

MINUTES
PWV BOARD OF DIRECTORS MEETING
September 15, 2011 – 6:30 p.m.

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, Mike Shaddy, Jim Shaklee (*Chair*), Margaret Shaklee, and Andrea von der Ohe (for Kevin Cannon, USFS liaison)

Board Members absent: Karl Riters, Kay Valerio and Laura Van Arsdale

Advisory Board members present: Fred Allen, Bob Manuel, Betsy Mosehauer, Mike Mosehauer, Jacques Rieux, Mark Snyder, and Garin VanDeMark

Andrea von der Ohe was welcomed, and the revised **AGENDA** was presented and approved.

MINUTES The minutes of the **July and August Board** meetings were presented separately; motions were made and seconded, no discussion was had, and they were each approved unanimously.

TREASURER REPORTS The Treasurer's reports for **July and August** were presented separately; motions were made and seconded, no discussion followed, and they were each approved unanimously.

BUDGET Don Creager noted the \$17,500 in checking, savings, and CDs (PWV's approximate, yearly operating expenses). There was mention about having sufficient funds this year without extraordinary efforts to raise money. It appeared that members were not concerned about having to pay certain expenses at Spring Training (meals, uniform shirt, & name badges).

ORGANIZATIONAL HANDBOOK STATUS After review by the Executive Committee and by chosen individuals, the Handbook will be presented to the Board for approval at its October meeting. The Handbook will be maintained in electronic form on the website. Dave Cantrell would like a copy to use as a model for the NWSA, and all agreed, noting we should help other like organizations wherever we are able.

COMMITTEE SPENDING Jim Shaklee noted there are certain budget items on hold, and there appeared to be no reason not to grant approval for the associated expenditures if the Committee still needs those funds. Fred Allen mentioned that if there is no compelling reason to spend those budgeted items, we should not do so. There was lots of discussion of budget items, including that PWV does not have its own PC and from time to time borrows one; LNT training costs were noted; we may not know next year's needs, etc., at the end of which it was decided to leave it up to the Budget Committee to review and recommend a course of action regarding this issue.

COMBINE RECRUITING/INTERVIEWS and PUBLIC OUTREACH COMMITTEES Jim Shaklee stated that both Jerry Hanley and Ken Thielen favor combining these Committees, and even including merging "Parades". **A motion to combine these Committees was made, seconded and unanimously approved.**

UPGRADE "SURVEY MONKEY" Margaret Shaklee explained the benefits of upgrading to an advanced version of this Survey tool; She indicated that it would increase the requested 2011 budget amount by \$55. **A motion to upgrade was made, seconded, and unanimously approved.**

YEAR END EVENT and ANNUAL MEETING Jim Shaklee reviewed a draft program for this event, and everyone agreed it should move forward as planned.

CREDITS FOR WINTER PATROLS Jim Shaklee told the Board that Chuck Bell is in favor of granting credit for Winter patrols toward the 6-patrol commitment every PWV member makes each year, noting there are just as many needs in the Winter as in the Summer, and sometimes more. **A motion was made, seconded and approved to give credits for Winter patrols.** Trails excluded from winter patrolling as a PWV function are: Montgomery Pass, Zimmerman Lake, Blue Lake (*all of which are patrolled during the winter season by Cameron Pass Nordic Rangers*), as explained in the Field Guide.

NEW TRAILS ADDED TO “TRAILHEAD HOSTING” Jim proposed that five trails be added to Trailhead Hosting (North Fork, Lion Gulch, Lily Mountain, Hewlett Gulch and Emmaline Lake). Some concern was expressed about where to put the Trail Hosting station at Emmaline Lake, and Betsy Mosehauer suggested CSU would undoubtedly agree to placing it on its property. One of the reasons expressed for expanding the Trailhead Hosting program was to provide a more attractive alternative form of service for members who can no longer hike or ride; to encourage members to continue to be active as PWVs rather than dropping their memberships. The information gathered by Trail Hosts is useful for PWV and USFS. **A motion was made, seconded and unanimously approved to add these five trails to Trailhead Hosting.**

ADVISORY BOARD MEMBER TO BE ON BUDGET COMMITTEE Jim Shaklee mentioned the need for an Advisory Board member to serve on the Budget Committee this year. Bob Manuel volunteered to be on the committee.

