

MINUTES
PWV BOARD OF DIRECTORS' MEETING
April 21, 2011

The meeting began at 6:30 p.m.

ATTENDANCE

Board Members present: Scott Ackerman, Kathy Burgess, Don Creager, Jan Creager, Jerry Hanley, Bob Hansen, Kathy Michaels, Meg Parmer, Karl Ritters, Mike Shaddy, Jim Shaklee (*Chair*), Margaret Shaklee, Laura Van Arsdale and Kevin Cannon (USFS Liaison)

Board Members absent: Kay Valerio

Advisory Board members present: Fred Allen, Jacques Rieux, Mark Snyder, Ken Thielen and Garin VanDeMark

PWV Members present: Herman Archuleta

A revised **AGENDA** was presented and no additional change was suggested.

BOARD MEETINGS - BALANCE and PARTICIPATION Jim Shaklee noted there is often not enough participation from Board members, perhaps because there is so much input from Advisory Board members (and occasionally guests). To attempt to change this balance, he indicated that he would like to change the process so that first input and discussion on any matter will come from Board members, followed by comments and recommendations from Advisory Board members and others, followed by a vote, if needed.

APPROVAL OF MARCH BOARD MINUTES Jim read to the Board Dave Cantrell's suggested changes to the minutes clarifying the description of the participation in the recent National Wilderness Stewardship Alliance (NWSA) conference. **A motion was made, seconded and unanimously approved to accept the previously circulated draft minutes with this revision.**

APPROVAL OF TREASURER'S REPORT Margaret Shaklee suggested a liability account be set up to differentiate "restricted" funds (such as the Endowment Fund and dedicated, special purpose grant funds) from "unrestricted" funds. She explained the change and will send out an adjusted report incorporating this change. The change will more clearly indicate the actual amount of money (total of unrestricted funds) available to support operating costs rather than the total of funds in PWV checking and savings accounts (currently approximately \$19,000 instead of \$41,000, respectively). **A motion to approve the Treasurer's Report with the described changes was made, seconded, and unanimously approved.**

INFORMATION SHARING Kevin Cannon and Jim Shaklee explained some of the anticipated road, campground, and trailhead closures, noting that these matters are unpredictable this year, but they will be posted on the Forest Service website.

UNFINISHED BUSINESS

A) VENUE FOR YEAR-END EVENT April 22 is the deadline to cancel and get a refund of the \$250 Drake Center reservation, and the Chair asked for input from the members as to the desired location for this event. Fred Allen said the Cub Scout Camp is available for this, but suggested we go through Spring Training before deciding whether or not to use it. Crazy Jack's Saloon and a planned new events center in Old Town were two other possible venues mentioned by Kathy Burgess, where no room fee would be charged to PWV. Fred mentioned the Garden Room in Loveland (holds 250 people) where we could provide our own drinks and food. He knows the owners and could possibly get the room for about half the listed rate, or \$500. Much discussion ensued, including concerns about the weather and distance from Fort Collins for the Cub Scout

location, and uncertainty regarding the availability of adequate audio-visual equipment in all new venues; recognizing that we may still use the Drake Center if our October date remains available. **A motion to cancel the reservation at the Drake Center; was made, seconded, and approved by 12 members, with one member not voting.**

B) FUNDRAISER DINNER DANCE April 22 UPDATE The Chair reported that at least 63 people were expected with another 18 possible. He thanked Fred Allen and Kathy Burgess for all the work they had put into logistical arrangements, publicity, obtaining donations for the silent auction and other matters. Raffle tickets will be sold for \$10 ea for the two large-screen TV sets donated by Wal-Mart, and it was mentioned the drawing would be held a couple months from now (once all of the planned 250 tickets are sold).

C) KICK-OFF NIGHT May 4 UPDATE Laura Van Arsdale distributed a handout of the schedule, major topics, and volunteers (see attachment), and briefly reviewed the training “stations”. Twenty-five volunteers are available to assist. This year, the new recruits will be provided with a reading “assignment” in the front their Field Guides. She noted the training for the KON volunteer trainers and the Spring Training Animal Group Leaders (AGLs) will be held at the Forest Service office on Tuesday, April 26 at 6:00 p.m.

D) SPRING TRAINING PLANS UPDATE Jan Creager noted that the schedule is being revised: 1) There will be no Jeopardy session for returning members, due to low interest in this event; 2) concerns regarding SPOT unit training were discussed; 3) music for Saturday night has not been finalized; 4) we will have a potluck dinner on Friday night; 5) a pre-walk of the Training Trail for AGLs and others will be held on May 14; 6) dogs are not allowed at the Cub Scout Camp, 7) stock corrals at the Boy Scout Camp ¼ mile down the road will be available; 8) there will be two vehicles to transport supplies around the Cub Scout facility; 9) at least 12 RVs are anticipated; and 10) information regarding details and “rules” will be communicated to all potential participants. There is a fair amount of clean-up required before the ST weekend; and Jan mentioned she plans to take cleaning supplies to the site on the day of the pre-walk to clean the bathrooms and other areas.

