

MINUTES
PWV BOARD OF DIRECTORS' MEETING
March 21, 2019 – 6:30 – 8:30 p.m.

ATTENDANCE

Board Members: Tom Adams, Janet Caille, Jeff Dean, Elaine Green, Bob Hansen, Katina Mallon, Jack Morgan, Randy Ratliff, Mike Shearer, Sandy Sticken, Celia Walker, Jim Zakely and Kevin Cannon (USFS Liaison).

Board Members absent: Linda Reiter.

Advisory Board Members: Mike Corbin, Jerry Hanley, Alan Meyer, Jacques Rieux, Mike Smith, and Mark Snyder.

PWV Members, Other: Peter Skiba.

PWV Guests: None.

AGENDA. The agenda was adopted as amended.

MINUTES. The February minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Tom Adams said that Mark Snyder and Caitlin Mohr did a fantastic job on the Poudre Trails Newsletter. Mark and Caitlin received a round of applause. Mark Snyder asked for articles, memories or pictures about **Sandy Erskine**, long-time, respected PWV stock member who passed away March 18. Katina Mallon said there's no information about a service for Sandy yet, but she will pass along service information when received.

Tom said anyone who missed the Jim and Margaret Shaklee reception, missed a really good party. Tom was recently invited by USFS Ralph Swain to present at the **USFS winter meeting presentation**. At the meeting, Tom showed the PWV videos created in 2018 and read the PWV fact sheet.

B) PAST CHAIR REPORT. Randy Ratliff emphasized the many positive things that Sandy Erskine did for PWV. She will be missed.

C) CHAIR ELECT. Elaine Green had no report.

D) USFS REPORT. Kevin Cannon said we have a new Volunteer Agreement form and Fred Sprague is adapting the form to the database. We have 217 Volunteer Agreements in so far which is very good. The new form will be slightly different. Date of birth is now required. There will be some new fields in the PWV member profile to be filled in. Out of 217 agreements sent in, only one wasn't filled out correctly. Mike Corbin asked if there were changes in the Volunteer agreement for trail work which Kevin confirmed. Kevin will get the new trail work agreement to Mike.

E) TREASURER'S REPORT. Sandy Sticken said that two years ago she stopped receiving the non-profit liability insurance bill in the mail and then received a call about the insurance expiring. She has renewed it. Hopefully, next year it will be sent so payment will be timely.

Sandy said no significant changes occurred in PWV's financial position. Sandy said we pay out certain items in lump sum at the first of the year. She is now apportioning these items in PWV expenses each month, which is an appropriate accrual accounting practice. Amazon Smile, not a new fund raiser, was discussed briefly. The following motion was made and seconded.

Move to approve the March 21st financial report as presented.

Mike Smith asked about the tracking of the Central Rockies Wilderness Volunteer Workshop expenses. Sandy said that 6109 is the accounting line. Recent income has been entered, and the \$1200 for Block One facility rental was paid in 2018, so it doesn't show on 2019 financials. Sandy will confirm. The motion passed.

Sandy recently sent out a request for bookkeeper assistance, received 4 responses, and now has a potential candidate, Amparo Maya, who may be assisting. Sandy would like assistance so there are more accounting controls concerning PWV funds. Sandy hopes an assistant will reconcile the bank statement. This would be good to have should PWV ever be audited.

REPORTS OF COMMITTEES.

A) SECOND YEAR WELCOME BACK PARTY. Janet Caille reported that everything is ready for the first **2nd Year Welcome Back Party**. Twenty second year members plus one spouse will be there. Part of the goal for the party is to expand new member horizons and present more of what PWV does and what opportunities exist. Celia Walker will be walking the 2nd year members through a refresher of turning in volunteer agreements, scheduling patrols, reporting on patrols, calendar forms, how to reserve equipment, etc. Janet will go through a calendar of upcoming events, i.e., Stub Creek Trailhead hosting, Aug. 30-Sept. 2. The next section will be on how to find a patrolling partner. Finally, committee chairs present will play the "Beat the Clock" committee chair game. Each chair will have 2 minutes to talk about their committee and encourage participation. Following the game, committee chairs will have additional time to talk with 2nd year members. Janet and Celia are providing dinner for the event for the 2nd year folks. Janet said other members planning on attending should arrive after 7:30. Janet expressed thanks to the committee chairs participating and to Celia who conceived the need for this party.

On another note, Janet sent in the interim report for the NWSA WSP Winter grant today.