STOCK PATROL COMMITTEE UPDATE Stock Patrol Chair Kathy Michaels reported the year's activities of this Committee, including:

- Notifying Stock Patrol members of the Board's request that PWV's emphasize patrolling "High" and "Medium" priority trails
- Noting patrols were down in June (perhaps due to the record snowpack earlier this year and the equine virus during that period) As of September 1, stock patrollers had patrolled 74 "High", 91 "Medium" and 57 "Low" priority trails
- Efforts to get more involved in PWV's needs, including Kick-off-Night and Spring Training.
- Last year, when all attempts by others to catch the horse that was lost in the Browns Lake area for so long, stock patroller Bob Farmer, alone, caught the horse and brought it to safety.
- Kathy noted the benefits of the Stock Workshop (held at CSU)
- Stock patrollers worked last week with 11 llamas (and several other PWV members) hauling gravel and sand to finish of a turnpike on the North Fork Trail Adopt-a-Trail project. Everyone had a good work experience.
- She noted the stock people are getting more involved in PWV efforts
- Preparing a members' guide, with goals and objectives, mentor and member requirements and expectations
- Improving their new member forms and the Committee feels good going forward.
- Kathy noted that in the past, minutes/notes of Committee meetings were not taken and information was not shared with stock members. [This year, meeting minutes have been taken but they have not, to date, been distributed to all stock patrollers in PWV.]

Margaret Shaklee expressed appreciation in knowing what the Stock Patrol Committee is doing and offered to help with any survey/questionnaire needs the Committee may have. Jim Shaklee thanked the Committee for its efforts and accomplishments but indicated that it was important for the Committee to share meeting minutes with all stock patrollers and with the Board. Kathy Michaels

suggested that PWV should consider purchasing llama packs and/or other packing equipment suitable for llamas, if PWV intends to continue using llamas for trail work.

OCTOBER BOARD ELECTIONS Jim Shaklee reminded the Board of the upcoming October 20 election and stated nominations from Board members and all PWVs are welcome.

NEWSLETTER PLANS, STAFF, BUDGET Newsletter Chair Jan Creager reminded members that the graphic designer had been working for free and had given a great deal of time to layout and formatting of the May 2011 issue. Jan would like to pay her a discounted fee of \$180 for the most recent issue. Jan said that she plans a new issue for sometime after October and that it will include lots of information on Spring Training, committee reports, the Year-End Event & Annual Meeting, and more. Bob Manuel inquired of the cost, and Jan estimated it to be about \$180 per issue. Jan also invited members and committees to furnish information suitable for publication. Fred Allen noted the Newsletter information is very useful for donors and for recruiting. It was the consensus of the members that the Budget Committee should review the needs of the Committee and make recommendations. **A motion was made, seconded and approved** (8 “for” and 3 “opposed”) **to pay the graphic designer \$180 for the May 2011 issue.**

TEN-YEAR SERVICE AWARD Jim Shaklee noted that it was brought to his attention (by Don Creager) that PWV does not have well defined criteria for what constitutes 10 years of service. Given that we now have a Ten-Year Service Award he suggested that criteria need to be better defined and that the nature of the associated “award” (currently a large 10-yr name badge) should be re-examined. After much discussion, Jacques Rieux suggested that the Executive Committee explore these issues and develop recommended criteria and “award” and present them to the Board at its next meeting.

POTENTIAL LITTLE BEAVER CREEK TRAIL PROJECT Kathy Burgess described problems she recently encountered in attempting to patrol this trail on horseback, noting it is difficult for riders and hikers to cross a boggy area below Beaver Park. Kathy asked the Board for approval to explore the possibility of a joint USFS / Northern Colorado Backcountry Horsemen (NCBH; the official Adopt-a-Trail partner for this trail) / PWV project for 2012 at the upcoming early October NCBH meeting. If all parties agree, this could be a collaborative project for next year. At this time, construction of a rock/gravel/sand turnpike might solve the problem. This would entail a need to carry a large amount of rock, gravel, and sand – so pack animals and appropriate packing equipment and supplies would be needed. Given that the PWV Stock Patrol currently has a grant to acquire such equipment and supplies, such a project could be both timely and beneficial to all users of this trail. The Board encouraged Kathy to present the idea of a potential collaborative project to the NCBH at its October meeting.

NATIONAL PUBLIC LANDS – September 24 Andrea von der Ohe is still looking for PWV members to work, and have fun and food at this event, to be held near Red Feather Lakes.

COMMENTS FROM THE FLOOR

- * Bob Manuel: Thanks to Jim Shaklee and Joan Kauth for their tree-cleaning work.
- * Andrea von der Ohe noted the USFS will be continuing to remove hazard trees from the trailheads in the Pingree Park area and on up to Cameron Pass.
- * Jerry Hanley stated the Endowment Fund is \$532 away from reaching a matching pledge that will expire at the end of 2011. He will mention this at the Year-End Event or by broadcast email; and “it will be matched!” PWV Endowment Fund brochures have been printed and are now available.

