

MINUTES
PWV BOARD OF DIRECTORS' MEETING
April 19, 2018 – 6:30 – 8:40 p.m.

ATTENDANCE

Board Members: Tom Adams, Janet Caille, Jeff Dean, Elaine Green, Jim Greuel, Bob Meyer, Jack Morgan, Randy Ratliff, Mike Reynolds, Margaret Shaklee, Celia Walker, Holly Young, and Kevin Cannon (USFS Liaison).

Board Members absent: Linda Reiter and Jim Zakely.

Advisory Board Members: Fred Allen, Chuck Bell, Dave Cantrell, Mike Corbin, Jerry Hanley, Bob Hansen, Judy Jacks, Karl Ritters, Mark Snyder and Garin VanDeMark.

PWV Members: Peter Skiba.

PWV Guests: None.

AGENDA. The agenda was adopted.

MINUTES. The March minutes were approved.

REPORTS OF OFFICERS

A) CHAIR REPORT. Randy Ratliff would like to get a gathering of key technology and mail distribution members to help define the process of sending emails, for example, to recertification members inviting them to Spring Training. Randy would like to define the duties of all involved so the system is better defined for whom ever is in charge next year as the process was frustrating this year. Randy will be contacting members to help define the process. In some cases, the emails appear to be going to spam folders, i.e., registration emails.

B) PAST CHAIR REPORT. Spring Training Chair, Margaret Shaklee, gave a **Spring Training Progress Report**. A Team Leader meeting was held on April 2nd. Regarding applications to PWV, Casadevall are working to resolve issues such as who needs lists provided and who receives them; a process is needed. Celia will be reporting on the recruiting process. AGLs and role players had training on April 18th. We have more than 30 recerts (counting AGLs). Margaret will need a list of recerts and AGLs to provide recertification pins. Holly Young reported that all the role players positions have been filled except for two Group in Trouble. The Training Trail schedule has been completed by Fred Sprague. Fred is looking for more Training Trail team members. It was announced that he may have found assistants after all. The Patrol Preferences Questionnaire has been launched. Mike Smith sent the to-date registration. As of 4/17, 44 have registered for Spring Training. Patrol Gear should have orders for equipment, shirts, and badges to be ready by Spring Training. The May 7th deadline will work well for Patrol Gear. May 3rd and 5th are the Training Trail walk through dates. Elaine Green is working with registrars Sandy Sticken and Yvonne Wooten. Regarding dining and food, meals and menus are covered. Ellen Graham will work with Fred Allen, who is recertifying, and Jeff Dean to make sure meals are covered. Supplemental Training has been confirmed and sent to AGLs. Photography and Video will be taking candid photos throughout training, graduation and AGL group photos. Weed Crew will provide a ½ hour training on “Introduction to 5 Noxious Weeds” on Sunday. George Wallace is our Saturday night speaker and Margaret will be confirming his audio/visual equipment needs. Margaret asked if the

campfire at the lake is something that should be continued. The event is weather-dependent. S'more ingredients will be provided. Adult libations will be handled by Fred Allen and Mark Snyder. For Plan B, Ft. Collins First United Methodist Church has been mentioned as a backup location. Margaret will ask Bill Whitaker about using FCFUMC. Jerry Hanley offered to check on the Unitarian Church as a backup. Dave Cantrell has been extending invitations to Spring Training to outside Friends groups. Two USFS interns will be guests. Margaret has explained to the interns that if the animal groups were full, they could be observers (not participants). There will be a Meet the Mentor event at Spring Training. A final ST committee meeting will be held May 10th.

C) CHAIR ELECT. Tom Adams attended both **mentor and AGL training** and said both were very well done. As a newly elected member to the Strategic Planning Committee, Tom expressed gratitude to Jerry Hanley for his experience in this area. Tom relayed that the Broncos will play on Thursday, October 18th, so our Year End Event on October 21st will not be in conflict with the game. We had some issues with the PWV calendar, i.e., KON, which was originally on the calendar as 6:30-9:00. That has been corrected. AGLs should make sure recruits know to attend at 5:30 p.m. By clicking on the event, full details are available, otherwise data could be misleading.

