

Association of National Park Rangers Board of Directors Meeting Minutes

November 5, 2019

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

Conference Call

- Phone number: 605-313-4812
- Password: 873615#

----- AGENDA TOPICS -----

Attendance (Secretary)

- Members Present: Jan, Marin, Bill, Elsa, Reghan, Jeanette, Will, Ben, Jonathan, Paul
- Members Absent: Kayla
- Others: Chris

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

- October 16, 2019 board meeting: on hold until December 3rd meeting
- October 20, 2019 business meeting: on hold until December 3rd meeting

RR After Action Review:

- Final budget:
https://docs.google.com/spreadsheets/d/1NjrNIH7tEqQLxQ7wH9O2VpDqVzBEXQ6AF_AdwiRL_jo/edit?usp=sharing
- Venue
 - Staff on site was amazing I'm very happy with how smoothly the setup for everything in that regard went -Chris
 - I think we had a perfect amount of food for the event. Here is a copy of our order totals, in total we had 127 people in attendance with a large number of one day attendees on Saturday:
<https://docs.google.com/spreadsheets/d/1qG9QYGcNvETYGQ-hGgLz7OmmLY4IylxaOyEJbAopFig/edit?usp=sharing>
 - We had roughly 95-105 attendees registered for the whole event
 - Note, I placed an order for 3 gallons of regular and 1 gallon of decaf coffee the first day. The decaf went untouched. Changed to 4 gallons regular the rest of the event. -Chris

- Logistics
 - Printing! I wish I picked a concrete day to have material in by. It was a small issue I didn't consider ahead of time, but it added complexity as some materials were coming in the day people needed them. -Chris
 - I'm very impressed by the extent to which people followed the public transit options for this hotel. I thought it was important to offer this, I never thought as many people would actually use it as appeared to. It was so successful that it hindered the field trip carpool options. -Chris
- Program
 - I'm happy with how engaged people were in the hiring and retirement trainings. The retirement training in particular was amazingly easy to setup logistically. I looked at this webpage and emailed the two closest specialists: <https://www.myfederalretirement.com/dir/> -Chris
 - Rendezvous was intentionally designed to have each day have a similar theme in the hopes that people who could only attend a single day would be able to pick the day that most interested them. The execution was faltered in trying to get the schedule out, but I didn't receive enough feedback about whether people liked this idea or not. -Chris
 - Discourage scheduling sessions on the same day as field trips and the service project. -Marin/Ben
 - Evening programs - trivia night went great; heard complaints from some that alcohol was only supposed to occur in the hospitality suite and people could not take drinks to trivia, movie night, etc. -Ben
- Meetings
 - room/IT for the board meeting really worked well. -Jan/Will
 - general membership/business meeting should have been scheduled earlier in the program (not on the last day). Proposal to have two meetings - one early on and one to follow up on questions, ideas, concerns. -Paul
 - need to allow space/seating for others to attend the board meeting. -Elsa
- Raffles/Silent Auction
 - Program coordinator MUST incorporate adequate time for raffles (at least 30 mins twice a day (suggest first thing in the morning and again to get people back after lunch). -Marin
 - Raffle lead has discretion to create 'free' table for items that likely would have get takers through the raffle route. -Marin
 - We did about \$600 in sales on the Square cc reader - great option for getting sales! -Chris
 - Auction time - consider the best time to close the bids - to allow maximum participation yet to ensure that folks can get things shipped out before they leave the event. -Ben et al
 - Simple addition, but having rocks in the bags would be very helpful next year even for the few times we moved for the exhibitor reception (it was hard to keep them in place). Agreed - who will bring the rocks? :) -Marin
- Junior Ranger back page - comments received
 - Members desire having more structured travel to Rendezvous
 - Members desire having additional opportunities to learn about hiring

