

MINUTES
PWV BOARD OF DIRECTORS' MEETING
Dec. 14, 2017 – 6:30 – 8:40 p.m.

ATTENDANCE

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

Board Members absent: Jack Morgan and Holly Young.

Advisory Board Members: Mike Corbin, Bob Hansen, Bob Manuel, Karl Ritters and Jim Shaklee.

PWV Members: None.

PWV Guests: None.

AGENDA. The agenda was adopted as amended.

MINUTES. The November minutes were approved. The Annual Meeting Minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Randy Ratliff mentioned that a **Kick-Off Night** Chair was needed. Margaret Shaklee said Elaine Green has agreed to be Chair pending a KON date change.

Randy recognized Jerry Hanley, Margaret Shaklee, Judy Jacks, Office Crew and the **Fund Development** committee in getting the end of the year donation letter out before the Colorado Gives deadline. Over \$7000 was raised. Margaret said receiving 50 separate donations qualifies PWV for the \$25,000 Colorado Gives drawing on December 15.

Regarding **Officer Recruiting**, Randy mentioned the need for a Chair Elect for next year, even though it is early in the year. A CPA qualified Treasurer is also needed. The Treasurer position has always been a volunteer position although mention was made of perhaps needing to hire for the position. Bob Meyer mentioned the economic risk is greater with the Bookkeeper position.

B) CHAIR ELECT. Tom Adams said Jan Creager has agreed to be a nominee for another three-year term on the Advisory Board. The following motion was made, seconded and passed:

Move that Jan Creager be continued on the Advisory Board for another three-year term.

C) USFS REPORT. Kevin Cannon will be out of the office from the 19th of December through the first week in January. Kevin mentioned that if the government does shut down, PWV members can do no volunteering in the field and won't be covered under the Volunteer Agreement. Volunteers can continue to meet outside of the USFS Office should a shutdown occur. There are other issues regarding communication devices and check-in/out procedures that

may affect volunteers. Kevin will keep us informed if these come to any change from current policy.

D) TREASURER'S REPORT and 2018 BUDGET. Bob Meyer reported that he wanted to give the Board a good idea of the current PWV **cash position**. Bob went through the income statement, pointing out monies received from Colorado Gives which reduced the Net Ordinary Income deficit to \$6477.22. PWV Unrestricted Cash as of Dec. 10th is \$19,379.88. Restricted Cash is \$4,150.35. Operating Reserve is \$26,410.08 with Total Current Assets at \$49,940.29. .

Bob explained his process for **creating a budget**. He first contacts each committee Chair, asking what is needed annually. Bob enters this input into a Budget Worksheet template and includes what was budgeted and spent in the current year. He will then do an average of the prior three year expenditures which for some committees is very relevant.

Bob felt that many of the requested budget amounts needed no discussion while the Board would want to discuss those highlighted bright green on the Worksheet. With that in mind, Bob went through requested budget amounts for the following committees: Recruiting, Kick-Off Night, Spring Training, Mentor Training, Year End Event, Storage, Affiliation Gatherings, Kids in Nature, Adopt-A-Highway and Trail Crew, Insurance/Bonds, Postage/Shipping, Surveys & Evaluations, State Filing Fees and Miscellaneous Expenses.

Regarding net cost for **uniforms**, Bob detailed uniform costs to PWV, for which PWV incurs a cost of approximately \$24/new recruit, potentially an annual cost of \$1000. This incurred cost includes name badge, patch, sewing of the patch and PWV pin. Historically the cost for shirts has been approximately \$600. We are basically at break even on maps. New recruits pay actual cost for a second shirt. Recertification has a net cost of \$2.30/Recertifying member. Budget line item 6250 Program Exp.-Uniforms and Accessories was set to \$1000.

Concerning the **Storage Unit**, for accounting purposes, Bob splits the cost between Program Expense Membership and Program Expense Trails. Some discussion was held on placing in the latter category but the decision was to leave in that category for now.

