

MINUTES
PWV BOARD OF DIRECTORS' MEETING
December 15, 2016 – 6:30 - 8:40 p.m.

ATTENDANCE

Board Members: Janet Caille, Jeff Dean, Jim Greuel, Shannon Keigan, Alan Meyer, Bob Meyer, Mike Reynolds, Margaret Shaklee, Celia Walker, Holly Young and Kevin Cannon (USFS Liaison).

Board Members absent: Gerry Cashman, Judy Jacks and Wendy Nicastle.

Advisory Board Members: Dave Cantrell, Mike Corbin, Sandy Erskine, Bob Manuel, Meg Parmer, Jacques Rieux, Karl Ritters and Jim Shaklee

PWV Members: Jim Casadevall, Nancy Casadevall and Jeanne Corbin

PWV Guests: None

AGENDA. The agenda was adopted as presented.

MINUTES. The November minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Margaret Shaklee reported she is still looking for a **Chair-Elect**, having received 17 refusals to date. She is in contact with Chuck Bell for guidance, and may seek assistance from the Board.

Margaret reported she held her first **Monthly Chat** with Chair on December 2. Two PWV members attended. Discussions were held on Recertification, Affiliation, Trailhead Hosting, Spring Training and Mentoring. Per Margaret, the Endowment committee is in need of another committee member.

Margaret has met with about half of PWV committee chairs. She has been reviewing the history and purpose of each committee, budget needs and asking each Chair to update their Organization Handbook pages. Committees without or soon to be needing a replacement chair are: Weed Crew, Patrol Gear, Photography and Video, Web Team and Publications.

Aaron Voos, Public Affairs Specialist with the Medicine Bow-Routt National Forest & Thunder Basin National Grassland, had contacted Margaret for assistance from PWV to talk about how PWV functions and to potentially help start a volunteer organization in his area. Mike Reynolds, Janet Caille and Dave Cantrell (also representing NWSA, if there is designated Wilderness involved) have volunteered to go to Wyoming with Margaret to assist.

B) USFS REPORT. Kevin Cannon reported that the USFS sold approximately 4500 Christmas trees in 4 days. He expressed thanks to PWV volunteers at the entrance station and with Smokey. Kevin has been in discussion with the Overland Mountain Bike club who would like to assist in working on some of the non-wilderness trails. He has received 95 Volunteer

Agreements to date, approximately one-third of the PWV membership. By the middle of January, he hopes to have the bulk of agreements and will inactivate those he doesn't have. Regarding the **North Fork** bridge, a FS engineer may have found a company who can potentially finish installing the stringers using their own equipment. Kevin Cannon reminded the Board that the NWSA Wilderness Stewardship Performance grants will be coming out in February and we need to see about submitting a grant this year.

C) TREASURER'S REPORT. Bob Meyer briefly went through Income and Expenses. Unrestricted income is \$13,433.46. The 2015 Year End letter generated about \$2500 in unrestricted donations and he is optimistic about receiving the same amount this year. Restricted Income is \$18,358.37. A pending \$750 NWSA grant will give us \$19,108.37 in Unrestricted Income. Total unadjusted income is \$31,791.83 for the year.

Bob went through the Assets and Liabilities, pointing out three columns: December, 2016, December 2015 and \$ Change, the first of which tells what is available for the coming year. With \$750 coming from NWSA and approximately \$2500 from the Year End letter, we have \$13,174.48 in Unrestricted Cash on hand. We have an anticipated Accounts Receivable of \$4030.04. The Vanguard Reserve Account is \$25,872.92. For 2017, \$22,354.52 will be available for funding if estimates for year-end donations hold up, we correct for a \$1K overmatch of the NFF funds in our restricted funds, and use up to \$1K of our Vanguard reserve funds.

REPORTS OF COMMITTEES

A) FUND DEVELOPMENT.

COLORADO GIVES: Shannon Keigan reported that for Colorado Gives PWV made approximately \$2500 (\$500 for Trail Restoration; \$250 for Endowment and the balance for the Operating Fund).

END OF YEAR LETTER: This has yielded \$2145 to date. Per Fred Allen, the Clinton family will donate \$5000 this year. If we receive \$5000 for the Operating Fund, Welsh Insurance will contribute an extra \$1000.

NFF GRANT PROPOSAL: In 2016, PWV received an \$8000 National Forest Foundation grant. The 2017 deadline for grant proposals is January 17. Ronda Koski and Mike Corbin will work on submitting a grant application for 2017.

POUR BROTHERS: Attendance was less this year. Shannon said Bad Daddy's Burger Bar is willing to host PWV Community Nights (donating 20% of profit) and they are also willing to rent out their 2nd floor for Affiliation Meetings sharing a portion of the proceeds on those nights also. Shannon will contact Bob Hansen about this site for Affiliation Meetings.

REVISED SAFEWAY CARDS PROCESS: Currently Safeway come loaded with \$5 and Kroger with \$2.50. Financial tracking of the cards is difficult and profit has been good. Shannon recommended we just give the gift cards out.

Celia Walker moved. The motion was seconded.

MOVE that PWV no longer charge for grocery cards.

Discussion: The process needs to be simplified. Currently PWV members pay \$5 for Safeway cards and \$2 for Kroger cards. It's an honor system and is difficult for accounting purposes. The motion passed.