- Members desire additional training opportunities at Rendezvous and mention the need to offer classes that address specialized fields like Search and Rescue (perhaps with field component), law enforcement refresher, or formal PIO training
- Members appreciate the chance to network with other NPS employees
- Additional opportunities for "Ranger games" in the same spirit as trivia would be appreciated.
- Idea of Jr. Ranger was to exchange the back page for a badge. If we continue this in the future, we need to ensure a designated person will be around for the whole RR to seek out/ensure more responses. (Elsa)
- Training Opportunities
 - Options that can lead to certifications, etc. might be more popular; particularly for newer employees seeking training and building resumes
 - Supervisory/leadership training options could be useful across the board
- Thoughts on who should get reduced registration rates/reduced room rates?
 - Paul wants us to be careful with how we comp rooms since we are strained financially
- Bill's proposal to 'award' the RR coordinator for a job well done.
 - Ben's question - do we want to standardize this for future rendezvous?
 - Will suggestion - a plaque or other recognition for the coordinator and/or coordination team
 - Bill clarified that he proposed this award for Chris because he coordinated RR while still performing at a high level as our business manager.
 - Paul wants to make sure that we do remain consistent in recognizing coordinators for their efforts. 'Award level' should be determined on a case by case basis.
- Bi-weekly calls held for the RR41 coordination went very well. They were missed by many this year - folks weren't always in the loop on the status of planning, etc. Bill mentioned that the calls will take place for RR43.

Reports:

- President:
 - Change is happening in terms of the regions - going from 7 to 12 - do they have numbers, do they have names? No one really knows.
 - Mike Reynolds has been named as the director of the region formerly known as Intermountain.
- Secretary:
 - 11/05 nominations update - have received bios/statements from 7 nominees; still needing from 4. I have emailed them to remind them.
 - Via email, Bill proposed and the board concurred to present Chris Reinhardt with a \$1,000 bonus for his successful coordination of RR42.

- Awaiting 10/16 board meeting info from Chris and 10/20 business meeting info from Jonathan - these minutes will be sent out for review soon/for approval at the December 3rd call.
- Thanks to Chris and everyone else who participated in the planning and/or executing of RR42! It was a blast!
- Treasurer:
 - Reconciliation of October financials will be completed this week and distributed to BOD, along with an update of the budget for this FY.
 - 2018FY tax forms will be completed and submitted next week, along with a few minor changes in our Quickbooks setup.
- Business Manager:
 - Thank you everyone for award! It truly means a lot and I hope you all enjoyed your time in Everett!
 - ANPR has been approached by a company called Togo Group. They operate a website called <https://roadtrippers.com/>. They are soliciting information on visiting national parks from the people most familiar with them. I do not have a contract yet but based on our initial emails, they're willing to pay ANPR \$250/park for a 600 word write up plus \$50 for 10 cellphone quality photos. They will provide us with an outline. I'm working on the first one to have an understanding of their expectations and have Crater Lake's ready to go, though was told not to give it to them until a contract is signed.
 - I think this is a great project that we can distribute among our members that can potentially generate upwards of \$15,000 for the organization without taxing any single individual too much.
 - I'm aware of the potential for ethics concerns with such an arrangement and I've explained the issues to the contact I have there, Nick Kelly. I've asked that any attributions only go to former NPS employees or ANPR itself and all payments will be donations to the organization.
 - If you'd like to work on this please get in contact with me. We are looking at some fast turn around times as they want 20 done by the end of the year.
 - To simplify the logistics on this, I'd like to approach people individually to explain the project and ask for their help vs opening this to the entire membership at this time. Is this workable?
- RR43 Manager (Wade):
 - RR management team is being formed. Key functional managers are:
 - Information: Jonathan Shafer
 - Operations: Jamie Richards
 - Logistics: Jan Lemons
 - Local Liaison: Barbara Goodman
 - Additional staffing chart and action items (performance expectations) will be distributed to management team this week, with deadlines for actions beginning as early as the end of this month.

- (Elsa): Jonathan has sent preliminary info regarding a formal rollout of announcing RR43. Need to finalize a plan for that.
- IRF Liaison: (In Nepal for WRC) Jeanette will be on the call tonight and is going to Nepal if messages need to be relayed.

Priority Business:

- (Marin) We still need nominee bios/statements from Lauren Kopplin, Jasmine Turner, Francie Sewell, and Tim Moore. If you nominated them, please remind them!!! Send to mkarraker@anpr.org and creinhardt@anpr.org.
 - Chris - please work with Paul to make calls to these folks asking for their bios/statements.
 - Ballots are due to go out to the membership on November 18th or 19th
- (Wade) Need concurrence, in principal, from BOD to move forward with an agreement with the Coalition to Protect America's National Parks, that might include some form of joint memberships and for CPANP to join with us for RR43, along with other appropriate cooperation. Board supported drafting a proposed agreement, but wants to approve the content of the agreement when it is drafted, as well as the content of any final agreement.
 - Go to www.protectnps.org for info on CPANP.
 - Board looks forward to taking a look at any proposed agreement

Old Business:

- None (besides the RR AAR - see above!)

