

MINUTES
PWV BOARD OF DIRECTORS' MEETING
September 16, 2021 – 6:30-8:30 p.m.
Conference Call due to Covid-19 concerns

ATTENDANCE

Board Members: Mike Corbin, Jeanne Corbin, Elaine Green, Katina Mallon, Sean Orner, Mike Shearer, Sandy Sticken, Pete Ramirez, Karen Roth, Matt Cowan (USFS Liaison)

Board Members absent: Mark Snyder, Jim Branch, Janis Brady, Bruce Williams, Bob Hansen

Advisory Board Members: Alan Meyer, Kevin Cannon, Chuck Bell, Dave Cantrell, Tom Adams, Jerry Hanley

PWV Members, Other: Jim Medlock

Guests:

ESTABLISHING QUORUM AND MEETING GROUND RULES.

Mike Corbin welcomed everyone in attendance.

AGENDA.

The September 2021 agenda was approved after adding the Supplemental committee and Web Team committee reports.

MINUTES.

The August 2021 meeting minutes were adopted with no changes.

REPORTS OF OFFICERS

(A) CHAIR REPORT.

- Mike Corbin explained that we will hold the annual meeting at 6pm prior to next month's regular Board meeting at 6:30. Mike will prepare an agenda to send out. He plans to keep the format similar to how we held it last year.
- The first agenda item at next month's Board meeting will be elections, which will be run by Bruce Williams. The Nominations committee has met, has an idea of how they will be filling the open positions, and has been out recruiting.
 - Sean Orner reminded Mike that the nominees will need to submit bios that can be distributed prior to the meeting. Mike explained that Bruce Williams will be handling that, and the Nominations committee has been telling individuals as they speak with them.
- The Year End Event will be held on October 10th from 1 or 2pm to 5pm (Mike wasn't sure). An announcement will be going out soon by email. It will be held in a park in Fort Collins just south of Drake on the west end where they have two shelters. It's relatively inexpensive, plenty of room, and offers a lot of parking.
 - Katina Mallon asked if there will be any video component with the YEE. Mike Corbin explained that when it was discussed with the Photo/Video committee, they shot down the idea of any real-time video component. They will be present to capture the live event and will prepare some sort of media to share afterwards.

(B) IMMEDIATE PAST CHAIR REPORT.

- Elaine Green noted that she has been assisting with the Nominations committee but has no other update.

(C) USFS STAFF REPORT.

- Matt Cowan noted the closure order revision last month and said he hopes those changes are working out well. He explained that towards the end of this month, around the Miller Fork area, the City of Greeley will be doing some heli-mulching there. The USFS is working on logistics with the City of Greeley, which could mean an entire closure of the area to partial closures. Matt will send an update as soon as those decisions are finalized.
- This coming week will be the last week with the Larimer County Youth Corp Crew, who have been helping with the flood area cleanup operations around the Poudre river. They've been doing a great job getting stuff out of the river. Next week they will be going up and replacing some of the boards at the Blue Lake bridge at the 2 mile mark that had some damage last year.
- WRV will have a work weekend this weekend on the Elkhorn Creek trail to wrap up their work this year. This trail reroute will be complete by the end of next year's season.
- Next Saturday is the Public Lands Day work event that was announced by email. There should be quite a few volunteers.
 - Mike Corbin announced that if any additional members are interested in taking part to send him an email. Matt said hopefully we have a good turn out but not too many that it makes things disorganized.
- Finally, Matt offered a suggestion of extending the PWV patrol season for the Board to consider and discuss at a future meeting. He explained that this was last up for consideration about 10 years ago based on his discussion with Kevin Cannon. Matt believes that with the increased amount of use, especially at the lower elevations, that we can use as much public education as we can get. He believes we can mitigate the impacts of hunting season by providing high-visibility vests. He'd like to offer this for us to discuss and believes the Forest Service would support extending the season beyond the current September 30 deadline.
- Mike Corbin asked if Matt's crew would be putting up the bridge railings or if we should do it. Matt said his crew would take care of it, then thanked PWV for purchasing the lumber for the project.

(D) SECRETARY REPORT.

- Sean Orner had nothing to report.

(E) TREASURER.

- Sandy Sticken had nothing to report but asked if anyone had questions about the financials she sent out. Chuck Bell asked if the financials had also been sent to the Advisory Board. Sandy said they weren't but offered to send them in the future. Chuck thanked Sandy, saying he would always like to see the financials.

REPORTS OF COMMITTEES.