The meeting adjourned at 8:35 pm.

Meg K. Parmer, Secretary

Next Board Meeting: **October 20, 2011**

Forest Service Report, Announcements, & Information Sharing – September 2011

USFS Report – Kevin Cannon

There is no USFS Report this month. Andrea von der Ohe will be attending the September Board meeting in Kevin's place.

Wells Fargo Bank Community Assistance Fund Grant Proposal – Jim Shaklee

PWV was not selected to receive a small grant for \$2,000 from Wells Fargo.

Larimer County Grant Proposal Submission – Jim Shaklee

Jim Shaklee submitted a grant proposal ("Backcountry Trails: Clearing, Maintenance, & Noxious Weeds Abatement") to the Larimer County Small Grants for Community Partnering program. The proposal, consisting of Weed Crew, Adopt-a-Trail, and Trail Crew components, was for a total of \$1,899.

Trailhead Hosting Program – Jim Shaklee

This program has historically been limited to 6 trails: *Greyrock, Young Gulch, Big South, Blue Lake, West Branch, and Rawah (North)* and it has had very few participants each year. Jim Shaklee recommends that we expand the program to add: *Emmaline Lake, Hewlett Gulch, Lily Mountain, Lion Gulch, and North Fork trails to above list to increase trail representation and regional coverage*. All of the above trails are high use trails and are identified as "high" priority for patrolling. PWV should also probably review the status of the current trail write-up handouts and create new ones for the five proposed additional trails. Furthermore we need to reexamine how we market this trail patrolling alternative (Trailhead Hosting) to our members (perhaps by combining/expanding it to include a Trail Use and User Assessment component. [see write-up of this proposed activity presented to the Board over a year ago]

Patrol Credit for Winter Patrols? – Jim Shaklee & Chuck Bell

Jim Shaklee recently discussed this issue with Chuck Bell and the two of them agreed that it would be appropriate to give patrol credits toward the six-patrol commitment for winter patrols. The currently large membership of PWV (approximately 285 active members in 2011) and the fact that contacting, assisting, and educating the hiking, riding, and camping public regarding Leave No Trace, land stewardship, and the trails during the winter is just as important as during the summer. There are certainly a significant number of Leave No Trace issues associated with winter travel and camping along the trails that PWV patrols. We urge the Board to vote for this change in procedure.

Suggestion to Combine Recruiting/Interviews and Public Outreach Committees – Jim Shaklee

Jerry Hanley and Ken Thielen have recently suggested combining these two committees because the majority of their functions and activities are overlapping, their calendars are largely complementary, and because a single committee with co-chairs and more members will likely be more successful and effective. At the August Board meeting, both Garin VanDeMark and Jim Shaklee strongly supported this proposed change. Presumably it would also make sense to include the current Parades Committee in the proposed combined committee as well given that its primary purpose/activity is public outreach.

Board Elections at October Board Meeting

Once again, we are looking for a few good PWVs to step up and help lead the Organization – please contact potential candidates directly or the Nominating Committee with suggestions.

2012 Budget Committee Membership – Margaret Shaklee

The committee, which is responsible for generating the draft annual budget, will recommence operations in October. It currently has a Chair, the lead PWV fundraiser, one Board member, and a general PWV member. The new Treasurer will also participate in this committee. The Committee still needs an Advisory Board member. Any volunteers?

Year-End Event & Annual Meeting – Jim Shaklee & Karl Ritters

Plans for this event are well underway. It will be held at the West Banquet Room of the Drake Centre (Fort Collins) on Saturday, October 23 from 3:00 to 6:00 PM. Frank Schwende has agreed to head a team of volunteers to address all logistics needs. The program will include:

3:00 – 3:45 Mixer, Meet 3 PWVs, & Committee Fair with hors d'ouvers, cash bar, and continuously running photo slide show

3:45 – 5:10 Business Meeting

Welcome & Words from the Chair – Jim Shaklee

Treasurer's Report – Margaret Shaklee

Recognition of Major Donors – Fred Allen

PWV Endowment Fund – Jerry Hanley

Summary PWV Statistics for 2011 Season – Kevin Cannon

Noteworthy Observations from Trail Patrols

Selected Committee Overviews

Mentoring, Newsletter, Patrol Scheduling, Public Website, Supplemental Training

Members – Board Dialogue (what do the members think? What do they want?)

