

## April Meeting Agenda

## Sawtooth Interpretive &amp; Historical Association

Location: Join by **Zoom** link -<https://us02web.zoom.us/j/82652591880?pwd=VHU4OC9McS96cFJmaWpObDBJaXdXZz09>Date: **April 21, 2022**Call-in Details: **(253)215-8782**, Meeting ID: **826 5259 1880**, Passcode: **483953**Time: **10a-12:30p**, MST

## Participants

<b>Officers</b>	Stewart Wilder <i>President</i>	Terry Clark <i>Vice-President</i>	Ed Waldapfel <i>Secretary</i>	Liesl Schernthanner <i>Treasurer</i>	Gary Gadwa <i>Past President</i>	
<b>Directors</b>	Ed Cannady	Paul Hill	Bernice Hartz	Ken Hartz	Amy Jones	
<b>Directors</b>	Jenny MacNichol	Roland Miller	Becky Oblatz	Caitlin Straubinger		
		Erica Cole <i>Business Manager</i>	Lin Gray <i>Executive Director</i>	Bobbi Filbert <i>SNRA Liaison</i>	Kathy Atchley <i>C/T Liaison</i>	
		Debra LaMorte				
Agenda Item		Discussion (topics, key points, etc.)		Action Required	Responsible	Time
Call to Order/Roll Call					Stewart/Ed W.	
Review of Consent Agenda & Minutes of previous meeting			Discussion/Motion to approve	Stewart		2 min
OPEN ISSUES/UPDATES/REPORTS						
• <b>President's Report</b>			Discussion	Stewart		5 min
• <b>SNRA Liaison's Report</b>		FS activities	Discussion	Bobbi Filbert		15 min
• <b>C/T Liaison's Report</b>		FS activities	Discussion	Kathy Atchley		5 min
• <b>Finance Report</b>		Treasurer's Update/Report	Discussion	Liesl		10 min
• <b>Membership Update</b>		Membership/Outreach	Discussion	Caitlin		5 min
• <b>Outlets Report</b>		Outlets Update	Discussion	Erica		5 min
• <b>Maintenance Update</b>		Facilities & Grounds	Discussion	Gary		5 min
• <b>Preservation Comm Update</b>		Oral Histories	Discussion	Committee		5 min
• <b>Executive Comm Update</b>		Board Vacancy	Discussion	Committee		10 min
• <b>Executive Director's Report</b>		Updates: FLS, spring clean-up, 2022 Priorities Review; upcoming needs; June and August board mtgs	Discussion	Lin		10 min
• <b>Center for the Sawtooths Update</b>		Progress report, future needs/plans	Discussion	Committee		20 min
• <b>Capacity Development</b>		Fundraising plan	Training	Paul & Debra LaMorte		30 min
			Center for the Sawtooths Proposal	Action Item	Stewart	15 min
• <b>Round Table/Open Topics</b>			Discussion			10 min
Next Meeting		June 16, 2022 – Time TBD! MDT Location: Redfish Visitor Center			Stewart	
Adjournment						
Upcoming events!						
ICL's, Wild Idaho Conference – May 13-15 – at Mt. Village – SIHA has been invited participate in a Sunday forum on the SNRA over the last 50 years, Gary will provide a historic walking tour of Stanley on Saturday.						
Andrus Center Conference – May 24 – virtual – Discussing the SNRA at 50						
SIHA training - May 30-June 9						
Summer Crew Welcome Party! - TBD						

## SIHA Treasurer's Report for Board Meeting 4/21/2022

This report is a summary of 2022 income and expenses through the end of March. A recent visit by our staff to regional outlets is the true beginning of the operational season. Nothing out of the ordinary to expound on. So far, we've received a few sales, grants, and donations -- all to grow soon! Please let me know if you have questions or comments on anything presented.

Respectfully, Liesl / Treasurer

**SIHA FINANCIAL STATUS As of 3/31/2022****Current Assets**

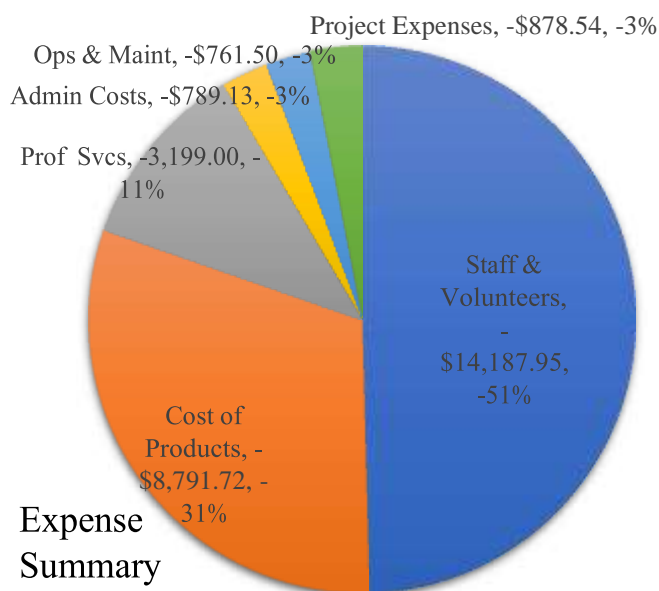
Checking/Savings	
U.S. Bank Checking	\$20,420.77
Money Market	\$200,007.64
PayPal	\$716.45
Cash Account	\$62.60
Cash Banks	\$125.00
<b>Total Checking/Savings</b>	<b>\$221,332.46</b>
Undeposited Funds	\$0.00
Inventory	\$47,282.61
<b>Total Current Assets</b>	<b>\$268,615.07</b>

**Liabilities**

Current Liabilities	
Accounts Payable	\$4,337.59
Credit Cards	\$0.00
Sales Tax Payable	\$111.72
Payroll Tax Liabilities	\$1,437.46
<b>Total Liabilities</b>	<b>\$5,886.77</b>

**Restricted Funds**

Building Fund	\$57,425.34
Caribou/Targhee	\$35,852.18
Forum & Lecture Fund	\$5,464.01
IHC Sharp Fund	\$9,046.00
ISHS Grant	-\$1,515.83
Center For The Sawtooths	-\$3,759.77
Oral History Fund	\$4,585.21
Redfish Center Fund	\$31,609.46
Salmon Festival	\$1,796.20
Sawtooth Society (Lic Plate Grant)	\$211.00
Trail Map Funds	\$1,536.33
Wild Land Fund	\$1,377.31
Winterfest Grant for AED's	\$1,000.00
<b>Total Restricted Funds</b>	<b>\$144,627.44</b>
<b>Total Unrestricted Funds</b>	<b>\$70,818.25</b>



SIHA Income Statement		As Of				
Account Category		2022	% of	Budget	Actual	Actual
INCOME		March	Budget	2022	2021	2019
Earned Income						
Interest Income		\$5	5%	\$100	\$16	\$82
Total Sales Income		\$4,554	5%	\$100,000	\$107,049	\$117,602
Other Income (site rental/cc reward)		\$25	25%	\$100	\$728	\$175
Non-Earned Income						
Donations		\$2,587	4%	\$60,000	\$27,966	\$15,274
Fund Raisers		\$100	0%	\$21,000	\$3,803	\$1,500
Grants		\$10,546	14%	\$75,000	\$62,206	\$35,080
Memberships		\$2,300	33%	\$7,000	\$23,972	\$24,957
<b>TOTAL INCOME</b>		<b>\$20,118</b>	<b>8%</b>	<b>\$263,200</b>	<b>\$225,740</b>	<b>\$149,565</b>
<b>EXPENSES</b>						
Administrative Expenses		\$789	7%	\$10,580	\$6,879	\$9,294
Operations & Maintenance		\$762	13%	\$5,950	\$5,031	\$5,510
Staff & Volunteers		\$14,188	15%	\$92,550	\$77,346	\$69,782
Board Expenses		\$103	21%	\$500	\$1,468	\$15
Education		\$0	0%	\$900	\$30	\$100
Executive Director		\$10,950	25%	\$43,800	\$37,440	\$37,020
Outlet Manager		\$710	71%	\$1,000	\$6,500	\$5,700
Payroll Taxes		\$853	14%	\$6,000	\$3,361	\$3,268
Workmans Compensation		\$0	0%	\$150	\$150	\$150
Volunteer Per Diems		\$500	1%	\$37,800	\$27,128	\$22,331
Volunteer Supplies		\$0	0%	\$500	\$703	\$254
Travel / Mileage		\$1,072	82%	\$1,300	\$195	\$552
Staff/Volunteer - Other		\$0	0%	\$600	\$372	\$392
Professional Services		\$3,199	12%	\$27,500	\$8,071	\$8,469
Accounting Services		\$1,650	18%	\$9,000	\$8,041	\$8,000
IT Services (Website)		\$1,549	62%	\$2,500	\$30	\$469
Professional Services - Other		\$0	not budgeted	\$16,000	\$0	\$0
Cost of Products		\$8,792	12%	\$72,100	\$60,102	\$45,456
Capital Expenditures		\$0	not budgeted	\$800	\$1,516	\$0
Contributions Granted		\$0	0%	\$2,377	\$670	\$0
Project Expenses		\$879	1%	\$72,000	\$5,482	\$8,383
Clerk's Cabin (bricks)		\$502	3%	\$20,000	\$286	\$320
Forum and Lecture		\$0	0%	\$3,000	\$2,478	\$1,486
Interpretive Displays		\$0	0%	\$5,000	\$40	\$4,998
Museum Artifact Protection		\$0	not budgeted	\$0	\$2,000	\$1,008
Office Building		\$0	not budgeted	\$0		\$228
Oral History		\$102	5%	\$2,000	\$232	\$163
Museum Roofs		\$0	0%	\$42,000	\$0	\$181
Special Events		\$0	not budgeted	\$0	\$446	
Center for the Sawtooths		\$275	not budgeted	\$0	\$13,485	
Other (Misc)		\$0	not budgeted	\$0	\$0	\$0
<b>TOTAL EXPENSES</b>		<b>\$28,608</b>	<b>10%</b>	<b>\$283,857</b>	<b>\$178,582</b>	<b>\$146,895</b>
<b>Balance of Accounts</b>		<b>-\$8,490</b>	<b>---</b>	<b>(\$20,657)</b>	<b>\$47,158</b>	<b>\$2,670</b>
Adjustments	Building Funds Applied to Project			\$20,000		
	Oral History Funds			\$2,000		
	Transfer from FLS Funds			\$3,000		
	Wildland Funds			\$1,377		
	Trail Map Funds			\$1,000		
	<b>Account Balance After Potential Transfers</b>			<b>\$6,720</b>		

