

ENFIA Board Meeting Minutes v2
February 16, 2022
10:00AM (PST)

(Draft v1) Edited on 2/20 thanks to extensive feedback from an ENFIA published author :)...kg

Anyone else...Please review these minutes and give me feedback on typos, mistakes, or omissions. Please get me your feedback/comments ASAP but no later than March 2nd. Thanks Phil

In attendance:

Board: Larry Moore, Karen Heine, Lisa Irving-Peterson, Phil Hartvig, Bruce Odelberg

Others: Chris Sailor (USFS), Keli Gwyn, Carl Gwyn, Frank Tortorich, Mark Sandperl (others?)

Recorded on Zoom by Carl (in addition to these notes)

1. Opened meeting *(10:00 am - by Larry)*
2. Approved Agenda for Feb 16, 2022 meeting *(Karen/Lisa)*
3. Approved Minutes: from Jan. 19, 2022 meeting *(Karen/Lisa)*
4. **Manager/President Report:** (Larry Moore)
 - A. Regular report
 1. ENFIA credit card *(ENFIA now has 3 cards - Keli, Lisa, and Larry each have one, \$16,000 credit limit, has 1.5% rebate and \$500 cash bonus after minimum purchases. This will allow for more secure purchases than in the past, quicker payments to vendors, and less need for reimbursements as in the past)*
 2. Tax Returns *(Signed and submitted by Larry to CPA - End of fiscal year was Sept 30, 2021, Submission to CPA in mid February. Deadline for filing is end of February 2022)*
 3. Annual Report *(Financial Statement to USFS completed with log of volunteer hours and listing of donations over \$100)*
 4. Possible Grant Application/El Dorado County *(Covid-impacted public agencies relief funds requested, 3 years of financial statements and application submitted. Waiting for approval)*
 5. Square use/Internet access at USFS retail locations. *(Kristi was to report on this but she was absent from meeting today. Carl reported that some locations lack wifi, need DSL connection/routers added-additional cost of approximately \$110/mo. USFS or ENFIA could pay for this, but need to move on this ASAP. Currently some have a credit card line for \$55/mo. Larry and Carl discussed this - some concern that USFS wants to open stations in late March/early April but may not have technology set up to run "square" system. THIS WOULD CAUSE MAJOR ISSUES WITH INVENTORY AND ORDERING. Carl wanted ENFIA to use jetpacks purchased through Verizon along with their cell phone service to provide wifi hotspots at all locations where we don't already have wifi established. The Desolation Wilderness location has this technology, so we know it would work. Larry discussed ongoing monthly expenses for ENFIA and wanted to wait for Forest Service to purchase/install Technology. Mark suggested other internet provided (Cal-Net). NO DECISION was made at this time.*
 - B. Other items/Additions (Larry outlined the monthly expenses for ENFIA to highlight during the Treasurer's Report -see #6 below)
5. **USFS:** (Kristi Schroeder (Absent) and Chris Sailor)
 - A. Fire restoration progress- no new update or report (Kristi was not present at meeting)
 - B. New news- *Chris reported that NO NEW information on purchases of solar storage batteries, he is waiting on USFS technician to give him feedback on current system and its need for replacement/repair. Larry thought that ENFIA Silver Lake cabin might be re-connected to well system that other cabins in area are part of, but Chris reported that was NOT the case at present. Chris said that Silver Lake cabin will continue to be connected to campground system. Repairs to leak in supply line underground will need to be performed.*

C. COVID protocols - ***NO NEW INFO***

Other discussion topics: Chris contacted TOM LEWIS- Forest Service Volunteer Carpenter. Tom will lead the installation of the new door for Silver Lake Cabin. (Door has not been ordered yet, waiting to get input from Tom. Phil will contact Tom about this. ENFIA received \$500 donation from Phil to help cover the cost of door, board approved using this money to purchase door last summer) Chris Sailor also commented on his ability to secure paint for cabin and arrange for hazardous tree removal after the snow melts and access to the cabin is possible. As noted earlier, Chris will secure funding and resources to repair the water supply to Silver Lake Cabin. Phil suggested meeting Chris and Tom when they go up to inspect the cabin in late April/early May. Phil will follow up on this communication. Phil thanked Chris for his support of ENFIA in maintaining the Carson pass station and Silver Lake Cabin.

6. ENFIA's Treasurer's Report (Lisa Irving-Peterson)

- A. Checking account balance: ***(\$28,990.18 as of 2/15/22)***
- B. Donation account balance: ***(\$21,932.16 as of 2/15/22)***

Other comments:

Lisa noted that a donation of \$11 via smile.amazon.com appeared on her report this month. Carl set this up and has encouraged others to use it as a revenue source for ENFIA.

Larry added comments about ongoing FIXED expenses to ENFIA and his concerns about ENFIA taking on more expenses that could be/should be covered by USFS. Total Monthly expenses are currently \$1800/mo. See list below provided by Larry and Keli (former treasurer).

