

**Annual ANPR Board of Directors Meeting**  
**Ranger Rendezvous XXXVI**  
**Hilton St. Louis at the Ballpark**  
Located in the Manchester Room  
October 27, 2013

Meeting called to order by President Stacy Allen at 8:22 am Central Time. The meeting will stay open throughout the official end of Ranger Rendezvous on October 31, 2013.

BOD members attending: Paula Alexander, Stacy Allen, Erica Jostad, Alison Steiner, Jessica Korhut, Amy Gilbert, Jeremy Kaufman, Seth Tinkham, Gannon Frain, Ben Walsh.

Also attending: Teresa Ford, Lauren Kopplin, Gavin McGimpsey, Meg Weesner, Roberta D'Amico, Ken Bigley

Not Attending: Jamie Bertram, Jason Allen

**Welcome by the President**

Stacy Allen

Best thing about the organization is the human connection. The human connection of an organization is important. Stacy encouraged the BOD to stay in touch with that and improve stewardship. ANPR peaked in the 90s and like all organizations are facing issues right now. Core traditions and values change and those changes are necessary. Stacy encouraged each of us to do a little oral history on our own. Ask the membership what brought them to ANPR and what kept them. Approach the desire to have more people join and work toward sustaining and growing the organization.

**2013 Ranger Rendezvous Agenda & Program Overview (with specific focus on needs and matters requiring immediate attention or action)**

Seth: Any donated items for raffle please bring to Seth along with the value of the item. The registration booth will have a sign-up sheet for log-in purposes.

Teresa: Need to print the agenda and include in registration packets?

**2013 Board Elections (nominees for positions to be vacated by close of calendar year)**

The following positions are timing out: Secretary, Seasonal Perspectives, Professional issues, Special Concerns. Stacy will announce to the general membership at the business meeting on Monday the position vacancies. This will give the membership a few days to talk to interested members.

Nominations can be made during final business meeting of Ranger Rendezvous or online by Nov. 7, 2013. (The nomination period will continue for one week following the close of Ranger Rendezvous.)

Nominees will craft their platform in a short few paragraphs and provide to the membership, i.e. who they are, chief interest, and goals. Voting will be done on-line. Election will begin around the end of November and stay open for 30 days (until the end of December).

Alison: We need to send an email out today or tomorrow about open positions.

For nominations: Target date is November 7. The nomination form is available on ANPR's website. Nominated candidates should return this completed nomination form to the election committee by Nov. 17.

### **Annual Calendar for the organization**

Alison: The board needs to establish a calendar of events for when things need to be announced/completed throughout the year, i.e. target range and dates, Ranger publication and etc. Alison will be in charge of starting this and Paula (as outgoing secretary) will help. Seth will assist with distribution to BOD.

Seth: We might be able to make our meetings cost free. He will check in on other options. Stacy mentioned that this method must be effective for everyone since not everyone is linked-in. Teresa mentioned that at one time we considered Skype but this method doesn't work for everyone.

### **ANPR Finances and General Organization Business Needs**

Stacy – takes money to do anything. ANPR was at one time a stable organization and continues to exist off of the generosity of the membership to sustain the organization. ANPR is able to meet basic business needs given the ebb and flow of Ranger Rendezvous attendance and memberships.

Treasurer's Report (see attachment from Jamie Bertram) which shows a 3 year range of profit and expenses. Past numbers are accurate – current numbers were run a little early. Teresa does all of the bookings and keeps the books while Jamie (and at times Stacy) writes the checks. Teresa has a debit card but does not pay herself.

Teresa – Our fiscal year runs from April 1 – March 31. We are currently running in the red. Ranger Rendezvous preregistration = 82. We are hoping for at least 20 walk-ins.

Teresa: Our annual Fall Fund Campaign hasn't started yet due to the government shut down. This campaign has to end by December 31. Amy suggested that we call it "holiday giving" this year instead. ANPR also asks the membership to fund for programs, i.e. Supernaugh, Rick Gale, at certain times of the year as well. Alison suggested the current time frame to ask the membership for funds should also be included on the calendar to be established.

Need a fundraising strategy. Membership dues and the Fall Fund Campaign is how we get money now. We need to go outside of our organization. Need to stop asking members for more money. Back in 2006 we got money from the Turner Foundation. Our goal for the Fall Fund Campaign is \$8,000. We have accomplished this the past 2 years (when combined with donations earlier in the year). There is no restriction for the use of this fund.

We NEED to write grants.

