and reporting of winter patrols should be done on the same Trail Patrol Scheduling and Reporting website as for summer patrols. There is extensive information regarding Winter Patrolling in Chapter 9 of the Field Guide.
- 4) **Supplemental Training** (Archy Archuleta) – Archy reviewed the committee’s tentative training plan for 2012 (see attachment), which includes: 1) a series of winter survival training sessions concluding with a voluntary overnight campout (currently 57 PWVs have indicated an interest in participating in this training sequence); 2) a series of backpacking classes emphasizing lite and ultralite backpacking; 3) a series of training sessions at Spring Training (on Saturday) that includes: Introduction to Wilderness Survival (with a follow-up survival field training overnight campout), Compass and GPS, Trail Crew Training, and Lightning Awareness. Other training sessions (e.g., first aid certification, CPR certification) may be offered if there is enough interest.
- 5) **Surveys and Evaluations** (Margaret Shaklee) – This committee (Margaret) has produced and implemented 18 different surveys, questionnaires, and evaluations in the past three years. The committee now includes (Martha Shepard, and Judy Pasek) and has ideas for: 1) a survey to generate an inventory of skills and talents of all PWV members; 2) a voluntary, on-line self-assessment of member’s PWV knowledge; and 3) a new-member feedback survey to identify why new members decide to continue with PWV or drop-out (this survey is targeted at identifying the reasons for drop-out and what, if anything, PWV can do to increase member retention in the first few years of membership).

## **UNFINISHED BUSINESS**

**Election of Member-at-Large to the Executive Committee** (Karl Ritters) – This position represents the Board and all of the members of PWV as a voting member of the Executive Committee. Margaret Shaklee made a motion to nominate Cathy Trout for the Member-at-Large position. The motion was seconded and Cathy was asked to tell the Board a little about herself and her involvement with PWV. There were no other nominations. Cathy was elected by a voice vote of the Board. During this discussion it was mentioned that the Bylaws currently state that the election of the Member-at-Large occurs during the October elections but, in the past two years, PWV has held this election in November so that the new Board did the electing rather than the outgoing Board. A suggestion was made to make this recent practice the official practice by amending the Bylaws sometime in the future.

## **NEW BUSINESS**

- 1. New PWV Standing Committees** (Karl Riters) – Karl introduced a motion to establish three new committees: Photography and Video, Annual Report, and Organizational Handbook, with Mike Corbin as its chair. This motion was seconded and discussed. The reason for the Photography & Video committee is to create a group that will be responsible for taking photographs of PWV members and events, assemble and organize additional photos/videos taken by and given to PWV for its use and thereby avoid problems and shortcomings of producing and maintaining visual records of PWV. PWV's 2010 Annual Report (a new PWV publication produced in 2011) was well received and this committee would be responsible for producing this report in future years. Now that we have a draft of the Organizational Handbook, we need to obtain Board approval and adoption of the Handbook and to establish a mechanism and process for its ongoing maintenance and revision. Mike Corbin has extensive professional experience in producing and maintaining large documents of this type and is willing to chair such a committee if it is established. There was no additional discussion. The motion was passed by a voice vote of the Board.
- 2. Proposed Dave McGraw Fundraiser** (Amy Williams) – Amy made a motion that she chair an ad hoc committee for a Dave McGraw Concert Fundraiser scheduled for March 8, 2012. After the motion was seconded Amy reiterated some of the information included in the Information Sharing description of this proposed event and some discussion. Amy said that there would probably be a \$10 - \$15 admission charge, that there would likely be only minimal expenses for PWV, and that the expected net to PWV would be from \$500 to \$1,500. The motion passed on a voice vote by the Board.
- 3. Member Retention/Drop-out Analysis** (Jim Shaklee) – Jim showed and explained a slide plotting member retention vs. years of membership for the duration of PWV's existence (1996-2011). While the slide contained trajectories for each year-class, Jim emphasized the average retention/drop-out rates. The latter indicate an average loss of 45% of new members in the first year after joining PWV, and additional average loss of 12% in the second year, and an additional average loss of 9% in the third year for a total loss of 66% in the first three years! Jim reminded the Board of PWV's investments of time and money in new members (consisting of Public Outreach and Recruiting, communicating, interviewing, printing Field Guides, training, scheduling patrols, and mentoring). He asked the Board whether or not retention/drop-out was an issue for PWV and, if so, how it thinks the issue should be approached. Jim made two specific recommendations: 1) that PWV email detailed information about PWV to all potential recruits as soon as possible, and 2) that PWV execute an on-line new-member feedback survey as soon as possible. Several questions were asked and a lively discussion followed. A suggestion was made that, because the retention/drop-out issue relates to many committees and activities in PWV, the Executive Committee might be the best group to explore this issue and develop a plan to address it. In the end, the Board assigned responsibility for dealing with urgent issues to the Public Outreach and Recruiting Committee and Karl indicated that he would lead the effort to develop a comprehensive, long-range plan to address the member retention/drop-out issue. Garin VanDeMark reminded the group that PWV hasn't yet addressed - namely "How large should PWV be and how can PWV best organize and implement this vision?"
- 4. Proposed PWV Earth Day Fundraiser** (Kathy Burgess) – Kathy recommended that PWV repeat last year's Earth Day fundraiser and made a motion that she "chair an *ad hoc* committee for Earth Day Fundraiser. Event to take place on 4/21/2012." After this motion was seconded, Kathy explained that she had contacted the organizers of last year's event and that most had expressed a willingness to be involved again this year. She has big plans for the proposed event, including several high-value raffle items, she has already identified a potential venue for the event and has been in touch with some marketing people willing to

