

# Association of National Park Rangers

## Board of Directors Meeting

### MINUTES

**January 23, 2021**

[Time of BOD Meeting – 7:00 am PT, 8:00 am MT, 9:00 am CT, 10:00 am ET]  
Zoom Videoconference

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#### Attendance (Secretary)

- Members Present: Paul Anderson, Bill Wade, Tom Banks, Jonathan Shafer, Lauren DeGennaro, Rebecca Harriett, Jeanette Meleen, Reghan Tank, Tim Moore, Elsa Hansen, Jan Lemons
- Members Absent: Lauren Kopplin (Excused)
- Others: Melissa DeVaughn, Chris Reinhardt

#### Approval of Minutes from the previous BoD meeting(s) (President):

- December 22, 2020 Board Meeting minutes – Rebecca moved, Reghan seconded, no discussion, Approved by unanimous vote

#### Old Business (President):

- Discussion: Current status on Elders Scholarship Fund - Bill
  - Our expected donor to get it started has declined to fund it, so we will put this project on hold until we find a willing donor. It has been removed from the “Ways to Support ANPR” document approved last meeting, just need to put into effect.
- Action for “Ways to Support ANPR”: Chris, Elsa and Melissa will get it out to the membership through website on donations page, newsletter and *Ranger (spring issue)*.

#### New Business (President):

- I. Board training: Basic Board Member responsibilities – Paul
  - Paul sent all BOD members email detailing responsibilities
  - Paul’s Effective ANPR Board Member Presentation:
    - Effective Board Roles: (1) Govern organization (2) Sponsor – fundraising (3) Ambassador of organization (4) Consult within area expertise
    - Duty of Care, Duty of Loyalty, Duty of Obedience (*Drucker’s Management Theory*)
    - ANPR Responsibilities:
      - Establish and review mission and purpose
      - Ensure proper financial activities
      - Participate in Fundraising
      - Ensure we follow legal and ethical requirements
      - Actively engage in Strategic Work Planning/Board Accountability

- Recruit and train new members
    - Promote ANPR to members and the public
  - o Individual Responsibilities:
    - Personal Financial Contribution
      - Form for Reimbursable Expenses
    - Attend all BOD meetings and Rendezvous
    - Keep informed about mission, Strategic Plan, services, policies, programs
    - Post and review agenda items 7 days prior to BOD meetings
    - Lead and/or serve on at least one committee
      - Discussion: List and advertise committees to members as well – website, “Ways to Support ANPR”, and *Ranger*
    - Inform others about ANPR
- II. Treasurer’s Report and How to read ANPR’s financial documents – Bill
- Using QuickBooks accounting system (linked to various bank accounts)
    - o Track Income and Expenses/Transfers by various categories
    - o Many types of reports available - Bill sends out balance sheet, budget vs. actual, profit and loss, and profit and loss by class to BOD prior to monthly meetings
  - Vanguard Investment Account Statement
    - o Example: Jan 14<sup>th</sup> transferred \$2,200 from Savings to Vanguard – life memberships and upgrades (-\$50)
    - o Monthly dividend amount on statement transferred to checking account
  - Balance Sheet
    - o Quick look at accounts’ balances at end of each month – assets and liabilities
    - o Equity Accounts – restricted monies
      - Retained Earnings – accumulates income but not reflective of current assets
      - Investment – 50% bonds, 40% US stock, 10% international
  - Profit and Loss by Class
    - o Breaks down Income/Expenses into Admin, Fundraising, Rendezvous, etc....
    - o Profit and Loss statements include line for BOD member donations
  - Budget vs. Actual
    - o Fiscal Year (filtered by Quarter usually or Totals) – if stay on track for rest of FY will have \$13k net income
      - Still including donations to investment account in net income
    - o This year has two versions due to Rendezvous/virtual exception
    - o This year’s biggest revenue outside of investment was Spring Fundraiser and Couch Ranger
- III. Explain/Discuss Life Member Program and Investment Account rules- Chris/Bill
- Investment Account: opened with \$100,000 with WRC 2016 proceeds
    - o All Life memberships go into Investment Account including century upgrades (\$50 eligible for general account to service memberships)
    - o Interest in Dividends can be taken out only each year/Principal Inaccessible
    - o Only amendable by Majority of membership vote