Stacy: Need to tighten the belt and look at the number of days for Ranger Rendezvous as well as the cost. ANPR started out with small, shorter Ranger Rendezvous, but now we have lots of activities, opportunities and trainings. Travel and money constraints keep many members from being able to travel. Might need to carve off a day and make Ranger Rendezvous not as long.

### **2014 Ranger Rendezvous Venue/Thematic Discussion (including 2015 venue ideas)**

Amy stated that we need to revisit the issue talked about last year of having a 3 day Ranger Rendezvous instead of 4 days. Coordinators struggle at times to fill all four days. We also should figure out locations a few years out. Alison mentioned that some other conferences have a field trip on the first day for those who want to attend. Seth asked why ANPR goes through a firm. Stacy answered that members of ANPR make a site visit to examine locations, (Paula visited the St. Louis location this year) and Tara, from Helms-Briscoe, makes the contacts and negotiates with the hotel. Helms-Briscoe gets paid a percentage from the hotel. Meg stated that a fall Ranger Rendezvous works the best – ANPR tried one in the spring once but only 60 were in attendance. Another consideration is room costs. Rooms have a higher cost on

the weekend. We have been getting business cost on the rooms. We are cutting how many room nights we are asking for. We used to ask for 400 but now we ask for 225.

Seth: What are possible locations of future Ranger Rendezvous? The board needs to plan further out and brainstorm a list of around 10 locations. Erika noted that we have been brainstorming locations and Helms-Briscoe has looked at locations as well. The locations on the list are all across the country. No decision for next year has been made yet. Amy feels it should be in the East next year. Zion has been mentioned via email as a possible location as well.

Stacy: The World Ranger Congress will be held separate from Ranger Rendezvous in a separate venue at a separate time in 2016. It is not feasible to do both conferences at that same time. After attending a World Ranger Congress he noted that it cannot be in close proximity! Meg agrees.

Alison: Location needs to attract people! Stacy mentioned that past locations might be a good place to re-visit since they know what we need. Is it feasible to return within a reasonable amount of time to places like Acadia or Gettysburg?

### **2016 (8<sup>th</sup>) World Ranger Congress Theme Concepts and 2014 Organization Committee Planning Calendar**

Meg Weesner: World Ranger Congress has no location contract at this time, but the possible venue is the YMCA of the Rockies, Estes Park. ANPR will establish a committee to decide location. Estes Park accepts contracts 2 years from the date of the conference, so this will need to be done in June, 2014.

ANPR, as a charter member, is a strong supporter of the World Ranger Congress (WRC). Meg has attended all 7 congresses. Planning a WRC is a big project, possibly 10X more complex than planning a Ranger Rendezvous. Need to start planning right now. Meg wants ANPR to host the best one. Finance issues – we need to raise money to help people be able to go to the World Ranger Congress. Tanzania needed 300 people to just break even. The cost to attend in Tanzania was around \$1000/each for lodging and meals. Total cost for the WRC was around \$300,000. In 2016 the cost will likely be a half a million at least. Grant and sponsorship money may be available as well as exhibitors. Need to raise money to cover the cost for some rangers from other countries. ANPR will need to find the money. Rangers from other countries will seek out their own sponsorship but we will need to plan on fundraising to help them as well. Around 60 scholarships will be needed. Australian people are generous and donated around \$30,000 last year to bring in people from other countries.

YMCA of the Rockies: Need to discuss having our upcoming Ranger Rendezvous at this location to try it out ourselves first. This is an 800 acre facility. 1/3 of boundary is on the edge of Rocky Mountain National Park. Three lodge hotel with cabins. Cost will cover lodging and meals. A national park location is a great venue, although there are alcohol issues with having it there (it's a Christian location). Will be working with Vaughn Baker to work out options. Stacy: The "Y" will be able to feed everyone and provide everything we need. Are there any other locations ideas? Seth and Amy said that they know of a 4H facility that might meet our needs. People will be flying in from all over the world so we need to logistically provide a central collection area and transportation to facility.

Seth asked who will attend the WRC from ANPR? Meg noted that ANPR members who are willing to help/assist as VIPs might get a reduced rate to attend. Erika also responded that we will need to reduce the number of delegates from ANPR. Meg noted that the US might bring a third so as not to have too

many members from the US attend. Stacy: We will need ANPR members to help at the congress. It will benefit the overall program and experience and may boost our funding as well.

Meg: there is no start-up money available for the WRC so we should be able to provide the cost and raise money for future WRC's.

