

ENFIA Board Meeting Minutes

June 16, 2020

The regular meeting of the Eldorado National Forest Interpretive Association took place on Tuesday, June 16, 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 Kennec (USFS), Christopher Sailor (USFS), Jennifer Chapmann(USFS) and member Frank Tortorich.

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

Published meeting Agenda was approved.

Minutes from the May 19, 2020 meeting were approved.

Management report: (Sorry, I did not get this recorded because my Zoom connection crashed and Dennis called me at the same time.)

Retail Coordinator Report:

1. See attached report.
2. Desolation Wilderness Ranger, Dustin Bell, will prepare a list of items to be purchased from the Desolation Wilderness donation account. Dustin can spend \$2,500 or more, provided all the funds in the Alpine grant category are available to Desolation Wilderness without specific limitations/specifications.
3. Note: Larry clarified after the meeting that all of the grant funds are available for Desolation Wilderness's use provided the items to be purchased are in line with Desolation Wilderness and ENFIA guidelines.

Carson Pass Report:

1. Station Manager is waiting upon guidelines to start.
2. Bruce will oversee removal of protective plywood from the station entrance to prevent misuse or vandalism of the porch area.

Forest Service Report

1. No opening time set for forest service offices.
2. Chris is setting up online permitting for the Carson Pass Management Area. It is supposed to be available Starting June 22, 2020.
3. Establishment of a Virtual Carson Pass Information Station was proposed. This would involve Docents being available live online to answer questions. Dennis will check if there are Docents who would be available for this service. Availability of the service is to be determined.

4. There is no cleaning contract yet for the bathrooms, nor have portable toilets been procured for the pass area. Dennis will contact Dean Trevaskis who has worked in this service in the past for guidance.
5. Campgrounds are opening as they can be prepared. Recreational rentals and group campgrounds are not opening. High elevation campground at Wrights Lake and Georgetown campgrounds are not open. Kirkwood and Woods Lake campgrounds are planned to open in the next couple of weeks.
6. The concessionaire is in charge of the campground. He is trying to get appropriate staff and open Wrights Lake.
7. Having ENFIA volunteers out on the trails would be helpful to the Forest Service. Feedback should go to Kristi on the Highway 50 corridor and Renee for Highway 88. Kristi was going to provide ENFIA with a list of trails for members to scout.

Treasurer's Report: \$37,626.97 in the regular checking account, and \$20,381.84 in the donation checking account.

Membership

1. Please see the attached report.
2. Robyn Sandperl is considering editing a newsletter. Frequency of newsletter is to be determined, but suggest to be four times a year: before the season, at the height of the season, at the end of the season, and in the off season. It can have interpretive articles, historical articles (Frank said he would provide some) product updates and other information. The format is yet to be set.

Website

Please see the attached report.

Old Business

Bylaws:

1. Voting is in process. Voting will close on June 23.
2. An email will be sent to membership to see if there is a member with legal experience who will look over the Bylaws.

Discussion on new agreements for Dennis, Karen, Keli, Ginger, and Carl that outline responsibilities without remuneration was deferred to a future meeting.

Development of Highway 50 ENFIA programs were deferred to a future meeting.

New Business

Jennifer spoke on developments for interpretive training for Docents. The park service has developed programs for volunteers. Jennifer will discuss the topic with Yosemite National Park staff. Topics offered for our consideration are:

1. ENFIA will check with members/docents to measure their interest in having training.

2. One proposal was to have online modules that are accessible by docents.
3. Another proposal was to have virtual hikes on YouTube.
4. ENFIA will poll members to make suggestions as to days and time of the week that would work. Saturday sessions from 9 a.m.-11 a.m. were suggested.
5. Docent training is in ENFIA's contract with the Forest Service.

Next Board meeting will be on July 21, 2020 at 10:00 a.m. Agenda and meeting information will be posted on the Board page of the website one week before the meeting. The meeting time will be posted on the calendar on the website.

Meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Carl Gwyn
Secretary

Please see attachment below.
ENFIA Report June 16, 2020

Membership:

Summary										
Keyword search										
Advanced search										
Saved searches										
Level	Total (Bundles)	Active	Renewal overdue	Lapsed	Pending			New in last		
					New	Renewal	Level change	7 days	30 days	
Complimentary	4	4	-	-	-	-	-	-	-	
Family Membership	31 (24)	31	-	-	-	-	-	1	2	
Honorary Life Membership	2	2	-	-	-	-	-	-	-	
Individual Membership	39	39	-	-	-	-	-	-	2	
Life Membership	4 (3)	4	-	-	-	-	-	-	-	
Total	80 (27)	80	-	-	-	-	-	1	4	

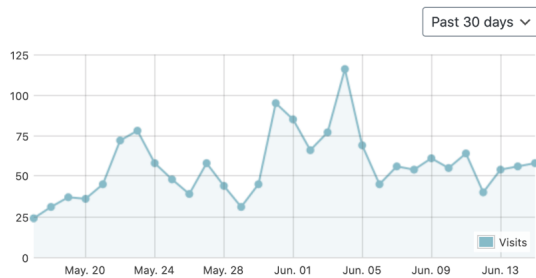
80 Member groups- 4 new in the last month.

Members who have not renewed their membership have been informed that their membership is lapsed. They are still in our contacts, but will not receive member emails or log into their accounts.

Adrienne Starkey is a new contact who is a graphic artist and has many other skills. She is considering working on providing content to the newsletter, working on the Highway 50 corridor, and doing interpretive hikes.

Web:

Please look at the graphic to see:



Site Usage

1,697	Visits	48.14%	Bounce Rate
3,684	Pageviews	00:01:36	Avg. Time on Site
2.17	Pages/Visit	67.47%	% New Visits

Top Pages

ENFIA Board Reports – June 16, 2020

Treasurer

The balance in the general account as of May 31, 2020 was \$37,626.92.

The balance in the donation account as of May 31, 2020 was \$20,381.84

Sales Tax on Online Orders: I was unaware that I needed to let our accountant, Kirstie Martin at Prod'hon, know that a set portion of each order (\$7.95) is shipping and handling charges. Because of this, online sales through May 2020 including shipping and handling charges, the result being that we overreported sales. This has caused us to incur a small amount of additional sales tax due, less than \$5.00 for the current fiscal year. I recommend that we let the previous financials stand since correcting the mistake would cost far more than the sales tax incurred. I've asked Kirstie to break out shipping and handling charges for online orders going forward, so the issue has been resolved.

Kirstie informed me that the mileage reimbursement rate for 2020 is \$0.575, a decrease from the \$0.58 in 2019.

Retail Coordinator

I've created a comprehensive Inventory Master List that includes wholesale cost, vendor information, vendor item codes, etc. I included this information when I entered the items into Square. By including that data, we have an online backup showing us what we carry, where we acquire each item, and what we pay for it. This information would prove invaluable should we ever lose our records or our merchandise to a fire or other disaster.

As mentioned, I have input the items we currently have on hand into Square. Before doing so, I created categories for the items, along with the alphanumeric codes that are used in Square and will be used to create barcodes for those items that come without one. Carl and I have created a design for the barcodes that includes the item name and both regular and member prices. Including the latter may generate questions about ENFIA and lead to new members.

I'm creating inventory lists specific to each location and will be working with the staff at each one to determine which items they want to carry so I can allocate the inventory in Square.

Because the general account bank balance (after outstanding charges) has neared the \$25,000 threshold the board set as a safety net at our last meeting, I postponed some ordering. I've ordered a few books we were out of/very low on, but I'm waiting for sales to resume and the bank balance to increase before ordering the other low-stock/missing items. Several of the custom items (shirts/hats) are on hold since I have to place large orders due to sizable minimums. I will resume ordering the low-stock/missing items once funds are available.

When we moved into Phase 2 of the state's reopening plan, I was once again able to visit the Depot. This enabled me to resume sales in the online store. I'm happy to report that orders are coming in. I receive around 1-2 a day. The majority of the orders are for a single map, but it's nice to have some income again.

I've been working with the Desolation Wilderness team on a new custom shirt/hat design. I've also been working with Ranger Dustin Bell to edit the Desolation Wilderness guidebook, since the publisher has agreed to make some much-needed updates to this valuable resource. In talking with Dustin, I learned that he has some purchases he'd like me to make for Deso using donation funds. The Desolation fund has \$508.23, and the Alpine Grant fund (that Deso staff helps us acquire) has \$3,352.98. I'd like the board to vote on the requested Deso purchases.