E) SUPPLEMENTAL TRAINING SESSIONS UPDATE Karl Ritters reported that the Supplemental Training program is well underway; four of the five backpack sessions have been completed; map/compass, GPS, first aid, and CPR classes have been completed, as well as Winter Patrol, Kids in Nature, and Field Guide planning, training, and discussion sessions. Participants have completed evaluation forms at each session, so we should be able to assess the successes and challenges associated with each training. Bob Hansen has done a great job generating interest in, and attendance at, the monthly Affiliation Gatherings. Garin VanDeMark stated that 8 PWVs have signed up for the LNT Trainer Training Course in May. Reminder: the dates, times, and locations for training and other PWV events are posted on the calendar on the PWV website.

F) PWV ORGANIZATIONAL HANDBOOK, PROCEDURES & POLICIES Jim Shaklee noted that the “Organizational Handbook” portion has been re-typed and re-formatted, and that we still need to address the Procedures and Policies to be included in it. Each standing committee will be asked to review its component of the Handbook in detail, and to make appropriate changes and/or updates to reflect the present practices of that committee. Then the Executive Committee will review the same to ensure that it descriptions reflect PWV goals and interests. Finally, the Handbook (in total or part) will be submitted to the Board for its review and approval. Jim briefly cited a couple of examples of recent requests he has received (one regarding possible use of PWV-owned equipment for a non-PWV event and the other concerning possible use of the PWV broadcast email tool to notify all PWV’s of an upcoming meeting by another organization that may be of interest to some PWV members) that highlight the need for clear statements of PWV’s “standard operating procedures” (SOPs) or “policies” to guide decisions or actions. Without such

SOPs and policies, decisions and actions are likely to be both arbitrary and variable over time, and may not be timely, depending on who makes the decision and the urgency of the issue. Jim suggested that PWV's mission statement and goals and objectives should provide the framework for crafting SOPs and policies and that PWV should take the initiative in the coming six months to address this need (led by an *ad hoc* workgroup tasked to identify needed SOPs and policies and craft wording of same to present to the Executive Committee for initial review). Both Chuck Bell and Bob Hansen have already volunteered to participate as members of this workgroup.

NEW BUSINESS

A) 2010 ANNUAL REPORT Jim Shaklee asked if any members had noticed any errors or omissions, or the need for significant revisions to the draft report. Bob Hansen enthusiastically expressed his approval of the report. Jim explained that he prepared the report with the information submitted by various committee chairs and noted that there are some major committees/programs that are not represented in the 2010 report; stating that from year-to-year different aspects of PWV's efforts will be included and emphasized in the annual report. The absence of a section on the Stock Patrol in the 2010 report was due to a transition in leadership of this committee and the fact that no information was submitted by the identified deadline. The contents of the annual report are expected to change somewhat from year to year depending on submissions by various committees. Fred Allen said that he had recently shared an early copy of this report with two current/potential donors (including Clinton Family Fund representatives), and he said that they liked what they saw. Jim reminded the Board that two slightly different versions of this annual report will be prepared and distributed – the complete version will be titled: “Poudre Wilderness Volunteers 2010 Annual Report” and distributed to PWV members, posted on the PWV website, and distributed to other “Friends of Wilderness” groups. A second version (without the Endowment Fund, Financial Overview, and PWV Member Participation details) will be titled: “Poudre Wilderness Volunteers 2010 Annual Report to the USFS Canyon Lakes Ranger District” and will be distributed by Kevin Cannon to selected USFS personnel and made available for distribution to potential donors/supporters by Fred Allen and other PWV fundraisers. Jim will finalize the two versions and make them available as soon as possible. Fred mentioned that it would be ideal to have the report in October or November in future years to assist with his fundraising efforts. Jim mentioned that an October or November timeframe would be difficult to meet given that the patrol season doesn't end until early October and that individual committee annual reports aren't usually completed until November or later. As to future reports, there was some discussion regarding who should be responsible for preparing the PWV Annual Report in future years and it was suggested that the outgoing chair would be an appropriate choice due to their presumed familiarity with all PWV activities in that year. Jim suggest that this task does not necessarily need to be done by the outgoing Chair, and that it should be done by someone who is not only familiar with the workings of PWV but also has good writing skills, and expertise with the software necessary to format and layout text and photos in an appealing package. One idea presented was that a group of people associated with the Publications group could lead this effort in future years. On a related matter, Jim suggested that the Board consider how best to acknowledge financial donors and supporters (posting on the PWV website?, inclusion in the Annual Report? and/or other?) and that we move forward to develop a plan and some criteria of what types and amounts of contribution should be acknowledged and what form of acknowledgment would be most appropriate.