D) USFS REPORT. Kevin Cannon has met with the WRV and the Coalition for the Poudre Watershed about the **Wild and Scenic Rivers 50th anniversary**. A celebratory party at Mishawaka is being planned for September 15th, 2018. (Editor's note: Since April 19th, the date has changed to September 16th, 2018.) There will be projects up and down the Poudre, and a project or display of progress on Young Gulch is being considered. A bridge is being worked on near mile marker 91, on Colorado Highway near Rustic. The road is closed currently from 8 p.m. to 6 a.m.

E) TREASURER'S REPORT. Bob Meyer presented a quick view of **PWV financials** thru April 17th. Looking at the Income Statement, corporate and non-profit donations from January 1 thru April 17th total \$3060 including Walmart, Odells, and Green Team donations of \$1000 each. We have also received \$880 in donations in memory of Dale Moulton. Mr. Moulton was not a PWV member but enjoyed hiking in the Poudre Canyon area. Fund Development has acknowledged gifts received. On the Income Statement, highlighted items represent advance payments received for Spring Training, with no offset yet for any expenses incurred. On the Balance Sheet, Unrestricted cash available is \$21,753. Restricted cash is \$8,473.94. We have another \$8900 coming from the National Forest Foundation grant, and Bob will be documenting for the NFF that we have the matching funds for this grant. In the June BOD meeting, Mike Corbin and Bob will make a motion to increase the Trail Restoration budget by \$8900 to reflect this grant. Bob made the following motion that was seconded and passed:

Move that the financial statements for April 17, 2018, be approved.

REPORTS OF COMMITTEES

A) STRATEGIC PLANNING Committee. Jerry Hanley reported the committee has met. The first meeting was attended by Jim and Margaret Shaklee and Jerry. The decision was made that more committee members were needed and now committee members are Margaret and Jim Shaklee, Nancy and Jim Casadevall, Randy Ratliff, Russ Smith, Tom Adams and Jerry.

One of the criticisms with the initial strategic plan was that the plan was not very visionary. At the time, this was deemed OK as it basically confirmed our mission statement was solid. The committee would like to review the mission statement again, and develop a vision statement. Vision statements encourage opening up thinking about where the organization would like to be in future years. Another issue with the strategic plan, was it ground to a halt due to not enough follow-up. The committee had asked a dozen committees with strategic intent to submit a plan, which they did, but no follow-up from the BOD occurred. Metric development did continue and data queries were developed by Alan Meyer this past fall. The committee has proposed a mission statement as follows:

- a. Establish, maintain, and improve an ongoing strategic planning process, including metric review and management
- b. Develop a planning cycle
- c. Support committees in the development of their strategic plans that align with the overall PWV strategic plan
- d. Annual review of mission, vision, and strategic plan, and recommendation to the BOD.

Once the committee has finalized this mission, Jerry will be coming back to the Board for approval. The committee will be providing PWV committees with strategic intent with some guidelines and will provide feedback.

B) FUND DEVELOPMENT Committee. Jerry Hanley reported that he is pleased with the reorganized Fund Development committee. Committee members are himself, Fred Allen, Ronda Koski, Bob Meyer, Janet Caille, Judy Jacks, Donna Mahler, Margaret Shaklee and new member Lorann Stallones. Current funding programs being pursued are:

- NWSA Wilderness Stewardship Performance grant: Janet Caille submitted PWV's WSP grant application.
- NWSA/NFF 2018 National Forest System Trail Stewardship Funding: Mike Corbin submitted a grant for \$8950 for Trail Work.
- National Environmental Education Foundation grant dates are July 15 and Oct. 15 and focus on capacity building
- King Sooper cards: PWV didn't receive a check this month. Judy Jacks will be sending out a reminder email to the membership
- Grant questionnaire for committees: Judy Jacks, Donna Mahler and Margaret Shaklee have been working on this questionnaire, the purpose of which is to establish areas of committee needs. That information will then be used to try and find an applicable grant. The form and cover letter are ready to be sent. Judy explained the idea is to get basically a business plan. The committee will then write the grant. The form will be self-explanatory. Ronda has developed and is continuing to develop a spreadsheet of available grants and submittal information needed.

