

MINUTES
PWV BOARD OF DIRECTORS' MEETING
Jan. 18, 2018 – 6:30 – 8:45 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, Holly Young, Jim Zakely and Kevin Cannon (USFS Liaison).

Board Members absent: Jack Morgan.

Advisory Board Members: Dave Cantrell, Mike Corbin, Jerry Hanley, Judy Jacks, Jim Shaklee, and Mark Snyder.

PWV Members: Nancy Casadevall, Jeanne Corbin and Jan Creager.

PWV Guests: Bill Betz, Chair Elect of Friends of Eagles Nest Wilderness. Bill expressed thanks to PWV and Margaret Shaklee for assistance in starting their organization.

AGENDA. The agenda was adopted as amended.

MINUTES. The December minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Randy Ratliff brought up the **Weed Crew/Noxious weeds** program, mentioning information he has received from Jim Shaklee. Randy asked that the motion below be made and that Board members interested in serving on the committee email or contact him. The following motion was made, seconded and passed:

Move that the Board of Directors establish an ad hoc committee to review the past focus, activities and accomplishments of the PWV Weed Crew/Noxious Weeds Program and recommend a future path for the weed focus and activities to the Board.

Randy mentioned the **Wilderness First Aid Class**, January 27 & 28, 2018, a course he considers transformative. Randy has taken the class and thought the learning tremendous. He encouraged all interested to pursue.

B) USFS REPORT. Kevin Cannon is waiting to hear about a potential government shutdown with a midnight Jan. 19th deadline. Kevin was recently notified that the Canyon Lakes Ranger District can fill five positions, one of which will be the Range position that oversees our weed program. The Region II Wilderness Winter meeting is currently being worked on and will potentially be held here in Ft. Collins. If successful, PWV volunteers could attend meetings also.

C) TREASURER'S REPORT. Bob Meyer presented consolidated **Financial Statements** for 2017 subject to the Community Foundation of Northern Colorado's update of our endowment fund balance as of 12/31/2017. PWV was under budget in every category except Administrative expenses which was exceeded by only \$104.34. The Net Ordinary Loss of -\$1415.99 included amortization and depreciation of \$2,360.

For **2018** PWV has \$19,938.14 in Unrestricted Cash plus Accounts Receivable from Colorado Gives of \$1,294.12, \$3,820.89 in Restricted Funds, and \$26,608.40 in Operating Reserves. PWV has enough for 2018 to stay in budget. The budget includes one week of trail restoration (Larimer County Trail Crew) @ \$8,500. PWV has recently received \$5000 from the Clinton Family Foundation in Unrestricted Cash. In the past the Clinton Family Foundation, has assisted PWV with trail restoration. Bob would like to send a letter to the Clinton Foundation saying it would be used for Trail Restoration and made the following motion which was seconded and passed:

In appreciation of the generous \$5,000 donation received from the Clinton Family Fund in December, 2017, and in recognition of the interest the Clintons have expressed in PWV's mission to assist the USFS in trail restoration, we resolve to move these funds to restricted use funds to be used to fund the budgeted week of trail crew expense in 2018.

Bob brought up a yearly \$95 subscription to the Colorado Nonprofit Association that we have paid in past years. Bob suggested we don't subscribe this year. A short discussion was held and the Board concurred with Bob's suggestion.

REPORTS OF COMMITTEES

A) LEAVE NO TRACE Committee. Jim Greuel presented proposed updates for the **Leave No Trace program to the Organization Handbook**, last updated in 2011. Many specific details about the LNT program are maintained on the google drive by the committee. The updates covered the basic four programs the LNT committee:

- LNT Trainer Courses for PWV members
- LNT Training Patrols for PWV members
- PWV checkout of LNT learning materials
- Public LNT Awareness programs.

The following motion was made, seconded and passed:

Move to approve the revised Leave No trace Program section of the PWV Organization Handbook.

B) FUND DEVELOPMENT Committee. Jerry Hanley reported the **Year End campaign** was completed and a tremendous success, bringing in \$11,173, primarily through Colorado Gives. The newly reorganized Fund Development committee has had a second meeting. Current goals are to integrate the Endowment Fund and operating sides, to develop an overall fund raising strategy, to focus this year on wills and estate planning, to analyze and select fund raising ideas, and to pursue grants that support currently budgeted items. Bookkeeper Sandy Sticken now has access to the Colorado Gives site and is keeping the master list of donations. Judy Jacks is following up on King Sooper cards.

Jerry reported about donations PWV has received in memory of Poudre Canyon hiker Dale Moulton. Although not a PWV member, donations to PWV have been requested by Dale's family.

C) TRAIL PATROLLING Committee. Jeanne Corbin presented proposed revisions for the **Trailhead Hosting** program for the Organization Handbook. Jeanne explained that updates were in red and the first update was to clarify and the second to cover year-round Trailhead hosting. The following motion was made and seconded:

Move to approve the revised Trailhead Host Program section of the PWV Organization Handbook as presented.