B) KICK OFF NIGHT(KON). Jeff Dean reported for Linda Reiter on Kick Off Night. Jeff said, those members attending Kick Off night, will need to order a box lunch, but the process for ordering has not yet been decided. Dress rehearsal/walk through for Kick Off night is April 17, 6:00 p.m. Kevin Cannon said the room will be in use until 4:45 on the 17th.

C) CENTRAL ROCKIES WILDERNESS VOLUNTEER WORKSHOP (CRVWV) VOLUNTEER WORKSHOP COMMITTEE Mike Smith reported for Dave Cantrell. Currently 15 people are signed up to staff the event, 13 from PWV and 2 from Friends of Wilderness (FOW). This should cover **CRVWV** staffing needs.

52 people have signed up to attend the workshop, many from Colorado, but additionally from Michigan, New Mexico and Wyoming (2), Arizona, and Utah. These attendees represent 21 different organizations including the Back Country Horseman of America, Colorado 14ers, Colorado Mountain Club, Friends of Eagles Nest, Friends of Bridger-Teton; Friends of Sylvania Wilderness, Rocky Mountain Conservancy and the Wyoming Back Country Horsemen. We have a good variety for a total of 67 people. Attendance target is 100. Multiple agencies will be

represented, including 3 people from BLM, Montrose, and 2 USFS from Buena Vista and Prescott, AZ. Friday, April 12, started as a trail restoration day, but is now more of educational field day including Authority of the Resource, Leave No Trace, Trailhead Hosting, and other educational opportunities. 36 have signed up for the Field Day. 15 people have asked for lodging. One more email will be sent on April 2nd. There is no cutoff date for registration. Late arrivals will pay registration fee by cash or check. When asked about an alternate Field Day, Celia replied that if the weather is horrible, the event will be cancelled; if wet or windy, attendees have been told to come prepared.

Janet Caille talked briefly about the program and lodging. Dave Cantrell has done a fabulous job getting speakers. Ralph Swain will be doing the Keynote address and George Wallace will be presenting briefly on the Authority of the Resource. Janet encouraged everyone to sign up for the workshop. Not too many have signed up for lodging. Janet has not yet started assigning guests to hosts for lodging.

Celia Walker talked about the Field Day. The group will move up the trail. Kevin will talk about the realignment of the trail and why it was necessary. The experience for Field Day will be treated much like the Training Trail at Spring Training with a few stations. Bob Manuel will talk about the Authority of the Resource (ART). Kevin Cannon kindly got ART cards for workshop attendees. Jim Zakely will be a grumpy camper so people can practice ART. Moving on up the trail, Mike Corbin will have tools and will cover trail restoration and maintenance. The 36 people will likely be broken up into 3 groups and head up the trail every 15 minutes. Attendees will meet at the King Soopers north parking lot at 9:00 a.m. on the 12th. The group should be back by 4:00 p.m.

Mike said members could register by going on the PWV website. There is a registration button for signing up.

D) WEED PROGRAM UPDATE. Jack Morgan said that as of last summer, the PWV weed program has continued without a formal chair. Jack and several other PWV members attended **Wild Spotter training**.

Since last summer, the **Ad hoc Weed Committee** has met several times to discuss how to go forward. Since no one wanted to be Chair, Jack agreed to be the contact person for this committee. Margaret and Jim Shaklee have donated some of their weed books to the PWV library. Last month the National Wilderness Stewardship Alliance (NWSA) sponsored a webinar on “Wild Spotter – Mapping Invasives in America’s Wild Places”. Bob Drage, Elaine Green, Jack Morgan, Dave Cantrell and others participated in this webinar. Wild Spotter’s mantra is “Engaging and empowering the public to help find, map, and prevent invasive species in America’s wilderness area, . . . “.

Wild Spotter has been developed at UGA, Jack’s alma mater. Chuck Barger is the lead person on this project and he is very accessible and eager for people to use this smartphone app. The app has been up and running less than a year with 13 wild places targeted in the US. The closest, targeted location for PWV is the Santa Fe National Forest. Jack thinks CLRD could put our wilderness areas on the list of places to be added in the near future.

There are four parts to this app: Species ID, Report, Locate, and About. Within each designated location they have a species list of species of interest. Jack said although PWV is not one of the locations this doesn’t exclude us. If we are out hiking and turn on the app, a patroller can go through the weed species and ID sections and obtain automatically the GPS coordinates. Jack is not sure how PWV will use this app, but it appears to be promising. UGA has people

who are checking on reported species and rating such finds on the likelihood that the identification was correct. UGA maintains the database, but users have access to it.