Note: Historical data is a compilation of previously reported numbers and may differ by categorical presentation.

Note: 2022 Budget does not include Obsidian Project as outlook is yet unknown

<b>SIHA Membership/Donations Report for April 21, 2022 Board Meeting</b>						
	<b>Amount \$</b>	<b>Number of donors</b>				
<b>YTD as of April 17, 2022 (Jan. 1-April 17, 2022)</b>				<b>YTD as of April 17, 2021 (Jan. 1-April 17, 2021)</b>		
<b>Members</b>	\$1,550.00	18		<b>Members</b>	\$3,460.00	20
<b>Donors</b>	\$1,395.82	6		<b>Donors</b>	\$2,725.00	9
<b>Bricks</b>	\$950.00	3		<b>Bricks</b>	\$400.00	3
<b>Recurring</b>	\$40.00	1		<b>Total</b>	<b>\$6,585.00</b>	<b>32</b>
<b>Total</b>	<b>\$3,935.82</b>	<b>28</b>			<b>\$6,585.00</b>	<b>32</b>
<b>2021 Totals (Jan. 1-Dec. 31, 2021)</b>						
<b>Members</b>	\$26,640.00	113		<b>April 2021-April 2022 Totals</b>		
<b>Donors</b>	\$15,580.50	81		<b>Members</b>	\$24,740.00	112
<b>Bricks</b>	\$3,100.00	18		<b>Donors</b>	\$14,351.72	79
<b>Total</b>	<b>\$45,320.50</b>	<b>212</b>		<b>Total</b>	<b>\$39,091.72</b>	<b>191</b>
<b>2021 Year End Newsletter Appeal</b>	<b>\$18,830.00</b>	<b>89</b>		<b>2020 Year End Newsletter Appeal</b>	<b>\$31,370.00</b>	<b>106</b>
Upcoming Fundraising Opportunities/Events	Idaho Gives! May 2-5					

**Board Recruitment Recommendations  
to the SIHA Board of Directors,  
from the Board of Directors Development Committee  
Updated March 2022**

**When considering our Board of Directors, it is important to keep the following in mind:**

- All board members should be involved in some way with fundraising. (Doesn't mean all will be asked to conduct "the ask"; making introductions and advocacy are also key).
- Boards should be a mix of significant "doers" and generous "donors". (Both are important and ideally most will be both; all Board members should provide some degree of financial support).
- Board should be diverse; geographically, gender, age, etc.
- Board members should help us to grow and sustain ties with current and potential large donors. (Browning Foundation, Redfish Lake Lodge, IRMR, Businesses in Stanley and greater Stanley).
- Board recruitment should be part of each board meeting.
- Board currently has 15 seats. This can be changed in the future if deemed necessary.

**Goals for an ideal board makeup:**

- 50/50 mix of active doers and larger donors
- All members should be interested in and understand what we do and have some tie to Stanley or the Sawtooth-Salmon River country.
- Board members should be familiar with our mission and actively promoting our organization, e.g., with a short "elevator speech" highlighting what we do.
- All members should be willing to participate in meetings and events, be cooperative, and conduct themselves with civility.
- At least one-third of the Board should be full or part time Stanley area residents.
- At least one with a direct tie to the Stanley business community
- At least two members from the Wood River Valley
- At least two members from Boise or the Treasure Valley
- One or more from the Magic Valley
- One or more from Challis, Mackay, Salmon, downriver region.
- Board members possess a background in one or more of the following areas: fundraising, social media, accounting, law, education, environmental education/interpretation, heritage resource management, and/or business.
- Board has variation in personality and diversity in geographic placement in the intermountain region, gender, socioeconomics, age, etc.
- At least one Forest Service veteran.

### **Process for selecting new board members:**

1. Discuss potential board members at each board meeting; using an agreed upon set of criteria for judging what type of knowledge, experience and network we want/need in additional Board members. Entire board should suggest names and discuss how they meet the goals for our ideal board makeup.
2. Invite potential new board members to FLS and other SIHA events, even if there are no current vacancies. All active board members should be encouraging potential future interest.
3. Assign one or two board members to approach each candidate to gauge interest, and answer questions about SIHA and board membership. (Provide candidate with "Board Duties" document, and other SIHA information).
4. Board members report back to the Executive Committee with their findings.
5. Executive committee decides whether to recommend the candidate to the full board, and requests a resume' or biographical sketch from the candidate.
6. Invite candidate to attend a board meeting to see how we operate.
7. Executive Board makes recommendation to the full board.
8. Board votes
9. Formal offer is made to candidate.

### **Process for evaluating board member performance:**

Most boards evaluate member performance on an annual basis. This is helpful for two-way communication and helps the executive have written back-up if a change is needed.

We recommend that the President and Executive Director carry out periodic evaluations (annually is ideal) with each board member. This can be done, in person or by electronic means, and is intended to also facilitate board member feedback to board leadership. Evaluation criteria will include:

- Attendance at board meetings
- Attendance at SIHA events
- Serves and participates on at least one committee
- Supports SIHA financially
- Supports SIHA as a volunteer
- Civility and teamwork

Similarly, overall board characteristics should be periodically reviewed to identify potential deficiencies to address in board development. Also consider current or upcoming project needs.

Based on the goals for an ideal board, as recommended above, SIHA should currently be recruiting individuals who:

1. can potentially support SIHA at a higher financial level,
2. come from the Stanley business community,
3. have ties to major donors,

4. come from the Wood River Valley,
5. come from Challis/Mackay/Salmon,
6. have a fund raising background and/or interest,
7. are women or add ethnic (or other) diversity to the present group;
8. are in the younger (50's and below) age groups
9. have a particular skill/strength needed

The following is a list of people were discussed at our 3/8/22 committee meeting. These individuals will be approached to gauge interest (all were discussed in previous board meetings thus approved by the Board of Directors). The numbers indicate recruitment categories listed above in which the individuals fit into (may not account for all characteristics). If an individual is not presently interested in being on the board, they may be asked to volunteer for a committee.

- Dave Pinney (1, 2, 9)
- David and/or Susan Kim (1, 7)
- Julie Rember (7, 9)
- Jack Hand (1, 3, 4)
- Sue Orb (1, 3, 4, 7)

Please see the most current Board Recruitment Report to visit more details on recruitment, including a master list of individuals to potentially be considered for board development in the future.

Respectfully submitted by

Terry Clark, Jenny MacNichol, & Liesl Scherthanner

3.9.2022

## Sawtooth Interpretive and Historical Association

### Executive Director's Report

April 15, 2022

#### ACTION ITEMS

*Board Recruitment Plan*

*Center for the Sawtooths Proposal*

#### UPDATES

- Erica, Laurii and I visited all our bookstore **outlets** during the first two weeks of April. Big thank you to Laurii for joining us and continuing to help ease the transition! All the outlets on the Caribou-Targhee are open to the public at this time, with the exception of Island Park which will be opening next week. The outlets on the Salmon-Challis and Sawtooth will likely be open by the second week of June.
- The wedding I mentioned at our last board meeting has been booked and will take place June 4<sup>th</sup> with additional set-up/gatherings/clean-up on the 3<sup>rd</sup> and 5<sup>th</sup>. After the event I'll assess our ability/capacity to support private events in the future.
- An updated version of our **Areas of Focus/Strategic Planning** document is attached.
- Updates have been made to the attached **annual priorities** document.
- Our **Board Recruitment Committee** met on March 8<sup>th</sup> and has developed a plan for filling our vacant seat. See the attached committee report for more details. We will be discussing further during our meeting.
- I'll be attending a meeting the SNRA is holding mid-May for an onsite tour of the Redfish road project.

