

El Dorado National Forest Interpretive Association

Established in 1987, promoting Education, History, and Interpretive Programs
on the El Dorado National Forest.

Board Meeting Minutes March 16, 2023

Board members present: Stan Trevena, Ken Nieland, Lisa Irving-Peterson,
Phil Hartvig (Joined meeting late, during item #9 (40:00))

Board members absent: Bruce Odelberg

Others present: Karen Heine, Keli Gwyn, Carl Gwyn, Frank Tortorich

Others absent: Kristi Schroeder & Chip Morrill (USFS) , Mark & Robyn Sandperl

1. Stan opened the meeting at 9:00 am (via Zoom)
2. Lisa moved to approve the agenda for March 16, 2023 meeting, Ken seconded (vote 3-0)
3. Lisa moved to approve the minutes from Feb 15, 2023 meeting, Ken seconded (vote 3-0)
4. **Manager/President Report:** (Stan Trevena)
 - A. Regular report - updates on ENFIA business

Contracts for Karen and Keli were discussed. Lisa commented on how detailed the list of responsibilities were in these contracts. Keli and Stan noted that these contracts double as job descriptions for these positions. (Carson Pass Coordinator and Docent Scheduler). Lisa moved to approve the new contracts (Stan had emailed them out to board members in advance of meeting). Ken seconded. Vote was 3-0 in favor of approval.

B. Other items

- A. Grant for Trail Counters (from Wilderness Stewardship Organization)

Stan explained that grant proposal is near completion. Grant will cover 80% of the cost of the equipment and the Forest Service will cover the remaining 20% which is estimated to be about \$750. Chip Morrill found a source for these funds. ENFIA financial contribution will be application fee to join the Wilderness Stewardship organization at a cost of \$50 annually. Ken moved to approve the application to the organization and to pursue the grant. Lisa seconded. Vote was 3-0 in favor.

- B. Follow up to discussion about protected information - *No New information*
- C. Google Workspace- *Not set up yet - application to occur this month*
- D. Security: *Plans are to move ENFIA board meeting minutes to "private" location. This will require the membership to "log in" via "wild apricot" to see the minutes. This will take sensitive information about ENFIA out of the public internet environment. Carl and Jason (website designer and host for ENFIA) will assist Stan with this operation AFTER google workspace platform is set up in coming months.*

5. **USFS:** (Kristi Schroeder and Don "Chip" Morrill)

- A. Updates from prior months - **ABSENT - No Report this month**
- B. Other items/developments/needs

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

- A. Checking account balance: \$34,379 (still being charged \$15/mo-should be free for non-profit)
- B. Donation account balance: \$24,196
- C. Other items/developments/needs: Lisa wants to have new credit card set up for auto payment

7. ENFIA Retail Coordinator Report (Keli Gwyn)

A. Regular report: *Retail is slow due to most locations being closed for winter season. Placerville/Camino ranger station is developing a new interpretive center at their site with displays concerning bears and bear canisters, native plants, local birds, and an outdoor demonstration garden for pollinators. They are requesting ENFIA to help purchase new laminated Interpretive posters which will include the ENFIA logo and contact information. Posters will be approximately 30" X 50". Carl will research cost and present to ENFIA board at next meeting. Keli has ordered some products like PCT trail maps at deep discounts (55-60% off).*

B. Other items/developments/needs:

Accounting/Banking Matters-issues with checks: *Currently our CPA firm issues checks to pay some bills and monthly payments to Keli and Karen for their contracts. Due to delays, Keli is requesting that ENFIA get additional checkbooks for Lisa and/or Stan so that they can write some checks and improve the efficiency of system. Lisa and Stan will explore this option with US Bank. Currently the ENFIA CPA organization charges \$400/mo to produce financial reports on monthly as well as quarterly basis. They also produce annual income tax reports (at an additional cost) Much of the work they do for ENFIA is free of charge. Ken discussed having a book-keeper do the same tasks using "Quick-books" for a lower cost. He will explore this option and report back to board.*

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

A. Carson Pass Station update - ***NO REPORT this month***

B. Other items/developments/needs

9. Carson Pass Coordinator Report (Karen Heine)

A. Carson Pass Station Operations: Concerns about heavy snowpack at CP station were discussed. Roads has been closed and access is limited. Interpretive walks will be delayed due to delayed opening of station. Karen will send out recruiting email about interpretive walks soon. Frank mentioned that heavy snowpacks in prior years have delayed the opening until almost the end of June or early July. Karen, Frank, and others strongly suggest keeping heavy snow removal equipment away from station due to concerns about damage to structure. May have to rely on hand shoveling as snow melts.