One benefit of this information will be to provide a long term record. This would aid in determining how the infestation is growing. Jack said he will give a report on Wild Spotter in the fall. The weed committee is interested in our feedback. Bob Drage talked to Chuck Bargerona a few weeks ago since the CLRD is not a designated location, and Chuck said, not a problem. The app can be customized until CLRD becomes official. Celia Walker mentioned that Wild Spotter will be one of the apps to be mentioned at the CRWVW, in the Aps Galore part of the workshop.

Jack Morgan, Judy Pasek, and Bob Drage will all be assisting at Spring Training. Bob Drage, David Bye, Joan Kauth and Jack Morgan will be leading the summer weed pulls. Jack thinks one of the solutions for weed patrols is to let members know about what the day will be like and try to not make weed patrols too lengthy. Jack mentioned the possibility of having a weed patrol as one of six patrols required. Randy Ratliff said the Board had already voted and passed this idea. From the [July, 2018, minutes](#):

Move that PWV should allow and encourage new recruits to participate in one weed pull – which would count as one of their initial 4 non-mentor patrols

Jack said the weed committee has talked a lot about how to attract new people. One thought is to have a 2-3 day camping trip combined with weed pulls. Also social events might have a positive impact. Jack hopes the committee can apply for a Noxious Weed Management Grant from the Colorado Dept. of Agriculture this fall. Peter Skiba said the Photo Video Committee wants to expand on each of the weeds we target, creating new videos on them. This will need to be staged and is one of the videos the committee will be working on.

E) HOW TO REDO THE OPERATIONS TRAINING MANUAL. Mike Corbin went through this deferred topic from the February meeting, using the document he had created. Mike said the original idea for the **Organization Handbook** was three fold:

- Document some of our basic PWV processes
- Charter our committees and document their process
- Document PWV policies.

The Organization Handbook process has done a good job of documenting basic PWV processes and policies but not so well with chartering committees and their individual processes. Some committees have never written charters and committee processes tend to be out of date. We have failed in documenting committee processes for several reasons. Processes tend to change a lot, and many chairs don't update as needed. New policies have not been updated, for example, the recertification policy is not in the Handbook. Mike intends to form a small committee to review the minutes of the last few years to make sure all new policies are included.

Mike said many committees are now using Google Drive, which is a much easier platform. In the past, committees have been asked to write down processes so that new chairs know committee intent. What is lost with Google Drive is Board review and approval, however, the Board typically approves whatever the Chair wants. Having this information on Google Drive makes it much easier for the committee chair and for committee members to update the process information. Mike said chartering information (what the committee does) needs to come back to the Board. How the committee carries through on the charter is up to the individual

committee chair and committee. Further discussion ensued, especially on having too specific information (such as a hard date) in the Organization Handbook, and thus requiring Board approval. Mike would propose to redo the Organization Handbook to only have a charter for each committee, and put processes on Google Drive. A small template for the Organization Handbook would be available, and then the specific policies would live on Google Drive. The Handbook would contain responsibilities, not how to do, but what the committee is responsible for. Mike will bring this back to a future Board meeting.

OLD BUSINESS None.

NEW BUSINESS

A) CHARITY MILES PROGRAM. Mike Shearer presented information on this app in February, 2019. Jerry Hanley was going to look into if PWV could be added to this app. Jerry will report at a future meeting.

B) STRATEGIC PLANNING COMMITTEE. Jerry Hanley said he sent out an email 4 weeks ago, asking that the major committees develop an **operational plan**. Jerry sent out an example, template, power point on the approval process, etc. Jerry asked for the plans back by April 15th but to date has received only 3 responses. Jerry will resend the email and encouraged committee chairs to fill out and return. The Board has approved the Strategic Plan.

Several committees have strategic activities that should be embedded in the operation plan. The specific intent is long range. The Board of Directors (BOD) has 3 action items for the Strategic Plan. Jerry will be working with Tom Adams on these three items:

1. investigate paid staff
2. investigate office space and
3. committee chair continuity.

The committee has been working on this plan for 1.5 years now. For any questions, contact Jerry Hanley or anyone on the committee.

C) RECEIPTS. Sandy Sticken, Treasurer, said that PWV doesn't reimburse **sales tax** on items purchased by PWV members. Mike Corbin confirmed this is a PWV policy in the Organization Handbook. Discussion ensued. Some stores like Staples and Office Depot have PWV information registered as tax exempt. Other stores such as Jax require a Purchase Order or check. Sandy is more than happy to assist in any way. Regarding Amazon, Sandy said she would need to contact Amazon to see if it's possible to set PWV up as tax deferred.

