

MINUTES
PWV BOARD OF DIRECTORS' MEETING
July 20, 2017 – 6:30 – 8:45 p.m.

ATTENDANCE

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

Board Members absent: none

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

PWV Members: none

PWV Guests: Mike Smith, (USFS Wilderness Fellow doing work on the Arapaho Roosevelt, describing how each area is unique, identifying threats, stewardship, establishing a baseline).

AGENDA. The agenda was adopted as presented.

MINUTES. The June minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Margaret Shaklee reported that no one attended July's **Chat with the Chair**. The implementation of **mentor patrol evaluations** which sends a link to each of the mentors and mentees is proving quite successful. So far 61 mentee evaluations have been received in spite of a smaller class this year which is a larger representation than in prior years. Margaret is receiving LNT evaluations also. Mike Corbin mentioned not receiving mentor evaluations on rescheduled mentor patrols; Alan Meyer will investigate.

Shannon Keigan, whose term expires in October, 2018, has resigned as a board member. Margaret approached Holly Young to see if she would fill out Shannon's term after Holly completes filling Mike Smith's term. Margaret will present a motion when Mike's term is complete to have Holly complete Shannon's term.

Margaret has been looking at the PWV policies and procedures because she feels they are outdated. She will give a more comprehensive report after reviewing.

Margaret will be doing three **presentations** on behalf of PWV. The first is July 23rd at Foothills Unitarian Church. PWV is the collection plate recipient for July. Jerry Hanley spoke on July 6th. The second presentation will be August 3rd. Ralph Swain asked Margaret to participate in a presentation through the partnership to preserve bio-diversity in the Amazon. Her topic will be how to create, sustain and fund a volunteer group to create stewardship opportunities of land management agencies. PWV has been invited by NWSA to present October 3rd in Russellville, Ark. Margaret Shaklee and Dave Cantrell will be panel participants regarding "Stewardship Groups, the Best Fit for You and the Community".

Margaret has started planning a **Committee Chair Conference** with, Jackie Picard, Holly Young, and Renee Skiba. The conference has tentatively been scheduled for Nov. 11. Brief introductions and purpose of each committee will begin the conference, followed by small group discussion. Joint discussion topics will include primary roles, current needs, job fair, interaction, evaluation and next steps.

The **Midsummer Get Together** was held July 19th at Odell Brewing. Only 13 new members and a few recertifying attended. There was a good turnout of Board, ADV board, and some AGL's. When Odell couldn't donate beer at Spring Training, they said they would like to hold an event for PWV at their facility. AGL's could reach out more effectively and officially to their Animal Groups to hopefully increase participation. Margaret thanked Fred Allen for his hard work on this event. A recommendation was made to form an Events Committee to organize and manage our regular events such as this one.

Colorado Non-Profits 25th Fall Conference and Exhibition: This event will be held Oct. 30 and 31st at the Denver Sheraton. Anyone interested in participating, should contact Margaret.

B) USFS REPORT. Kevin Cannon reported that **Lion Gulch** trail is open. A message has been put on the web.

Kevin reported that PWV has cleared 2,211 trees to date this year. Between the USFS and other volunteer groups 2,939 trees have been cleared. We haven't covered more than 60% of the trails. PWV has put in 15,446 hours to date which is very good. Many of the 2017 members are doing really well with their patrols. Some returning members have 36-41 patrols in already.

Kevin is checking on **Lily Mountain** to see if the highway crew is done and if the trail is accessible. Three pull off places may be added near the trailhead.

Young Gulch is moving along slowly with added direction needed. Signs are being placed on **North Fork**; 4 of the 7 campsite signs have been added. Sites 2 and 9 won't have directional signs but will be wilderness campsites with marked signs at the sites, identified for now potentially by a brochure box at the trailhead. Kevin will redo the kiosk sign at the TH to assist campers in locating campsites.

Kevin said the USFS will be doing **McIntyre Creek** puncheons first week in August. Chuck Peterson is carrying decking up. Many trails haven't been touched yet. The Triple C group will be in Comanche Peak this coming week working on trails such as **Zimmerman, Flowers, and Beaver Creek**.