New Business:

- (Elsa) Request from Ann Dee for Ranger magazine: Looking for board member "reports" such as information that would have been shared at the latest board meeting — but the content would be geared to all members, not just board members. Deadline of Nov. 12 (request received by Elsa via email)
 - Assume she also wants the RR board and business meetings minutes? (Marin)
- (Elsa) Ensure that the BOD meeting minutes on the website stay current, especially now that we are linking to them in the monthly newsletter.
- (Jeanette) Would like to see some conversation on options to make rendezvous more affordable to seasonals and others who feel it's a financial hardship - have a camping option?
 - Elsa has initiated/shared a page on options for keeping rendezvous reasonably priced for attendees - board members are invited to contribute!
- (Jeanette) Will the November BOD call always be on voting day?
 - This is the first year we've moved the November call in order to capture AAR thoughts fresh from RR - good to note for next year though!!!

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

- Education and Training (Kayla):
 - Not on the call

- Fundraising (Jeanette):
 - Discuss fundraising proposal that Chris mentioned last week; I have some concerns
 - Getting ready for Nepal! Will be at the WRC next week then spending an extra five days in Kathmandu/Nepal sightseeing
 - After Nepal and Thanksgiving, I hope to resume these efforts: contacting Emily from the coalition; seeking grants from foundations; getting a good case statement written

- Internal Communications (Elsa):
 - Will eventually host mini-RR with Lauren from DINO. Possibly March/April so it will be warm enough to camp at a group campground. Invite all of SEUG, DINO, COLM, MEVE, BLCA.
 - Will be sending out role recaps to RR planning folks to help re-create RR planning binder. So far contacted: Supernaugh coordinator; Hospitality Suite; Photo contest; Raffle/Silent auction; and Marketing/Social media

- Membership Services (Reghan)
 - Finalize pro deals roll out - waiting on word from ethics office
 - Junior Ranger book database project - need identified to have book examples in one central location; would be a great way to drive traffic to our website/organization; currently figuring out logistics for obtaining books and how to best manage it on our site
 - Reached out to Stratton to get an idea of a potential contract for hat covers so that ANPR may be able to provide them to members (Good idea, Reghan!)

- President-elect (Paul):
 - Elections coming along according to schedule, thanks to Bruce, Chris and Marin. We have multiple nominees for each vacant board position!
 - I spent quite a bit of time on the draft Strategic Plan, and tentatively assigned positions to each of the Specific Actions. Folks need to review it and offer comments or edits. We will also need to decide which Actions will be done this year, and which will be deferred to later years. December 3rd deadline please.

https://docs.google.com/document/d/1Rh64WFeWlO9wOATTv1U6CUOZ-zPEmP_zeKP8LfcvobA/edit

 - Discussed the GS0025 Park Ranger (P) series to GS1801 series transition issue with Dick Martin and Phil Francis. There seems to be quite a bit of concern among some of our members and retirees about the long term implications of this issue. Dick is following up with a number of folks to get a better idea of who is doing what,

whether there is a need for action on our part, and what that action (if any) might be. Phil is planning to appoint a CPANP key person to work with Dick.

- Professional Issues (Jamie):
 - Working with Bill to jump into RR43 planning as the Operations Chair. Have great ideas for program topics? Send them to Jamie.
 - Jamie will be working over the next month with Paul to identify needs and to develop a plan for a smooth transition to the next Professional Issues Board Member.

- Seasonal Perspectives (Will):
 - Assisted several applicants on interpretive roles on USAJobs. Mostly resume assistance.
 - No significant updates outside of the usual. Did not hear from any interested candidates for my position, but happy to offer any guidance for prospective candidates.
 - There were 5 nominees for this position!

- Government Affairs (Ben):
 - Will work with new Government Affairs person on transition.
 - Will have draft letters before end of year for Board/members that could be sent to Congress related to seasonal time bill.

- Strategic Planning (Jonathan):
 - Working with Paul to finalize the [strategic plan](#).
 - Coordinating with Reghan and Chris to generate web content for gift membership page/drive.
 - I'd welcome the board's input on how to approach amending the bylaws to eliminate associate memberships.

Adjourn: 8:12 pm MT

Next meeting: December 3, 2019