

ENFIA Board Meeting Minutes

March 25, 2020

The regular meeting of the Eldorado National Forest Interpretive Association took place on Wednesday, March 25, 2020. This was a video conference meeting rescheduled because of the postponement of the regularly scheduled meeting on March 17 due to the corona virus shutdown.

President Larry Moore, Vice President John Prelip, Secretary Carl Gwyn, Membership Chairman Bruce Odelberg, and Treasurer Keli Gwyn were present. Also, in attendance were USFS liaison Kristi Schroeder and Carson Pass Manager Dennis Price.

Meeting was called to order at 3:05 p.m., PST.

Meeting Agenda was approved after addition of a reapproval of already purchased hardware and the removal of agenda item 7.

Minutes from the February 11, 2020, were approved.

Management report:

Larry presented the situation with Covid 19 and there was a discussion on how it could affect the summer season. Right now, opening times of Forest Service outlets and Carson Pass Station are not certain. More discussion will take place at the next meeting when more information on the pandemic will be available.

Retail Coordinator Report:

1. Please refer to the attached report for most items.
2. A verbal vote on reapproving the purchase of iPads and Square hardware for four of the Forest Service outlets, Carson Pass and the Depot was conducted and passed unanimously.
3. The purchase of two 4G Lte iPads and Square hardware for the remaining two outlets was approved by a board vote of 4 in favor and 1 against.
4. An additional \$10,000 for purchase of stock for the outlets was approved unanimously. Purchasing merchandise right now is problematic. Many wholesalers are closed down. Keli has also encountered the problem that she has to start new accounts because they were not transferred to her name when Kathie resigned. She is has coordinated with most outlets on merchandise they desire and will work towards having the merchandise ready for them at the opening of the season, whenever that is.
5. Discussion was held on the need and possibility of having volunteers help at the desk of Forest Service offices along Highway 50. Helping at county fairs (if the take place) is another way to get ENFIA more in contact with the public and Forest Service. More contact of board members with Forest Service personnel in the front offices helps to put a "face" for ENFIA with the people we serve. Holding meetings at district offices helps the relationship between the Forest Service and ENFIA. This topic will receive future discussion.

Carson Pass Report

Dennis will proceed as if we are going to open on schedule. The date of the docent meeting will be pushed back to May 16th in hope that the restrictions will be lifted at this time. There may be changes in the calendar and work schedule at the pass depending on the actual status of the pandemic.

Forest Service Report

Please see attached report.

In addition to report items, Kristi mentioned that there is no idea as to when restrictions will be lifted. Currently all offices are closed and workers are telecommuting.

People are not to be in groups in the forest, but there is a problem as to handle people in the forest when the requirement is for workers to shelter in place. Special use permittees at Sierra at Tahoe, Adventure Mountain, and Kirkwood voluntarily closed which has helped the situation. Dru Barner Campground and Sno-Parks are closed. There has been theft from facilities.

Treasurer's Report: There is currently \$48,357.18 in the checking account and \$18,338.73 in the donation account.

Membership

1. Please see the attached report.
2. The advantages of having some concrete membership benefits was briefly presented by will be dealt with at a future meeting.

Website

Please see attached report.

Old Business

All old business was deferred to a future meeting. Items in need of discussion:

1. Updating the Bylaws. This issue is becoming very important because many things in the old Bylaws are obsolete.
2. Discussion on new agreements for Dennis, Karen, Keli, Ginger, and Carl that outline responsibilities without remuneration.
3. Development of Highway 50 ENFIA programs.
 - a. Revitalize or replace Forest Walkers program.
 - b. Organize Highway 50 hikes.
 - c. Develop volunteer program for Forest Service information stations, especially at Placerville/Desolation Wilderness office and at Wrights Lake.
 - d. Helping with USFS booth at fairs.

Next meeting will be on April 21, 2020 at 10:00 a.m. This will be a virtual meeting. Members will be contacted by email by Carl and reminded that they may attend Board meetings, either in person or virtually. The letter will go out in advance of the next meeting and will have information on how to receive an invitation to the meeting. Agenda and meeting information will be posted on the Board page of the website, and the meeting time will be posted on the calendar on the website.

Meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Carl Gwyn
Secretary

Please see attachments below.

FS Report – We have shifted to full telework for all of our employees. So I am at home with my gov computer so I can keep in contact with you all and work on projects from here. I am also on our Type 3 Coronavirus Response Team which is keeping me busy. Our offices are empty except for limited essential personnel; law enforcement, an engine and 1 fire overhead for each district and dispatch. We have established google phone numbers for each office and will publish those soon. Right now our voicemails tells people to call the virtual office at the established google number. Google voice is pointed at designated people's cell phones. We are looking into a more complete customer support type cloud based application.

What we don't know yet:

1. Is the forest closed? We have no forest order but the Governor's "shelter in place" Order can be interpreted to mean that. The agency is evaluating how to best address that so we are consistent. Most of our facilities are under snow but SoCal forests were open. Most likely we will close all of developed facilities for now.
2. How does this affect the summer season? Too early to tell.
3. Hiring: we are figuring out what to do about new and temporary employees that are due to come on board. If we are teleworking do we even have tasks or computers/phones for them to use, etc.
4. Training: We were in the middle of our training season for our Fire employees (fire academy). That was shutdown and folks sent back to the forest. How do we handle that with fire season approaching?
5. Fire response: As I mentioned we have sufficient resources available at the moment and are working on what to do as fire season approaches and we are still "sheltered". How do you train people with social distancing requirement?
6. Permits – Working that out. What do we need to change to do this virtually? Also, do they even need a permit if they are supposed to be at home?
7. ???