- IV. Discuss/approve RR 45 contract – Bill
- Draft contract with Westward Look Hotel and Resort in Tucson (best bid for Tucson 2022)
    - Occupy property Mon. Oct. 24 – Sun. Oct. 30, 2022
      - 400 room nights at room rate of \$106 plus tax (honored 3 days before and after RR 45)
      - Daily resort fee waived, 10% discount Spa and AV
      - Meeting rooms free if \$6250 food & beverage met
      - Free Stargazer Suite for Hospitality – own food & beverage ok in hospitality as a guest room
    - Motion to Approve by Tim, Tom Seconds
      - Discussion: Bill not concerned about meeting F&B minimum, attrition clause to get 80% of 400 room nights, Jonathan wants to read contract before vote
    - Tabled for after break
    - Approved by Unanimous Vote
- V. Identify Invitees for RR 44 (Jacksonville) – Bill
- NPS Director, Deputies, and Associates; NPS Chief of LE and Chief of Interpretation; Dr. Moreto; Superintendent of LE at FLETC; SER Director and local Superintendents; Principal Deputy Assistant Secretary for FW&P; AD for PIFL for GAOA
  - Bill needs RR 44 Management Team members
    - Need the Board to volunteer or to find volunteers for these positions - great way to learn about planning and managing a major event
    - Bill will get Elsa an updated list of positions needed for advertising
    - Jan volunteered to assist logistics – Anthony Vela, Chief at Castilla (and wife) offered to help present
- VI. Discuss FY21 Training and Education program – Tom
- Mentorship Program - spreadsheet from Kayla received for interests
    - We need to keep better, formalized records on our mentor-mentee relationships
    - Right now, we don't know how many mentoring relationships we have going
    - Supernough Scholars should each have a mentor prior to and at RR
      - Lauren will work with Tom on this
  - Training to Offer:
    - Bottom/Up Approach: survey members to find out what folks need and want
    - Top/Down Approach: survey BOD to see what training we can offer, including NPS Learning and Development staff
    - Enrichment trainings like leadership, development skills
    - Official trainings to be recognized (check boxes)
  - People, especially seasonal, seem to be struggling with the hiring process. ANPR could become the trusted source of information on this subject. OPM requiring NPS to use some second assessment tool other than Occupational Questionnaire –

default USA Hire selected, which requires different cognitive tests for each GS job series (logic, reasoning, reading, interaction, judgement, etc.)

- o Test can be up to 3 hours and requires good internet connection, training courses/practice test available for \$59 fee
- o Should ANPR take a position on these tests? It discriminates against diversity and isn't producing qualified candidates.
- o Could ANPR provide free training for these tests?
- o Hiring Officials can use alternative test/assessment tools but information not available now on alternatives, how and what to use
- Training Topic Areas
  - o Search and Rescue
  - o ICS 300, 400
  - o Interpretive methods
  - o Diversity and Inclusion training
  - o Do "official" training at the RR's, attractive to attendees on work time
    - Training List available by specialty?
    - Audience Centered Training: Mather provides it over 3 days with add-ons. Could do the 3 days or one of the add-ons. There are numerous trained "trainers" for this type of training
  - o Operational Leadership is very popular (Herberger)
  - o Intro to Park Programs Management/Admin/Budget
    - Elsa will look into this, including Appropriations and Travel
  - o Mentorship/Position Management training
  - o Bill is teaching Leadership training virtually and can work with Tom to develop 6 or so, one-hour virtual training sessions for a registration fee
- Can ANPR get involved in development/roll out of Search Management training standard service-wide?
  - o Jan and Brian Blume (GRCA) are on the committee working on this for NPS

