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WES COMMUNITY
*An independent non-profit dedicated to
 supporting outdoor education at
 Whiskeytown Environmental School*

Meeting Notes
 WES Community Board
 Monday, May 18th 2020, 6:00 to 7:30pm
 Via Zoom Webconference

Present: Melinda Kashuba, Kathy Hill, Edward Meyer, Cassie Simons, Ellen Petrick, Nathan Fairchild, Lori Martin, Tammy Reynolds

Not Present:

	Discussion	Action Items
Enjoy food/ Call to order/Make Introductions	Meeting was called to order at 6:02pm	
Approve Minutes/Agenda additions and changes	April 2020 Minutes Kathy motioned to pass, Melinda seconded. Motion passed.	
SCOE Update	<p>Considering other options in regards to architecture firms for site development.</p> <p>Lions committed to the funds.</p> <p>Start thinking about fundraising. What does it look like? Who are local contacts for fundraising?</p> <p>No Fall 2020 programs. Spring 2021 programs are a possibility, but will likely be a decision made late in the year.</p>	
WRNA Report	<p>NPS had to completely redo park paper and has sent it off to the printer. Wondering when the visitor center is going to be open. Lots of variables have to be considered and NPS had a meeting regarding the Visitor Center operations this summer. Interpretive staff will likely assist in staffing the Visitor Center.</p> <p>New camera for social media content will provide for better video quality on Whiskeytown NPS posts. Carr Fire regeneration is a very popular content and</p>	

Board of Directors

Kathy Hill Melinda Kashuba, PhD
 Edward Meyer Cassandra Simons

WES Liaisons -

SCOE Liaison – Nathan Fairchild **WNRA Liaison** – Ellen Petrick
Special Projects - David Huscher

	<p>NPS social media staff is focusing on that type of content.</p> <p>Park bulletin boards are getting updated.</p> <p>Training of seasonal staff is presenting a challenge, but staff is coming on non the less.</p> <p>Emphasis for visitation during pandemic has been public access rather than opening fully. Many bathrooms throughout the park are open, including Brandy Creek.</p>
Friends of Whiskeytown	<p>Will hold a Zoom meeting this week to brainstorm about Fundraising, organizing and plans on how to proceed in uncertain times.</p> <p>Melinda suggested that FOW look into getting signed up with NSGT and offered to consult a bit on the process.</p>
Treasurers Report	<p>Current Balance \$3,935.37</p> <p>Tax info:</p> <p>Federal Form 990N and State Form 199N completed and mailed.</p> <p>General State Charity Registration forms submitted, which is a process of letting California State Department of Justice know of our existence and purpose.</p> <p>Shasta County Business Property Statement Annual form for assests</p>
On-going Business	
Special Use Permit for 50 th Birthday	<p>Permit has been filed with NPS on Tuesday 5/5/20, whole process will take approx. 5 weeks.</p> <p>Received word from the NPS that the event may not be able to take place due to COVID. NPS will keep Board posted on any updates or changes to Park COVID-19 Guidelines.</p>
50 th Birthday Committee Meeting	<p>Meeting every other week. Meetings have been focused on planning the event with social distancing in mind to give it the greatest flexibility/chance of being able to happen. Layout the campus in an overall Self-Guided Tour mode. Historical photo exhibit, recorded stories, visual proposal for the future of the site. Other activities, offerings, like food, could be added if social distancing guidelines are relaxed.</p> <p>Initial 150 Save the Date postcards have been sent out. Feedback has been very positive. Further communication will come out after more information is known about the permit.</p>
Update on Mailing List and MailChimp	<p>Francesca is assisting Kathy with editing info for ultimate submission to Mail Chimp. Elisabeth Kennedy acting as the primary editor and POC for updating and maintenance of contacts.</p>
Storage Unit	<p>Storage Unit is currently acting as a storehouse for old WES articles and content</p>

Update	(Lorax costumes, Buddy Hike Cards, Crafts) and surplus articles from the boutique. Kathy feels it is too expensive and discussion of an alternate place to store it. NPS is considering allowing WES Community storage at the site as long as it is covered in writing. Melinda has included some language in the draft MOU requesting usage of Govt Property, which will likely suffice as appropriate documentation.
Website Updates	Edward is working updating the website to the new Google Sites platform and is running into hurdles involving the DNS. Will continue to work with Godaddy and Google to bring the site back up so it can be viewed by the internet public.
Wesforever.org updates	Melinda is figuring out how to archive sound recordings and historic photos to the site and working through upgrades.
New Business	
Bylaws Update	Edward is working on amendments to the Bylaws and will send out a draft for review by other Board Members within the week.
Membership Tracking Software	Looking into a way to track more info about individuals interested in the group. Discussion of seeking consultation and advice from Shasta Land Trust on how they keep track of their donors, volunteers, ect... Melinda suggested wildapricot.com for info regarding membership management software. Tammy suggested MS Access as another possible tool.
Risk Management Program	Melinda is working on a Risk Management Plan as is required by the terms of the MOU. Found a document online to act as guidance on how to draft a plan that fits our program and planned activities Kathy made a motion that effective immediately the position of secretary be given the additional duty of Safety Officer, Melinda seconded. Motion passed unanimously. By laws will be updated to reflect this addition of duties.
Meeting Adjourned	Adjourned at 7:30pm

Next meeting 6:00pm June 22nd 2020 Site to be determined