

GVAS RETREAT – One of Two - President's Duties  
August 7, 1- 4 pm 1136 Periwinkle Lane  
Facilitators: Janet Gallenstein, Pam Lauman

Present: Cary, Nic, Larry, Chuck, Pam, JAG, Logan  
Regrets: Hunter, Meredith, Tina

**In Absence of President....Who Will.....**

**Handle/Facilitate GVAS Board Meetings:**

Use standard agenda format. JAG will provide.

Standard monthly meeting: 3<sup>rd</sup> Monday 5:00-6:15 Presbyterian Church

Rotation of facilitator by each board member. Use Sign Up calendar.

September: Pam Lauman

October: Nic Korte

**Quarterly GBH newsletter:**

Board agrees to have **Pam** ask Webmaster to write up a proposal to produce the GBH Newsletter on a quarterly basis. This role would include keeping newsletter timely, solicit articles and information from responsible parties. Nic, JAG, Pam and Larry will review the proposal. Board will approve or not. **Pam** will also discuss with Tina becoming a board member as part of her proposal.

**Board** will serve as second set of eyes prior to email of Newsletter. Hard copies of newsletter will no longer be mailed.

Social Media Paid Position discussion:

It was discussed and agreed that Logan should be paid for his time and talent even though he does not submit his hours of paid work. **Logan** will make a recommendation as to what the board will automatically pay him on a quarterly basis when he does not submit his time.

**Ensure updates are put on GVAS News Email blast, Social Media, Website:**

**Logan** and **Tina** will review each other's submissions on FB and the Website; ie, second set of eyes for each other. Also, **Board** members are responsible for each of their areas.

**Ensure Social Median/FB and Website announcements are current and accurate:**

**Logan** and **Tina** will review each other's submissions on FB and the Website; ie, second set of eyes for each other. Also, **Board** members are responsible for each of their areas.

**Represent Chapter at local events:** (Pamona/SOUL Nic, COParks Activity Day)

**Board Members** will email the board when requests come up and if a board member can volunteer, great. If not, the event will not be covered. At this time, board concurred this is not a top priority.

### Calendar:

**Logan** will set up a digital calendar shared on google drive to be used with **Tina** to support the board in giving advance notice of upcoming events.

**Larry** will remind board of Western Colorado Community Foundation (Jan/Feb) distribution of funds that are traditionally used for scholarships for children's bird camp (June and July).

### **Work/Support/Communicate with board members on special projects:**

Board Members (Chapter Leaders, Chairs) will assist each other as needed. If a Board Member (Chapter Leader, Chair) needs assistance reach out to each other.

### **Act as liaison with Audubon Rockies and National Audubon:**

All board members currently receive emails from both organizations. It was advised the secretary should be on both email distribution lists. **Secretary** will sign herself up. At the local level, Nic Korte and Cary Atwood respond to issues they find pertinent.

Liaison role will be discussed more in depth and is on Board Volunteer TO DO List.

### **Complete Annual Chapter report:**

**Cary**/Board Member will work with **Hunter**/Student Board Member to complete these annual reports. Have all board members contribute based on their area of expertise, however, it is best to have one person complete the report online. Have **Secretary** complete excel spreadsheet with member names, titles, telephone numbers and email addresses.

### **Communicate program descriptions to Daily Sentinel Our Town section:**

This is now the responsibility of **Social Media/Logan** as SM already has all pertinent information when posting on SM. **Pam** Lauman will forward the contact information and details to Logan.

### **Represent GVAS with programming during June at teacher outdoor education workshops held by CPW:**

**Cary**/Board Member will represent GVAS.

### **Review Task List:**

The Task List is a list of all tasks that are currently being performed by someone. Secretary will keep the list of tasks currently being performed and responsible person.

### **Board or Volunteer TO DO List:**

The board or volunteer TO DO list is a list of tasks that are not currently being performed and we are looking for a board member or volunteer to handle on a regular basis.

Secretary will keep a running list of tasks that are yet to be done and for which we need volunteers. **Pam** will work with **Tina** to get a portion of the website dedicated to listing items we are looking for volunteers.

**Hiring employees:**

Not Applicable at this time.

Form Committee for new hires as needed.

Job Descriptions available?

**Board Retreat planning and facilitating 2023?**

NA

**Interim President Search:**

A round table discussion was held and it was agreed to try this system of President by Committee and not look for an Interim President. Offloading duties from the President may assist in the future search for a President (figure head/PR).