The committee has developed a fundraising calendar. Jerry expressed thanks to Fred Allen for the Walmart Community Grant and the Clinton Family Grant. Fred Allen mentioned such events as the Green Team, the Bolder Boulder (Ft. Collins Fortitude). In addition to fundraising, Fred thinks such events are good recruitment opportunities also, without taking members off the trail too much. Fred mentioned PWV may also be offered to be the lead non-profit for a PGA event in the area in 2020. This would be a five-day obligation, located in Berthoud. Possible value of

this event could be large. Celia Walker mentioned the meeting she and Mike Reynolds held with the Veteran Advisory group. They also sponsor races/events and are interested in getting PWV assistance. Celia and Mike were seeing these particular events more as public awareness and not so much fundraising. Kevin Cannon said the September 15th WRV and Coalition for the Poudre Watershed event will include fundraising and PWV will be invited.

When questioned about how much money might be needed, Mike Corbin said he could always use potential monies on Trail Crews. Kevin mentioned he's been developing a list of trails needing maintenance. He's currently completed 22 trails and has approximately \$100,000 in needed repairs.

C) RECRUITING Committee. Celia Walker gave a final report on recruiting. PWV ended up with 51 recruits and have had the first drop out, so are at 50 currently. Our biggest category of applicants are 60-69 years of age, but we had a nice balance of the younger recruits (18-30 and 30-39). We kept a pretty good number in all categories. Ten insights learned are:

- More info early is valuable.
- Application needs to be re-designed (want one application for patrolling). The current version confuses applicants.
- Paying to boost Facebook paid off. We get a lot of hits although FB is not typically listed by recruits for how they heard about PWV.
- We need someone who monitors the application database, will immediately acknowledge completed applications and follow-up on incomplete or duplicate applications.
- We need a social media director who can use Instagram, Twitter, and other media.
- A 5-day extension after the officially announced deadline was used this year.
- We need procedures and people to handle sending the invitation letters and a definition of the process.
- Stock recruiting remains a challenge. Not many flyers were put out in feed stores or tack shops as that hasn't seemed to work in the past. An Expo as discussed by Sandy Erskine could be good for fund raising and recruiting.
- Given that our best recruiting comes from people-to-people contact, recruiting is considering a joint recruiting-public outreach day next February. This would be a PWV-wide Wear Your Uniform Day.
- We now have an interview Plan B since this year's interviews had to be moved to Plymouth Congregational due to the possible government shut-down.

D) KICK-OFF NIGHT Committee. Elaine Green said things are coming together for KON. The goal is to get the recruits from the front door to the Animal Group Leaders. Elaine is concerned about the 50 recruits showing up at the same time. Elaine asked and received some additional volunteers.

E) RE-CERTIFICATION Committee. Per Jeff Dean, 29 members, of the 73 contacted, have signed up to recertify this year. After Spring Training, Jeff will do a critique of the recertification process giving the breakdown of how many responded and how many showed up and how the process should be done next year. Confusion exists among existing members about what the recertification process entails; the process is new and still developing.