Introduction of 2012 Board & Officers – Jim Shaklee

Recognition of 2011 Board & Officers – Karl Ritters & Kevin Cannon

Looking Ahead to 2012 – Karl Ritters

5:10 – 5:25 “PWV – A Tail of Toil and Triumph” – Jan Creager & Kathy James

5:25 – 5:30 Door Prizes – Karl Ritters

5:25 – 6:00 Recognition and Awards – Jim Shaklee & Karl Ritters

PWV (New awards this year:)

“Most productive/valuable patrol/report” instead of “Best Patrol Report”

“Most overnight patrols”

USFS Special Recognition

Organization Handbook (Committee Descriptions, Policies, and Procedures) – Jim Shaklee

The Executive Committee is moving forward with this project with the intent to have a final draft for presentation to the Board at the October Board meeting. Subsequent review, approval, and communication/distribution of this electronic Handbook will then be the responsibility of the Board.

[Note that Dave Cantrell has requested that this document be shared with the NWSA (and its member organizations) as soon as PWV has finalized it and approved such a sharing.]

Proposal to Upgrade PWV's Survey Monkey Subscription to the Gold level – Margaret Shaklee

Current Approved Budget Item: \$200, High Priority

Requested Increase: to \$255* and payment approval.

*Cost 2011-2012 \$300 – 15% = \$255 (special offer available until 9/30/2011)

Cost after 2012... Normal annual cost = \$300/year

Justification:

Seventeen surveys, evaluations, and applications have been created and used (or proposed) for PWV to date...

- Annual Meeting & Year End Event Attendance & Participation
- Application & Skills Assessment of Potential Members
- Field Guide and Pocket Patrol Guide Evaluation
- Kick-Off Night and Spring Training Evaluation
- KIN Adults' Evaluation & Feedback
- Member Knowledge Self-Assessment Tool modules
- Mentor Patrol Evaluation-2011
- Patrol Scheduling Preferences Questionnaire HIKERS
- Patrol Scheduling Preferences Questionnaire STOCK
- Public Feelings Toward US Forest Service Decision Making
- Returning Member Training Preferences
- Satisfaction and Direction Survey (PWV-MIR)
- Skills Assessment of Membership
- Spring Training (and Kick Off Night) Attendance
- Spring Training (and Kick Off Night) Recruiting
- Supplemental Training Classes Sign-Up
- Training Course Evaluation

Comparison of current version to proposed upgrade to Gold Level:

“SELECT” Level	“GOLD” Level
\$204	\$300
GENERAL FEATURES	
	Unlimited questions
	Unlimited responses
	No white-label surveys
	Easy-to-use web-based survey tool
	51 survey templates
	15 types of questions
	All languages supported (Unicode)
	Page logic
	Question logic
No random assignment	NEW Random assignment
No question & answer piping	NEW Question & answer piping
No question randomization	NEW Question randomization
	Customized themes
	Brand your survey with a logo
	Randomize & sort answer choices
	15 pre-set visual themes
	Survey completion progress bar

Auto-numbering for pages & questions
Validate/require survey responses
Fully accessible & 508 compliant
No custom redirect upon survey completion | [Custom redirect upon survey completion](#)
Custom "thank-you" page
Printable PDF version

COLLECTION FEATURES

Send out your survey via web link, email, or Twitter
Share your survey on Facebook
Embed your survey into a page or on your website
Deploy your survey via a website pop-up
Send your survey using our email manager
Enhanced security (SSL)

ANALYSIS FEATURES

Real-time results
No text analysis | [NEW Text Analysis](#)
No SPSS integration | [NEW SPSS integration](#)
Multiple custom reports
Filter & cross tabulate responses by custom criteria
Download responses
Create & download custom charts
Share responses

SUPPORT FEATURES

24x7 customer support
Customer support email responses in 2 hours or less

Items in [blue](#) and [red](#) text are the upgrade features. The [red](#) items are the key features that will greatly improve the efficiency of SurveyMonkey for PWV by allowing more complex question and response sets and by increasing the flexibility of questionnaires by facilitating analysis of text responses.

Other Features soon to be available through SurveyMonkey.com are:

Wufoo is quickly growing into the world's leading **online form builder**. Its user friendly interface allows for easy creation of contact forms, online surveys and invitations so customers can collect data, registrations and online payments all with a single product. Not only does *Wufoo* offer a robust form builder, it also allows customers to collect payments through forms. In a few easy steps, *Wufoo* customers can accept payments using PayPal, Google Checkout, Authorize.net and USAePay. A key component of *Wufoo*'s features and partners is its available API (application program interface).