New signs have been created for the **Hewlett Gulch** kiosk and for **Young Gulch** when it's open. Kevin is also getting materials to work on bridges for **Young Gulch**, and will hopefully get the first bridge up this year. **Young Gulch** is scheduled to open at end of 2018. Progress is going well on mapping all CLRD trails using the Trimble **GPS** unit with almost 60 miles completed. Kevin anticipates a lot of downed trees next year also.

C) TREASURER'S REPORT. Bob Meyer reported that since we are 6 months into our calendar year, he thought it was a good time to present a **comparison** of budget to actual income and expenses. As an overview, we are a little under our cycle of money coming in the door.

Last year we had an unexpected check from the Bohemian Foundation. We will have some years where January-June is somewhat lower than others depending on such gifts. Budgeted Unrestricted Income of \$22,560 is equal to the approved expenses in our 2017 budget (except for \$30K in trail crew (restoration) expenses).

We had approved \$30,000 for **trail restoration** provided we raised the money, which won't be happening this year. Both NWSA and NFF, organizations PWV applied to for grants, are shying away from funding labor. Mike reported NWSA awarded one grant per region and for our region, the grant went to a Boulder biking group. The question was asked that since bikes aren't allowed in Wilderness, why did a bike group get a grant from a Wilderness organization?

No committee has overspent their funds; many have spent no funds. For Spring Training we spent \$2249.84 with a net cost of \$189.84. Bob mentioned other ST expenses, i.e., Patrol Gear, Uniforms-Accessories and Field Gear. We had an expenditure of \$328 for uniforms. Maps are sold for \$8/map, still a savings for members. Bob looks at our net cost and we basically break even.

Regarding hired work crews the \$30,000 allocated was contingent on bringing money in. The Executive committee did approve \$8,000 so we do have that commitment. Mike Corbin said that work will start on Monday.

To date, we've spent roughly \$7630.73 and we have about \$22,000 left to spend. Our cash position is \$24,808. Bob will send this analysis out to the committee chairs. Typically the year end fund raising letter brings in approximately \$7,000. Bob said we may take the trail crew \$8,000 out of our Reserve fund this year. Bob would like to see us keep the grocery card program well used. Celia suggested putting the grocery cards in the goody bags for next year.

Looking at the Unrestricted Income Analysis, Bob took donations as received in years 2015-2016, to create a two-year look back. Based on this analysis, we brought in about 26.59% in the first quarter, 31.43% in the 2nd quarter, and 39.44% in the 3rd quarter. For 2017 we are at 12% rather than 31%. Recently the Clinton Family Foundation has donated \$5,000 at year-end. We received a Walmart donation of \$1000 early in 2017 (similar to past years), but due to the grant application language, was placed in restricted funds for trail restoration.

REPORTS OF COMMITTEES

A) RECRUITING COMMITTEE. Celia Walker gave an overview of the **PWV recruiting process**. The basic goal is to look for recruits who meet our mission, with a variety of skills. We need an adequate number of recruits to accommodate attrition but we don't want too many to handle appropriately. Recruiting needs to coordinate with other PWV functions also, like Spring Training.

The annual cycle is basically November thru May. The application is revised yearly. This year the Surveys & Evaluation committee will try to simplify. Advertising is handled via our brochure (i.e., places like Jax), social media, and preview events. After receiving the applications, the interview process follows and subsequent follow-up.

Preparation: All of the bodies involved in schedule for next year will be meeting with Kevin, setting up dates for next year. The Board has input on number of recruits needed, which Celia has heard is about the same number 40. We invited 60 but with attrition the number went down to the 40. New committee members are sought and provided orientation to recruiting, and tasks are assigned. Coordination with other committees such as Public Outreach and Patrol Gear, is important. Jim's PWV fact sheet is very helpful in advertising efforts. All year long Celia receives names and contact info from the web page and from Public Outreach booth events such as the Poudre River Fest and Earth Day.

Application: The committee will consult with the Surveys & Evaluation committee, the web team and the current Board Chair, setting dates for activating the application link, open and closing dates.

