

# Association of National Park Rangers Board of Directors Meeting Minutes

February 26, 2019

8:30 pm ET/7:30 PM CT/6:30 pm MT (and AZ)/5:30 pm PT

Conference Call

- Phone number: 641-715-3200
  - Password: 873615#
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## ----- AGENDA TOPICS -----

### Attendance (Secretary)

- Members Present: Paul, Chris, Jonathan, Elsa, Marin, Reghan, Ben, Bill, Jeanette, Kayla
- Members Absent: Jan, Will, Jamie
- Others: None

### Approval of Minutes from the following BoD meetings (President):

- January 22, 2019: discussion – add Jeanette Meleen bio info, Bill made the motion – Marin seconded. In favor - all, opposed – 0, abstain – 0. Motion passed.

### Reports:

- President:
  - Nothing from Jan – Paul will report out at the end.
- Secretary:
  - Proposal to rearrange agenda (see below) and to move RR discussions to another forum - a RR team rep would then report to the board during our monthly meeting
  - Proposal to remove Old Business items if we are no longer discussing them. If we are still discussing, we need to make some decisions and move on.
  - ANPR email addresses for new board members. Reghan and Paul are in. Jeanette is needing some help – Jonathan will provide that.
- Treasurer:
  - Working with Chris to “overhaul” the account categories in QuickBooks to make them more realistic for posting and budgeting.
  - Accounts have been reconciled as of end of January, but still working on a few transactions from the past that need to be corrected.
  - Will be working with Chris to develop budget for FY2019 (as discussed during last BOD meeting).

- Video conference tomorrow with ANPR's CPA re: restructuring of the account categories.
- Fiscal year – April to March – will present budget at March call.
- Business Manager:
  - Status of new website design/content – lots of continued work on this – hope to go live before we have to pay Wild Apricot during the first week of April.
  - Talking with folks about RR volunteering – getting some good feedback
- IRF Liaison:
  - Via email - ANPR will sponsor 4 scholarship (\$2500) attendees to the World Ranger Congress in Nepal in November. Will post an application process beginning March 1 - April 15. If anyone has any questions they can contact Rebecca Harriett at 540-484-3162.

### Priority Business:

- SUGGESTED BY-LAW AMENDMENTS: (See Bill's 02/10/19 email for latest versions of his recommended by-law changes). These stem off of earlier amendment proposals by Chris and Jonathan (see November, December and January meeting minutes).
  - Revision#1: This proposed revision originated with the discussion of any future membership voting requirement pertaining to the investment account. This revision is offered in place of the proposed revision offered by Chris, and subsequently tabled, at our November BOD meeting. Bill made the motion – Marin seconded. In favor - all, opposed – 0, abstain – 0. Motion passed.
  - Revision#2: This proposed revision provides procedures for removal of a BoD member due to habitual absence/non-engagement, resignation, or malfeasance. Bill made the motion – Ben seconded. In favor - all, opposed – 0, abstain – 0. Motion passed.
  - Revision#3: This includes several proposed revisions of a “housekeeping” nature, to clarify or provide consistency pertaining to board meetings, board elections, the executive director position, and by-law amendment procedure. Bill made the motion – Ben seconded. In favor - all, opposed – 0, abstain – 0. Motion passed.

### Old Business:

- DECISION NEEDED: On Bylaws Article XV, Section B - Bonds: Bonds of sufficient value to protect the Association will be given by the President, Treasurer, and/or by the Business Manager when hired. Costs of bonds will be borne by the Association. Chris needs to investigate the costs of bonding for these positions. Already covered under our current insurance. Check. Issue is resolved and can be removed from the agenda per Chris and Bill.