F) AD HOC BYLAWS Committee. Randy Ratliff thanked the ad hoc Bylaw committee which he chaired. Committee members were Margaret and Jim Shaklee, Bob Meyer,

Tom Adams, Janet Caille, and Karl Ritters. The revision started with the issue of our Chair Elect and the requirement that the Chair Elect serve at least one-year on the Board. PWV Bylaws are to define our purpose and to maintain consistency in the operation of PWV. Bylaws are used to communicate organizational rules so that internal disputes and conflicts can be avoided. Bylaws are also used to educate new board members and insure that meetings and elections operate smoothly. Bylaws provide guidance for how meetings are announced, how members must govern themselves during meetings, the frequency of meetings and all help to insure that meetings are constructive and productive. Randy feels PWV's Board does a great job meeting these goals. The following motion was made and seconded:

Move that the draft Bylaws presented to the Board by the ad hoc committee at the March 15th meeting be adopted as presented.

Discussion ensued. Concern was expressed regarding Article V, Section 2 and how voting occurs. In the 2017 October elections, four Board members were elected with a Member At Large position created. Further concern was expressed on having too many Board members. The intent for three directors was to have staggered terms. Original Bylaws, as expressed in Article IV, required a minimum of 9 Directors. Article IV, Section 1 used to list a range of 9 to 15 Directors. Discussion continued regarding appropriate Board size. At one point in past years, there were 18 members on the Board. The Bylaws have had the 9 minimum Board member verbiage since 2012. Optimum size for a Board was discussed.

The following amendment to the motion was made and seconded:

Move to change the Bylaws so that the number of Board members be a minimum of 9 and a maximum of 15.

Further discussion ensued on optimum Board size. In recent years PWV has had 13-14 Directors. The statement was made that typically Boards have a minimum and a maximum number. Officers of the Board that can be extended are secretary and treasurer. PWV currently has more than 40+ committees now. Directors are expected to carry a heavy load in the committees. A small Board could make that involvement challenging.

A call to question was issued and the amendment carried with ten (10) for and two (2) against.

Article IV, Section 1 will now read as:

The affairs of this Corporation shall be managed by a Board of a minimum of nine (9) and a maximum of fifteen (15) directors serving three-year terms.

The following motion was made and seconded:

Motion that Article V Section 2 be amended to "A minimum of three new board members elected each year for a three year term" and to remove 'three' in the next sentence. (The new Board members. . . ").

The motion carried.

Article V, Section 2 will now read as follows:

Election of Board of Directors shall take place at the regularly scheduled October Board meeting. A minimum of three new Board members shall be elected each year for three-year terms. The new Board members may include any Board members who served a partial term, replacing a vacant position as defined in article 4, section 4, and wishes to serve a full term. Election to the Board of Directors shall be by a secret, written ballot. At such election the members of the Board of Directors may cast one vote in respect to each vacancy. The person receiving the largest number of votes for each vacancy shall be elected.

The following motion was made and seconded:

Move to approve the Bylaws as amended.

The motion passed.

OLD BUSINESS

None.

NEW BUSINESS

A) TIME-LINE FOR REVIEWING DRAFT MINUTES. Secretary Janet Caille went through the typical timeline for reviewing the minutes. Janet asked that when possible, Board members review before the first issued deadline. Janet will send out the revised minutes 10 days ahead of the next Board meeting. After any remaining revisions, and one week before the next Board meeting, Janet will resend to all Board, Advisory, and then Committee Chairs. At that point, Committee Chairs can still revise and the minutes will be resent.

B) INTERAGENCY VOLUNTEER PASS. Celia Walker said when attending the Region 2 Volunteer Workshop in March, Celia heard about the Interagency annual pass for volunteers. If someone donates 250 hours to any one of the six federal land management agencies, that volunteer then qualifies for the annual interagency pass that allows access to the national parks and certain other federal lands. Donated hours must be reported on a federal form, day by day and must be verified by the USFS. The application is then sent to region headquarters. Celia would like to see this program revitalized and thinks this may be quite attractive to our younger members. Celia talked to Joan Kauth who thinks she could have a system in place to automate this process within a year. Celia said while it may seem a little premature, since a system wouldn't be in place for a year, our members need to know about it now to start accumulating hours and accumulating them appropriately. Accumulating hours would encourage new members to record non-patrolling time, and be active in other parts of PWV such as KIN, and committee assignments. Karl Ritters reinforced a point made in the white paper describing this program that it could encourage more accurate reporting of volunteered hours to PWV.