Advertising: Emails are sent to the master list and deferrals from prior years. Celia said we have not been very successful with public service announcements. Celia recommends buying ads. Two preview events are done annually.

Interviews: The Surveys & Evaluation committee supplies a comprehensive list of all the applicants. Celia checks with Kevin about USFS staff and USFS space availability for interviews. Twelve interview teams are needed, each for ½ day. Depending on the number of interviewees, we interview 1.5 to 2 days, and then have a make-up session. The interview information goes back to the Surveys & Evaluation committee and the Chair and the decisions are made to extend invitations to recruits. This marks the end of the recruiting process.

Follow-up: The recruiting committee reports to the Board. Many of the recruits will reach out to Celia because of prior contact in the recruiting process. There are always a few last minute changes, which need to be relayed to relevant committees.

Recruiting Committee Needs: Celia said the committee needs social media expertise, i.e., Instagram, Snapchat, Facebook. The recruiting budget is \$40 for food for the interviews. If we do advertising, more will be needed to buy the ads. Celia would really like a Chair-elect with whom she could swap roles in future years. The committee probably needs 2 additional members. Mention was made that the recertification process needs to drive the front end of this, since the number of recerts drives the number of new members that can be handled. A firm commitment from the recertifying members is needed in February at the latest. It was pointed out this is a delicate balance, especially as the cohort of recerts grows: too many recerts will reduce the number of new recruits and we might not keep up with attrition rates.

B) OFFICE CREW. Margaret reported for the **Office Crew**. Holly made the following motion, which was seconded and passed.

Motion: to add updated Office Crew committee write-up to PWV Organization Handbook. The write-up is as presented to the Board as part of Information Sharing for the 7/20/2017 Board Meeting.

C) ADOPT-A-HIGHWAY. The first 2017 **adopt-a-highway event** was held July 15 with 10 members attending. The most unusual items found were a fully inflated football and child booster seat. The day started at the USFS, watching the video at 8 am. Lunch was held at

the Arrowhead Lodge. For \$69.06, Holly bought a nice lunch for all. Holly had purchased a Gerber multi-tool, on Amazon for a drawing among the volunteers. The next workday will be Sept. 16. Holly will work on the handbook, updating the process for the committee. Concerning the budget, rather than asking for increases to their original budget amount during the year, Bob Meyer requested committee chairs get Treasurer approval to spend over budget rather than amending the budget mid-year.

D) NOXIOUS WEED PROGRAM. For last two years Jim Shaklee has mentioned his concern about the **noxious weed program** and future leadership of the committee. Kim Obele left CLRD approx. 6 months ago. Coordination and interaction between CLRD and PWV has not been there. There's a 3 month appointment to fill the vacant position which is one challenge. A second challenge is Jim will resign from this committee in November. Jim feels the Board needs to evaluate the program and decide if it is still needed. Jim recommended the establishment of an *ad hoc* committee for evaluation, coordinating with Kevin. Jim mentioned weed pavilions which have been held. He presented statistics from a North Fork weed pavilion held July 16. The idea is to reach out to the public to raise the awareness. Jim's question is if the cooperative and well integrated noxious weed control efforts (PWV, CLRD, Larimer County and CDOT) of the past 10 years be continued into the future or will PWV reduce or discontinue.

Jim Shaklee made the following motion which was seconded:

Motion: I move that the PWV BOD establish an ad hoc committee to address the future of the PWV Noxious Weeds Program and report back to the full Board sometime in the next few months with recommendations for whether or not, and how, PWV should respond to the noxious weed challenges facing the CLRD.

Discussion ensued. One suggestion has been to split the job of the chair of the committee into multiple tasks, with one person coordinating the weed pull logistics and another leading and educating in the field. A couple members have expressed some interest in assisting. Kevin was asked what would happen if PWV stopped the noxious weed program. Kevin said the weeds would expand. Larimer County will continue to battle, but the real problem is the vacant CLRD Range position that oversees the PWV program. This position is not likely to be filled anytime soon.

