

**MINUTES**  
**PWV BOARD OF DIRECTORS' MEETING**  
**October 17, 2019 – 6:30 – 7:40 p.m.**

**ATTENDANCE**

**Board Members:** Tom Adams, Janet Caille, Elaine Green, Randy Ratliff, Linda Reiter, Sandy Sticken, Celia Walker, Jim Zakely, and Kevin Cannon (USFS Liaison).

**Board Members absent:** Jeff Dean, Bob Hansen, Katina Mallon, Jack Morgan, and Mike Shearer.

**Advisory Board Members:** Dave Cantrell, Gerry Cashman, Mike Corbin, Jerry Hanley, Alan Meyer, Bob Meyer, Jacques Rieux, and Mark Snyder.

**PWV Members, Other:** Jeanne Corbin, Janis Kloster, Bruce Williams.

**PWV Guests:** Laura Schaffer.

**AGENDA.** The agenda was adopted as amended.

**MINUTES.** The September minutes were approved.

**REPORTS OF OFFICERS**

**A) CHAIR REPORT.** Tom Adams welcomed Laura Schaefer, USFS. Laura hopes to attend more PWV meetings in the future with Kevin Cannon's transition. The USFS wants to continue to support PWV. Tom said we have three great **candidates** for the Board of Directors but no Chair Elect as yet. Tom also mentioned the **Wilderness First Aid Class** will be held this coming weekend. In preparation for the **Year End Event (YEE)**, a walkthrough will be held at the Drake Center, Wed., Oct. 23<sup>rd</sup> at 3 pm. The **Trail Patrolling Committee** will meet on Oct. 21<sup>st</sup> at Janet Caille's house, 6-8 pm.

**B) PAST CHAIR REPORT.** Randy Ratliff said this is his last official meeting as PWV Past Chair. Randy said it was his pleasure to work with what he considers a very high-functioning Board and expressed his **gratitude**.

**C) CHAIR ELECT.** Elaine Green said most of her report would come later in the meeting regarding the Nominating Committee so she deferred until then.

**D) USFS REPORT.** Kevin Cannon has been working on **Young Gulch Trail**. It does not look like it will be opened on Oct. 27<sup>th</sup>, although it may open in Nov. or December. If not, it may not open until the spring. Kevin said the Canyon Lakes Ranger District has accomplished 153 trail miles this year thanks to PWV and other volunteer groups but the bulk of it was done by PWV. Kevin will be trying to wrap up a lot in the coming months.

**E) TREASURER'S REPORT.** Sandy Sticken said PWV has had a few donations but has had another month of negative income. Sandy said not much has changed in our overall status. The Income and Expense reflected \$46.74 in donations. The **PWV King Sooper** quarterly donation was \$765.50. Sandy encouraged publicizing King Soopers. Cards on how to register at King Sooper will be handed out at the Year End Event (YEE). Within the next week, Sandy will be sending out to the Committee Chairs the information needed for the budget process. Information will hopefully be received in November, and the budget will be voted on in December. Kevin Cannon said that with Christmas coming, the use of **Amazon Smile** should be encouraged again. The following motion was made and seconded:

*Move to approve the October 17th financial report as presented.*

During discussion, a question was asked about income from the PWV Trail Guides. Sandy said she didn't know if we are receiving income yet as she's not sure we've broken even. Sandy will check and report on in November.

The motion passed.

Jerry Hanley asked about the difference between Unrestricted Cash vs. the Operating Reserve Fund. Sandy explained that the Operating Reserve Funds is a money market and totally separate from the bank account.

## **REPORTS OF COMMITTEES.**

**A) NOMINATING COMMITTEE.** Elaine Green said the nominating committee members were Mike Corbin, Bob Hanson, Randy Ratliff, Karl Ritters, Elaine Green (Chair). Elaine said there were five elections, and the committee decided to put them all on one ballot rather than on five separate ballots.