Alison: do we need to have a Ranger Rendezvous in 2016? Ranger Rendezvous brings in around 100 members. Our members can go to WRC instead. Amy: Even if Ranger Rendezvous is separate in 2016 ANPR may not lose money. Paula noted that if Ranger Rendezvous 2016 is a two-day conference instead of a four our members may be able to financially attend both.

Stacy recommended having Ranger Rendezvous 2014 at the Y of the Rockies. This will give us the knowledge necessary to accomplish goals. Jeremy and Paula agree. Amy noted that St. Louis is not the East – so we need to plan on a future Ranger Rendezvous in the east. Teresa noted the east is very expensive. Stacy suggested that Ranger Rendezvous 2015 needs to be in the East! And, at a great location and that offers opportunities and potential. 2014 needs to be at the “Y”.

**Motion: Seth made the motion to move forward to explore the possibility of Ranger Rendezvous at the “Y of the Rockies” in 2014. 2015 and 2016 Ranger Rendezvous locations in the East (location to be determined). Ben seconded. Motion carried unanimously.**

Stacy will be meeting with the small World Ranger Congress core group of 5-6 members made up of the following possible people: Meg, Tony, Amy, Erika Jostad, Jeff Ohlfs, Stacy, Ed Rizzotto. ANPR will organize a committee. The board will be kept up to date on each phase. Plan on visiting the “Y” in February to get together, talk business, check out the area, etc.

Possible Ranger Rendezvous 2015 and 2016 Eastern locations were discussed - Asheville, Charleston, Pensacola, Mobile, Moab, DC, Acadia, Gettysburg, Valley Forge, Baltimore, Savannah, New River Gorge Beckley WV, Nashville, Bowling Green KY, Hot Springs, Miami.

### **NPS Employee Oral History Project Update**

Alison Steiner

We are in our 2<sup>nd</sup> year. 11 of 16 interviews done last year have been transcribed! The other five will be transcribed by next week. Lu Ann Jones has applied for centennial funding for this project. Goal: interview 50 people to represent the last 50 years. Adding shutdown stories this year to bring in younger members to the project. Lu Ann Jones will be coming in to interview as well. There are fewer interviewers this year so we have 7 planned interviews this year. Current transcriber is interested in continuing with us. Alison and Lu Ann will be using their hotel rooms for the interviews. Excerpts have been published in Ranger magazine. If anyone has any ideas on how to use the oral histories, get with Alison. She wants to get this information out there as much as possible. Goal is to be done by 2016! Lu Ann will conduct some interviews in DC as part of her job and will be donating them to ANPR. Stacy: Have a good valuable product as potential for employee development and history of the park service. This is a worthwhile project and hopes the NPS invests. Lauren: When complete how will we use this information? Will it be put into a book? Alison: All of the interviews are archived at Harpers Ferry as a gift of history to the agency. We know a lot about the first 50 years of the NPS. But we don't know as much about these past 50 years – great source of institutional knowledge. They contain a lot of lessons learned that can be used by the younger generation. Seth recommended that we provide the opportunity at the World Ranger Congress as well.

## **Fundraising Strategy Discussion**

Seth Tinkham (see attached handout)

A. *How to use proceeds from "I am not ashamed"*. Teresa noted that it brought in around \$400-500. We have nothing in writing except for on the Facebook page and our website. Could this be used to attract more energy? Alison: Could we use this money to pay down operational cost? Being treated as a straight donation and will be donated directly to ANPR since there are no restrictions.

B. *Start-up an Emergency Assistance Fund*. Stacy noted that the Employee & Alumni Association of the National Park Service ([www.eandaa.org](http://www.eandaa.org)) has an Emergency Assistance Fund. Not something we want to do since this is their primary program. Alison: Could advertise their program and let members know of this program.

C. *Permission to create a fundraising committee*. Establishing a Fundraising Committee is a good idea. Stacy: How many people are needed – 3-5? Seth noted that the following members should be included Fundraising, Strategic Planning, Treasurer, members at large, and President. Stacy: three board members and 3 additional ANPR members. Seth will write something up for Ranger magazine to recruit people for this fundraising committee. Stacy will mention something about it at the Business Meeting.

Seth asked Teresa about the Zavanelli fund. Teresa: In 2010 there was a Zavanelli fund created by the widow and family of Ranger Zavanelli. A memorial fund was set up in our general fund in his name. The money has been spent. Also note: other families have sent memorial donations for deceased family members this past year and thank you letters have been sent. Money was not dedicated.