At the eight sites PWV is currently focused on, for the primary species, i.e., musk thistle, hounds tongue, bull thistle, knapweed, we've made dramatic decreases. After 12 years, we haven't really eradicated any large infestations, but we have decreased them. The weeds are pulled, not sprayed. An integrated management approach was recommended by Kim Obele, some physical, some chemical, some biological. PWV provides the physical control.

One suggestion to help both with education of weed identification and to increase the numbers for weed pulls, is to require a weed pull for all new and recertifying members. Other agencies use our report information, however, our reports are not always accurate. Mention was made that CLRD should help drive this process by establishing how important the noxious weed effort is.

Kevin said the person in Kim's position is needed. He doesn't want to inhibit PWV from doing anything but he also doesn't want to get PWV too spread out. After further discussion, the

motion was called to question, voted on and carried. Margaret volunteered for the committee, and will pick additional members.

E) **MEMBER RECOGNITION.** Sandy Erskine gave a brief history of the recognition process. Sandy went thru the governing documents. Alan pointed out that changes were made last year that were never updated in the handbook.

Sandy made the following motion which was seconded:

Motion: Move to change name of Member Recognition Committee to Member Relations.

Sandy said the function of the recognition committee could be expanded. It was suggested that the hospitality committee could be part of this committee. Member Relations could have a variety of functions. Jan Creager is currently Chair of the Hospitality Committee.

The motion was amended and seconded as follows:

Motion: Move to merge the Member Recognition and Hospitality committees and to rename the committee to Member Relations.

Since Jan Creager had not yet been contacted about this merger, the Board moved to table this motion and amendment until Jan could be contacted.

Discussion moved to the third proposed motion. The motion was not seconded.

Motion: Move to add updated & revised Member Relations committee write-up to PWV Organization Handbook. The write-up is as presented to the Board as part of Information Sharing for the 7/20/2017 Board Meeting

Alan mentioned that the board debated this issue last year but never came to consensus. Part of the issue in past years has been the same people receiving the same recognition. Sandy has been working on changing some of the recognition for returning members. Sandy feels the committee chair should be able to change the yearly awards and come to the board for approval. Sandy shared the Information Sharing document, with changes in red. Alan said what was in the Handbook was not current and was not what was agreed to last year. The changes agreed on last year were to not put in the governing document the exact wording and the recognition chair could change. Alan recommended getting the Board's intent and then, for timing sake, perhaps the executive committee could finalize. The proposal last year was also to ban the word "Award" and substitute "Recognition".

Long term service recognition will still be included at the yearend recognition. The suggestion was made to suspend monetary recognition.

Bob Manuel made the following motion which was seconded:

Motion: Move to cut out the monetary recognition this year for recognition.

Discussion ensued. The monetary award exclusion does not eliminate recognition the

Chair may give out or purchasing pins for service recognition, etc.

The motion was amended and seconded as follows:

Motion: *Move that we dispense with cash recognition go away for the year end event.*

Upon further discussion, it was recommended that an ad hoc committee be formed to work on the recognition process. Alan Meyer volunteered to chair an ad hoc committee with Sandy and one or two additional members with the caveat that no further discussion might occur before the board before the year end event. The amendment and motion were rescinded.

UNFINISHED BUSINESS

None

NEW BUSINESS

A) SHARING THE TRAILS. Randy Ratliff was scheduled for a trail patrol with another member. Both patrollers had saws for tree removal. Randy's patrol partner received a series of emails immediately before leaving for that patrol from a PWV member scheduled to do trail maintenance on the same trail that was scheduled for the trail patrol. Based on the emails received by Randy's patrol partner he understood that he was being directed to not conduct the trail patrol because a trail maintenance crew was working the same trail that day. As a result the trail patrol was scheduled on an alternative trail. PWV policy allows for both Trail Maintenance Patrols and Trail Patrols to occur on the same day on the same trail. This is also true with other types of patrols (Kids in Nature, LNT, etc.) Since there is evidently confusion on this issue, Randy drafted an email to be sent to the PWV membership. It was also recommended that this be a policy statement in the manual.

The Meeting adjourned at 8:45 p.m.

Janet Caille, Secretary

Next Board Meeting: **August 17, 2017 6:30 p.m.**