#### REQUESTS:

- We are hoping to have board members participate in reviewing **Naturalist blogs**. Please let me know if you are available to help out this year!
- I've been working on finalizing a new **SIHA brochure** that combines our Museum and Visitor Center brochures into one, some of you may have seen an initial version last fall. A final draft is attached. The Outreach Committee has reviewed and commented on it. Take a look and let me know if you see any errors that need to be corrected. I will be printing 500 or 1000 copies in the next month to be distributed to our locations, outlets and the general public.
- SIHA is participating in **Idaho Gives** again this year – May 2-5 – I'd like to ask each person on the board to spend some time that week spreading the word about this fundraiser! The last two years we have raise about \$5,000 and I would like to try to keep that momentum going! Many people don't know about Idaho Give so reaching out to your network is helpful to getting more visibility and participation!
- Not great news: I have not been unsuccessful securing a Middle Fork raft trip for our **Summer Drawing**. I'm wondering if any of you have good connections to raft companies to introduce me so I can make the pitch? I will definitely do some cold-calling if needed but I think I'll be more successful with an introduction from someone known. Middle Fork Rapid Transit has already allocated the free trips they give each year and we haven't been able to connect with Mackay

Wilderness River Trip owners. I am crossing my fingers we still have time to secure a donation. I'll start working on a Plan B in case it is needed.

- Over the last couple years, I have organized a spring **roadside clean-up**. Last year I scheduled it the 2<sup>nd</sup> week of June, which makes sense so that seasonal staff from local businesses could participate, however it added to an already incredibly full week of training. I am looking for some help with planning and day-of logistics. Let me know if you have the time to jump in and help behind the scenes.

## **FLS**

- FLS will be held at **6pm** in 2022 to give working folks a better chance of attending. We have almost completed the line-up. This is our current schedule:
  - July 8 – Shoshone-Bannock history – Diana Yupe – Lodging at Mt. Village
  - July 15 – climbing history – Kirk Bachman – no housing needed
  - July 22 – writer/environmental historian - Betsy Quammen – Lodging at Mt. Village
  - July 29 – bats/dark skies – Jesse Barber – Lodging at Lower Stanley Motel
  - August 5 – pika - Erik Beever (confirmed as long as USGS does not put travel restrictions in place like they did last year) – Lodging hosted by the MacNichols
  - August 12 – – Lodging at Mt. Village
  - August 19 – SNRA 50th – Jim Hansen, Boyd Norton, Monica Church, Jerry Jayne and Bert Boller and Tracy Andrus if their health allows, lodging for one speaker hosted by the Obletz + 2 rooms at Mt. Village
  - August 26 – Salmon topic – Pat Ford, citizen advocate who can speak both to salmon recovery and the establishment of the SNRA – Lodging at Mt. Village

Possible speakers/topics to fill August 12:

- Brian Jackson/Astronomer in Residence, Dark Skies
- David Skinner, raptors
- Geologist
- Author of Alone series (lives in Challis)
- Michelle Reilly, Women Wilderness Leaders

## **HIRING:**

- At this time SIHA as a full summer crew!

## **GRANTS:**

- After submitting a letter of intent to the Steele-Reese Foundation in January for Shoshone-Bannock interpretive signage/exhibits in both the visitor center and museum, we were invited to submit a full grant. Completed April 1. We should know no later than August if the request has been awarded. A matching grant for this project was submitted to the Goat Plate Fund Q2 round for a total of \$14,000 requested.
- Working on scheduling a date for Bigwood Roofing to re-shingle the roof of the Museum. Once we have a date, I'll contact our grantors to let them know. This will be a big upfront expense for SIHA because both the grants are reimbursable.

- Final reporting for 2021 ISHS Past Perfect software grant will be completed by mid-May. Extra work with our Past Perfect software will be necessary because the original file transfer was not successful. Thanks to Gary for his help troubleshooting and reinstalling backup files!!
- Shirley Studebaker with 5B Technologies is helping set up our new website. Thanks to Hannah for her help reformatting and updating page content as well as creating new content for our Trail Information section!! We are still working through updating information/layouts and creating new pages/content. The Outreach Committee is currently reviewing the site structure and helping identify gaps in information and ease of navigation. We hope to have a draft for the full board to review in the next month and a version ready to go live by July 1.
- I plan to submit a grant proposal to the Goat Plate Fund for AEDs for the Museum/Redfish for Q3. We have received \$1000 matching funds from the new Stanley Winterfest grant. Total project cost is \$3100.
- Other grants I'll be working on in the next two months include the Val A. Browning Foundation for 2023 visitor center operations and the Idaho Community Foundation for more matching funds for the Shoshone-Bannock interp project.

#### **CENTER FOR THE SAWTOOTH:**

- The Committee will be presenting a PowerPoint to update the full board on progress and next steps regarding the Center for the Sawtooths.
- Debra La Morte and Paul Hill will be presenting a fundraising plan.

#### **2022 Summer Schedule:**

Sat. May 28	Museum Opens Weekends (volunteers needed to help staff museum May 28, June 4, 5)
Sun. Jun 5	SIHA Work Day
Wed. Jun 8	Community Clean-Up (planning help needed!)
Fri. Jun 10	Redfish and Museum open daily
Thu. Jun 16	Board meeting
<b>Jun.TBD</b>	<b>Summer Welcome Party for Crew (host needed!)</b>
Fri. Jul 8	FLS beings
Sat. Jul 9	History Day(!! NOTE JULY DATE CHANGE!!)
Sat. Aug 6	Smokey Bear's Birthday
<b>Thu. Aug. 18</b>	Board meeting
Sat. Aug 20	SNRA 50th Celebration at Pioneer Park
Mon. Aug 22	SNRA 50th Anniversary event at Redfish
<b>Aug. TBD</b>	<b>End-of-Season Potluck (host needed!)</b>
Sat. Aug 27	Sawtooth Salmon Festival
Mon. Sep 5	Museum Closes Daily Ops*
Sun. Sept 11	Redfish Closes Daily Ops
Mon. Sept 12	Construction at Redfish begins
Sept 11-24	SNRA Clean-up Event

Sept TBD

Museum Work Day

\*Museum open weekends through September, volunteers may be needed to help staff

## IMPORTANT DATES

- **May 2-5:** Idaho Gives - <https://www.idahogives.org/organizations/sawtooth-association>
- **June 16:** Board Meeting, 1:30pm-3:30pm, Visitor Center
  - In the past we have had a 4-hour meeting in June, during our week of training, to make up for skipping April. This year is different! Our board meeting will be June 16<sup>th</sup>, and because the visitor center and museum will be open, we may not be able to have the crew introduce themselves to the board like they have in the past. Additionally, we've had a request by a board member to see if we can change the time of the meeting because it conflicts with another meeting. I would like to propose the following schedule to give you all an opportunity to see our crew in action and to accommodate the request:
    - Option 1
      - 11-11:45am - Junior Ranger Program
      - 12pm - Patio Talk
      - 12:15-1pm - Lunch
      - 1-1:30pm - Ranger Talk
      - 1:30-3:30pm - Board Meeting
      - 3:30-4pm - Discovery Station
      - 7pm - Evening Program
    - Option 2
      - 2-4pm - Board Meeting
      - 4-5pm SIHA closes buildings early and we hold a welcome party for the crew at the visitor center. All the programming above will still be in place, except for the discover station.
- We won't have a July board meeting (it's in April now!) so our next board meeting is in August. We need to decide if the 18<sup>th</sup> will work or if the date needs to change due to the SNRA 50<sup>th</sup> events.

Submitted by Lin Gray, Executive Director – April 14, 2022

# What does SIHA do?

*"Protect and advance the natural and cultural history of Idaho's Sawtooth-Salmon River country through preservation and education."*

The Sawtooth Interpretive & Historical Association (SIHA) is a nonprofit, member-based organization working in cooperation with the Sawtooth, Salmon-Challis, and Caribou-Targhee National Forests. Since 1972, we have provided interpretive and educational programs to preserve the past and protect the future of the Sawtooth National Recreation Area (NRA) and Salmon River country.

For over a decade SIHA has hosted the Sawtooth Forum & Lecture Series, a free, public program at the Stanley Museum. The series brings in scientists, historians, and storytellers to present their work as it relates to the Sawtooth NRA, expanding our understanding and appreciation of the area.

SIHA also works to preserve history throughout the valley on projects from building restoration to educational signs.