- 2019 Ranger Rendezvous – October 16<sup>th</sup> (board mtg) through Sunday, October 20<sup>th</sup> in Everett, WA.
  - Paul suggests that the RR discussion be removed from the old business. Chris is the coordinator and Paul suggests that Chris gives a monthly report at each BoD call.
  - Chris question – who has authority to make decisions regarding RR spending? Bill suggests that he and Chris just work closely to discuss spending proposals and approvals.
  - Paul – if we had a RR budget that had been approved by the board, then the coordinator would not have to seek approval for each expenditure.
  - Getting the info on RR out to the membership – get to Elsa so she can put out on social media, Ann has info for next Ranger magazine, also will be posted on the new website. Chris working with Everett Visitor Bureau for advertising locally.
  - DECISION NEEDED on changes to registration fees. Decision tabled until RR budget completed – Chris moves to defer this discussion.
  - 2019 RR Management Team position appointments
    - Coordinator – Chris Reinhardt
    - Assistant Coordinator – Jan has a number of names to serve as assistants
    - Program Coordinator - Wendy Lauritzen has volunteered
    - Social Activities Coordinator - Would be good to separate from the program, or under the Program Coordinator
    - Raffles and Silent Auction - Marin Karraker
    - Photo Contest -
    - Registration table -
    - Hospitality -
    - Training - When we are ready, Jamie has some ideas and contacts in PWR for training sessions.
    - Exhibits - Tom Banks??
    - Logistics/AV
    - Other positions that need filling? Event Photographer/Videographer or two to document sessions (strongly recommended by Jamie)
    - Jamie suggests sending a notice out to members seeking assistance with RR coordination
    - Jamie has been working with Chris and will be helping with RR once again, which role has yet to be determined.
  
- Issues brought up at RR board meeting:
  - Service contracts with contractors: 2019 contracts - through December 31, 2019 - are signed for Sherry (Design) and Chris (Business Manager) and Ann (Editor). (Wade) No further action needed – this can be removed from the agenda.
  - Resolution of incorporation and registration for foreign business license issues (Bill and Chris)
    - The issue here is that our FY ends in a couple months and confirmation is necessary about where we have to file state taxes (last year and year before

we filed in CA, which may have been unnecessary. Should depend on where we are incorporated, although we may be liable for foreign business taxes in other states). Bill, Jan, and Chris will discuss and come to agreement off-line. Bill or Chris should report out on their findings next month. Remove from the agenda.

- Seasonal Time bill and/or changes to seasonal hiring
  - [Letter to be sent to potential partner](#)
  - Ben update – the old bill expired with the last Congress but we expect a new bill to be introduced in the new Congress
  - Ben is working to identify partners and will prepare/send letters or emails as he is able
  
- Training opportunities/materials ANPR wants to promote
  - Hiring training materials proposed in conjunction with Ken Bigley and discussed at Rendezvous?
  - Kayla received the training proposals from Ken today 02/26 and will get with Jonathan to review – a good foundation for a comprehensive hiring training product. Paul suggests bringing Will into the conversation.
  - Kayla wants to share this with our seasonal academies and other schools of higher learning. Chris suggests use of Capital One free conference rooms for non-profits.
  - Paul asks for a short progress report at next month’s call.
  - Potential for additional training opportunities/delivery via webinars, etc. and what are the topics ANPR would like to present as training opportunities – what are the needs? Kayla will provide the board with some thoughts for discussion at the next BoD call.
  - Upcoming membership survey – one of the questions will pertain to the types of training member would like to see.
  
- BoD Google Drive: Jonathan reevaluated organization of [Google Drive](#) and attempted to make it more intuitive
  - Update – our Google Drive materials is growing. Remember that Gmail is not an archival site – do continue to add documents that will be important for continuity.
  - Board members are encouraged to add documents and photos
  - Regarding photos, need to establish a protocol for naming said photos (ex: naming convention used by NCR) – Jonathan will work on this further
  - Jonathan will provide the board with a SOP for Google Drive submissions. After that, this topic will be removed from the agenda.
  - Jonathan recommends having RR 41 team go through RR folder and separate current documents from past documents. Bill’s materials have been uploaded to Google Drive per the following categories.
    - Please consolidate materials used for Bowling Green into a “RR 41” folder.
    - Please create copies of documents like timelines and remove names/specific information so that they can serve as template for future Rendezvous
    - Put these documents into a “RR Planning” folder