VII. Identify any issues that Government Affairs needs to address in 2021- Rebecca

- ANPR letter to the NPS Transition Team laid out 6 priorities and got a very timely and appreciative response from the Team Leader who is now Principal Deputy Assistant Secretary for FW&P:
  - o 1. Senate confirmed NPS Director
  - o 2. Overhaul NPS Recruitment and hiring process for permanent and seasonal employees
  - o 3. Employee Development needs to receive greater emphasis, funding, and career development strategy should be developed and implemented.
  - o 4. Review of NPS LE program
  - o 5. Housing Initiative support
  - o 6. Great American Outdoors Act – implementation & LWCF support, remove local veto over land acquisition
- Will track Federal Retirement Fairness Act legislation that has been reintroduced by Rep. Connolly
- Biden plan to increase Federal Minimum Wage to \$15/hr – affects GS 5 and below

- VIII. Board Member Reports -All
- Additional discussion or items added to Reports below
- IX. Discuss reorganization/updating ANPR's mission/ identity -Jonathan (to provide Jonathan information for his workgroup to consider):
- Current Strategic Goals: Advocate for Park Rangers, Educate Park Rangers, coordinate among Park Rangers and organization, Perpetuate the ANPR organization
  - Want us to guide discussion, but avoid us deciding identity moving forward and engage those not already involved
  - Who are the people we should be engaging? Who is not currently represented within ANPR? Who are the people who have left and why? Does name park rangers turn away a wider audience/membership?
  - Representing current views of employees
    - 0025 vs. 1801, Some NPS LE group in favor of 1801 vs. ANPR 0025 position
    - NPS Director and AD for VRP support 0025
  - Missing Mid- and Late- Career employees
    - Who are we and what do we do?
    - Seasonals find ANPR when they need help, but those mid to late career either don't stay, get too busy, aren't offered enough benefits
  - Where can we lead  Housing, Training, Hiring, Seasonal Benefits
  - Staff Helplessness – model tools for change
  - Annual membership rate – slowly dropping
    - Current Annual Membership at 306, 182 joined last year including 94 Covid seasonals and lost 128 members - 54 gain; average new memberships don't stay past first year
  - Updating ANPR Graphics
    - More modern and cool, possibly more green
  - ANPR Identity
    - Likes: Mission, Flat Hat, *Ranger* magazine, networking (possibly with hiring officials), mentoring, advocacy, fellowship/collaboration with peers regardless of NPS rank, access to front line park employees
  - National Park Stewards?
    - Lose part of Ranger Identity?
    - Open membership up to more diverse park and public membership?
    - Keep Ranger name but be more visible
  - Networking Directory
    - Digital security considerations
    - Highly favorable but design key
  - Emergency Relief Fund or Scholarships
  - Proposals/Thoughts Received before Meeting on separate document and on agenda
- X. Discuss and Finalize any needed changes to the Strategic Plan – Jonathan
- Coming Soon: sharing the plan on website to be more transparent and hopefully attract more memberships
  - Everything else discussed during individual sessions with board members or during identity project discussion

## XI. Executive Session

- Melissa's first full Ranger issue has gone out – Thank You and Good Work
  - Any feedback let Melissa know
- Discussion of the Business Manager's Contract for the next year, starting April 1, 2021.
  - Add commission on generating revenue from Advertising and Webstore projects
    - Add to Webstore product approval – "...president **and one additional board member**"
    - Rebecca so moves, Tom seconds – approved by unanimous vote
  - Removing on-site RR duties, but still handling online registrations, etc.
  - Tom Moves to approve Contract as modified, Rebecca seconds – Approved by unanimous vote