(A) SUPPLEMENTAL TRAINING COMMITTEE.

- Karen Roth gave a summary of what trainings had been offered this summer. We just finished Tuesdays with Tectonics offered by Jenny Collins and Gerry Cashman, who did a phenomenal job. The class visited 4 areas. Jenny and Gerry were well-prepared and knowledgeable. Karen recommends signing up for future classes.
 - A First Aid/CPR/AED class was held in May and June, with another coming up next week. This class is held virtually with individual in-person sessions to keep things safe for Covid.
 - Linda Reiter tried to schedule a mushroom/edible plants hike, but those didn't really work this year.

- Karen explained that Linda Reiter is working with Susan Cruz who usually does our Wilderness First Aid trainings, looking at either October 16th & 17th, or October 23rd & 24th, but this would be indoors. Susan is willing to do anything she can to keep things safe and meet our expectations, including sanitizing, keeping individuals 6 feet apart, limiting attendance, etc. Linda wanted to know what the Board and Matt Cowan are comfortable with—should she proceed with the training or no, considering the training will be at least partly indoors.
 - Mike Corbin said he thinks it should be up to the individuals to determine whether they're comfortable, but we should provide them with information about the protocol so they can make an informed decision.
 - Alan Meyer said he agrees with what Mike said, noting that we don't have to be as careful since it's not a PWV event. He added that he took the course a few years ago, and there are some components that require individuals to get close to others, as there are simulated injuries and things like that. Mike Shearer voiced his agreement.
 - Karen Roth explained that the training will not be held in a Forest Service facility. Susan Cruz is still looking for a facility. She commented on what Alan said, explaining that it is a PWV class, just with an outside trainer.
 - Elain Greene suggested that participants be encouraged to bring and wear gloves. Karen Roth explained that Susan Cruz will be providing gloves, adding that she wasn't sure if there were any other formal Covid protocols that needed to be met aside from general state and county regulations.
 - Jerry Hanley asked if the Forest Service has a requirement for vaccinations. Karen Roth mentioned the recently announced federal vaccination requirement for federal employees and contractors. Mike Corbin asked if the mandate will be extended to volunteers.
 - Matt Cowan explained that he discussed this with the District Ranger just yesterday. The mandate is only for employees and contractors currently. There could be some forthcoming requirement for volunteers, but they will want to ensure the requirement is first met by employees and contractors before ever moving the requirement to include volunteers also.
 - Matt asked for clarification as to whether PWV members who are at the training are volunteering for the Forest Service at that time, and if those hours being recorded. Alan Meyer explained that historically those trainings do get logged as non-patrolling time.
 - Matt recommended that members should be wearing a mask at all times during the training, which would follow Forest Service guidelines for when employees attend large meetings outside of the office.
 - Chuck Bell asked if the training could be held outdoors in a park pavilion, similar to the location we'll be having the YEE. Karen Roth explained that while Susan Cruz is planning to have some outdoor components to the training, it will be the end of the October and they will likely want to at least have the option of being indoors.
 - Alan Meyer explained that when he last took the class, only about half of the participants were with PWV. He asked if this class would be limited to only PWV. Karen Roth explained that it will only be exclusively PWV members if the class is full, otherwise Susan will need to open it up to outside participants. Karen then wondered if we need to meet any requirement for vaccination.
 - Kevin Cannon explained that traditionally volunteers are viewed as employees for the purposes of safety and health, since they are covered under Workman's Compensation. He recommended that this question should be pushed up to a higher level to get formal guidance on how volunteers will be viewed.

- Karen Roth asked Matt Cowan to confirm the current mask protocols, which is that masks are required when indoors and optional outdoors where social distancing can be maintained. She then proposed that this be the protocol that is required for the class, in addition to gloves, sanitization, etc.
 - Matt Cowan reiterated that masks still need to be worn outdoors if you are in close proximity, so they should be worn in instances where something like CPR is being practiced.
- Sean Orner suggested that if there is a likelihood that non-PWV members will be attending the training, that it should be mentioned in the class announcement. Karen said that she will also ensure Susan has any non-PWV members meet the same protocols. Mike Corbin said everyone should have to follow the same requirements who attend.
- Karen Roth wrapped up by explaining the class will be held in October and announced within the next week or two.
- Karen explained that the committee is doing their best to meet their commitment to have a training each month, however, due to Covid, that has not always been possible. In the coming winter months, trainings will be held via Zoom.
 - An idea that Linda is considering is a skills fair to be held in April prior to Spring Training. Trainings like map & compass were not held at ST this past year, so a skills fair could give members the opportunity for more in-depth, hands-on learning as well as social interaction. A possible venue could be the Harmony Library, with some sessions indoors and others outdoors in the parking lot. This could possibly be combined with a gear fest as well.
 - Mike Corbin said it sounds reasonable to him if the committee wants to pull the event together. Karen added that Linda really wants to focus on the newest members from the last two years.
- Karen announced that the committee is looking for additional volunteers to help her and Linda. Linda would like to be able to pass the reins on to someone new. Currently, they are splitting a lot of work between just the two of them. She asked for recommendations for anyone who may be interested in joining the committee.