- Update from Jonathan on Archive Project:
  - ANPR member Brenna Lissoway is reviewing the [deed of gift](#) and will make a recommendation to Jonathan for moving forward with CSU based on a [Record of Determination](#)
  - Jonathan will work with CSU History Faculty to write a short article on their excitement to get our records and their commitment working with students to generate a meaningful history of ANPR.
    - Jonathan will work with archives to get shipping address for members who are willing to send organization records to archives.
      - We need to decide whether we will support member's shipping costs – no decision made – should be a consideration in the upcoming new fiscal year budget.
        - Jonathan would like to work with Jeanette to reach out to shippers to see if they would support the project.
    - Update on records search
      - No response from Teresa Ford or Stacy Allen.
        - Jonathan requests help with this outreach and would appreciate a volunteer to help make a list of past board members by reading the front pages of [Ranger](#)
          - This list would also be useful to include in our records as we transfer them to CSU
        - Bill picked up these boxes on February 15 and he and Paul will review contents.

### New Business:

- **Membership Drive/Spring Fundraiser** (Reghan/Jeanette/Chris): NEEDS 8 yeses' as it involves changing the membership rate.
  - We're asking for approval that the gift membership price be lowered from \$35 to \$20 following the switch to the new website for the following reasons and with the following provisions. VOTE – Bill moved, Jeanette seconded, all in favor – all, opposed – 0, abstain – 0. Motion passed.
 Reghan/Jeanette/Chris will work further on the info below.
  - Provisions:
    - i. These gift memberships be changed to digital memberships only with no option for recipients to upgrade to a physical magazine.
    - ii. Any member gifting 5 memberships will get a year added to their renewal date.
      1. I'd potentially add in gifting 15 memberships would be able to boost a life century level, but am unsure if that is against Article 14 as this would be used for general ops.
    - iii. In addition to kick this off, I'm proposing running this as ANPR's new Spring Fundraiser. This is by far ANPR's lowest revenue performing time of year so the goal is to get people engaged in the organization year-round. a. To add an element of competition, I'd suggest offering a free Ranger Rendezvous 42

Registration to the individual who gifts the highest number of memberships in this time period.

- iv. To incentivize ANPR's goals even further let's add that any gift to a member in Washington State counts double.
- v. Jamie offers the following Amendment to this proposal: we should set a specific start and end date for this membership drive to ensure transparency and to help drive up interest. Jamie proposes a 3-month window, maybe April 1, 2019 to June 1, 2019. We could begin marketing this in March 2019.

○ **Reasons**

- i. In order to be in compliance with DOI Ethics we cannot allow individuals to upgrade later since the \$20 limit specifically states it cannot be used as a discount with the recipient paying the difference.
- ii. Restricting this to a digital membership ensures that it has no added variable cost.
- iii. By doing this in a 5:1 ratio it would mean that ANPR would receive \$100 in revenue vs the \$75 it would have received otherwise for an active permanent membership renewal on top of having 5 additional members. These wouldn't have to be done in a one-time shot and can be accumulated over time.
- iv. In conjunction with this I'd like to increase the difference in Ranger Rendezvous Registration Rates for members vs non-members to \$30, up from the previous \$20 difference thereby making it illogical to not be an ANPR member at least their first year.

- Proposal that each board member submit 2-4 sentences by the second Tuesday of the month on what they've done in the month prior for ANPR and 1-2 sentences on goals for the coming both. This will be posted on the website and/or in the newsletter to be used as part of the record of ANPR's past activities. If approved, Chris will put a form on the website to submit this and will compile the output monthly for posting. VOTE. Motion – Jonathan, Reghan seconded, all in favor - 7, opposed – 1, abstain – 0. Motion passed.
- Generate a media inquiry policy for the new website. Who is our designated contact? What will we share? Should we share these inquiries with member? Etc. Suggestion that media inquiries will go to Jan unless she designates someone else. Remove from the agenda.
- Switch to firstinitiallastname@anpr.org email addresses when the website is changed over. Accounts can be setup to auto-forward if need be. Discussion – this would be lieu of the ANPR Gmail addresses we now use – suggestion to use [title@anpr.org](mailto:title@anpr.org). Consensus from discussion - do it!
- Jonathan raised an ethics concern regarding publishing articles in Ranger magazine. Paul suggested Jonathan continue his discovery with WASO ethics and relay the info back to us.
- Consider draft text of board goals for the coming fiscal year

