

ENFIA Board Meeting Minutes

April 21, 2020

The regular meeting of the Eldorado National Forest Interpretive Association took place on Tuesday, April 21, 2020. This was a video conference meeting with President Larry Moore, Vice President John Prelip, Secretary Carl Gwyn, Membership Chairman Bruce Odelberg, Treasurer/Retail Coordinator Keli Gwyn present. Also, in attendance were Carson Pass Manager Dennis Price, USFS liaison Kristi Schroeder, Renea Kennee (USFS), Christopher Sailor (USFS) and member Frank Tortorich.

Meeting was called to order at 10:00 a.m., PST.

Published meeting Agenda was approved.

Minutes from the March 26, 2020 meeting were approved.

Management report:

Larry thanked the Board and Dennis for resolving a docent concern. Research on the cost of a paid employee showed that cost of benefits (workman's comp, etc.) for an employee paid \$6000 per year would be \$500-\$700 per year. Cost of producing payroll by the accountant would be in addition to this. Workman's comp and insurance is included for our docents and volunteers who are members of ENFIA.

Retail Coordinator Report:

1. Please refer to the attached report for most items.
2. Many orders have been placed. Businesses have been helpful, quick, and even giving extra discounts. We will be ready to open whenever the season begins.
3. Square has not started yet. Waiting to get more merchandise to begin entering SKUs for products.

Carson Pass Report

Dennis reported that he has 64 docents, some who will not work for the full six days due to personal concerns. Because of the concern about the actual time the station will open, the May 16th training meeting will be canceled. He will inform the docents by email. A spring meeting will take place, but the date is currently flexible until an opening time is approved by the board.

Forest Service Report

Due to staffing issues, the Forest Service will not be able to help with projects on the cabin or station. Forest Service will provide us with their cleaning protocols for both facilities. We need to have appropriate protocols in place for the protection of our docents and the general public. The Forest Service will supply ENIFA with gloves and cleaning supplies, based on availability. (Secretary's Note, 4/22/2020: Renea asked during a meeting at the SO regarding PPE for ENFIA. The status is that ENFIA cannot expect help in this area from the Forest Service due to unknown availability of such supplies.)

The station needs to be stained, which is a project that may be put off until next year. The situation will be reevaluated at the end of the season.

Possibilities for station modifications to minimize exposure were discussed and will receive further consideration. One suggestion was to open the window behind the map desk and conduct permit business through it to reduce the traffic in the station.

There is no date set for the opening of the Forest Service offices.

Treasurer's Report: Per the March Balance Sheet, there was \$46, 937 (rounded to the dollar) in the checking account and \$18,353 (rounded to the dollar) in the donation account.

Membership

1. Please see the attached report.
2. We have had 27 past members not renew for the current year.
3. There are about 10 Carson Pass docents who have not joined/renewed their membership.

Website

Please see attached report.

Purchase of handheld scanners for the use at Forest Service outlets (8 total @ \$120 each, rounded to the dollar, taxes excluded) was approved. With these scanners and the Square system, management of the retail function of the organization will be streamlined so the job will not burn out volunteers in the future. This will also make running the retail outlets much easier.

Purchase of two Dymo printers and labels to print SKU tags for merchandise that do not come with UPC bar codes was approved. The cost will be around \$75 (rounded, tax not included) each.

The board was informed that the purchase of all of the equipment for establishing POS at all outlets, iPads, Square Stands, scanners, and printers will come in at cost less than the previous yearly salary for the retail manager.

It is still looking like we can use the free Square online software without having to upgrade to the Square for Retail license, which has a significant cost.

Old Business

The Board will be examining the Bylaws and intends to publish the proposed updated Bylaws to the membership after the next Board meeting. It was discussed to have Member Zoom meeting to satisfy the general assembly requirements of the old Bylaws. Members will then be polled for their acceptance/rejection of the new Bylaws.

These old business items were deferred to a future meeting. Items in need of discussion:

1. Discussion on new agreements for Dennis, Karen, Keli, Ginger, and Carl that outline responsibilities without remuneration.
2. 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.

