

ENFIA Board Meeting Minutes

February 11, 2020

The regular meeting of the Eldorado National Forest Interpretive Association was called to order on Tuesday, February 11, at the Amador Ranger Station. President Larry Moore, Vice President John Prelip, Secretary Carl Gwyn, Membership Chairman Bruce Odelberg, and Treasurer Keli Gwyn were present. Also in attendance was USFS liaison Kristi Schroeder. Carson Pass Manager Dennis Price was absent.

Meeting was called to order at 1:15 p.m., PST.

Meeting Agenda was approved.

Minutes from January 28, 2020, meeting were amended to add that the renewal date for membership is March 1, yearly. Minutes were approved as amended.

Retail Manager/Coordinator

1. Retail Manager Kathie Piaszk resigned, and her resignation was accepted.
2. The board unanimously decided to present her with a picture from the Eldorado National Forest with a plaque in recognition of her 18 years of service to ENFIA. The picture will be delivered with flowers.
3. Retail coordinator Keli Gwyn presented her report which is attached.
4. The implementation of the POS/Square system forest wide was discussed.
 - a. There are eight locations that will need equipment to run Square: Carson Pass, Amador Ranger Station, the Supervisor's Office, Placerville/Camino Ranger Station, and Desolation Wilderness, Crystal Basin Ranger Station, Georgetown Ranger Station, and the distribution Depot in Diamond Springs.
 - b. All of the outlets do not need the same equipment set up because volume of sales varies from outlet to outlet, so individual needs will be determined after some additional investigation.
 - c. Placerville/Camino and Desolation Wilderness and the Supervisor's Office will be targeted for first implementation.
5. The board unanimously approved the purchase of a 7th generation iPad, 6th generation iPad, iPad stand and card readers, and scanner to begin setting up for implementation of the POS.
6. Kristi will look into WiFi access for the POS at the various outlets.
7. DSL and WiFi installations at Carson Pass are scheduled for April 30, 2020.
8. Keli will oversee the forest wide supply of outlets for 2020:
 - a. Keli will be conducting an inventory of all merchandise in the depot.
 - b. Needs for all outlets will be determined.
 - c. Non-selling items will be removed forest wide and put up for sale at a reduced price.
 - d. Damaged items will be sold "as is" at a reduced price.
 - e. Replacement inventory items will be the first ordered.
9. The board unanimously approved \$5000 to begin the restocking of Carson Pass and Forest Service outlets as directed by the Forest Service and Carson Pass retail teams. This amount can be increased by email approval by board members.

Secretary's Note: Forest Service Retail Team: Kristi Schroeder and Robin Patterson.
Carson Pass Retail Team: Dennis and Roxi Price, Bruce, Lisa Irving-Peterson.

Carson Pass Report

Ten new docents have been recruited to fill positions that were vacated.

Forest Service Report

1. Volunteers/Docents are needed to help at the front desks at the ranger districts.
2. There is a need to get the Forest Walkers program restarted. This group can report damage on trails, trail use, and provide visitor information at trailheads.
3. ENFIA will address the development of hiking/interpretive activities along the Highway 50 corridor. To assist with this, Kristi will look into getting gate access at the Placerville Ranger Station for it to be used as a staging/meeting point. The Pacific Ranger Station could also be used as a staging/meeting point.
4. The Board thanked Kristi for her work on the updated ENFIA's operating plan and approved it.
5. Kristi has also graciously been working on ENFIA's annual report. Updated information was discussed. Carl is to supply Kristi with information on the teacher grants, donors over \$100, membership list and website update.

Treasurer's Report

There is currently \$51,920 in the checking account and \$18,319 in the donation account.

New Business

1. Changing the meeting day for the board to the 3rd Tuesday of the month was unanimously approved by the board.
2. New agreements for Dennis, Karen Heine, Keli, Ginger Craik, and Carl (our previous "contractors") will need to be drafted that outline the responsibilities without remuneration due to AB5. This will be addressed at a future meeting.

Membership

1. The membership will receive notice of their renewal date of March 1, 2020, on Feb. 24.
2. This will be followed by a notification of expiration on March 1, a notification that membership has lapsed and needs to be renewed on March 30, and a final notification that their member has been discontinued on April 14.
3. There are reminders in the first and last emails stating that docents at Carson Pass must be active members in ENFIA.

Management Report

1. Larry is working on getting insurance coverage on our inventory at all sites.
2. The 1099's have been mailed out.
3. There continue to be unsolvable credit card machine problems at Georgetown.

Website

1. New banner pictures are being added to the website pages.
2. A new geology section has been added with Lester Lubetkin's article on beheaded river. His blog on understanding maps was added to the Naturalist's Nuggets section.
3. Pages will continue to be added, corrected and/or updated as needed.
4. The ENFIA phone number on the website was changed to (530)303-8344. It will be answered by Carl.

Old Business

1. Bruce passed out copies of the updated By-Laws to be considered at a later meeting.
2. Keli presented information regarding the cost of having employees that was provided by Prod'hon. (Attached)

3. Keli has obtained all the pertinent information available from Prod'hon regarding cost per employee and will continue looking into stipends/compensation for *voting and* non-voting board members (which would include Carl, who serves as webmaster, a position formerly listed as independent contractor)
4. Larry will talk with our insurance provider about the additional expense of Workmans' Compensation insurance policy.