Seth also asked the board to clarify Director and Operators (D&O) insurance. Who is covered? Board members, officers, VIPs or others? As a non-profit organization we should look into this, we could be exposed to liability. Some funders want to know if our organization is insured. Teresa: unsure of the cost for this type of insurance. Seth will reach out to agents. Stacy noted that we need to be informed so check on including this insurance. Determination will be made if we need this.

Give and Get program idea: To make Board members responsible to give or get someone to give a certain amount of money to contribute to ANPR. Some organizations want to know if your board members give to the organization. This will demonstrate your investment into the organization. Need to arrive at a figure, dollar amount. Every board member is responsible for fundraising. Ben: do we know percentage of board that donates to ANPR? Teresa noted that all board members give. 100% of the board giving to this organization looks good. Idea: Make this one of the responsibilities of being a board member. Goal is to find other sources for this money. Stacy: We need to figure out the language so it is clearly understood. Erika: The dollar amount needs to be set by the board. Suggestions: Seth \$100, Amy \$250. Consider non-cash value such as membership recruitment. Meg – A gift memberships is \$35. How about the idea of giving 3 gift memberships?

**Motion: Erika made the motion: Each board member annually will give or successfully solicit a donation of at least \$100 and add a member to the organization as a fundraising activity to demonstrate our investment into the organization as a condition of continued board membership. Ben seconded the motion. Motion carried unanimously. To start January 1, 2014.**

Alison: Rebecca Harriett has raised the challenge to the membership to raise \$2,016 by 2016 for the Rick Gale Fund and/or World Ranger Congress. This would be an individual challenge for all members. Fundraising Committee will discuss the particulars and raise this fundraising effort. Plan on having

tangible progress by next board meeting. Amy suggests that the committee set timeline for goals and responsibilities. It would be good to launch it exactly two years out.

### **Membership Strategies and attending to Member Needs**

Current strategy: Inform members about services offered by other organizations. Ask current members what brought them in and what sustained their membership and interest in the organization.

Current membership numbers as of 10-26-13: 167 new members this year + 408 annual + 483 life = 1058

Running about 30 behind. Retention is an issue.

Gannon: Seasonals often join in the hopes of making the jump to permanent. The one Regional gathering we had this year was very successful. There was an informal one in the west at Alison's house. About 20 people attended. This idea provides a sense of community and is a great support network. Jessica: how to keep seasonals once they become permanent? Alison: similar concern with mid-career permanents not knowing how to move up. NPS is doing a bad job of giving the tools to the permanents to move up. We might be able to fill in here. Jessica noted that many NPS LE officers have gone to BLM or Forest Service. NPS is losing employees and not backfilling. After leaving the NPS do they want to stay in ANPR? Stacy: There are 900 vacant positions that cannot be filled (according to Jon Jarvis).

Erika: How is ANPR attracting people? Some of the 300 I talked to joined for insurance purposes, others left the NPS. World Ranger Congress is a good rally point for us. NPS is a close family. Need rallying issue. Seth noted that "I Am Not Ashamed" is one rally point. Stacy: ANPR doesn't have freedom of expression in all cases— could reflect unkindly on the organization such as some comments made during the shutdown. ANPR didn't rush in and that kept us in solid standing with DC. Set up plans and procedures if possible for future situations and needs. But be mindful of our response in a supercharged environment. Amy: Thoughtful strategic communication vs. no strategic communication. We have to be ready to respond and not shrink back and see how things play out. There has to be a balance. Ben: We need a crisis plan. When do we make a response? What do we do internally? We need to be able to communicate with each other. Amy: as a board we need to over communicate with each other. Bigger decisions should start with the board before it is trickling out to others outside the board. Erika wants to have brief monthly board meetings. It is also important to "reply to all" when responding to emails.

Fee Structure and Life Membership: The cost of life membership is possibly overpriced. We have had 3 people sign up as life members since the price went up. Meg stated that the large price is the price it takes to service a life member. Idea of raising it was to take in enough money to provide these services for the lifetime of the member. Amy raised the question of who still gives of our life members. Teresa noted that they give to our fundraising efforts.

Alison brought up the issue of how our fee structure doesn't function well.

Ideas brought up:

- Maybe do it by income instead.
- Early career pricing (for three years pay a lower rate than those further in their career).
- Subject to furlough positions should be treated as seasonals.
- Meg: past boards mentioned we need to simplify it. There used to be many more options.
- Teresa noted that any changes need to be made soon since renewal notices will be sent out SOON.