At the Redfish Visitor Center & Gallery, naturalists provide walks and talks about the natural history of the area for all ages. The center also provides maps, books, and information, hosts an art gallery of regional talent, and welcomes visitors to the area. Naturalists inform adventurers about Leave-No-Trace practices and wilderness regulations at trailhead portals and answer myriad questions.

Stanley Museum displays relics of the past and an older way of life. To further inform locals and visitors alike, SIHA collects oral histories, maintains photo archives, organizes history tours, provides area information, and sponsors other activities and events, including History Day and the Sawtooth Salmon Festival.

Learn more about how you can support our work below:

## DO YOU LOVE THE SAWTOOTHS?

**PLEASE CONSIDER MAKING A DIRECT DONATION, (WWW.DISCOCOVERSAWTOOTH.ORG/DONATE) BECOMING A MEMBER, SHOPPING AT ONE OF OUR BOOKSTORES, OR BUYING A BRICK IN 'YOUR PATHWAY TO SAWTOOTH HISTORY' TO SUPPORT SIHA'S EFFORTS.**

## ANNUAL MEMBERSHIP LEVELS

INDIVIDUAL MEMBERSHIP (10% BOOKSTORE DISCOUNT)	\$ 50
FAMILY MEMBERSHIP (15% BOOKSTORE DISCOUNT)	\$ 100
SUSTAINING MEMBERSHIP (20% BOOKSTORE DISCOUNT)	\$ 250
SAWTOOTH BENEFACTOR (20% BOOKSTORE DISCOUNT)	\$ 1,000
PROGRAM PATRON (20% BOOKSTORE DISCOUNT)	\$ 5,000



**PO Box 75 | STANLEY, ID 83278**  
**WWW.DISCOCOVERSAWTOOTH.ORG**  
**EMAIL:INFO@DISCOVERSAWTOOTH.ORG**

Check out daily conditions using our Redfish Lake Webcam! Scan here or visit [discoversawtooth.org/webcam](http://discoversawtooth.org/webcam)



Stay up to date online at:



@siha\_ig



@SawtoothAssociation



@SawtoothAssociation

In partnership with:



The Redfish Visitor Center & Gallery and Stanley Museum are operated under a special use permit with the SNRA.

## Sawtooth Interpretive & Historical Association



*The Sawtooth Interpretive & Historical Association (SIHA) is a nonprofit based in Stanley, Idaho dedicated to protecting and advancing the natural and cultural history of the area through preservation and education.*

**Visit SIHA at the  
Stanley Museum  
and the  
Redfish Visitor  
Center & Gallery**



*In the heart of the Idaho Rockies and the Sawtooth National Recreation Area*

## Stanley Museum

In 1933 the CCC built the Valley Creek Ranger Station, which houses the Stanley Museum today. Take a walk back in time to the early days of homesteaders and ranchers. Experience the history of early mining, trapping, ranching, and the Forest Service presence in the Sawtooth Range.

Explore SIHA's historic photos that capture the first families to live here year-round. Watch a video on the history of Bob Limbert and Redfish Lake Lodge. Ring the old Stanley School bell!

The museum is also the home of SIHA's Sawtooth Forum & Lecture Series, held Friday evenings throughout July and August each year.

SIHA's oral history project records stories from people who helped shape the area. Do you know someone who has history to share? Contact us! SIHA is working to make oral histories available online.



Clerk's Cabin  
circa 1940s

Visit SIHA's newest exhibit in the Tool Shed and feel the chill inside the Ice House.

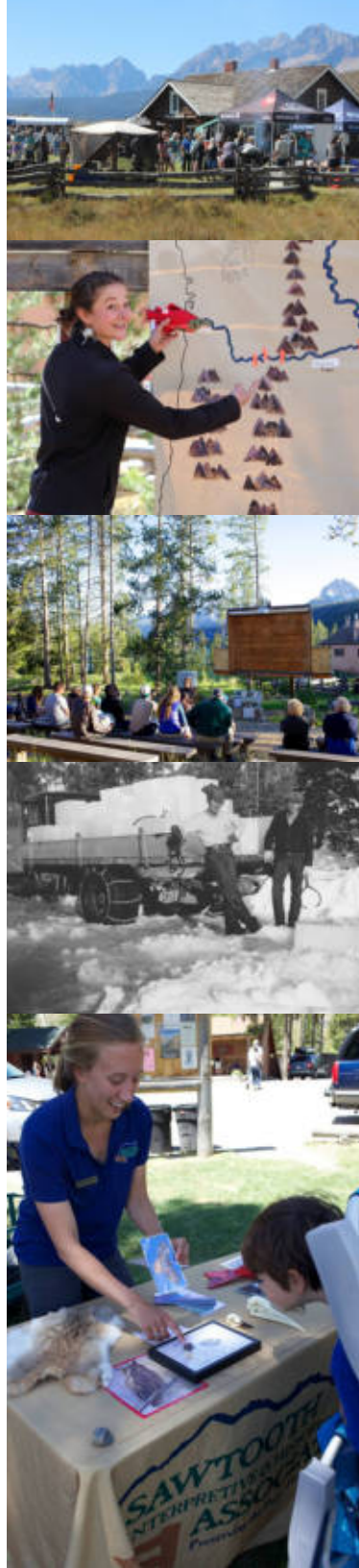
**OPEN DAILY  
10AM-5PM  
MID-JUNE TO  
LABOR DAY  
(208) 774-3517**

**LOCATED ON  
HIGHWAY 75  
BETWEEN  
STANLEY AND  
LOWER STANLEY**

Historic buildings require special care, attention, and upkeep. SIHA is raising funds to accomplish upgrades and enhancements to the Stanley Museum buildings, working on building a historic replica "Clerk's Cabin" for intern housing, and raising funds for future preservation efforts.

Contribute to SIHA's special, "Your Pathway to Sawtooth Valley History," Building Fund by purchasing a brick for the pathway! Your brick will include an inscription of your choosing: your name, the name of a loved one, a special date, or inspiring words.

Purchase a brick here:  
<https://polarengraving.com/siha>  
or make a direct donation at  
[www.discoverSawtooth.org/donate](http://www.discoverSawtooth.org/donate)



## Redfish Visitor Center & Gallery

Do you have questions about the Sawtooth Valley? Wondering where to take a hike? Need help identifying something you saw on the trail? Searching for a map, guide book, or gift to take home to a loved one? The Redfish Visitor Center & Gallery can help.

Since 2011, SIHA has been operating the visitor center. Our trained naturalists are ready to answer questions and provide suggestions for visits to the area. We also provide educational displays on a variety of topics including geology, plants, and animals.

Free daily programs offered:

**Junior Ranger Programs** - A 45-60 minute program geared toward kids aged 5-11. An adult must accompany all children!

**Ranger Talk & Walk** - A 30-minute program on a natural history topic.

**Patio Talks** - A quick 15-minute synopsis on a variety of natural history topics.

.....

**Evening Programs** - Settle in for an engaging 30-45 minute presentation held at the Redfish Amphitheater on a Sawtooth-specific topic!

**Discovery Stations** - Choose how long to enjoy these interactive stations located along the trail near Redfish Lodge. Topics include scat and tracks, wolves, bears, fire, and more!

The Redfish Gallery features a variety of works and media from local and regional artists. The pieces speak directly to Sawtooth and Salmon River country and 35% of gallery sales helps fund SIHA's educational programs!

**OPEN DAILY 9:30AM-5PM  
MID-JUNE TO MID-SEPTEMBER  
(208) 774-3376**

.....

**LOCATED ON REDFISH LAKE,  
ABOVE THE DOG BEACH  
AND A SHORT WALK FROM  
REDFISH LAKE LODGE.**

**Boat Tours (\$)** - Departing from the Redfish Marina, these interpretive tours cruise around the lake for about an hour. Sign up with Marina staff. Boat tours are made possible through our partnership with Redfish Lake Lodge.