If you are bored please think about it and send me questions that public might be asking of us as this progresses. That way we can develop answers for those situations.

Many Thanks,

Kristi

March 17, 2020 Board Reports by Keli Gwyn

Financial

At the end of February, the general checking account balance was \$48,357.18, and the donations account balance was \$18,338.73.

Retail

I sorted and organized the merchandise we received from Kathie Piaszk. Upon completion of those tasks, I completed a physical inventory of the items stored at the Depot.

I purchased one 7th gen 32 GB iPad for Depot use, five 6th gen 32-GB iPads, five Square stands, and one USB bar code scanner. Due to my research, I was able to purchase all but the bar code scanner from companies other than Square, saving ENFIA a total of \$640 over Square's prices. Four of the 6th gen iPads and four of the Square stands are stored at the Depot, where they're insured. I have one complete Square set-up at home, along with the Depot iPad, so I will be able to continue my work getting the system set up, albeit without photos for the time being.

I purchased items needed to process incoming and outgoing orders at the Depot, including folding tables, a stool, office supplies, and a few housekeeping items. I bought an inexpensive file cabinet to hold vendor information and ordering materials that I use at home.

I made initial contact with each of our USFS outlets. I met in person with Andrea Lucas at the PV Visitor Center, Kelly Hooten at the PV Desolation Wilderness Office, Kerry Platt at the SO, and Chris Gonzales at Georgetown. I talked by phone with Lindsay McCain at Amador and Sereena King, who will be managing Crystal. We work with some awesome people!

I filled an order for Chris at GT, although I didn't have all the items he'd requested on hand.

I filled three online orders before the stay-at-home order took effect. I won't be able to fill any more until it's lifted since all the merchandise is at the Depot, which I'm unable to visit for now.

I talked with Daniel Spring regarding the Forest Visitor Map Store. Things are in flux there, both in terms of map sales as well as map pricing. He'll keep me posted.

Looking Ahead...

The current situation is affecting my ability to advance my plans.

Because of the closure of the USFS offices, I won't be able to implement the Square POS system until they reopen.

I was only able to place one merchandise order before Governor Newsom's stay-at-home order went into effect. Many of our vendors are affected by it as well.

Once the order is lifted, I'll need to get photos of the merchandise so I can implement the Square system. I'll also be scrambling to place merchandise orders, but I anticipate some delays and backlogs as things get up and running again. I'll do my best, but this situation will affect my ability to meet my original objectives. Your flexibility and patience will be appreciated.

Report to ENFIA Board on Topics from the cancelled meeting.

Since we had to cancel our board meeting, and we don't know when we will be able to reschedule it in the future, I thought I would prepare a report on those topics I was going to report on for the board meeting.

Please let me know your approval/disapproval on items for which we need to vote. Please let me know your vote by Wednesday. If I don't hear from you, I will assume you vote in favor.

Numbers match agenda numbers.

3. Minutes: I move that we approve the minutes from the last meeting.

4b. Keli has procured (at great prices) Square setups for five of our outlets. The two remaining outlets are Georgetown and Crystal. WIFI signal seemed good at Georgetown so we should be able to use a regular iPad. We were told that the WIFI at Placerville can be very spotty. I propose that we buy two 4G LTE iPads that will operate off of cell signal. One will be designated to Crystal which has no WIFI but a strong signal. The other will end up at either Georgetown or Placerville Ranger District. If the WIFI situation can be rectified at Placerville, this iPad could then be used to move to any location in case one of the other iPads went down. Its versatility would make it particularly useful. The 4G iPads are a bit pricier (\$50-\$150 more per unit), but Keli saved more than that by her great bargain finds on the other setups. Verizon will give us a business only plan with unlimited data for \$60/month for the two iPads.

So, with this, I ask that the board approve the purchase of the two 4G LTE iPads. I will have to buy them on eBay to get the 6th edition to fit the current Square configuration. New ones list at a maximum of \$500 each, but I may be able to get them for less.

8. Membership renewals. Please see the summary below.

Level	Total (Bundles)	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Complimentary	4	4	-	-	-	-	-	-	-
Family Membership	38 (32)	37	14	-	-	1	-	4	5
Honorary Life Membership	2	2	-	-	-	-	-	-	-
Individual Membership	51	50	18	-	-	1	-	-	5
Life Membership	4 (3)	4	-	-	-	-	-	-	-
Total	99 (35)	97	32	-	-	2	-	4	10

a. We have several members yet to renew.

1. As per Dennis's request, I sent out a letter to all new docents welcoming them to ENFIA and appreciating their service as docents. The letter informed them that they had to be members of ENFIA in order to serve as docents. One new docent was overlooked whose name was not on the new docent list. I will follow up and send her the letter.
2. Six of the new docents have yet to become members.