Discussion was held on whether this was a valuable use of Joan's time. Per Celia, Joan said the project was doable, but current projects need to be completed first. The following motion was made and seconded:

Move for PWV to develop an automated method to report to the USFS the volunteer hours donated to the USFS by PWV members wishing to qualify for the America the Beautiful annual interagency volunteer pass; PWV publicize the availability of the passes immediately, including how hours must be reported so that members may begin accruing hours, and accruing hours correctly, before the automated reporting system is available.

Further discussion ensued. Celia thinks so highly of this program that Celia will volunteer to manage this process manually if we can't get the automated process in place. The motion carried.

C) NATIONAL WILDERNESS STEWARDSHIP ALLIANCE (NWSA) WILDERNESS STEWARDSHIP PERFORMANCE GRANT. Janet Caille presented some details on PWV's recently submitted grant application. The grant application request is for \$9503, of which \$8498 is for video equipment and \$1005 is for LNT Master Educator Training in September for Danny Biers. If successful with the grant, the PWV Video Committee will produce three videos on Invasive Species (5 noxious weeds in CLRD), Workforce Capacity (PWV public outreach video) and Education (KIN video targeting K-5th grade and emphasizing LNT principles). Janet thanked the many who had contributed to the process including Peter Skiba, Video/Photography Chair and the Fund Development committee members. The PWV application was submitted April 12th, and receipt confirmed by NWSA Executive Director, Randy Welsh. Awards should be announced by May 15th.

D) AIM FOR WILDERNESS STEWARDSHIP. Chuck Bell, Advisory Board member and PWV Co-Founder, is currently residing in Arkansas. He said one of the things PWV has done well over the years is to help other wilderness support groups get started. Chuck said that there was a desire by the National Wilderness Stewardship Alliance and the USFS to establish a volunteer agency to work in that region. Jonathan Brooks in the Mark Twain National Forest in Missouri, was the spearhead of that request. Jonathan is now Kevin's counterpart in the Boulder Ranger District here in Colorado. Chuck spent a full year using the knowledge gained with PWV and working with the US Forest Service to establish an organization that will serve the federal land agencies that manage the 29 wilderness areas in Arkansas, Illinois and Missouri. It is called AIM for Wilderness Stewardship, or AIM Wild for short (aimwild.org). One of the conditions that Chuck and the supporting community realized early on was that this new organization couldn't be like PWV due to demographics and geography. Ft. Collins is an extremely unique community. The USFS Regions 8 and 9 agreed to give AIM Wild \$50,000 for the first few years to hire an Executive Director to run the new organization. An Executive Director, Molly Maxwell, started in September. The current mission is WSP data collection with some additional projects underway. The Executive Director for AIM Wild has been working closely with Kevin's counterpart in southern Illinois. Chuck gives PWV a lot of credit for what he's learned over the years and was able to apply in starting this organization. The AIM Wild Board of Directors includes a retired congressman who was instrumental in getting wilderness designation for the new Wilderness Areas in the Shawnee National Forest in southern Illinois. AIM Wild co-hosted with NWSA the National Wilderness Stewardship Workshop in 2017 and will host the first Wilderness Skills Institute in the western part of the southern region of the USFS. Chuck expressed his pride in PWV and the astounding things being accomplished. He expressed his gratitude and admiration for all the hard work, new ideas, and new energies that everyone has brought to PWV to make it so successful over the years.

The Meeting adjourned at 8:40 p.m.

Janet Caille, Secretary

Next Board Meeting: **June 21, 2018 6:30 p.m.**