(B) WEB TEAM COMMITTEE.

- Alan Meyer explained that Mike Corbin had a good suggestion that he'd like to explain in detail. Currently, Board minutes are not posted on the PWV website for access until about 5 weeks after the meeting is held. Mike's suggestion is to make the agendas available as soon as they are prepared, then to post the supplemental documentation and presentations along with the approved minutes so one can get a full sense of the meeting.
 - Alan demonstrated on the website where the Board minutes are posted once approved (About Us > Governing Documents & Board Meetings). Starting with September 2021, the meeting link will take you to a webpage that starts with just the Agenda, then will later have the minutes and supplemental materials, all in one place.
 - Alan asked if there is anything that is shared during meetings that we wouldn't want to have posted to the site in this way. He suggested this could possibly be up to the Secretary's discretion each month and could include restricting things like detailed budgets or nominations of officers.
 - Elaine Greene asked for clarification if Alan's proposal is that the Secretary make the decision about what to include. Alan explained that it was one suggestion, another option could be to have specific policy guidelines. Sean Orner added that it could also be up to the discretion of the individuals who prepare presentations to say if they don't want something to be shared publicly. Alan then asked Mike Corbin if he thinks we should have a written policy to address what gets posted.

- Mike said he thinks this requires more consideration and possibly another discussion next month. He would like to go back through past meeting minutes and presentations to consider if there's anything that would be problematic to share. The budget, for example, isn't something he thinks is particularly sensitive. He could see how there could be some topic that we wouldn't want to be public, such as a discussion about a specific individual. This could be something that's discussed at the time during the meeting as something that shouldn't be included with the public minutes.
 - Chuck Bell noted that in the early years of the organization, there were some situations where individuals were discussed by the Board. His recollection is that it would have been requested at the time for the Secretary to exclude the discussion in the minutes. He added that the Board has grown to be more formal and professional, and this is not something that occurs today. Chuck explained that as a public, community organization, he believes it's important to share as much as possible at all times.
 - Mike Corbin asked if the charts and presentations would be posted initially with the agenda. Alan replied that it still requires further discussion, but his thinking is that the presentations are part of the minutes and shouldn't be posted until the minutes are approved. Mike's response was that he sees the presentations as part of the agenda, as items needed for the meeting. Currently, the meeting documents get sent to the Board, Advisory Board, and committees, but if a member wants to attend, they should also be able to have access to the agenda and supplemental materials. Mike agreed that more discussion is needed.
 - Alan explained that we should be slow with the process. He raised the topic of sharing the budget, explaining that it can be confusing to the public if we are fundraising but also underspending at times. We should be thoughtful about if and how we share the budget, at least at that level of detail. He added that today's meeting only has one presentation, Mike's New Recruit Training report, so they can discuss if that should be posted now and leave everything else up to future discussion.

(C) RESTORATION COMMITTEE.

- Mike noted that the committee has been busy and shared some statistics from this season:
 - There have been 16 days of restoration work, 2500 trees removed from trails, 53 miles of trails cleared, and about 170 members of the public have participated in work days.
- There are two more work days planned which will be with Odell Brewing Company on October 1st and 4th. Mike added that the Odell team is always fun to work with, and tends to be a strong, younger group that gets a lot done. Their current plan is to be on Bulwark Ridge unless the heli-mulching closure prevents them from working on this location. The group wants to work "in the black" and this is the closest one to town.

(D) NEW RECRUIT TRAINING COMMITTEE.