The **Fund Development Committee** is in flux. Jerry Hanley suggested using last year's budget of \$1,150. Regarding grocery cards, the King Soopers benchmark for receiving funds has gone from \$5000 annually to \$5000 quarterly so it's unlikely PWV will get monies from King Sooper this year. Bob recommended leaving the budget for Fund Development at \$1,150 until the committee has time to re-evaluate the grocery card program.

Regarding items for discussion (highlighted in bright green), the Board discussed the items as follows. For **Web Team**, Karl Riters explained the restricted use of previous grant monies received. For **Public Outreach**, Mike Reynolds detailed one-time banner needs for Outreach events and meet-up expenses (which also benefits the Affiliation Gatherings).

For **Member Field Guides**, \$1200 is needed for printing expenses to provide guides for AGL's and recruits. For **Leave No Trace**, \$850 of the budgeted \$1,050 is for LNT Master Course tuition. No budget is needed for **Recertification**. For **Trail Restoration**, new tools are

needed; \$300 was approved. Mike Corbin detailed needs for Volunteer Provisions, Hired Work Crews and Arrowhead Lodge Restoration.

Bob Meyer explained that Memberships/subscriptions include: Colorado Non-Profit, LNT, NWSA, Washington state Non-Profit, and others. AGL expenses were discussed, but typically nothing is spent.

Discussion was held on the **Mounted Patrol and Stock** budget request. The Board recommends that the Public Outreach Committee be involved in the proposed stock workshop. The recommendation was to approve \$225 and ask that Sandy Erskine present a detailed plan on how the money is going to be spent on the workshop including the involvement of Public Outreach and how to create a strong PWV appeal. A revised budget could be approved at that time.

After discussion for **Supplemental Training**, the Board approved the reimbursement of 1/2 of first-aid training fees for members for up to a \$425 cap. A contingency was added that no successive year training be reimbursed.

For **Member Recognition**, \$360 was approved. The **SPOT/InReach** subsidy program for members in PWV for more than one year was approved with a \$750 cap.

Discussion was held on the **Weed Crew** budget. The suggestion was made to leave the budget at \$150 with the caveat that more could be requested if needed and once a Weed Crew Chair was found.

For the Photo/Video committee \$175 was approved. Celia Walker reported that the Committee Chair plans to ask for audio equipment for video recording, but she didn't know the amount to be requested. If more is needed, the committee will need to come back with a proposal.

Total Budget arrived at was \$26,425. Unrestricted Income is \$19,379 with CO Gives money still coming in. Additionally money will likely be received from the Clinton Foundation and possibly Walmart.

The following motion was made, seconded and passed:

Move that the 2018 budget of \$26,425 be approved.

REPORTS OF COMMITTEES

LEAVE NO TRACE Committee. Jim Greuel reported briefly on the Master Educator Course and expectations for committee members taking the course. Basic expectations are that the educated committee member stay on the LNT committee for at least a year and also lead at least two LNT Trainer courses for PWV.

UNFINISHED BUSINESS

RECRUIT/RE-CERTIFICATION CALENDAR. The calendar is basically in place

except that Kick-Off night needs to move to April 25th. The USFS rooms have been reserved. The following motions was made, seconded and passed:

Move that we accept the proposed calendar with changed Kick-Off night for Spring Training.

The following motions was made, seconded and passed:

Move that Elaine Green be nominated as Kick-Off Night Chair.

NEW BUSINESS

A) MEMBER CERTIFICATES. Discussion was tabled due to lack of time.

B) AGL/RP Training Redefinition: Margaret Shaklee brought up moving the AGL/Role player to committee level. The following motion was made and seconded.

Move to elevate the AGL/Role Player Program to "Committee" level.

Discussion was tabled due to lack of time.

Janet Caille, Secretary

Next Board Meeting: **January 18, 2018 6:30 p.m.**