B) NOMINATING COMMITTEE Elections for Chair-Elect, Treasurer, and new Board members take place in October; and it is desirable to establish a nominating committee to develop a slate of candidates. The Executive Committee suggested that the Nominating Committee consist of 5 persons, chaired by the Chair-Elect, and including the Treasurer, 2 current Board members and 1 current Advisory Board member. **Karl Ritters made the following motion, which was seconded and unanimously adopted:**

Move to establish a nominating committee to prepare for transition to the 2012 Board. The Committee shall consist of 5 persons, chaired by Chair-Elect Karl Ritters, Treasurer Margaret Shaklee (this office needs to be filled in 2012), 1 additional Board member and 2 Advisory Board members. The Chair-Elect shall be responsible for selecting the Board and Advisory Board members and reporting to the Board a slate of candidates recommended by the Committee. Any Board or Advisory Board member who wishes to be considered for the Committee shall advise the Chair-Elect by April 28, 2011.

URGENT ANNOUNCEMENTS none

NEW AGENDA ITEMS

A) Newsletter Jan Creager updated the Board on the Newsletter, advising that a graphic artist friend of a Newsletter Committee member had done the layout without any charge for her services. Her usual charge is \$80/hr, and it took her 2 hours. Someone suggested that we may currently have members with the necessary expertise who could do this for future issues. Jan said that she wants to give a color copy to each new recruit on Kick-off Night so they can be more familiar with the organization. Someone asked why new recruits couldn't be emailed the same file members receive and print the document if they want their own hard copy. While no charge was incurred for preparation of the current issue, Jan inquired about paying any such costs in the future, recognizing such costs were not identified in the Newsletter budget that had been submitted and approved. The Chair suggested that we needed to keep within budget allotments or, if new expenses are identified, that an amended budget request should be submitted for consideration and possible approval by the Board prior to any such expenditure. After some dialogue, Kevin Cannon reminded the Board that the Forest Service would print copies of the newsletter in its current color form for new recruits, if that is what the Board wants, at no cost to PWV. The Board asked Kevin to make color copies of the current issue of the newsletter for distribution to new PWV recruits.

B) MOUNTED PATROL WORKSHOP May 7 UPDATE Kathy Burgess reported that the organizers have nearly completed planning for the workshop, and 28 riders are planning to attend, 2 of them being new recruits. (There are only 5 new Stock Patrol recruits in total.) The workshop will include pasture management and LNT. The matter with the Sheriff's Posse has been resolved and there will only be one representative of that group at the workshop. The organizers have not heard from Board members, who have been asked to attend and possibly help with the workshop, and they really want the Board's presence and help. Six riders have enrolled in the packing clinic, and have agreed to support selected Trail Crew and Weed Crew projects this year.

C) MENTORS and MENTOR PATROLS Bob Hansen reported we will have 56 new recruits and only 14 mentors, which are not enough to cover 2 mentor patrols for each new recruit. Concern was raised that we have mentors to cover only 1 mentor hike, and this generated a good discussion. Several Board members agreed to do extra mentor hikes. In addition, Bob will send out another email seeking more mentors. Jim reminded the directors that it has been PWV's practice in recent years to provide two mentor patrols for each new member. He also stated his personal opinion that mentor patrols were a very important part of new member training and that PWV should make every effort to continue to provide two mentor patrols for each new member.

The meeting adjourned at 8:30 pm.

Meg K. Parmer, Secretary

Next Board Meeting: **June 16, 2011**

ATTACHMENT A

Kick-Off Night 2011

Goal: Help new volunteers feel welcome, part of a terrific group, and comfortably prepared to take maximum benefit from Spring Training Weekend.

In addition to the standard training, we have an extended goal to building relationships within animal groups and letting animal group members establish rapport with their fellow group members.

Agenda:

5:30-6:00 PM

New members arrive, returning members meet and greet and direct to Animal Groups.

- Leaders confirm contact info. and provide an overview of the night.

Animal Group Leaders will need to have:

- Contact List for their group including: name, phone, address, e-mail, and payment
- Name tags with member's names written on them
- Field Guides
- Directions to Cub Scout Camp
- Spring Training Check-list
- An agenda for KON topics
- Discuss **Field Guide Chapt. 7** during break times to prepare for Spring Training (there will be time during the speaker/station rotations)

6:00-6:50

Welcome, introductions and housekeeping- we need to give each speaker a certain amount of time and provide them with a focus.