The first thing on the ballot was Janet Caille's extension as Secretary for one more year. This requires a 2/3 vote of voting members present. Elaine asked for discussion but there was none. For Chair, only one nomination, Elaine Green, and there was no discussion.

For Board of Directors, Elaine said two of the three nominees were present at the meeting and Elaine wanted to give them a chance to introduce themselves and talk about why they are interested in being on the Board. Board members have received the Bios of all three candidates. Elaine said Karen Roth is currently travelling and was not able to attend.

Janis Kloster moved to Fort Collins two years ago. That same year she joined PWV. She currently volunteers in the USFS Visitors Center on Fridays. Janis also serves as Tri Co Chair on the Public Outreach committee. Additionally, Janis was on the Central Rockies Wilderness Volunteer Workshop (CRVWV) committee. Much of Janis' corporate life was on the business side of things and she wants to learn about PWV in this aspect also.

Bruce Williams has been in Fort Collins four years now and joined PWV in 2017. Recently, Bruce has become Co Chair of the Mentor Committee, and has participated in Spring Training as the bicycle role player. Bruce thinks PWV is an exceptionally well-run organization. During his career, Bruce has been on the Board for three non-profits, including being Chair of one of the Boards. While all non-profits are different, there are some common themes and he looks forward to learning about PWV.

Elaine explained that PWV has three open positions and three candidates, and so are basically unopposed. On the ballot, choices were listed with a 'yes' or 'no' response for that reason.

Elaine said that for the Advisory Board, Randy Ratliff and Celia Walker are willing to serve and the Nominating Committee endorsed their election. Mike Corbin and Karl Ritters are willing to serve again on the Advisory Board and the Nominating Committee endorsed their re-election also. Elaine asked for any general questions about the process or the ballot.

Linda Reiter recommended Karen Roth who is also a Nordic Ranger. Karen has done a lot of trail maintenance work and restoration and several members had worked with her in maintenance.

All candidates were elected and Janis and Bruce received applause. Elaine thanked the nominating committee for their work. Elaine reminded everyone that pictures would be taken at the end of the meeting.

**B) SILENT AUCTION AND GEAR GIVE-AWAY AT YEAR END EVENT.**

Janet Caille showed the **Yeti cooler** donated by the Potomac Appalachian Trail Club. The cooler will be featured as a silent auction item at the Year End Event. Janet said there will also be Gear Give Away items at the Year End Event and the donation jar will be prominently placed.

**C) SUPPLEMENTAL TRAINING UPDATE.** Linda Reiter said Jackie Picard is working to put together a **strategic plan for Supplemental Training** for next year with plans to have one training event each month. For October, the course offering is Wilderness First Aid. Per last month's Board vote, those attending this course will receive a \$25 stipend. Susan Cruz will let Linda know who completed the course. The \$25 will cover the cost of the book. The next course scheduled for December 4<sup>th</sup>, will be on the Gaia Phone App. David Lobree has agreed to head up this course. Three other experienced Gaia users have volunteered to assist, Gerry Cashman, Karl Ritters, and Tom Karol. The class will be held at the Lone Tree Library. Registration has not gone out yet but is now on the calendar for Wed., Dec. 4<sup>th</sup>. After these two classes, other classes are being planned. Spring Training has been harder each year to get people to come and attend so Jackie is thinking of offering courses typically presented during Spring Training at other times during the year, i.e., Ultra-Light backpacking. Linda said the committee could use one or two more people. Karen Roth and Erin Dunn were suggested as possible committee members.

Jerry Hanley asked how it is determined for what courses are offered. Linda said history is one consideration (classes offered in the past) and said there is also a list of courses that have been requested. Classes are open to suggestion. There are a couple of classes that should likely be held every year, Map and Compass, First aid and Wilderness First Aid. Susan Cruz will offer Wilderness First aid again in Feb. Jeanne Corbin recommended offering scholarships if the committee will be helping members with funding. Alan Meyer mentioned that members who have sawyer licenses are required to do a First aid class every two years, so that class should be offered on a yearly basis. Linda said classes are always open to suggestion. SPOTX was mentioned as a possible topic. Linda said SPOTX is typically covered at Spring Training and on mentor patrols. The old Spots go out of service and will be retired the end of November. New SPOTX coverage will start Nov. 1 so there will be a month overlap.