B. Other items/developments/needs

Discussion of flowers used in planters outside station: in past plants have been donated by local nurseries (Placerville and Carson City). Forest Service has concerns that non-native species may be introduced and prefer that we use native species in displays. Two docents (Dana & Allison) collected native seeds last season from local trails. Karen has these seeds stored at her home. An effort will be made to use these seeds to grow native plants in our flower beds this year. Stan, Karen, & Carl discussed alternatives to conducting retail sales if CP station is not open due to heavy snowpack. Options discussed include getting a temporary Forest Service Trailer or Storage Container, having a table set up outside, digging a tunnel into snowbank to access station. Need for electricity, internet, and phone service were discussed. Stan suggested using portable solar panels and back-up batteries to run retail operations until stations solar panels and other infrastructure is up and running. (Phil H. joined the zoom meeting during this section)

10. CPIS Maintenance Team Lead (Phil Hartvig)

A. Carson Pass Station projects (Repairs/future needs) *No updates due to no visitations over last two months- concerns about snowpack and accessing station. Asked questions about tracking hiking miles (Alison Avery is still doing this)*

B. Silver Lake Cabin projects (Repairs/future needs) *Last visit to cabin was in Jan, snow up to roof level. Requested contact information on docent donating futon and helping with maintenance. (Liz Lucas & Husband are planning helping with cabin this season).*

11. Highway 50 corridor development report (Carl Gwyn)

A. USFS needs - updates - *Several ENFIA docents have expressed interest in helping out at Placerville/Camino location with new interpretive center. Will start out with a few busy weekends Stan will visit location in coming months.*

B. Other developments - *ENFIA Docents has volunteered to run interpretive campfire programs at Wrights Lake and Union Valley campground locations. Forest Service and contractor Royal Elk have agree to provide campsites free of charge to docents running campground programs on selected weekends.*

12. Website Update: (Stan/Carl)

A. Updates/developments/needs - *Stan has expressed interest in learning website operations. Jason (website designer and host) wants to do a "refresh" of current ENFIA website. Jason is paid \$100-\$120 annually to host website.*

13. Membership update: (Stan/Ken Nieland)

A. Coordinator status report (Current membership and renewal status): *60 renewals processed with some members needing to update their current credit cards so that they can be processed. Carl or Ken will contact them ASAP.*

B. Other projects - (New docents since last month): *2 new members reported via website. Phil picked up 4 checks at Placerville post office this month with membership renewals. Carl/Keli will deposit those checks at US Bank ASAP.*

14. Facebook/Newsletter Update: (Mark/Robyn Sandperl)

A. Update/Needs-new development - *ABSENT No report this month*

15. Old Business: (As per board's request - items to be carried over from previous meetings)

A. Google Workspace/protected information concerns (Stan) - *Addressed earlier in meeting*

B. Business cards & credit card (Stan/Keli) - *Carl presented a draft version of new business card for input. Stan and Keli gave several ideas/suggestions about design and will work on finalizing the final product for next meeting. Credit card issues were discussed earlier in meeting.*

C. Docent Training/Orientation/Appreciation meetings location & dates (Board): *Dates/Locations for pre-season training are set, still looking for postseason appreciation meeting in South Lake Tahoe location. Keli will be sending out an email soon introducing herself as the new scheduler. Keli will also be calling all docents to personally introduce herself and gather information about their willingness to serve ENFIA this season. Keli is working on setting up a docent mentoring program to assist new docents in their on-site training. Carl and Keli are very interested in face-to-face training of new docents at pre-season training sessions (one on west side, one on east side)*

D. Trail Counter Update (Stan) - *Addressed earlier in meeting.*

16. New Business: (Things to plan/work on for next meeting)

A. Next meeting date and time: *Thursday April 20th at 9:00 am*

B. Other items (if items need more discussion-not enough time at this meeting)

Stan to review past financial statements from CPA, Stan to review ENFIA budget prepared by Lisa, discussion of business license requirements for Keli and Karen, discussion of past ENFIA business manager and Website coordinator fees (\$400/mo) that are no longer in place due to business license requirements and are now being conducted by CPA (paid) and Carl as a volunteer.

Next ENFIA meeting: THURSDAY APRIL 20th at 9:00

Minutes prepared by ENFIA secretary Phil Hartvig _____ April 13, 2023