- Mike Corbin offered a review of the New Recruit Training in 2021 and plans for 2022.
 - *The NRT conducted the training for the recruits differently in 2021, partly due to Covid and also due to the frustration by the AGLs with the limited amount of training time.* (KON offered a bit of time, but it was segmented and difficult to get much done).
 - *The main differences this year were:*
 - *No KON was held.*

- *A detailed training outline was developed for the AGLs to use (in the past, there were only general objectives available).*
 - *The AGLs conducted all the pre-training trail training by individual Animal Group (either by Zoom or in-person).*
 - *A series of web videos were used as part of the training. (Some PWV developed and others were available such as LNT).*
 - *Spring Training consisted only of the training trail and a class on report writing.*
- *There were some issues with training this way. These mostly involved the AGL training sessions which were held either virtually or in person. Some of these issues were:*
 - *Difficulty in getting the group scheduled at a specific time*
 - *Some recruits failing to show up at a scheduled session*
- *There was some confusion on how the recruits were to order shirts and other items and also how they were to do the patrolling schedule survey. These issues were worked though but did cause some confusion. Mike noted he believes there will be a better process next year for this.*
- *The Animal Group training sessions in general went well, both the ones conducted virtually and the ones held in person. This process gave the AGLs much more time to interact and train the recruits than in prior years. This added time allowed for more interactive discussion and more detailed training. One AGL even took their group as guests on a patrol.*
- *Post-Spring Training the AGLs conducted a lessons-learned review. A number of minor issues were identified to include:*
 - *Map and Compass needs more structure*
 - *Encounter sessions on TT too close together, has been a longtime challenge*
 - *Role players not staying on script, which is not a new issue*
 - *LNT at end of TT (LNT is the basis for what we do on the trail and the groups should have that session prior to the other stations)*
 - *Considering having LNT training for everyone on Friday night before TT*
 - *Wilderness Boundary not on recruit map*
- *There were two issues we felt were of a more major concern. These were:*
 - *Scheduling of AG meetings*
 - *With up to 10 people and some of them still working finding a time everyone could meet was a challenge.*
 - *While we have some ideas on how to minimize this issue we believe it will always cause some problems*
 - *Need more social time*
 - *Need to make the recruits feel more a part of PWV*
 - *There are several ideas on how to address this issue:*
 - *A full Spring Training*
 - *Holding a KON*
 - *More social events outside of Spring Training*
- *New Recruit Training for 2021*
 - *In general the AGLs thought the training was very good but could have been better if PWV had a full Spring Training. We did learn some things that will allow us to do better in the future and there are still some issues we need to work.*
 - *The training method we used in 2021 is very flexible and some form of it can be used other years if we have issues such as COVID.*
- *Plans for New Recruit Training in 2022*

- *The recruit training prior to Spring Training would be much the same as in 2021 with the AGLs training their animal group separately, either by Zoom or face-to-face. The resumption of KON and a full Spring Training would be the major differences.*
- *The NRT plans to have a Kick-Off-Night*
 - *The KON will be different than in past years. KON will be reorganized to focus on introducing the recruits to PWV and the training process.*
 - *The night will be divided into two phases:*
 - *Group session of all recruits*
 - *Welcome*
 - *Training Process*
 - *Videos (possibly)*
 - *Animal Group Meetings:*
 - *Getting to know group*
 - *Training Schedule (dates planned as much as possible)*
 - *Unit 1 of training outline (out of 4 total)*
 - *Answering Questions*
 - *Dinner Provided*
 - *This event would be planned for 2.5-3 hours total, in previous years KON has been up to 4 hours.*
 - *Kevin Cannon asked if KON would still be planned at the same time of year or if it would be scheduled earlier to allow the AGLs more time with their group before ST. Mike explained that this has been discussed but not yet decided on. He said most Animal Groups this past season had training in just two meetings, which could be done in 4 weeks, allowing KON to be held later.*
 - *Karen Roth asked what is being dropped from previous KONs. Mike said that in previous years skits were used to cover various training topics of various quality. The skits and individual mini-lessons will be cut, as they are disruptive to the flow of the event. Also, the Web Team used to have a live training covering the PWV website and USFS database, which will be replaced by a well-produced video that was created by Alan Meyer. Alan added that having the recruits watch the video as “homework” and then have the opportunity to ask questions once they returned to their Animal Groups was a successful way to improve the training experience. Alan also explained that KON often covered more training units, but would now be limited just to Unit 1, with the remaining content being covered within the small groups. Mike noted that KON has traditionally been very chaotic and frustrating for the AGLs. The whole training manual was assigned as an assignment whereas now it will be broken into smaller reading assignments.*
- *Proposal for Spring Training in 2022*
 - *We recommend going back to a full weekend for Spring Training. This will:*
 - *Help the recruits feel more a part of PWV by having more social interactions and getting to know more of our members.*
 - *Give opportunity for additional training such as first aid, LNT and map and compass.*