**D) PWV POLICY REVISION UPDATE.** In April, Mike Corbin brought the issue to the Board of how to make the Operations Handbook more useful. Mike formed a committee of himself, Janet Caille, Elaine Green and Alan Meyer to review the **policies in the handbook**. The Organization Handbook was first base lined in 2012. The committee reviewed all the Board of Director (BOD) meeting minutes to look at any new policies that had not been added to the handbook since 2012. The committee had one meeting and agreed on most items. Mike will be sending what the committee has done to the Board of Directors next week. He hopes in November to go through the changes with the Board to have the policies approved. Changes in the policies represent a variety of things. There are some new policies, for example, Recertification. The committee eliminated redundancy, updated some existing policies and consolidated where possible. One policy was undecipherable. Mike went through a few examples of what the committee was endorsing, with changes highlighted in red, i.e., adding the

word ‘annual’ regarding Volunteer Agreements, and changes in the approval of loaning of equipment, and the publication of pictures of children, etc. Policies on Trailhead Hosting and Recertification were added. These policies will be brought back to the Board of Directors in November when, hopefully, after a good discussion the document will be adopted. Alan Meyer clarified that changes in the policies will be highlighted in red when the Board and Advisory Board members receive it.

**E) SPOTX MESSAGE DISCUSSION.** Jeanne Corbin led a discussion on proposed SpotX messages. Proposed messages are as follows:

|  |  |
|--|--|
| <b>Personal Safety</b>                       | <ol style="list-style-type: none"> <li>1. At starting location</li> <li>2. Returning to starting location (at turn-around)</li> <li>3. At overnight location</li> <li>4. I am running late, but am okay.</li> <li>5. My vehicle broke down- I need a tow.</li> </ol>                     |
| <b>Resource Info - No Comments Necessary</b> | <ol style="list-style-type: none"> <li>6. Campsite/fire ring</li> <li>7. Tree across road/trail - Under 15" diameter</li> <li>8. Tree across road/trail - 15" to 24" diameter</li> <li>9. Tree across road/trail – over 24" diameter</li> <li>10. Consistent snow begins here</li> </ol> |
| <b>Resource Info - Comments in Report</b>    | <ol style="list-style-type: none"> <li>11. Sign needs attention</li> <li>12. Water Crossing/Bridge needs attention</li> <li>13. Large patch of weeds</li> <li>14. Large amount of trash here</li> </ol>  |

As Trail Patrolling Committee Chair, Jeanne said messages 1-5 could be very useful. Some of the other messages are duplicates of what’s on the PWV Trail Reports and Jeanne is concerned that PWV members may think if they send these SpotX messages for example on downed trees, they might then tend to leave pertinent downed tree information off their patrol report. Jeanne also asked who might be getting what message. Kevin Cannon explained that this list isn’t just for PWV but for other volunteer groups such as the Cameron Pass Nordic Rangers (CPNR). Kevin said none of these messages will be integrated with the reports, so teaching users shouldn’t be any different than current practice, other than teaching users how to use the SpotX. Everything will still need to be put in the reports. Messages 6-10 are self-explanatory and geared towards size of saw needed (specifically 7-9) or other information the USFS needs. Messages 11-14 again are mostly for the USFS, although the Weed person is welcome to the information.