**VISIT ONE OF SIHA'S  
BOOKSTORES AND FIND  
TRAIL MAPS | FIELD GUIDES  
LOCAL AUTHORS | JEWELRY  
COOKBOOKS | CARDS | TOYS  
CHILDREN'S BOOKS & MORE!**



# Center for the Sawtooths

## An Overview



- Oct 2021: Board approved to move forward with Jones family on this donation
- \$10k committed – SIHA; \$10k committed Jones family
- To Date: \$50k + in-kind donation of time and services for project
- Obletz, MacNichol, Erstad, Stanley Construction, Hagen Environmental, others



## ENVIRONMENTAL



- Pre-environmental test pit study (Joint SIHA/Jones)
- Underground storage tank removal : May 2022
- EPA Compliance
- Delivery to SIHA with Clean Environmental mitigation

## SNRA: Easement

- Presentation to SNRA
- SNRA impressed with the vision of use
- SNRA sees no issue with use as presented under existing easement and will need to sign off on all site changes
- Must bring easement into compliance with development
- Letter of Support issued to Jones family: Kirk Flannigan

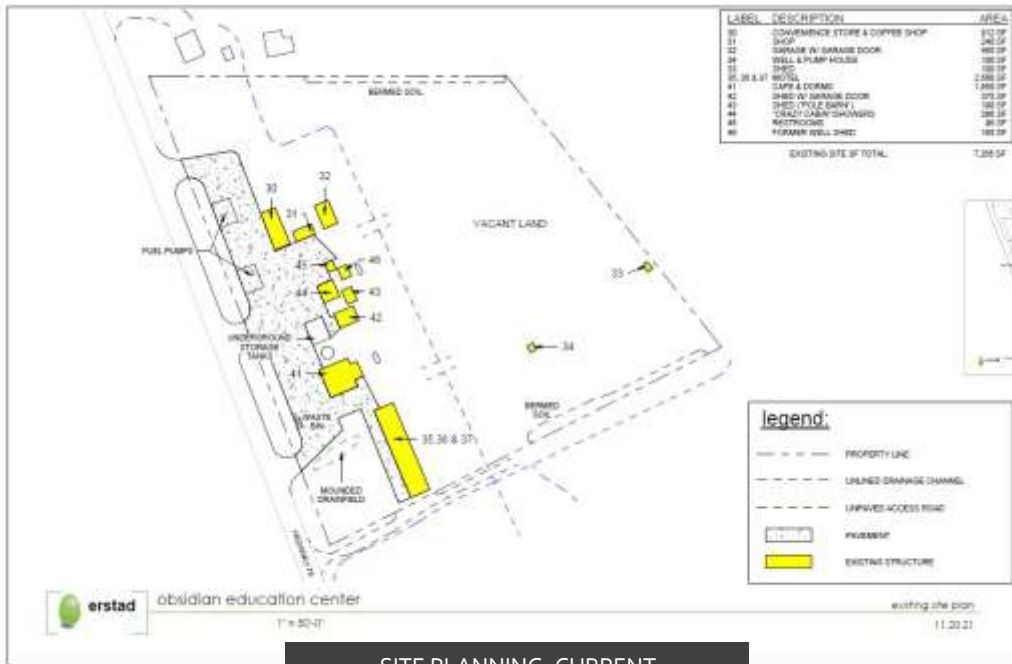


## DONATION AGREEMENT

- Donation Agreement (DA) negotiations ongoing – currently with attorneys
- Reversion: important to meet terms of DA within clear timeframe
- Protects donation for intended use for SIHA or other non-profit if necessary
- Board must ensure exit strategy should project feasibility become imperiled
- Research LLC structure under SIHA for project
- Provides layer of security for SIHA
- SIHA would maintain 501c3 fiscal holdings
- Supplemental Intended Uses
- Rental Income for housing (short term) \$\$



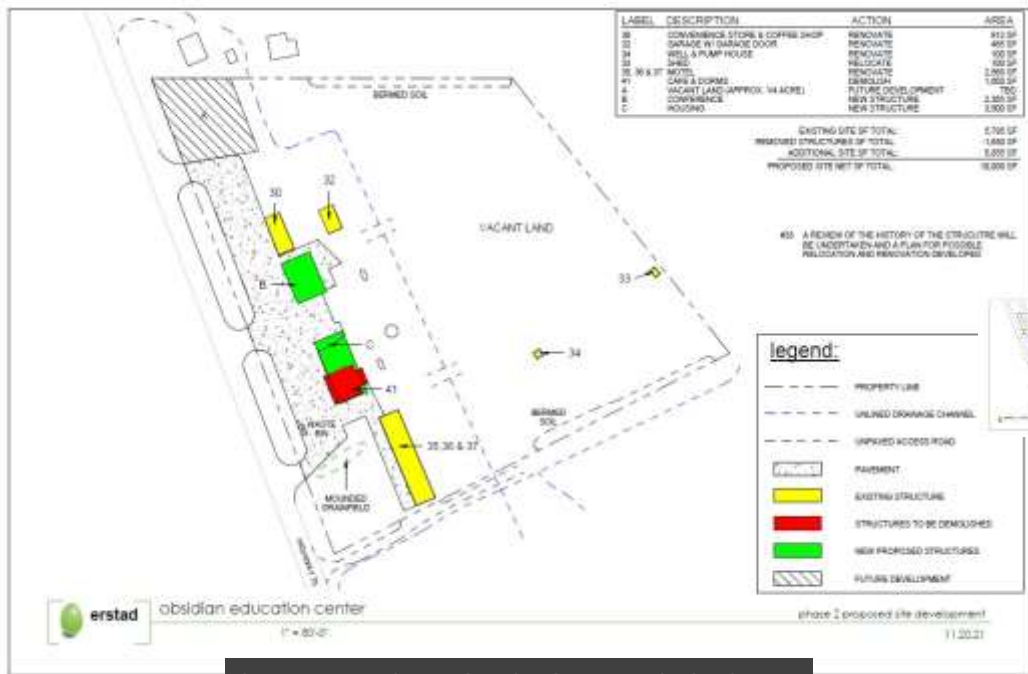
- Priority on non-profit/agency housing for future



SITE PLANNING: CURRENT



SITE PLANNING: DEMO PLAN



SITE PLANNING: EDUCATION CENTER/HOUSING PLAN

Center for the Sawtooths - Operating and Capital Expenditures										
	PHASE 1									
	2022-2023 (14 months)		2024		2025		2026		2027	
	Apr 1 - Dec 31	Notes	Jan 1 - Dec 31	Notes	Jan 1 - Dec 31	Notes	Jan 1 - Dec 31	Notes	Jan 1 - Dec 31	Notes
<b>OPERATING REVENUES</b>										
Residential Rent - Motel Units	\$0	Summer	\$0	Summer	\$0	Summer/Winter	\$0	Summer/Winter	\$0	Summer/Winter
Residential Rent - Café Building	\$16,000	5 mos rent/8 units	\$16,000	5 mos rent/8 units	\$25,000	8 mos rent/8 units	\$25,000	8 mos rent/8 units	\$25,000	8 mos rent/8 units
Office Rent	\$0		\$0		\$0		\$0		\$0	
<b>Subtotal - Operating Revenues</b>	<b>\$16,000</b>		<b>\$16,000</b>		<b>\$25,000</b>		<b>\$25,000</b>		<b>\$25,000</b>	
<b>OPERATING EXPENSES</b>										
Staff (Property Management/ Project Management)	\$75,000	14 months	\$75,000		\$75,000		\$75,000		\$75,000	
Utilities	\$0		\$0		\$0		\$0		\$0	
Solomon River Electric	\$2,800	14 months	\$2,800		\$3,600		\$3,600		\$3,600	
Propane	\$3,000		\$3,000		\$3,500		\$3,500		\$3,500	
Telephone/Internet	\$1,800		\$1,800		\$1,200		\$1,200		\$1,200	
Grounds Maintenance	\$900		\$900		\$900		\$900		\$900	
Septic Maintenance	\$900		\$900		\$900		\$900		\$900	
General Maintenance	\$1,000		\$1,000		\$1,000		\$1,000		\$1,000	
Plumbing	\$0		\$0		\$400		\$400		\$400	
Property Taxes	\$2,240		\$0		\$0		\$0		\$0	
Insurance	\$8,200	24 months	\$2,000		\$2,200		\$2,875		\$8,200	
<b>Subtotal - Operating Expenses</b>	<b>\$97,940</b>		<b>\$82,600</b>		<b>\$84,300</b>		<b>\$84,175</b>		<b>\$88,100</b>	
<b>Operating Income (Deficit)</b>	<b>(\$81,940)</b>		<b>(\$66,600)</b>		<b>(\$59,300)</b>		<b>(\$59,175)</b>		<b>(\$63,100)</b>	
<b>CAPITAL PROJECT EXPENDITURES</b>										
"Capital Campaign" Costs (staff, marketing, travel etc.)	\$10,000		\$10,000		\$10,000		\$10,000		\$10,000	
Architect/Blueprints	\$25,000	develop plan	\$0		\$0		\$0		\$0	
Motel Residential Units	\$25,000	construct/upgrade	\$0		\$0		\$0		\$0	
Café/Secondary Residential Units	\$15,000	construct/upgrade	\$0		\$0		\$0		\$0	
Human Store/Coffee Shop	\$4,500	CMFE	\$140,000	renovation	\$0		\$0		\$0	
Bathrooms/Showers	\$3,800	GRS	\$40,000		\$0		\$0		\$0	
Site Cleanup	\$2,500		\$0		\$0		\$0		\$0	
Demolition	\$2,500		\$0		\$10,000		\$10,000		\$10,000	
Center for the Sawtooths	\$25,000	Concept design	\$0		\$0		\$0		\$20,000	Final design
Seawall Piers, Tanks (if OTHER)	\$0		\$0		\$0		\$0		\$0	
Site Lighting	\$0		\$0		\$0		\$0		\$0	
Underground Power Lines (Phase 1)	\$0		\$0		\$0		\$0		\$0	
Septic system Renovation/Upgrade	\$0		\$740		\$740		\$740		\$740	
Septic Design/Replacement	\$2,500	Final master plan	\$0,000	design/permit	\$0,000	design/permit	\$0,000	design/permit	\$0,000	design/permit
Contingency (25% V1; 30% V2-B)	\$23,700		\$61,725		\$4,725		\$4,725		\$26,725	
Capital Reserve	\$10,000		\$10,000		\$10,000		\$10,000		\$10,000	
<b>Capital Requirements</b>	<b>\$128,500</b>		<b>\$277,475</b>		<b>\$36,475</b>		<b>\$36,475</b>		<b>\$42,475</b>	
<b>TOTAL CASH REQUIRED</b>	<b>\$158,540</b>		<b>\$306,075</b>		<b>\$48,275</b>		<b>\$48,600</b>		<b>\$101,025</b>	