- 1. Website hosting (For professional design and support)***
- 2. Post Office Box Rental (ENFIA Mail needs- not using an individuals home address)***
- 3. Storage building Rental (For entire forest, not just Carson pass station)***
- 4. CPA (Bookkeeping, financial accounting, and taxes)***
- 5. Insurance (Merchandise and board members-liability against civil lawsuits)***
- 6. Wild Apricot (Linked to website-For membership accounting and billing, including online store)***
- 7. Volcano (For phone at CP station and Amador Ranger)***
- 8. Verizon (Cell service/internet via LTE IPAD for Crystal Basin ranger station-needed for Square)***
- 9. Retail Coordinator (multiple USFS locations, under contract due to legal requirements of AB5.)***
- 10. Carson Pass Coordinator (under contract due to legal requirements of AB5)***

Rough total is \$1800/mo or \$21,600/yr

7. ENFIA Retail Coordinator Report (Keli Gwyn)

- A. Custom merchandise report ***(Researching for 4 locations- waiting for USFS input and approval)***
- B. Sales and operations ***(Slow time- some ordering online-inventory inside storage depot is dry/clean-even after summer smoke events & winter storms. Concerns expressed about lack of wifi at locations which will make using Square for purchases and inventory unworkable. Needs to be resolved prior to stations opening for retail sales. Storage Depot Keys- have 3. Larry/Keli-additional key to Phil ASAP)***

8. ENFIA Retail Team Lead Report (Lisa Irving-Peterson)

No additional report, information was shared earlier in board meeting

9. Carson Pass Coordinator Report (Karen Heine)

- A. New docents, still looking - ***no update from last month***
- B. Looking for scheduler - update from last month (***no news- Stan Trevena absent. Karen is planning on setting up sign-up.com, wants to train others in operating it prior to June***)
- C. Solar panels and Lithium battery at station, interest in exploring a grant
(***report from Stan did not happen, Stan has been absent last two meetings - Chris Sailor and Bruce Odelberg are taking the lead on this issue now. Concerns were raised about the need to have batteries replaced to ensure constant electricity supply at CP station to allow sales via Square. Carl restated safety concerns about leaking batteries if freezing occurs in degraded condition of current batteries. Chris mentioned safety concerns as an aid to him securing funding for batteries last month***)
(update from Bruce and Chris giving progress of locating funding and ordering new batteries)
(***no news from Chris concerning new batteries-as reported out earlier in meeting today. Bruce was asked to follow up with Chris Sailor in the future to ensure that we have reliable batteries and power supply at CP station***)
- D. ***Other items: Discussion about in-person spring orientation meeting/training for new and existing volunteers. Due to covid, in-person meetings have not happened in two years. Suggestion was made to have TWO meetings, one on east side (organized by Karen for May 7th) and one on West side (organized by Carl for May 14th). Low cost or free locations for these meetings will be explored.***

10. CPIS Maintenance Team Lead (Phil Hartvig)

- A. Silver lake cabin: - update (***Chris will help to coordinate repair of water system, replace front door, remove hazard trees and secure paint and materials for other repairs. Chris/Tom Lewis/Phil/Bruce will attempt to inspect cabin and property after snow melt in April/May. Phil will arrange for delivery and install of new propane range from Edwards A1 appliance in Placerville after snow melt.***)
- B. Cabin work party - ***Saturday June 4th.***
(***Phil will update after spring inspection with Chris, Tom, Bruce***)
- C. CP Station opening/work party - ***Saturday May 21***
Open up, inspect, repair. (following week stock merchandise and supplies, plan to open station to general public on Sat May 28th)
Covid restrictions and unfinished maintenance /repair could impact opening date.

11. Highway 50 development report from recent meeting (Carl Gwyn)

- A. Next year's plans - updates-***waiting for feedback from Forest Service***
- B. USFS needs- ***still looking for volunteer to work at Cleveland Fire/Crystal Basin. Carl and others will lead hikes in area and ENFIA logo and information is planned for new signage that is being placed in forest.***

12. Website Update: (Carl Gwyn)

- A. Hits: ***10-20/day***
- B. New developments - ***looking for pano photos to update/refresh web pages, email to Carl***

13. Membership update: (Stan Trevena- absent for Jan/Feb meeting)

- A. Coordinator status report (Carl reports that no new members added. Idea to reward members who bring in new members with a free year membership. Carl will work out details with coordinator.)

B. New members - none at this time. Need to find incentives and new outreach methods.

14. Facebook Update: (Mark Sandperl)

No new members from FB outreach, Karen did receive some inquiries but via email, not FB.

15. Old Business:

A. Purchase/Order batteries and new solar panels? (Bruce Odelberg and Chris Sailor)
(As stated earlier, no progress on this issue yet.)

Discussion of purchasing items/services needed and how we want Forest Service to pay for them. Will wait for Chris and his supervisor (Chip Morill) to help us out with finances and logistics. At some point may need to purchase items/services ourselves. ENFIA is here to support the Forest Service Mission and they need help due to cuts in staffing and budgets. Frank mentioned that they no longer have seasonal workers.

B. Purchase/Order door paint for cabin-contact with carpenter for assistance with door

(As stated earlier, Tom Lewis contacted by Chris, Phil will follow up via email/phone calls and in person inspection to help coordinate work to be completed)

16. New Business:

For next month:

- 1. Research/purchase of batteries for CP station*
- 2. Research/purchase wifi and set up IPADS for ranger stations*
- 3. Research on locations for spring orientation in-person meetings (May 7 and May 14)*
- 4. Communication/planning of maintenance needs at CP station and SL cabin (May 21 & June 4)*
- 5. Continue to explore recruitment of new members*
- 6. Continue to explore grants and retail sales to offset ongoing expenses of ENFIA*
- 7. Set up scheduling on sign-up.com, train coordinator to assist Karen with this task*

Next regular meeting: **March 16th** at 10 am on Zoom

Meeting ended at 11:31

Minutes recorded and submitted by Phil Hartvig, ENFIA Secretary.