- PWV Chair- **Jim Shaklee**- Welcome, agenda for the evening and introduce Forest Service liaison. (5 min.)
- USFS Liaison- **Kevin Cannon**- Welcome, housekeeping and US Forest Service Policy and introduce PWV Speaker (10 min.)
- PWV Speaker/Founder- **Chuck Bell**- PWV background (5 min.)
- Showing of Leave No Trace DVD (15 min)
- BREAK TIME

Animal Groups divide in half and spread to their designated areas for information presentations.

There will be two sections:

Section 1: Web Site Introduction (40 min) A basic overview including a general idea of how the information is used. **Bob Hansen, Scott Ackerman, (Matt Fisher)**

- **Chapter 8 of the Field Guide**

- **Money collecting table will be set-up in this area for Margaret Shaklee to collect money**

Section 2: (40 min)

Each of the remaining animal groups will find an area to meet

- Other half of the conference room
- Former “ethics” room
- Foyer
- Break Room

Volunteers, representing the three former stations: ethics, patrol areas, and Authority of the Resource, will rotate through each animal group.

Ethics: Brett Johnson, Kay Valerio, and Kathy Michaels

- **Field Guide 1.1, 2.4, 2.5**
- Mission statement of the Poudre Wilderness Volunteers
- PWV Uniform expectations
- Leave No Trace (Refer to the Field Guide) Principles
- Hand-out LNT cards

Patrol Areas: Garin VanDeMark, Richard Cullor, and Karl Ritters, Dennis McKernan

- **Field Guide Chapt. 4 and (Chapt. 3)**
- Difference between Wilderness, National Forest, National Park, and BLM:
- Our Territory:
 - Rawah Wilderness
 - Comanche Peak Wilderness
 - Neota Wilderness
 - Cache La Poudre Wilderness
- Our areas of patrolling, a few noteworthy stories that volunteers have encountered while on patrol

Authority of the Resource: Bob Manuel, Betsy and Mike Mosehauer and Cathy Trout

- **Field Guide Chapt. 2, 2.2 & 2.4**
- Creator and History
- Examples of how it has been developed and implemented on patrols
- LNT and Authority of the Resource are powerful tools of education

At 7:40-7:50 break, the two sections switch:

8:30 KON is over; groups can stick around and swap more info.or head out

Volunteers will need the following information:

- Topic specific information guidelines
- An agenda of pertinent information to definitely cover with each group
- A clear understanding of the procedures for KON and what is expected of them

Karl Ritters preferred email: kriters4pww@comcast.net
Larry Caswell 970-420-2762 lcasbike@aol.com
Margie Caswell 970-420-2766 margiemc214@aol.com
Gibson, Alice 970-310-8848 aligibs@yahoo.com
Judy Christensen judy77777@hotmail.com

Map
Greeter
Greeter
Money
Money

Henriksen Jim A. 970-226-5593 jahenriksen@gmail.com	Set up/take-down
Cullor Richard J. 970-226-0358 cullors@comcast.net	Map
Valerio Kay 970-217-7038 llamas4k@aol.com	Ethics
Michaels Kathy M. 970-493-1836 kmcMichaels@hotmail.com	Ethics
Boni Elaine M. 970-482-9193 elaineboni@juno.com	<i>Money</i>
Manuel Robert A. 970-224-4582 bmanuel@q.com	Authority of Resource
Shepard Martha C. 515-554-5508 martha.shepard@gmail.com	<i>Set-up</i>
Cheuvront Debra C. 970-231-6295 maggiemae526@yahoo.com	<i>Set-up</i>
Vancil Gayle A. 970-223-0462 vancilga@aol.com	<i>Set-up</i>
VanDeMark Garin M. 970-226-2051 gmvhsv@msn.com	Map
Johnson Brett M. 425-260-4125 bmjohnson75@hotmail.com	Ethics
Shaklee Jim B. 970-484-8002 jbsgenetics@hughes.net	Speaker
Vasquez Lynette 970-493-3914 lynettevasquez@comcast.net	<i>Greeter</i>
Archuleta Linda S. 970-290-8198 lsarchuleta@gmail.com	Greeter
Archuleta Herman G. 970-290-4591 archyarchuleta@gmail.com	Greeter
Mosehauer Mike 970-593-0765 mosehaue@juno.com	Authority of Resource
Mosehauer Betsy R. 970-593-0765 mosehauer@juno.com	Authority of Resource
McKernan Dennis O. 970-420-1705 dmckernan2@yahoo.com	<i>Map</i>
Trout Cathy M. 970-669-0573 cmtrout2000@yahoo.com	Authority of Resource