- Please review and suggest changes so that we can vote on adopting the standards in our next board meeting.
  - Jonathan worked with Paul to draft goals for each board member in the coming calendar year
  - Put on agenda for next month
- Alert: Issue regarding reducing training for NPS law enforcement rangers. Suggest ANPR designate key person(s) to analyze the issue and work closely with CPANP and NPCA (and any other like-minded organizations) on this issue. (Wade)

### Member or Committee Reports (not covered under Old/New Business):

- Internal Communications (Elsa):
  - Who contacted the past presidents to acquire the Letters for President's Day. Ann Dee? Super successful on Facebook. Lots of positive remarks, great that ANPR offered that. Ann Dee Allen did this (evidently on her own). Suggest a thank you letter from President to her for this initiative.
  - Newsletter: Would it be appropriate to have a set timeline for acquisition of articles, prep, and final distribution? Or does keeping it flexible help w/ last minute additions.
  - Jonathan brought up if we are keeping a record/folder of past newsletters. Do we want this?
- Membership Services (Reghan):
  - Got access to the Gmail account a few days ago. Yay! Trying to get the name switched over to mine has been a little tricky.
  - Spoke with Jan about hosting a happy hour/meet and greet in the Denver or Estes Park areas this summer. Good location for ROMO and Denver Service Center employees, as well as USFS rangers.
  - Brainstorming membership incentives (mostly product discounts), as well as ways to recruit through digital media (video "interviews" and "thank you" posts)
  - Working with Chris regarding the website; checking links and copyediting
- President-elect (Paul):
  - In a conversation with Phil Francis, President of CPANP last week, he said that he has asked Rebecca Harriet, who is on the CPANP Executive Committee to work with Jonathan on possibilities for partnering. Ben and Jonathan may want to contact her regarding cooperating on the Seasonal Time legislation.
  - Discussed content of the upcoming membership survey with Chris to include several questions regarding what ANPR is doing well, and what else we could be doing that our membership desires. Need to get this survey completed and sent out soon!
  - Discussed the Strategic Planning effort with Jonathan. Jonathan has also written a set of draft performance goals for each of the BOD positions for this year. I recommend we review, revise, and approve these goals and put them in place by the

next BOD meeting. I think they will help us focus on what is important in the coming year.

- Professional Issues (Jamie):
  - To go along with keeping people engaged or exposing new people to ANPR, we need to start planning some more meet and greet events. I would be interested in reaching out to Claire and Liz Roberts and seeing if they would like to co-host something in the Yosemite area this spring or early summer. Would anyone like to plan an event on the east coast? We could coordinate on the same day and make it an ANPR day. We could link this to the new membership drive.
  - I'm sure we all know, but the 1.9% pay increase has been approved. Not sure on when it will take effect.
  - The Natural Resources Management Act is moving forward. It has passed the Senate with a vote of 92-8; I believe still being held in the house. To check out the bill and the progress, visit: <https://www.congress.gov/bill/116th-congress/senate-bill/47/all-actions?overview=closed#tabs>
  - Following our last meeting, Jamie had a very good phone meeting with Rebecca Harriett on planning for the World Ranger Congress. Rebecca was going to move forward to help create a system and a timeline to determine how to use the WRC scholarship money to support sending ANPR members to Nepal November 2019. We need to follow back up with Rebecca to see what additional support she needs.
  
- Strategic Planning (Jonathan):
  - Please continue to add your input to the [Draft Strategic Plan](#)
  - Paul, Jonathan and others are working on a survey to put out to the membership – to seek info on what the membership wants us to work to accomplish. The results will be incorporated in the Strategic Plan.

Adjourn: Bill moved to adjourn, Jeanette seconded, all in favor!

Next meeting: Tuesday, March 26th (4<sup>th</sup> Tuesday of the month)