## Reports:

- President:
  - Attended meeting of North American IRF member organizations with the IRF North American Representative. There were about 12 organizations represented. This group plans to meet every quarter or so to discuss common interests and issues.
  - Received notification that WASO has approved the memo from Workforce and Inclusion that NPS will not be reclassifying any GS 0025 Park Ranger LE positions to GS 1801. They have notified DOI and OPM of their decision. ANPR was successful in working with NPS to achieve this desired outcome.
  - Meetings with Board Members to identify their actions for the 2021 Work Plan are going well, and should be finished shortly after, if not before the Board Meeting.
  - Attended two site visits for properties that have submitted bids on RR 45.
- Secretary:
  - Met with Jonathan and Paul for strategic/work plan.
- Treasurer:
  - I have investigated whether ANPR might be eligible for the 2021 Payroll Protection Plan and it appears that we are not eligible.
- Past President: Nothing additional.
- Business Manager: Nothing additional.
- RR44 Manager:
  - I need to move forward immediately with filling the slots for the RR Management Team. Not many volunteers have been forthcoming. I need each of you to not only let me know what role you can/will play, but also to reach out to others with whom you have contact to bring additional

support/assistance to the Team. Planning needs to get started very soon on the details for RR44.

- Education and Training:
  - Reviewed and shared email with BOD from Ed Rizzotto with suggestions for Education & Training (promised discussion of these at Board retreat).
    - Board Discussion: Great for committee. Demy Vigil Training and Education might also be interested in committee – recently retired from Mather
  - Reviewed email from past Board member Kayla Sanders, with spreadsheet showing names of possible mentors.
  - Zoom meeting with Paul Anderson and Jonathan Shafer regarding annual work plan. I hope to recruit 5 new mentor-protege' relationships this year.
  
- Fundraising:
  - Led fundraising committee meeting Jan. 12 - see minutes in google drive
  - Had meeting with Jon and Paul to discuss yearly fundraising goals and work plan
  - Worked with NPF and Chris to get a \$2500 donation check to ANPR (for Ranger spring issue production)
    - Board discussion: Jeanette thanks Chris for help with grant, both great work
  - Wrote thank you emails and letters to donors
  
- Internal Communications:
  - Success in 2020 with creation and delivery of stickers to ANPR members.
  - Met with Paul and Jonathan on 2021 Work Plan for Internal Communications.
  - Planning to set up a Communications Committee in 2021 to strengthen delivery of content to members, with Ranger magazine, newsletter and social media.
    - Board Discussion: Will connect with Melissa to coordinate with *Ranger*
    - Paul, Jan, Tom, Tim can work with committee
  
- Membership Services:
  - Approved pro deal memberships through
  - Communicated with a potential member via email
  - Sent out renewal reminders to annual members
  - Met with fundraising committee
  
- Professional Issues:
  - Following developments regarding “USA Hire” exams for hiring
  - Congrats on the 1801 conversions being cancelled
  
- Seasonal Perspectives:
  - Met with Paul and Jonathan on 2021 Work Plan
  - Plan to coordinate with Tom on mentorship program

- o plan to utilize Facebook group to learn more about current seasonal issues
- Government Affairs:
  - o Contacted NPS Public Health Office expressing concerns about COVID protocols being followed, or not, on IMT for inauguration. While I did not receive a formal reply, I did hear from an employee on the IMT about what protocols were in place.
  - o Met with Paul and Jonathan on 2021 Work Plan for Government Affairs section.
- Strategic Planning:
  - o Thanks to everyone for making time for strategic planning sessions during the month of January.
  - o We've completed planning with everyone, and you can see our goals listed in the [2021 work plan](#).
- IRF Liaison:
  - o WRC moved to June 5-9, 2023 in the Azores
  - o Paul: Meg helped set up North American Ranger meeting last month, will continue to meet quarterly to coordinate and cooperate with North American associations

Adjourn: 2:40 pm Mountain Standard Time

Next meeting: Feb. 23, 2021

Agenda items and Board Reports Deadline: February 16, 2021