- Amy: no reason to offer a life membership if we're not going to get anyone.
- Paula: What about 3 or 5 year memberships? Might be a good idea since many members forget to renew.
- Amy: provide recurring memberships – take it out of their debit card.
- Gannon: people who work less than full time pay differently.
- Seth: Categories based on income. Gets rid of classes of members.
- Stacy: Tweak what exists and improve upon.
- Meg: current membership dues are not covering our needs – let people know this.

Erika inquired about how much it would cost to provide an electronic copy of Ranger. Also, asked about the possibility of giving a gift membership to each Park Superintendent. Would this be a good idea? Amy thought it would be a good idea, and might bring an increase to our membership. Maybe each board member could reach out and personalize the gift membership and what membership brings. Need a list and for everyone to take ownership of a region. Erika will take the lead to follow up on this. Teresa will send to Erika the message currently in use.

Jeremy inquired about making a decision on the life membership. Current cost is \$2,500. Do we want to get rid of it or keep it? If a change is made Teresa wants to know when it will come into effect. If the change will take place this year, then any change will need to be decided upon this week. Alison: Life membership may not be a good investment at this time. Teresa and Jeremy asked what the yearly cost per member per year is. Stacy said that membership dues is a bigger issue right now. Erika noted that life membership is not a real option because people are not taking advantage of it. Amy noted that if we are not sending a magazine to them there is really no cost per year.

## **Mentor Program Overview & Crisis Communications**

Ken Bigley and Roberta D'Amico

### **Handout on Mentor Program:**

#### **Goals:**

- Revisit and revitalize the program
- Develop simplified yet defined structure for an informal program to facilitate its sustainability
- ANPR Mentoring is a tangible benefit of membership which needs to be promoted

#### **Timeline/Activities:**

- October 2012: Instituting the co-chair concept at Rendezvous 35. Closed out the calendar year.
- January 2013: Focused on catching up with the protégés who were looming for months. Notes were sent to these individuals with an apology. These individuals were connected with mentors.
  - Additionally:
    - Reached out to past mentors
    - Standard "formatted" welcome e-mail letters established.
    - Past documentation revised
- May: Short article about Mentoring program and new co-chairs
- May: Short article in RANGER to highlight need for Mentors

- July: Auto generated response established for applicants to explain time lag. It reads:

*Thank you for your interest in the ANPR Mentoring Program. Ken Bigley and Roberta D'Amico are the current co-chairs of ANPR's Mentoring Program. Finding the right match for you may take as little as two weeks or as long or longer than six weeks. However, you will be contacted as soon as a mentor match is found.*

*This is an informal program and the time commitment is flexible. We estimate about three to six informal calls and then encourage the two individuals to determine the next steps on their own. Whatever the outcome, this is a wonderful way to build collegial and personal relationships for life.*

- October 2013: Rendezvous session titled: ANPR Mentoring Program, *Explore the Possibilities*
- October 2013: 2014 continue with on-going tasks
- October 2014: Transition to new co-chairs for ANPR mentoring program

#### **On-going:**

- Mentor challenges:
  - Concern over time perception of those we reach out to. Expectations redefined to three to five phone calls, no application for mentors.
  - Need a readily available mentor pool in order to target appropriate match in a timely manner. Need for mentors who are currently employed to enhance the networking opportunities, or those who have left the Service within the past three years.
- Documentation: Who does this in ANPR? What are the expectations?
- Who do we "report" to? Who is our liaison for ANPR?
- Additional updates planned:
  - Review / document mentors and protégé list
  - Review the mentoring handbook from 2005-06 and pull key pieces
  - Review application process, requiring resume's to enhance professionalism

Roberta and Ken have been working on creating a sustainable program. Want to have more mentors than they need. Since January they have made at least 20 matches.

Alison: Since you said you can't help seasonals wanting permanent jobs – instead of wanting a mentor they really need someone to review their resume and explain the hiring process.

Roberta: Good suggestion. Can ANPR partner with the park service to sponsor a webinar on how to get your foot in the door? This is a mutual need but can become part of the mentoring outreach program. Mentees are mostly those early on in their career. Mentoring can be beneficial at all levels. A person can be protégé as well as a mentor. Stacy: Permanent positions are not being filled and this creates limitations for those wanting to work for the agency. A good partner might be Kate Richardson with workforce enhancement in DC.

**Motion Jeremy made a motion to change life membership to \$1500, Gannon seconded. Motion carried unanimously.**

Meeting suspended at 5:00 p.m. Central Time with subject to call the board back into session.