PHASE 1 –  
OPERATING  
AND CAPITAL  
EXPENDITURE  
PROFORMA  
– Carter MacNichol

## PHASE I – Capital Project and Operating Expense Assumptions

– Carter MacNichol

### Capital Projects

November 1, 2022 close. Closing of donation will not happen in time to allow for use of the facilities and residential units for the 2022 summer season. One exception may be "temporary" use of old convenience store/coffee shop as office/meeting space.

1. Work during the period NOVEMBER 1, 2022 to April 2023 will be:
  1. developing detailed site master plan planning
  2. engineering – septic system , undergrounding electrical
  3. permits/USFS approvals
  4. contracting for renovation work
  5. developing detailed design for "Center for the Sawtooths" building
  6. CONTINUE engaging fundraising/GRANT WRITING effort

## PHASE I – Capital Project and Operating Expense Assumptions

– Carter MacNichol

### Capital Projects Continued

- First actual work on the site will occur in early spring 2023. Initial work will be to clean up residential units in Café for occupancy during 2023 summer season and commence full renovation of “motel” units.
- During summer 2023,
- proceed with renovation of old convenience store/coffee shop, including
- resolution of restroom situation assuming existing restrooms are removed.
- CONTINUE fundraising/grant writing for Center for the Sawtooths
- Continue with USFS approvals
- Proceed with design of replacement residential building



## PHASE I – Capital Project and Operating Expense Assumptions

– Carter MacNichol Capital Projects Continued

- Subject to fundraising success, in spring/summer of 2025-2027:
- Proceed with construction of the Center for the Sawtooths
- Begin implementation of undergrounding of onsite power distribution
- Begin implementation of septic system upgrades per master plan

### Operations

1. Starting November 1, 2022, SIHA has ownership and operating cost responsibility for the property
2. November 1, 2022 – May 31 2023 cost limited to power, insurance, limited maintenance. Need to secure property tax exemption.
3. Starting May 31, 2023, residential units in Café building will be available for summer season for RENTAL TO OTHERS & SIHA. Increased operating costs as the site is active; BUT RENTAL INCOME MAY ALSO BE AVAILABLE. Winter Residential use to be determined.

## PHASE I – ACCOMPLISHMENTS AND GOALS – Carter MacNichol

1. Complete Site Master Plan
2. USFS approval of Master Plan
3. Cosmetic and code updates for Motel units
4. Cosmetic and code updates for Café units
5. Conceptual design, renderings and cost estimate for Center for the Sawtooths
6. Renovated office/meeting space in old store
7. New restrooms to serve office/meeting space
8. Demolition of most unusable buildings and site clean up
9. Established fundraising program to pursue project funding and funding for Center for the Sawtooth



# QUESTIONS?

## BOARD RECOMMENDATION COMMITTEE RECOMMENDATIONS

- Approve moving forward with the plan and work to raise \$160k in donations and pledges by closing November 1, 2022.
- Approve the formation of a Capital Campaign Committee be formed to drive the fundraising process.
- Upon approvals, the Committee will work with Lin to develop a start up staffing plan prior to closing (property/project management and administrative support for fund raising)





*"You get bigger gifts  
from shoe leather than  
you do from a postage stamp"*



## Vision for *Center for the Sawtooths*

1. Visitor Resource
2. Educational Center
3. Community Asset
4. Home for Non-Profits



## Phased Project Fundraising

### Donation Agreement

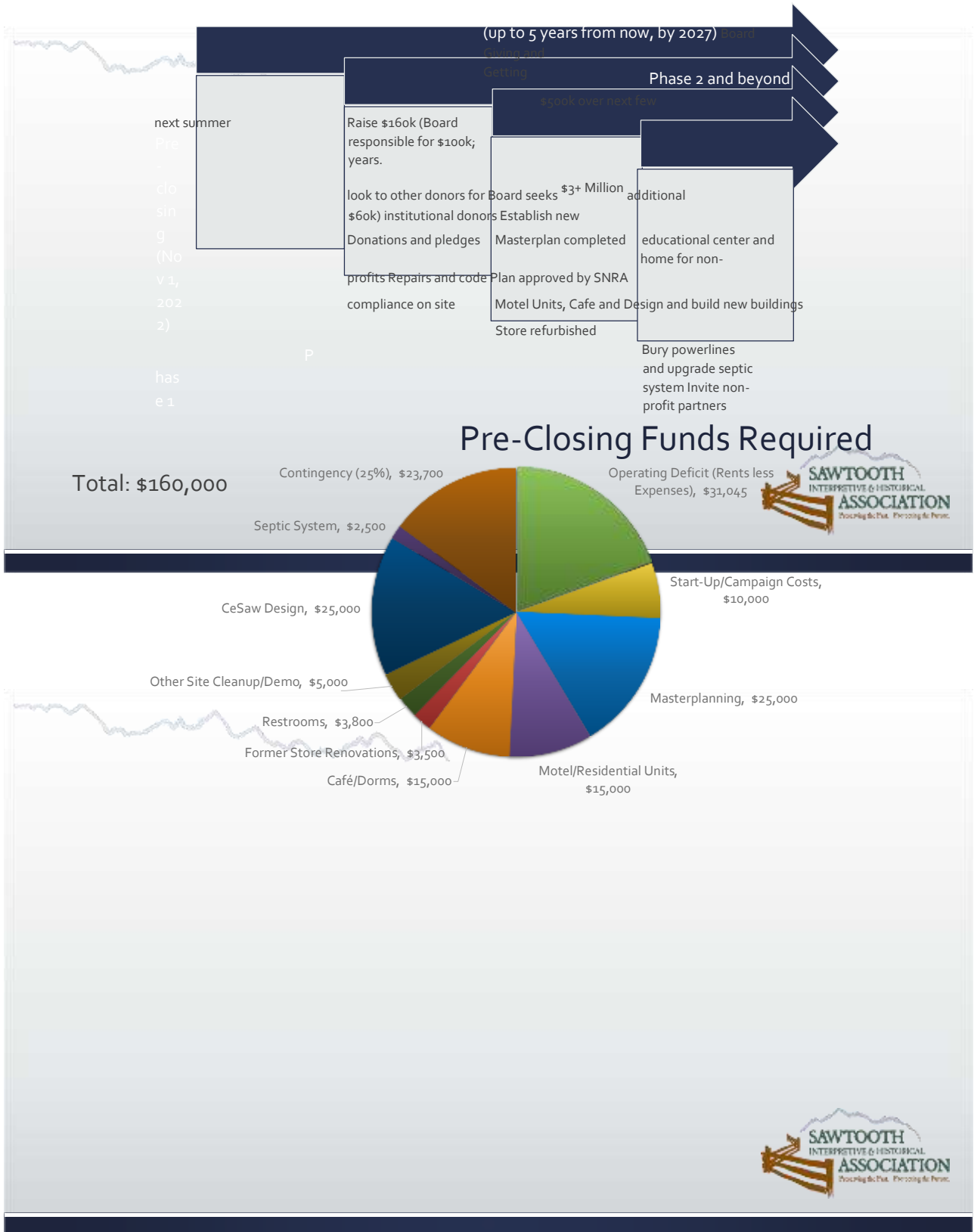
Sign Agreement

Plan for fundraising initiated

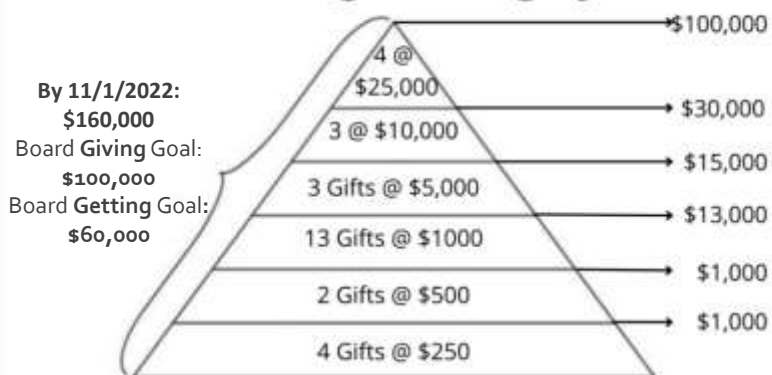
Close and take possession on 11/1/22 Schedule basic cleanup