B) RECRUITING/PUBLIC OUTREACH. Celia Walker said one hundred recruits were interviewed in 2016 and 66 finished Spring Training. Typically we lose about one-third of our applicants. In 2017 with Recertification, we can't handle as many recruits so are anticipating interviewing 60 which should give us 40 for Spring Training. We won't be doing a lot of publicity about recruiting as we already have 44 on the prospects list and about 20 deferrals from 2016. Recruiting more stock members was discussed.

C) KIDS IN NATURE. Having submitted KIN and TPC reports, Jeanne Corbin was available to answer questions. Jeanne received kudos on both committee reports.

D) TRAIL PATROL COMMITTEE. Jeanne Corbin explained about some of the TPC reported errors included counting Forest Service and State Wildlife personnel as hikers when doing their job. Recertification of long term members who aren't as familiar with the website should help lower report errors.

UNFINISHED BUSINESS

A) NAME CHANGE OF UNIFORM COMMITTEE. Margaret moved; the motion was seconded.

MOVE that the Uniforms Committee be renamed the "Patrol Gear" Committee.

Discussion: Margaret explained that Bob Meyer had valid reasons for why "Merchandise" should not be part of name. Margaret had talked with Jean Routon about renaming the committee Patrol Gear. The motion passed.

Margaret mentioned that Jean Routon is resigning as chair of this committee when someone is found to replace her.

NEW BUSINESS

A) RECERTIFICATION COMMITTEE: Margaret moved; the motion was seconded and passed as follows.

MOVE that Wendy Nicastle be appointed as chair of the Recertification Committee.

Discussion: Wendy is willing to be the chair of this new ongoing committee. Margaret has already met with her. The motion passed.

B) SPLITTING RECRUITING AND PUBLIC OUTREACH COMMITTEE:
Margaret moved; the motion was seconded.

MOVE to split the Recruiting & Public Outreach Committee into two separate committees, "Recruiting" Committee and "Public Outreach" Committee.

Discussion: Margaret gave a brief history of the committee which had been originally separate and joined when Jerry Hanley agreed to Chair the merged committees. We now have members willing to lead each committee, which have different functions (one is recruiting new members, and one is sharing what PWV is about). Celia Walker feels the function of Public Outreach will be to generally notify the community about PWV, why it does what it does. This committee will overlap with other PWV committees helping to get the word out to local media and organizations, using social media in part. Celia said that committees needing public outreach should reach out to Public Outreach Committee for help and recommendations.

The motion passed.

C) PUBLIC OUTREACH COMMITTEE: Margaret moved; the motion was seconded and passed as follows.

MOVE that Kasha Karol and Mike Reynolds be approved as co-chairs of the Public Outreach Committee.

Discussion: Margaret said that both individuals are willing to be co-chairs. The motion passed. Kevin Cannon suggested the new co-chairs talk to the USFS public affairs officer, Reghan Cloudman.

D) OFF-TRAIL PROGRAM: Margaret moved; the motion was seconded.

MOVE that Holly Young be approved as chair of the Off-Trail Program.

The motion passed.

E) INVENTORY COMMITTEE:

MOVE that the Inventory Committee be renamed to "Supplies & Storage" Committee.

Discussion: Margaret discussed the name change with chair Elaine Green. Elaine

wanted the title to reflect the storage also. The motion passed.

F) ANNUAL BUDGET. Bob Meyer moved, and the motion was seconded.

MOVE that the 2017 BUDGET be approved as shown on the screen.

Discussion: Bob gave a brief overview of the Budget Worksheet (color coding account numbers, footing numbers). Total Expenses for 2016 were \$38,300. The second column reflects the variance between budget and actual. The third column shows what was spent in 2016, \$35,363 with a surplus of \$2,937. The two blocks at bottom address Expenses minus Restricted Funds. For 2017 Unrestricted Funds needed is \$22,520.

Addressing the “**2017 Budget approved by BOD**” working column, Bob went through each expense currently listed, suggesting that we will have a consensus on those. Specifically, Bob explained Recruiting Activities increase (Meet Up subscription moved) and he will split part of Recruiting to Public Outreach (\$110). Bob explained that at times expenses get posted to a different account as there are thousands of postings. Any committee that goes over budget, triggers Bob into looking into it to check the postings. Bob looks at the Budget to Actual quarterly. Recertification currently has a placeholder of \$100.

Next Bob went through the cells in the same column without a current dollar amount. Karl Ritters explained **Website** needs and how dollars and grant were spent in 2016 (upgrading website to latest version, hiring an expert contractor and redesigning part of the website). For 2017 the committee needs another \$900 for website redesign, \$300 for component software, \$100 for PWV Board website backup service from Amazon, \$200 to resolve problems. \$1500 was deemed OK by consensus. Member Field Guides and Mounted Patrol and Stock amounts were discussed and resolved. Bob will eliminate Members Reimbursement - Field Guide account 6232 as it hasn't been used. Jim Shaklee asked that 7100 Account should be renamed to Restoration. Mike Corbin explained 2017 anticipated needs for Restoration and his hope to secure \$30,000 in grants for four weeks at \$7500 of the Larimer County Youth Conservation Corps.

The Budget total expense amount is \$52,520, subject to \$30,000 Restricted Funds . The Unrestricted Funds are at \$22,000 which is what is available. If we don't touch reserve, in this coming year we need to raise \$22,000 plus \$30K.

The motion passed.

The Meeting adjourned at 8:40.

Janet Caille, Secretary

Next Board Meeting: **January 19, 2017 6:30 p.m.**