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**ANPR Business Meeting, Lindbergh Room**  
October 28, 2013

Business Meeting open to the membership during Ranger Rendezvous called to order 4:30 Central Time.

BOD Members attending: Stacy Allen, Alison Steiner, Jeremy Kaufman, Ben Walsh, Gannon Frain, Amy Gilbert, Paula Alexander, Jessica Korhut, Erika Jostad

BOD Members not attending: Jamie Bertram, Seth Tinkham, Jason Allen

**2013 Board Elections**

Stacy Allen

The following positions are timing out: Secretary, Seasonal Perspectives, Professional issues, Special Concerns. Elections will take place for these positions this year. I will entertain nominations for those positions during the open session on the last day just before closing out. Now is the time to seek potential candidates.

Also note: President-elect Erika Jostad will be taking on the position of President as of January 1, 2014

**Fundraising Committee**

ANPR will be starting a Fundraising Committee. Share your interest in being appointed to the committee with members of the board.

**New Business**

Bruce McKeeman asked the BOD to give reports on what we accomplished. Also, requested that the meeting minutes be filed and put on the website.

Stacy noted the motion that will require board members to “give or get” an annual sum of \$100 and a gift membership to the association. Funding can be secured from outside forces or from own funds.

Bruce McKeeman wants to request information on the financial status of the organization. Stacy stated that this information can be posted on the website, including making investment accounts as well as ANPR financial status available.

Liz Hamilton: Is ANPR part of the CFC (Combined Federal Campaign)?

Lee Werst - No, because of the cost of audits required to be a part of the CFC to be eligible.

Bill Sanders: What kind of audit do we (ANPR) go through?

Teresa: An accountant goes through our books and files our taxes. An audit would be expensive and we don't have the funds to do it.

**Oral History Project**

John Townsend: The Rick Gale fund funds the oral history program. Thanks to Ken Mabery, Nancy Ward, and (the late) Rick Gale this program will add value to the centennial of NPS. This idea of the oral history program was established to help people make decisions. It has changed some. A list of people was developed to be interviewed and Alison and Lu Ann have grabbed onto the program and obtained these interviews. We need to emphasize, capitalize and promote this program through all means available to fundraise from the private sector to continue with transcription (cost is around \$250-500 dollars). Goal is to obtain 50 transcriptions, this will take a lot of money. We need to talk about its value and raise money for the Rick Gale Fund. How will ANPR use these oral histories and make them more accessible. Alison: Our goals are the same – useful and accessible. The goal is 50 interviews by 2016 of the last 50 years. Excerpts will be printed in Ranger magazine and we will be increasing those highlights. Also plan on utilizing social media and post on Facebook and employees page. Hope to put in InsideNPS as a partnership. Transcripts will be archived at Harpers Ferry. We are open to ideas on how to make this collection available. Maybe two sets: one at CSU, and one at Harpers Ferry. Want the transcripts to be out there and not shelved. Create a book, maybe, to tell the story of the last 50 years. Open to ideas and want to explore everything. Jeremy: We will be interviewing another 8 this year, almost halfway to our goal of 50. Almost all oral histories from last year have been transcribed. Moving along very well and there is still energy in the project. Stacy: would hit more people on agency website (InsideNPS). Lu Ann has more ideas on how to take this product and make it available. Alison: help is needed in 3 areas: ideas for advertising the project , funding for transcription, and who to interview. Roberta D’Amico: What are the parameters you are looking for. Alison: Looking for people interested in interviewing people, people interested in talking about their careers, and diversity in position and parks - long careers especially. Stacy: The first phase of the project is to document employee experiences. We will attempt to seek agency support through financial funds and from the public to generate funds across the board. Jeremy: this project will document the ANPR history as well – since 1977 – part of that interview will talk about how this organization has functioned and was shaped. Butch Farabee: Has this been done elsewhere in system in terms of oral history? Alison: Some parks have wonderful oral history programs. Chris Mahoney: How much time does it take to do the interview and transcription? Are there special skills needed? Alison: It varies. Yes, need to pay professional transcribers. It is worth the money to get a professional transcriber. Meg Weesner asked about using a voice recognition program. Alison commented that this doesn’t really work well. There are too many errors.

Possible future Ranger Rendezvous locations announced. Next year’s Ranger Rendezvous might be at the Y of the Rockies.

Suspension of the business meeting at 5:20 p.m. Central Time.