Prepare to rent some units, if possible, for





## SIHA Pre-Closing

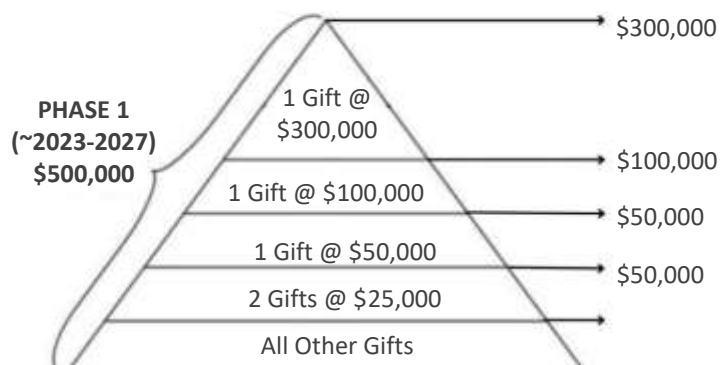
**Board Giving/Getting Pyramid**

**Fundraising Goal: \$160,000**

Note: When this goal is accomplished, the project will require an additional \$500,000 over the next 3-5 years; then over \$3 million in the following phase of development.



## SIHA Phase 1



**Fundraising Goal: \$500,000 by 2027**

Note: After this, we need to raise at least \$3 million to further the development of a modern education center that can serve visitors, locals, and non-profits.



## Right Now!

### SIHA Board Members – *How Can You help?*

1. Be an ambassador for the project with community members and potential donors
2. Donate to SIHA! Board goal is \$160,000 payable over 2 years
3. The project requires 100% Board participation (key for institutional donors)
4. Give and get
5. Help identify and help solicit potential individual and institutional donors
6. Volunteer to participate on the Campaign Committee
7. Solicit gifts from others as appropriate



### Create a Campaign Committee\*



1. Identify Chair or Co-Chairs
2. Identify SIHA Board Members and others who can participate in fundraising efforts
3. Work with Committee to develop strategy and approach for major gift solicitations
4. Need geographical and other diversity on Committee to maximize fundraising reach
5. Need research on Institutional and individual donors
6. Need a grant writer

\*Committee development is upon Board approval



## Board responsibility for institutional donors

1. For the project to be successful, we need a minimum of 10 – 12 foundations or corporations who will be willing to donate to from now through Phase 1 (requires 12 to 24-month lead time)
2. Each Board Member to help research and write Letters of Inquiry to one institutional donor to determine level of interest
3. Each Board member needs to volunteer to assume responsibility for this task and to do the follow up
4. If successful in identifying an interested institutional donor, grant writer will help prepare and write the grant application
5. This process will all be coordinated with the Campaign Committee

## Develop and Prepare Campaign Plan

With SIHA Board approval:



 Finalize a Campaign fundraising plan

 Consider events to market the project

 Finalize marketing materials



## Stewardship of Donors

1. Provide property tours for potential and existing donors
2. Show plans for the development
3. Write updates to all donors on progress
4. Show how gifts are being used
5. Plan for a donor wall on the site



## Accomplishments before or by 2027

- ☒ Complete Site Master Plan
- ☒ USFS approval of Master Plan
- ☒ Cosmetic and code updates for Motel units
- ☒ Cosmetic and code updates for Café units
- ☒ Conceptual design, renderings and cost estimate for Center for the Sawtooths
- ☒ Renovated office/meeting space in old store
- ☒ New restrooms to serve public space
- ☒ Demolition of most unusable buildings and site clean up
- ☒ Established fundraising program to pursue project funding and Center for the Sawtooths operations

*We want to say:  
"This is what we've done!"*



*Get Excited!*

*With you helping, we are at the*



*Center for the Sawtooths*

*Thank you for your support  
and dedication!*



*Questions?*



Activity	Responsibility	Quarter				Progress
		Q1	Q2	Q3	Q4	

**1. Staffing**

Work to support our staff to benefit both the employees and the organization through staff retention, a livable wage and benefits, and address housing needs. This will support SIHA's goal to grow our educational programs, visibility, and partnerships.

1.1	Evaluate short/long term needs/roles within SIHA	Special comm needed?			X	X	
	a. Review Strategic Plan to determine needs for 1, 3 & 5 year goals b. Develop incremental org. charts for the next 5 years considering future plans/growth      Create budget for increases to staff/crew c. d. Create list of resources besides money needed for increases to staff/crew						
1.2	Improve pay and benefits for SIHA staff	Fin		X	X	X	
	a. Review Idaho Nonprofit Center's 2022 Compensation Report Develop plan/budget for pay and benefit increases over the next 3-5 years b.						
1.3	Develop plan to improve training/skill building for interns	Edu		X	X	X	
	a. Survey current and past crew members to help determine strengths and weaknesses of training/experience b. Review SIHA's current training program Research training opportunities/certifications for interpreters that would add value to SIHA's intern program c. d. Determine budget needed for certifications						

**2. Partnerships**

Increase efficacy and efficiency among all organizations, agencies, and individuals working within the Sawtooth National Recreation Area to preserve and protect it.

2.1	Maintain/increase information sharing among partners	M & O	X	X	X	X	
	a. Consider partners when planning events, projects, programs. b. Connect with ICL at trailheads. LN Continue participating in Clean-up events c. d. Determine if SIHA should facilitate regularly scheduled information sharing meetings are worthwhile for area nonprofits and SNRA						

Activity		Responsibility	Quarter				Progress
			Q1	Q2	Q3	Q4	
<b>3. Capacity Development:</b> Diversify Funding. Increase donor engagement. Cultivate volunteers and partners. Establish an endowment fund.							
3.1	Develop 3-year Fundraising Plan	Special comm. needed?		X	X	X	
	a. Engage Major Donor Committee? b. Determine fundraising goal & short and long term needs c. Research similar size goals/orgs. & fundraising activities						
3.2	Review Bookstore operations/products	ED/BM	X	X	X	X	
	a. Engage staff at outlets. Review displays, operations, needs, wants b. Identify opportunities at other locations/outlets/events c. Review cost of goods sold i. create metric to help determine the items SIHA sells: environmental impact, net revenue, etc d. Identify items and manufacturers to create custom products e. Create system for distributing wholesale trail maps and extend area of distribution. f. Goal: SIHA makes enough bookstore revenue to cover the cost of ED, BM, BK – so donors are never asked to fund administrative operations						
<b>4. Communication:</b> Enhance the SIHA brand so we are recognized as the go-to resource for natural and cultural history of the Sawtooth and Salmon River country. Increase awareness and create understanding of SIHA’s role in the area.							
4.1	Develop 3-year outreach campaign	M & O		X		X	
	a. Research outreach campaigns for similarly sized orgs. b. Search and engage with PR/marketing professional c. Identify and develop language for board, summer crew, staff to use						
4.2	Build online presence as historic and natural history resource	M & O	X	X	X	X	
	a. Complete website update/include trailhead specific regulation in new ‘Visit the SNRA’ landing page b. Develop annual social media plan for weekly posts/monthly blogs. Identify/engage content creators outside of summer crew. c. Evaluate further information needs						

Activity	Responsibility	Quarter	Progress
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			Q1	Q2	Q3	Q4	
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### 5. Historic Conservation/Interpretation (Preservation)

Manage stewardship and maintenance of facilities. Lead historic conservation of important buildings and sites. Maintain archive of artifacts, oral histories, and general area information for access to the public.

5.1	Review new archive software and update collections records	Hist	X	X	X	X	
	a. Identify/engage local volunteer(s) to help update Past Perfect collections records – add pictures of each item as well as storage location.						
5.2	Renew Clerk's Cabin planning	Exec				X	
	a. Determine how the funds raised for the clerk's cabin project should be used. Do we pay a design firm to complete the plans so we are no longer stuck on the design/approval portion with the SNRA and can focus on raising more funds for the actual building piece? <b>UPDATE: on hold until we know the outcome of Center for the Sawtooths project</b>						
5.3	Establish online access to oral histories	ED		X	X	X	
	a. Add Oral Histories page when new website is up and running, research software for video editing, identify priority oral histories to share online, clip and upload oral histories to YouTube, embed in new website						
5.4	Determine future of use of barn storage	ED		X		X	
	a. Meet with City to determine short/long term need/use of barn storage Confirm SIHA's ability to add a storage building to the Museum complex with SNRA b.						

### 6. Education:

Increase reach and improve quality of programs offered. Be known as THE Sawtooth education organization. Be a leader in our community and fields of education and history interpretation. Broaden demographics served and access to non-traditional user groups.