publicize the event. Her goal is to raise \$10,000 to \$20,000 for PWV! The motion was passed via a voice vote of the Board.

5. **Review of Year-End Event & Annual Meeting Suggestions** (Karl Ritters) – Comments and suggestions made during the PWV Members – Board dialogue session, submitted in writing at this event, and received subsequently (after additional input was requested by an all-members broadcast email) were all compiled in a summary document to help guide planning for next year’s event. In addition, the primary organizers of this year’s event (Jim Shaklee, Karl Ritters, and Frank Schwende and Bob Manuel) and members of the logistics team under Frank all had an opportunity to identify and add their comments and suggestions at a follow-up meeting. The resulting summary was distributed to all Board and Advisory Board members in this month’s Information Sharing. Karl asked if anyone present had any comments or suggestions to add. There were no additional comments. Karl and Bob will use this document when organizing next year’s Year-End Event & Annual Meeting.

Karl adjourned the meeting at 8:30 PM.

Jim Shaklee (for *Meg K. Farmer*, Secretary)

Next Board Meeting: **December 15, 2011**

**Tentative training plan for 2012**

**Winter Survival with an optional campout 2011:**

November 26<sup>th</sup> and 28<sup>th</sup>, December 5<sup>th</sup> and 17<sup>th</sup>, and an overnight campout January 7<sup>th</sup> to the 8<sup>th</sup>.

**Backpacking classes:**

Starting on February 11<sup>th</sup> and will be on the second Saturday of each month with the last class on May 12<sup>th</sup> the weekend before Spring Training Starts. Each class will be at the Council Tree Library in Ft. Collins from 10:00 – 1:00. This year the classes are geared to losing weight in four easy lessons, in other words more to ultralight backpacking.

**Spring Training May 19 Saturday for returning members:**

Introduction to Wilderness Survival.

Compass and GPS.

Trail crew training.

Tim and Sherrie Gaines on lightening.

**Wilderness survival field training:**

Planned after the introduction to wilderness survival class that is required for anyone going on the field practical. The last two weekends of July with the first weekend being a Saturday only and the following weekend will be from Friday night to Sunday afternoon.

**Winter survival with an optional campout:**

November and December of 2012 with the same lesson plan as the one for 2011.

**And last but not least any other classes that be needed for the members to improve their skills as Backcountry Rangers.**