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**ANPR Business Meeting, Lindbergh Room**  
October 31, 2013

Board Members in attendance: Alison Steiner, Paula Alexander, Jeremy Kaufman, Amy Gilbert, Stacy Allen, Gannon Frain, Ben Walsh

Board Members not in attendance: Erika Jostad, Jamie Bertram, Seth Tinkham, Jessica Korhut, Jason Allen

Business meeting is open to the membership.

Quorum is present.

Meeting called back to order on October 31, 2013 at 10:32 a.m. Central Time

### **2013 Elections**

BOD member positions: Secretary, Professional Issues, Seasonal Perspectives, Special Concerns

Fundraising committee – 3 positions available

*Entertaining nominations for the position of Secretary:*

Adam Fix nominates Colleen Derber, seconded by Tim Moore

Ben Walsh nominates Gavin McGimpsey, seconded by Mark Christiano

*Opening the floor for nominations for board member for Professional Issues*

Wendy Lauritzen nominated Ken Bigley, seconded by Lauren Kopplin

*Opening the floor for nominations for board member for Seasonal Perspectives*

Ben Walsh nominated Katlyn Grubb, seconded by Jeremy Kaufman

Alison Steiner nominated Lauren Kopplin, seconded by Gavin McGimpsey

*Opening the floor for nominations for board member for Special Concerns*

Jeremy Kaufman nominated Ben Walsh, seconded by Tim Lutterman

Jeff Ohlfs nominated Wendy Lauritzen, seconded by Mark Christiano

**Secretary – Colleen Derber and Gavin McGimpsey**

**Professional Issues – Ken Bigley**

**Seasonal Perspectives – Katlyn Grubb, Lauren Kopplin**

**Special Concerns – Ben Walsh, Wendy Lauritzen**

Stacy: Nomination form is located on the ANPR website. The nomination period is open until November 7. Nominated candidates must return their completed nomination form to the election committee by Nov. 17. Voting will begin during the last week in November and continue for 30 days (until the last week in December).

### **Fundraising Committee**

The floor is open to the membership for interest in serving on the Fundraising committee.

Meg Weesner: Point of order – is this an appointed or to be voted on?

Stacy: This is an appointed position.

Alison Steiner suggested the board ask Rebecca Harriett  
Amy Gilbert volunteered to be considered  
Chris Mahoney volunteered to be considered

### **New Business**

Stacy thanked the rangers from the Congo who attended this year's Ranger Rendezvous. Each member gave their thanks to everyone from ANPR for this experience and offered assistance to anyone interested in helping Congo rangers in training efforts.

Ranger Rendezvous 36 and the Business Meeting adjourned at 11:05 a.m. Central Time.

Attachment:

# **Fiscal Awareness**

**Treasurer Jamie M. Bertram**

### **Goal:**

- ✓ To build awareness of importance of ANPR's finances

### **Types of Accounts**

ANPR's accounts figures on Thursday, October 24, 2013:

- Checking Account: \$8,002.76
- Savings Account: \$46,401.89
- Rick Gale Fund: \$4,764.26
  - Total: \$59,166.91

*\*Supernaugh does not have a specific account.*

ANPR is the care taker of the International Ranger Federation (IRF) Funds

- IRF Friends Group
- IRF Dependents Fund

### **How I came up with the numbers:**

- Used QuickBooks's Profit-Loss Sheets in the Microsoft Excel format.
  - No calculations were done on part except for the percentages to illustrate the membership income.
  - I created a couple of graphs to help illustrate the numbers given by QuickBooks.
- Our currently FY is defined by April 2013-March 2014.

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### **Board Members:**

President Stacy Allen\*

President-elect Erika Jostad  
Secretary Paula Alexander\*  
Treasurer Jamie Bertram  
Ben Walsh, Education and Training  
Seth Tinkham, Fundraising Activities  
Jeremy Kaufman, Internal Communications  
Alison Steiner, Strategic Planner  
Amy Gilbert, Special Concerns\*  
Jason Allen, Seasonal Perspectives\*  
Gannon Frain, Membership Services  
Jessica Korhut, Professional Issues\*  
Past Pres. Scot McElveen  
*\*Term ends this year*

Business Manager, Website Coordinator, and Membership Services Director

Teresa Ford

**I have attached a Microsoft Excel book filled with the following pages or tabs:**

1. "Compare P-L and Membership"
2. "Compare R. Rendezvous"
3. "Current FY 2013-14"
4. "FY 2012-13"
5. "FY 2011-12"
6. "FY 2010-11"