Next meeting will be on March 17th at 1:00 p.m. at:

The Amador Vintage Market
9393 Main St
Plymouth, CA 95669

Meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Carl Gwyn
Secretary

Information from Kirstie Martin at Prod'hon – January 2020

We don't provide worker's compensation so you would have to get a quote from a worker's comp company to figure that portion of the costs. As far as the actual payroll goes, the employer taxes are as follows:

IRS

Social Security Employer 6.2% of gross

Medicare Employer 1.45% of gross

Federal Unemployment 0.6% of first \$7000 gross

Employment Development Dept

State Unemployment 3.2% of first \$7000 gross (this is an assigned rate based on history going up to 6.2%)

Employment Training Tax 0.1% of first \$7000 gross (this can be 0.0%)

(A \$400 gross paycheck would have employer costs of \$46.20 not including workers comp.

The employee also has taxes withheld from their gross that the employer pays including Federal Withholding, Social Security Employee, Medicare Employee, CA Personal Income Tax, and State Disability Insurance)

I will have to ask Terrie about how much you are able to pay a volunteer as a non-profit.

Estimated Quote for Payroll Services

Date: 2/3/2020

Legal Name of Business ENFIA
Type of Business Non Profit
Number of Employees 1
Direct Deposit yes
Payroll Period semimonthly \$ 52.50
PER PAYROLL

One time Set up Fee***	<u>1</u>	\$ <u>105.00</u>	\$ <u>105.00</u>
		Rate	
Quarterly Reports	<u>1</u>	\$ <u>105.00</u>	\$ <u>105.00</u>
		Rate	
Annual Reports Includes 4th Qtr.	<u>1.5</u> Hours	\$ <u>105.00</u> Rate	\$ <u>157.50</u>

PR	1,260.00
Qtrly's	315.00
YE	157.50
Annual Cost	<u>1,732.50</u>
Monthly Avg	<u>144.38</u>

Data Needed to Set Up Payroll

- ☒ Federal ID # SS4 Needed Y/ N
☒ State ID # DE1 Needed Y/ N
☒ Completed W-4s
☒ Direct Deposit Authorization Form (OPTIONAL)
☒ Voided Check for EFTPS SET UP
☒ Payroll History if applicable (1 time set up fee applies)

Contact Name Keli Gwyn

Phone # _____

Procedures

Hours/wages to be received:

____ Fax
____ Phone
☒ E-mail
____ Auto Salary

Data to Client:

____ Client PU
____ Mail Fed Ex
____ Deliver
____ Deliver to EDH office
☒ E-mail

Please note that there is an additional charge if direct deposit is used.

Terrie Y Prod'hon CPA 768 Pleasant Valley Rd., Suite 300 Diamond Springs, CA 95619

February 11, 2020 Board Reports by Keli Gwyn

Financial

At the end of January, the general checking account balance was 51,920.54, and the donations account balance was \$18,319.36.

Total income for the month of January was \$1,133.39 and total expenses were \$762.70, leaving a net ordinary income of \$370.69.

Retail

As the newly appointed Retail Committee Chair, I began work on the implementation of the Square POS system at Carson Pass.

I met with John and Carl to discuss Square hardware. John, having experience with Square, recommended items for Carson Pass: an iPad, a Square stand to hold the iPad, a chip/contactless reader, and a bar code scanner, with a receipt printer and receipt paper optional.

Larry and I met at the Missouri Flat Storage Depot on January 29 to complete the rental contract for a 10' x 20' storage unit. I purchased two sturdy metal shelf units for the Depot, Banker's boxes for merchandise storage, a stepstool, and two small folding tables and office supplies needed for processing orders.

Larry and I met with Kristi and Robin the day after Kathie's resignation, at which time we informed them that I would be taking over the role of Acting Retail Coordinator, supporting all USFS sites as well as Carson Pass. Robin and Kristi gave me an overview of the retail procedures on the USFS side. Kristi recommended moving forward with the Square POS system at USFS retail locations forest-wide, with the stations coming on board one at a time, with a target of having the implementation completed prior to the start of the summer season on Memorial Day.

On February 9, Larry, Carl, ENFIA member/CP docent Phil Hartwig, and I moved the ENFIA backstock merchandise from Kathie's shed to the Depot. We also moved five smaller shelf units that belong to ENFIA, which provides adequate shelving at present and saved us over \$500.

Carl and I visited Best Buy on February 10, where some of the Square Hardware items are sold. While there, we talked with a rep from Apple and got updated information regarding the new 2019 iPad and how they could be integrated into our POS system, a move that could save us a significant amount of money and give us better equipment than what Square currently offers.

I met with Dennis, Bruce, and ^{Roxi} ~~John~~ prior to today's board meeting to discuss CP inventory for the coming season. Due to running out of 55% of the items they carried last season, a significant amount of purchasing/restocking will be needed.