A typographical error was noted and the motion was amended to:

Move to approve the revised Trailhead Host Program section of the PWV Organization Handbook as presented with one typographical correction.

A friendly amendment concerning a proposed Trailhead Host length of approximately 3 hours was made and then withdrawn. Discussion was held and it was noted that some patrolling members who aren't going to be recertified, are opting to be off-trail members, and could now qualify as Trailhead Hosts. A call to question was issued and the motion passed.

Jeanne gave an overview of the Trail Patrolling Committee, which was established in March, 2015. For 20 years, there had been no overseeing of summer trail reports. The goal of the committee is to "Oversee patrolling activities and work any issues that come up." Committee objectives are to:

- *Improve the quality of patrol reports* (tail patrols, trailhead hosts, trail maintenance). The TPC gives Kevin reporting hints for distribution to the membership to help improve report quality. To correct start and end mile issues, the trail segments area was added. The percentage of errors in reports has decreased from 22.5% in 2015 to 17% in 2017.
- *Assist in educating PWV members in USFS and PWV policies and in writing accurate and informative patrol reports.* Emails are sent (by Kevin) with Helpful Hints. A "How the Information is Used" document was created and is part of the Training Manual. All reports are reviewed and if correction is needed, responses are sent. 99% of members who received correction suggestions respond positively.
- *Ensure issues on the reports are referred to the correct people.* Dangerous issues for example are forwarded to Kevin.
- *Encourage members to both patrol the trails that most require patrolling and to patrol them when they most need it.* Reminders are sent to patrol trails around the holidays although it's not statistically been proven that this yields greater patrolling during these times. The Wild program was started with the 50th anniversary in 2014 of the passing of the Wilderness Act. In 2008, 286 patrols occurred in our two main Wilderness areas. By 2017 this had increased to 364 patrols, a 27% increase. The peak number in 2016 was 462 patrols in these areas.
- *Update Patrol / Trail Descriptions as needed.* The TPC goal is to ensure the information is clear and accurate. The following information has been added in some cases: restrictions, cautions, more camping locations and seasonal suggestions. Information of

Interest has been separated from the actual trail description. Several members will train with Kevin on the Trimble GPS equipment.

- *Oversee Trail Patrols, including Trailhead Host patrols during the entire PWV Patrol Season, Mid-January through September.*

This year the Trail Patrolling Committee will have 14 members reviewing the trail reports.

D) STOCK Committee. Randy relayed that Sandy Erskine could not attend the Board meeting due to car issues and asked that this report be tabled until she could attend. Via their phone conversation, Randy said Sandy will conduct a March stock workshop this year, but on the same scale as in past years. She will plan for a bigger budgeted workshop in 2019. Celia Walker mentioned PWV has 21 completed new member applications but no stock applications. Celia was hoping the workshop might be held before the recruitment window closes.

E) AD HOC YEE SERVICE RECOGNITION Committee. Celia Walker presented results from the PWV Service Recognition ad hoc committee of Nancy Casadevall, Jim Shaklee and Celia. Celia explained that Jim has spent an enormous amount of time, compiling 1251 separate, discreet records, on member service information. The goal of the committee is to automate the process as much as possible going forward. Celia went through the prepared power point presentation which covered:

- *Relevant PWV Policies and Guidelines*
 - Historical Reference Celia presented historical data from the 1996 Board of Directors minutes detailing a “Commitment for 6 days of patrolling”, and additionally all references (or lack of reference) in the Field
 - Guides/Training Manual from 2003-2017. The current manual says ”
 - Members must commit to 6 days (3 or more hours each) of patrolling or service”. Nonpatrolling members are expected but not required to commit to at least 36 hours of PWV volunteer service per year.
- *2017 Service Recognition*
 - Criteria used was at least one reported patrol or any amount of non-patrolling hours
 - Calculation. Celia went through sample data and examples of how Service Recognition was determined for 2017. When patrol days were less than an average of 6 per year, non-patrolling hours were considered. 6 non-patrolling hours were used to equal one patrol equivalent. Pins were given in 2017 for 5, 10, 15 and 20 years of service.
- *# Patrol Days versus # Patrols.* Celia presented pros and cons on this issue.
- *Recommended Changes and Example Calculation.* Celia presented the Ad Hoc committee recommendations for change.
- *Items for PWV BOD Decision*
 - What Will be Counted for Service Recognition?

Patrols OR # Patrol Days

How Will Non-Patrolling Volunteer Hours be Converted to Patrols?
Divide by 6?