None of this integrates with the report which is also true for the current Spot units used. SpotX users only get 20 free messages a month. Since PWV wants to move away from the use of radios, he believes the SpotX units will be used much more often. If a user hits SOS, 1 thru 14 can’t be used because SOS overrides everything. The SOS Button on the new SpotX is still the same as the old one. Further discussion ensued. Concern was expressed that users might not put data in the report if they’ve sent a message. The suggestion was made to put the same information on SpotX messages in the Training Manual and on pwv.org as appropriate. Hopefully, PWV InReach messages could be similarly structured. Unless communication devices are required on all patrols (instead of just the hazard trails), SpotX units will not be used on all patrols. Kevin and the USFS need the tree information if the trees aren’t going to be done by the PWV Trail Crew Leader. Multiple people can receive this information. Kevin explained in detail who receives each message. All messages in the second two groups (6-10 and 11-14)

are needed by the USFS. Kevin currently gets the first 3 messages. The help message goes to Lenora Arevalos, Kevin, Kristy Wumkes, enforcement personnel and dispatch. Message number 1 would be used at both the beginning and the end of a patrol. Campsite information is kept in a database and therefore needed by the USFS. Tree messages are divided by saw needs. Message number 10 about snow is mostly for the USFS Visitor Center, to pass out the information. Message 11 is important so that Kevin can send out a USFS crew or PWV crew to remedy. Message 12 on water crossings and bridges is important because it can be a liability issue for the USFS. Kevin hopes the district will get paid weed staff who might use message 13. The trash message is important anywhere in the district. Kevin stressed again that this is for all volunteer groups within the Canyon Lakes Ranger District (CLRD).

At Spring Training, AGLs will need to cover these messages for the SpotX. AGLs will need a separate SpotX training in the spring and potentially Mentors also. Jeanne asked that Kevin change Column 1 for the second and third groups after the dash to 'Details in Report' (as seen in above table). Alan Meyer mentioned that the Summary Reports on the CLRD website could potentially be updated to include some of the SpotX information, although Kevin said that was not the intent of the new messages. Again, hopefully in the Training Manual this information can be synchronized. CPNR will be the first ones to try out the SpotX message system. After their winter season, we may want to revisit this topic.

**OLD BUSINESS.** None.

**NEW BUSINESS.** Celia Walker brought a donated laptop that she asked that the webteam look at to determine if it can be used and if not, donated or eliminated. Sandy Sticken volunteered to take home to Kirk Sticken to analyze.

Janet Caille mentioned the PWV Holiday Party will be held at Dan and Judy Jacks home on Thursday, Dec. 5, from 6:30-9:30. Janet encouraged everyone to mark their calendars to attend and to bring an appetizer or dessert to share.

Elaine Green mentioned that pictures of the Board and Advisory Board would be taken in the USFS lobby immediately following adjournment.

The Meeting adjourned at 7:40 p.m.

Janet Caille, Secretary

Next Board Meeting: **November 21, 2019 6:30 p.m.**

Supplemental to SPOTX discussion. Kevin Cannon received this information from the Forest Safety Officer about SOS and Help messages ...

On your SPOT device, once you select the "SOS" or "Help" buttons they remain active.

**For the SOS Button:** the SPOT device sends your emergency profile information and current GPS location to GEOS every 5 minutes until cancelled or the batteries run out. If SPOT cannot get a GPS signal, it will still attempt to send your message – without a GPS location. **There is no test mode.** If you activate the SOS function, the GEOS Rescue Coordination Center will treat it as a real emergency.

**To Cancel an SOS:** Press and hold the SOS button until it blinks red. Let SPOT work until the SOS button stops blinking red. The Message Sending light will blink green indicating it has sent the Cancel message.

**For the Help Button:** The SPOT device will send your message and current GPS location every 5 minutes for an hour for redundancy and overall reliability. If SPOT cannot get a GPS signal, it will still attempt to send your message— without a GPS location.

**To Cancel the Help:** Press and hold the Help button until it blinks red. Let SPOT work until the Help button stops blinking red. The Message Sending light will blink green indicating it has sent the Cancel message.

It is important to understand that the buttons remain active, if you think your message did not go through DO NOT select the button again. Doing that will send a cancel message, telling them you no longer need help.