New Business

After many years of dedicated service at Carson Pass, during which time he has created quite a legacy and model of how to successfully manage the station, Dennis will be retiring as manager. We will place an item on the Agenda for the next meeting regarding beginning the search for a new manager.

Next Board meeting will be on May 19, 2020 at 10:00 a.m. This will be a virtual 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 11:29 p.m.

Respectfully submitted,

Carl Gwyn
Secretary

Please see attachments below.

Retail Report for April 2020 Board Meeting

Great things are happening! Although we don't know when the current restrictions will be lifted, when the USFS outlets will reopen, and when Carson Pass will open or how things will operate at the station, that hasn't stopped the forward momentum. Vendors that were closed up tight for the first few weeks of the shut-down have made adjustments and figured out how to carry on in safe, creative ways.

I've been able to establish contact with several vendors so far, get our account information updated, and start placing orders. The service I'm receiving is exceptional! In some cases, I'm dealing directly with owners and managers who are grateful for our business at a time when orders have dropped off significantly. A few companies have offered additional discounts, while others have reduced freight costs or extended their normal terms from 30 days to 60 days. Our sound financial position has enabled us to take advantage of these benefits. The shipments have begun arriving—in record time!

I've received helpful feedback from USFS staff as well as our CP Station Manager. With this valuable input, I'm able to streamline our offerings in preparation for the implementation of the Square Point-of-Sale system. I'm also able to add a few new items that are sure to be well received by the influx of forest visitors I anticipate once the stay-at-home orders are lifted.

I will continue the ordering, with my focus on having an adequate supply of merchandise to kick off the 2020 season at both Crystal Basin and Carson Pass Station, as well as replenish the other retail outlets as needed. As soon as possible, I will begin inputting data into the Square system. Although that process has been affected by the closures, which hinder my ability to access the Depot where much of our merchandise is stored, I'm using this time to move things forward in anticipation of a unique but ultimately successful season.

Keli Gwyn, Acting Retail Coordinator

ENFIA Reports for April

Membership:

1. Summary of membership:

Level	Total (Bundles)	Active	Renewal overdue	Lapsed	Pending			New in last	
					New	Renewal	Level change	7 days	30 days
Complimentary	4	4	-	-	-	-	-	-	-
Family Membership	39 (32)	38	11	-	-	1	-	1	1
Honorary Life Membership	2	2	-	-	-	-	-	-	-
Individual Membership	52	51	16	-	-	1	-	1	1
Life Membership	4 (3)	4	-	-	-	-	-	-	-
Total	101 (35)	99	27	-	-	2	-	2	2

- a. Please notice that we have several member who have not renewed.
 - b. They will receive a notice that their membership has lapsed around June 1. This was to take in to account extenuating circumstances due to the pandemic.
2. 48 Carson Pass docent member groups. 11 have not yet renewed membership. The June 1 date takes into account that some docents renew their membership at the training meeting.

Website:

1. Website has been updated to reflect current state of the forest and ENFIA:
 - a. Notices of closures are posted on both Carson Pass and Highway 50 pages with a link to the publication from the Eldorado National Forest information page.
 - b. The store was closed because access to merchandise at the depot was placed on necessary status. Items were removed from the store pages and notices places on all pages explaining the store was closed and why.
2. Updating content and look:
 - a. Several banner pictures have been changed.
 - b. When members notice mistakes/problems, they notify me and I have made the changes.
 - c. More pictures have been added to the Birds (new page) and Critters pages.
3. Membership functions:
 - a. Membership renewals went very well. The few glitches were easily repaired, most of which were adding the name and address of ENFIA to all emailings. That has been changed for next year.
 - b. One member did not like the fact the when you renew with the credit card you are automatically signed up for recurring auto payments. It is an easy process to log in and stop auto payment, but member wanted choice at time of renewal. I understand the member's concern, but this is a software set parameter, and I cannot change it.
4. I have received requests for a newsletter, trail reports, hiker "picks" for trails, and a naturalist blog. Lester provided me with a blog on geology which has been added to the Naturalists Nuggets page. This is an area in which we can grow.