Retain or Delete the Reference to “3 or more hours” in the following statement from
the PWV Organizational Handbook: “Members must commit to 6
day (3 or more hours each) of patrolling or service”

The following motion was made and seconded:

*Move that for calculation service recognition, PWV will use 6 non-patrolling
hours as one (1) “patrol equivalent”.*

Discussion was held. Recognitions in 2017 related to behaviors PWV wants to encourage. The point was made that many times members neglect to log non-patrolling hours. About 15-20% of active members don't submit any hours. Several present felt that the pins should be given for each year of service, even though hours were not recorded. Dave Cantrell expressed gratitude for the very detailed work the ad hoc committee had done. He also stressed that personally he likes pins, and that one of the great things about PWV is that it should be fun and not punitive. Pins cost \$2.50/pin. Kevin Cannon addressed reporting hours and how important they are to both the USFS and to PWV. PWV hours of service are used as an advertisement on our website. After the call to question was issued, the motion carried.

The following motion was made and seconded:

*Move that PWV will base the expected commitment for patrolling members on
the number of patrols, not the number of patrol days.*

Discussion ensued. About 5-6 people/year miss receiving their certificate due to lack of patrol days. Kevin Cannon stated that for the USFS 4 hours in the field is considered optimum. PWV went to the patrol day concept in 2005. A few years ago, this was changed to number of patrols, but then the Board went back to using patrol days for the commitment. When called to question, the motion failed with 3 abstentions.

The following motion was made and seconded:

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*Move to revise the statement in the PWV Organizational Handbook from:
“Members must commit to 6 days (3 or more hours each) of patrolling or
service”
_____ to: “Members are asked to commit to six (6) or more patrols or ‘patrol
equivalents’ each year.”*

The motion was amended to the following:

*Move to revise the statement in the PWV Organizational Handbook from:
“Members must commit to 6 days (3 or more hours each) of patrolling or
service”
_____ to: “Members are asked to commit to six (6) or more **patrol days** or
‘patrol day _____ equivalents’ each year.”*

The motion passed as amended.

Celia asked for Board direction on how to handle service recognition going forward. Several members felt that most people want to be recognized. Kevin Cannon mentioned that recertification may help solve the issue of members not entering any patrols. The committee will meet and present again at a later BOD meeting to help decide what constitutes an active member.

F) KICK-OFF NIGHT. Due to time constraints, Elaine Green tabled this discussion.

G) MEMBER RELATIONS. Jan Creager and Margaret Shaklee have been collaborating on policies for this sub-committee. A member of 3 years passed away in December and Jan wanted Board direction on how to respond in this and other situations (send card, donation, flowers, etc.) A short discussion was held and the suggestion was that for this particular event, a blast email be sent or notice posted on the web to inform the membership. Jan will send a sympathy card to the family. The recommendation was made that Jan and Margaret come up with a future policy on how to handle and bring this topic back to the Board.

UNFINISHED BUSINESS

A) RECRUIT/RE-CERTIFICATION CALENDAR. Margaret sent out the Spring Training and Recertification calendar. This information is now posted on the PWV calendar.

B) AGL/RP Training Redefinition. The following motion was made, seconded and passed:

Move to charter ALG/Role players as a committee with tri-chairs Gerry Cashman, Mike Corbin and Janet Caille to be appointed.

C) MEMBER CERTIFICATES. Due to time constraints, Kevin Cannon tabled this discussion.

NEW BUSINESS

A) INTRODUCTION TO THE NATIONAL WILDERNESS STEWARDSHIP ALLIANCE. Due to time constraints, Dave Cantrell will send a paragraph to Board and Advisory Board, introducing NWSA.

B) 2017 FIRST YEAR EXPERIENCE SURVEY. Celia Walker presented ‘Take-Aways from First Year Experience survey’. Celia said the survey yielded 18 viable responses. Results confirmed that personal contact is the best recruiting method. New member reasons for joining are congruent with PWV’s missions, but more social opportunities were desired. At interviews, recruits don’t really know what questions to ask. Recruits would like as much practice talking to visitors as possible, and would also like more orientation about non-patrolling activities. The members responding to the survey intend to stay in PWV for 3 years or more.

C) FUND RAISING VOLUNTEERS AT UPCOMING FOOTRACE ON FEB. 10. Mark Snyder presented a fundraising opportunity PWV has to potentially receive \$2000. The opportunity is to be Odell’s non-profit partner/provider of volunteers for the “Catch Me If You Can” 5 and 10K race on Saturday, February 10. If PWV can provide the 40 volunteers needed, PWV should receive \$2000. If not, other volunteer groups will be asked to assist and profits

would be split accordingly. A short discussion was held and the Board concurred with pursuing this fundraiser. Mark will get more information and send a blast email to the membership asking for volunteers

The Meeting adjourned at 8:45 p.m.

Janet Caille, Secretary

Next Board Meeting: **February 15, 2018 6:30 p.m.**