From an accounting and IRS standpoint, Sandy needs to have a **valid receipt** for each purchase. Receipts need to contain: date purchased, who purchased from, and what was purchased. All vendors should be able to provide this kind of receipt. If PWV is ever audited, PWV must have this type of documentation. Sandy wants to ensure that PWV's 501C3 status remains intact. The suggestion was made that Sandy send out an email to the membership about both receipts and tax issue.

D) STOCK COMMITTEE REPORT. Randy Ratliff gave a quick update on the stock committee. The committee has a volunteer to be a committee chair. The following motion was made, seconded, and passed.

Move to approve Fred Allen as Chair of the Stock Committee.

Celia Walker mentioned that Tim Van Donselaar would be interested in serving on the committee but he works 2nd shift and can't be at committee meetings at night.

Randy said PWV has 4 new stock recruit candidates, and that this is enough to go forward with the **stock evaluation** on May 4, which requires 18 participants. The committee has identified stations needed and is moving forward on the process. Randy confirmed that the Organization Handbook doesn't line up and isn't well written. One of the charges for the stock committee will be to look at all written documentation and update. The committee will be staying with the existing process for this year's stock evaluation. The committee will review the process and make sure it's something that works for the USFS and for folks applying for membership. Randy said there's some really good energy around the stock committee. Jacques Rieux talked about police patrolling in Central Park where casual encounters are more frequent on stock than on foot patrols.

Discussion continued on how stock mentor patrols have been assigned by the stock committee in the past and not automatically assigned. Alan Meyer mentioned that PWV may have only one stock person available for mentoring. For people who are both hike and stock, they should have one mentor patrol for each. Alan will look to see how many stock mentors we have. Katina Mallon said she would be willing to be a mentor also. Katina has the information that Sandy had for the stock committee.

E) SPRING TRAINING. Jeff reported that the **Spring Training** committee met March 19. Registration for Spring Training will be sent out soon. Jeff has drafted an email which will contain the registration link. Recruits will receive the invitation to join and then get the link to register. This should be sent in early April. Alan Meyer said the Webteam doesn't own all email lists, only the ones that can be automatically updated that are on the USFS website. New recruits need to have accounts created on the USFS. Until then, the recruiting committee owns the list. When recruiting gives a spreadsheet to Joan Kauth, Joan puts the information on the USFS website. Kevin Cannon normally prints off the recruit Volunteer Agreements for Kick Off Night.

Discussion ensued on the best way to email the invitation to join to new recruits. Emails are sent as a blind copy (BCC) and in small batches so the emails don't go to a spam folder.

When Spring Training registration occurs, for existing members, profile information automatically populates. For spring training, new recruits can sign in on the public page and begin filling out the information. In order to include regular members who haven't signed their Volunteer Agreement, each year, the Webteam sends the emails to both current and prior year members.

F) FRIENDS OF WILDERNESS. PWV has been willing to share the PWV USFS website with other groups. Alan Meyer said Friends of Wilderness in Steamboat Springs has been wanting to share the PWV website. Alan had met last fall with Bob Korch from FOW. Alan had a conference call and shared the website with the FOW members. Per FOW, they would need to modify the website, but no one in their group is technical enough to program the changes. Joan Kauth said she would be willing to contract to do their website. FOW was hoping to complete in 2 months, which is not enough time for a job that could potentially take a year.

Alan brought up the topic of reserving library rooms for meetings, which can be done only 5 weeks in advance. However, a particular volunteer group can only reserve one room a month and the library's notification system is flawed. The reservation will be confirmed, but

then prior to the actual meeting, a room may be denied because another PWV committee has already reserved. Other meeting spaces were suggested: : HOA clubhouses, and the Community Foundation (until 5 p.m.).

Alan reported for Member Relations that flowers and a card were taken to Gayle Vancil, who had a partial stroke recently. A card was sent to Mike Reynolds who has a retina issue.

For the next BOD meeting, year-end recognition categories will be announced. The committee will also be doing exit interviews for people ending their PWV membership, and will contact each of member.

G) NEW PWV VIDEO FOR INTERVIEWEES. The Board watched the newly created video created to show potential recruits at their interviews. The 7.5 minute video received a round of applause. Celia Walker expressed thanks to Peter and Renee Skiba and David Fanning for putting together this new video so quickly.

The Meeting adjourned at 8:30 p.m.

Janet Caille, Secretary

Next Board Meeting: **April 18, 2019 6:30 p.m.**