Mosquito Range Heritage Initiative

Board Meeting Minutes

July 13, 2015

Board Members present – Jan McCabe, Roz Aceto, Jara Johnson, Sheila Skaggs, Ginni Greer, Jennie Gannon, Beth Nielsen

Board Members absent – Bill Hawes

Others present – Cara Doyle, Shannon Hessler

Meeting was called to order at 6:14pm

Approve agenda – Motion was made by Jara and seconded by Ginni to approve the agenda as submitted

Verify Quorum – seven board members present, so we have a quorum

Approve minutes from May annual meeting – No changes to the May minutes were requested; motion was made by Jara and seconded by Jan to approve the May minutes as presented.

Treasurer's Report – Jennie reported that we currently have $14,343.60 in the bank and a net income of $4,163.65 from January to now. Ginni motioned to accept the treasurer’s report as presented and seconded by Jara. We have approximately a $20,000 balance from last year’s SPNHA grant.

Environmental Steward presentation – Shannon Hessler presented a brief slide show to show what Alden and she have done so far this summer. Alden was unable to attend.

Chamber of Commerce renewal – The board discussed the benefits of being a member of the chamber of commerce. Benefits: networking, supporting the community, MRHI event notices posted to chamber mailing list. Sheila motioned to renew our membership; seconded by Jennie; unanimously approved.

Festival in the Clouds, July 18 & 19 – Sheila asked for additional volunteers to ‘man’ the booth.

Burro Days, July 25 & 26 – We are in booth #61. Looking for volunteers to ‘man’ the booth. Ginni said that the stewards would be available both days for shifts, with some breaks.

Parade – Ginni will coordinate the parade; the Butlers will bring their ATV with the sign they made from last year. Will work on getting additional people involved.

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Railroad Day, August 22 – MRHI will again have a booth; Beth volunteered to work the booth. Ginni suggested selling water and soda. It was suggested that we not buy plastic water bottles, but get cardboard ones instead. Cara and Roz will check out the price at Whole Foods and see if we can get a discount on the purchase.

Poker Ride 2015 – Jennie sent in the application months ago, but hasn’t heard back from the FS. She will contact Janine to see the status. She is trying to get permission from Foxtail Pines to use the picnic area again, but hasn’t heard back from them.

2015/2016 Calendar Contest – 80+ photos were submitted. Calendars should arrive tomorrow. Sheila will send out a notice announcing the winners. Cynthia Merrifield still has not received the check for printing the calendars. Jennie will check to see if the check has been cashed and if not, will mail another check.

WRV Beaver Ridge project update – Ginni reported that this past weekend was the WRV project. There were approximately 40 volunteers and the majority of the road was able to be transplanted. WRV estimated that we planted between 1500 and 1600 plugs. We are working with the FS to find a project for next year.

Update MRHI By-Laws – Sheila reported that we have not updated the by-laws yet. She plans to review them and mark them up as a place to start a discussion.

Grants –

 Summit Foundation $4,500 for rare plant project and education.

 SPNHA $25,000 to $30,000 expected; haven’t received it yet

 RAC – meeting in August to decide grants

 Staples - $5,000 for education

Cara reported that the Girl Scouts sent a donation check to MRHI from their 2014 cookie sales.

Kids Programs – The programs are rocking, super cool. There were 15 kids last week. Natalie Hermanson is the lead instructor, with Roz Aceto and Leah Lenz assisting her.

VISTA leaving – Ginni noted that with Jill having resigned early we are left with a lot of tasks that she was doing not being done.

 Facebook – Beth volunteered to do Facebook; posts should be submitted to Beth

 Membership – Cara said that Jill is continuing to take care of memberships

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 Newsletter – Shannon Hessler, our environmental steward, volunteered to write the July

 newsletter

 MRHI office phone – the MRHI office phone is not being checked as often as it needs to be;

 there were old messages on it. Jara volunteered to check on the phone twice a week.

 Colorado Gives Updates – Cara will make edits that need to be made

Election of Officers –

 President – Jara nominated Sheila Skaggs to remain as president; seconded by Ginni

 Vice President – Roz nominated Jan McCabe to be vice president; seconded by Jara

 Secretary – Jara nominated Beth to be secretary; seconded by Roz

 Treasurer – Roz nominated Jara to be treasurer; seconded by Ginni. See discussion

 regarding Treasurer

 All office nominations were approved unanimously.

Sheila noted that she would like to see the job description for each office. Ginni will look for copies and distribute them to everyone. Please note though, that these are the position descriptions written 7 years ago and have not been updated as MRHI grew.

Treasurer discussion – Jennie has been treasurer for 5 years now and would like to resign as treasurer. No one else volunteered to take on the full duties of the position. We discussed the possibility of hiring Jill Fishinger, CPA, to write payroll checks, pay bills, and create financial reports. She already prepares the payroll, does our taxes, quarterly payments and related financial reports. She charges $50/hour. It will probably only cost $25/month to have her write the payroll checks and pay the bills. Jara agreed to be the treasurer and in that role, she will work with Jill on financial reports and be a signatory on the checking, savings and safe deposit box accounts. Jill will be a signatory on the checking and savings accounts. Roz motioned to use Jill Fishinger, CPA, for payroll and paying bills up to $75/month. Jill will continue to prepare the payroll, do our taxes, quarterly payments and related financial reports. Motion seconded by Ginni; unanimously approved.

In relation to the change of Treasurer, the following signatory changes are made for the Mosquito Range Heritage Initiative’s checking and savings accounts at Colorado East Bank:

Remove Jennie Gannon from the checking and savings accounts.

Add Jara Johnson and Jill Fishinger to the checking and savings accounts.

Cara Doyle will remain as a signatory on the checking and savings accounts.

Remove Jennie Gannon from the safe deposit box account.

Add Jara Johnson to the safe deposit box account.

Cara Doyle will remain as a signatory on the safe deposit box account.

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Old Business Updates

 2015 Calendars in stores – there may still be some 2015 calendars in stores. These need to

 be picked up and any remaining money. Ginni and Roz will pick up the old calendars/money

 and put the new calendars in.

 Forest Service 5 year permit for Poker Ride and Glide – Jennie will check on the status. We

 submitted all the paperwork and answered all of their questions, but haven’t heard back

 from them.

Community Comments/Miscellaneous

 Cara talked about her having to move and what will happen to MRHI. She will remain as executive director for the time being but feels that she will not be able to keep up with the demands of MRHI once she has moved. We need to start thinking about having a paid director within a year. Maybe it could be a ¾ time position. The Board should be responsible for long term planning and financials. MRHI currently can’t pay for a full time executive director, but maybe we can come up with pay for half of the position and the director gets the money for the rest of their pay.

 Strategic plan meeting in August – We started the process of talking about the next 5 – 10 years for MRHI. We need to schedule meetings to talk with our partners and the general community to continue the strategic planning process

Adjourn – The meeting was adjourned at 8:17pm.