*\*These pages are set up to view in Excel. If you try to print the pages, they will need adjustments to fit on the pages.*

**More details about the pages:**

1. "Compare P-L and Membership" (P-L = Profit-Loss)
  - a. I show a table of the Profit-Loss from the last 3 years in addition to our current status.
  - b. Please note:
    - i. We do not bring in a lot of income yet we have been decreasing our funds to maintain our services such as, and not limited to, Ranger Magazine and membership services.
    - ii. We need to come up with some ideas that will allow us to make the international conference
  - c. I show the breakdown of the income and gave the percentages of the individual types of memberships. In addition, I provided a pie chart to illustrate our current membership income.
2. "Compare R. Rendezvous" – "Ranger Rendezvous"
  - a. I show the last 3 years, excluding our current Ranger Rendezvous, the different categories of income, expenses, and the profits.
  - b. A graph helps illustrate the numbers.

- c. Keep in mind that Ranger Rendezvous is one of the best sources of income for ANPR.
3. "Current FY 2013-14" (April 2013 – October 24, 2013)
  - a. The profit-loss sheet from QuickBooks.
  - b. Remember the end of the Fiscal Year is March 2014; therefore, we are seven months into our fiscal year.
4. "FY 2012-13"
  - a. The profit-loss sheet from QuickBooks.
  - b. In tables presented in "Compare P-L and Membership" and "Compare R. Rendezvous" is noted under 2012.
5. "FY 2011-12"
  - a. The profit-loss sheet from QuickBooks.
  - b. In tables presented in "Compare P-L and Membership" and "Compare R. Rendezvous" is noted under 2011.
6. "FY 2010-11"
  - a. The profit-loss sheet from QuickBooks.
  - b. In tables presented in "Compare P-L and Membership" and "Compare R. Rendezvous" is noted under 2010.

**Additional Thoughts:**

My past history showed that I did not present the idea of a budget very well. If the board is interested, I would need assistance from someone who has created budgets before to help to start it. I did not address this with Teresa over the year. She wears many hats and stays busy enough. If possible, it should be someone who may want to become treasurer and it could be a training opportunity for that person as well. This would help share information from one term to the next.

Please let me know what you think about the idea of a budget as well as training myself along with another person who may be interested in the treasurer position.

If you have any questions or concerns, I would like to hear them.

## **Fundraising Handout**

Seth Tinkham

### **Old Business**

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#### **Use of proceeds from Café Press sales**

What are current receipt totals? Acknowledge designer, if desired, in *Ranger*?

- a) Professional development – define
  - a. World Ranger Congress?
- b) Employee Emergency Assistance Fund – create
  - a. Committee to review applications

c) Other

## **New Business**

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**Fundraising plan development – permission to create and form committee to help with formulating answers to questions below and making recommendations to the board by the next board meeting; announce committee in *Ranger***

Possible committee composition: 5 people total--ANPR board members for fundraising and strategic planning, 3 members (is the president an ex officio member of all committees?)

Major institutional questions: Who are we?

What do we do?

What “return on investment” do we offer donors?

- a) Planned giving
- b) Major gifts
- c) Development of print materials and website enhancement
- d) Annual appeal coordination, marketing, strategy
  - a. Annual fund as foundation of all successful fundraising
- e) Named funds – history, balance, uses, publicity, frequency of gifts to, average gift size
  - a. Supernaugh
    - i. Very appealing give; recruit from long-term members and past recipients – compelling, strong program
    - ii. Targeted donor recruitment from past Supernaughs – continued engagement with the organization, relationship building
  - b. Rick Gale
  - c. Zavenelli
- f) Adoption of ethics policies
- g) Solicitation practices and policies, metrics
  - a. Donor database management
  - b. Recordkeeping
    - i. High, low, average give
    - ii. Seasonal trends
    - iii. Percent of members who give
    - iv. Number of members who give
    - v. Average length of membership
    - vi. Why do members say they give?
    - vii. How do members give? – online, direct mail, cash, stocks
  - c. Acknowledgement standards
- h) Use of volunteers (members) in fundraising
- i) Expectations of board members
- j) Obligations of board members
- k) Annual member survey

**Consideration and development of gift acceptance policies** – goods, services, real estate, stocks, bonds

**D&O insurance for all board members & volunteers** – *immediately* (volunteers would cover those who do service projects, for example, at RR, or board members performing work of the organization) – do we track volunteer hours?

**Institution of get or give policy** for board members; setting appropriate amount (\$)