- *Provide another social opportunity for existing PWV members to get together*
 - *There are two changes to Spring Training we would like to propose:*
 - *Having eight animal groups for the new recruits. The training trail can only accommodate 8 groups in a day without running very late in the day. Having 8 groups will allow for the training of more recruits and for smaller groups.*
 - *Move the Recert training trail day to Sunday*
 - *The Recerts would be done with the Training Trail by 1:00pm*
 - Karen Roth asked to clarify how the numbers and groups would work. Mike explained that he'd like to target 8 recruits per group, for around 64 total. Most years we only end up with 40-50 recruits at ST. 70 or 80 would potentially be more than we could handle, and Mike's not sure if we could recruit that many quality members each year either.
 - Mike Shearer suggested that it's unlikely the Recerts would be done by 1pm and would likely need until 3pm.
 - *Review of New Recruit Training in 2021 and Plans for 2022*
 - *In Summary:*
 - *We believe the training in 2021 was good but could be better*
 - *The NRT Committee recommends bring[ing] back KON and a full Spring Training.*
 - *The next steps are to find Spring Training and KON Chairs.*
 - Mike explained that KON is now within the NRT committee. He's working on recruiting someone for Spring Training Chair but has not received a firm commitment yet. The NRT, Spring Training, Mentor, Recruiting, and Recertification committees are responsible to work together to plan and implement, while keeping the Board informed.
 - Jeanne Corbin commented that there was a lot of feedback on how prepared and well-trained the recruits were this year on the Training Trail. However, she added that she reviewed their current patrols and very few have completed 6 patrols, so we need to be actively working on retention with this group. Jeanne believes a key factor with this is the socialization aspect that was lacking this season.
 - Karen Roth referred back to the Skills Fair & Gear Fest that was discussed earlier, suggesting perhaps it would be better to hold the event a few weeks after Spring Training. It could be used so the small supplemental training sessions wouldn't need to happen at ST, and the new recruits would then be able to participate in another social opportunity and swap gear. It could be held late May or early June when folks are just becoming active for the season.
 - Mike Corbin said he liked the suggestion. It would be better timing since everyone's so busy before ST getting ready. The new recruits could participate and find gear that they are realizing they need after going through training.
 - Alan Meyer said he agreed, and liked the idea of the Skills Fair easing the pressure from holding so many supplemental classes during ST. He added that it might be best for map & compass to be held as its own training class separate from either ST or the Skills Fair.

- Jeanne Corbin said she also liked the idea of having the event after ST and noted that both years that we had a Gear Fest it was held after. A lot of the attendees then were new recruits that were able to take in a lot of information.

NEW BUSINESS

- Karen Roth explained that the cost of the Wilderness First Aid class is \$150 per member. PWV offers a rebate of \$25 for members to help cover the cost. The Supplemental Training committee would like to ask if PWV could cover a larger rebate, since their committee did not spend a lot of their budget this year and to encourage members to get the training.
 - Karen made a motion to increase PWV's share of the cost to \$50 for the Wilderness First Aid training. Jeanne Corbin seconded the motion.
 - Sandy Sticken asked to clarify if the motion was just for this year or for subsequent years. Karen said the motion would be just for this year, then we could evaluate if it lead to more members getting trained.
 - Chuck Bell said he thinks the cost is still pretty cheap, and given the financial state of the organization, why not cover half the cost? He referred to the endowment that he started several years ago and suggested those funds could also be used if they are needed.
 - Karen thanked Chuck for the suggestion of increasing to \$75, adding that when he mentioned economics, that she thought of the current state of the country and how many people cannot afford extra expenses.
 - Chuck Bell made a motion to increase PWV's contribution to \$75. Sandy Sticken seconded the motion.
 - Karen asked if she should just keep the motion for this year, or request for an ongoing commitment. Alan Meyer explained that Supplemental Training can make the change for future years by adding it to their committee budget.
 - Sandy Sticken explained that the 2022 Budget Evaluations should be going out within the next few weeks, she just needs to go over it with the incoming prospective Treasurer to make sure he knows what's going on.
 - Mike Corbin confirmed with Sean Orner that a quorum was present to hold the vote. Sean then took the roll. The motion passed unanimously.

The meeting adjourned at 7:50pm.

Sean Orner, Secretary

Next Board Meeting: **October 21, 2021, 6:30 p.m.**