6.1	Evaluate/diversify FLS content	FLS	X	X	X	X	
	a. Plan, advertise, implement FLS b. Review FLS history/ speakers/topics Maintain goal of equal number of men/women presenters c. d. Work to bring presenters with diverse perspectives/backgrounds						
6.2	Review Naturalist program	Edu		X	X	X	
	a. Survey current and past crew members to help determine strengths and weaknesses of program Develop budget/plan for most useful certifications for summer crew b.						
6.3	Celebrate SNRA/SIHA 50 <sup>th</sup> Anniversaries	BOD	X	X	X	X	

	a. Require Gallery Artists in 2022 to include a statement about their connection to SNRA values b. Hold SNRA forum during FLS c. Host morning reflection at Redfish, Aug. 22 for SNRA 50 <sup>th</sup> d. Hold December 20 virtual event to celebrate SIHA's 50 <sup>th</sup> ?
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SIHA 2022 Annual Planner

Updated Apr-22

	<b>Color Legend:</b>				<b>Committees:</b>	
	Completed				Education Committee	Edu
	Working on it!				FLS Committee	FLS
	Not in progress				Gallery Committee	Gal
					Historic Preservation Committee	Hist
	<b>Legend:</b>				Major Donors Committee	MjD
					Plaque/Dedications ad hoc Committee	Plaq
					Board Recruitment Committee	Recru
	Board	B			Salmon ad hoc Committee	Salm
	Executive Director	ED			Strategic Planning Committee	Strat
	Business Manager	BM			Center for the Sawtooths Committee	CeSaw
	Lead Naturalist	LN			Oral History Committee	Oral
	Museum Docent	MD			Membership & Outreach Committee	M&O
	Bookkeeper	Bk			Executive Committee	Exec
					Finance Committee	Fin

#### SIHA ANNUAL TASKS LIST – Apr-22

FOCUS	DESCRIPTION	RESPONSIBLE PERSONS	TASKS	DEADLINE	Progress
Business/Finance	2021 Budget	Fin	Review draft - October; final draft for vote by BOD – December Review and adjust if needed at meetings	October 21, 2021 December 9, 2021	
Staffing/ Personnel	Hire Lead Naturalist	ED	Post job description Dec. 1, open until filled	Jan. 10, 2022	
Staffing/ Personnel	Hire Museum Docent	ED	Post job description Dec. 1, open until filled	May 1, 2022	

Staffing/ Personnel	Hire 5 Naturalists 1 Historic Specialist	ED LN	Post job description Dec. 1, rolling deadline – priority consideration to applications by Jan. 9 Interviews rolling; Recruit local volunteers if needed	Apr 1, 2022	
Communications/ Outreach/ Fundraiser	Participate in Idaho Gives	ED M&O Comm	Create/distribute E-Newsletter prior to Idaho Gives March 15 sign-up deadline, week long May 2-5	Apr 29, 2022	
Partnerships/ Fundraiser	Recruit artists for gallery Develop marketing plan	ED Gal Comm	Need to recruit Gallery Committee members	May 15, 2022	
Business/Finance	Filing Federal Tax Form 990	Treasurer ED/BM	Work to identify accounting company to take this on in 2023 and beyond.	November 15, 2022	
Preservation/ Operations	Open Museum	ED MD	Board and or local volunteers needed!	May 28, 2022	
Staffing/ Personnel	Training for Seasonal Volunteers	ED/LN/MD B	First two weeks of season  Board called upon as needed to present content	May 30, 2022	
Outreach/ Operations	Work Day to prepare buildings for reopening	ED; B Volunteers	Establish work day priorities	June 5, 2022	
Outreach/ Event	Community Clean-up	ED	1 <sup>st</sup> week of June	June 8, 2022	
Outreach	Recruit artists/market Redfish Gallery	Gal	12-16 artists, various mediums, 50 <sup>th</sup> theme	June 10, 2022	
Education/ Operations	Open Redfish Center	ED LN		Jun 10, 2022	
Education/ Programming	Forum and Lecture Series - July 8-August 26, 2022	ED FLS com	January: develop theme, contact speakers February/March: schedule speakers April: Design program brochure May: Print program brochure/advertise	June 15, 2022	
Communications/ Outreach	Coordinate summer crew post to social media/blog posts	LN	Need volunteers to review blogs before posting	June 30, 2022	
Capacity Development/ Fundraiser	Raffle	ED/Crew B		Jul 1, 2022	
Preservation/ Event	Sawtooth History Day at the Museum	ED Crew		July 9, 2022	
Education/ Event	Smoke Bear's Birthday Party	ED/Crew		Aug 6, 2022	
Education/ Event	Salmon Festival	ED/Crew IRU		Aug 27, 2022	
Education/ Outreach/ Event	End-of-Season SNRA Clean-up	ED Partners	Multi-week event, 2 <sup>nd</sup> annual – in conjunction with National Lands Day – Partners include NFF, SawSo, PUG, SNRA, ERC, ICL	Sep 2022	

Business/Finance	2023 Draft Budget	Fin Comm	Draft to board in October for first reading at December meeting.	October 2022	
Communications	Fall Membership Drive Create and distribute November newsletter	ED M&O Comm	Board to review + personalized notes at folding party	Nov 10, 2022	

ONGOING ANNUAL TASKS (no specific deadline)																
FOCUS	ACTIVITY	RESPONSIBLE PERSONS	MONTH												Progress	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Admin	Manage membership list	ED M&O Comm	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Prepare next FY annual budget for approval	Fin											X	X		
Admin	Report on prior FY budget	Fin		X												
Admin	Manage budget/books: track budget; report to board; keep Association books; ensure financial reviews are conducted as needed; payroll; track grants/special project expenditures; renew insurance; workman’s comp; file taxes, etc.	Fin/Bk	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Review annual engagement letter with Business Manager and other contracted associates	ED												X	X	
Admin	Regularly communication with FS staff at sales outlets about needs/changes/etc.	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Manage inventory and sales at all outlets	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin	Keep separate books for C/T outlets and review	BM	X	X	X	X	X	X	X	X	X	X	X	X	X	
Admin/Partnership	Renew cost-share agreement with SNRA to cover stipend for 1 Naturalist	ED	X	X	X											
Admin/Edu	Update annual operations/maintenance schedule for Redfish Center	ED				X	X									
Capacity Building	Grant writing	ED	X	X	X	X	X	X	X	X	X	X	X	X	X	
<ul style="list-style-type: none"><li>SUBMITTED: LPF grant, 3/31 - \$6500 - for Shoshone-Bannock interpretive displays at Stanley Museum and Redfish Center</li><li>SUBMITTED: Steele-Reese grant, 4/1 - \$7500 - for Shoshone-Bannock interpretive displays at Stanley Museum and Redfish Center</li></ul>																
<input type="checkbox"/> AWARDED: NFF grant, submitted 4/1 - \$15,000 for trailhead stewardship and educational programs in the SNRA <ul style="list-style-type: none"><li>Final Report due Jan 31, 2023</li></ul>																
<ul style="list-style-type: none"><li>TO BE SUBMITTED: LPF grant, 6/30 - \$2100 – for AED units at Stanley Museum and Redfish Center</li><li>AWARDED: Stanley Winterfest grant, 2/28 - \$1000 – for AED units at Stanley Museum and Redfish Center</li></ul>																
<input type="checkbox"/> Other potential grants to be submitted																
<ul style="list-style-type: none"><li>Idaho Community Foundation for educational programming/Sho-Ban Interp project, 6/15 deadline</li></ul>																

o Val. A Browning Foundation for 2023 Redfish Center operations/intern stipends, 6/1 deadline																	
Comm/Edu	Plan, advertise, implement FLS	FLS	X	X	X	X	X	X	X	X	X						
SIHA ANNUAL TASKS LIST – Apr-22																	
Communication	Develop and implement annual media plan	M&O	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Recruit members at all events/outlets	ED/Crew BM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Assign coordinators, plan, organize events	ED/Crew	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Communications	Manage website/keep updated	ED/Crew M&O Comm	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Education	Secure operations grant/donation to operate Redfish Center next FY	ED	X	X	X	X	X					X	X	X	X		
Partnerships	Work with FS Staff to ensure successful year (Bobbi Filbert, SNRA, Kathy Atchley C/T)	ED/BM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Partnerships	Cooperate with Sawtooth NRA efforts to improve effectiveness of HQ and SRS reception areas	ED/BM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Partnerships	Attend FS Department lead meeting: work with SNRA to identify information they want SIHA to focus on during the field season	ED/Crew			X	X											
Partnerships	Develop relating programs/exhibits as requested by SNRA	ED/Crew						X	X	X	X						
Partnerships	Work with SNRA to find housing for Lead/Naturalists/Museum crew	ED	X	X	X	X	X										
Preservation	Maintain collection records and input new donations acquisitions at the Stanley Museum	ED/MD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Preservation	Conduct, transcribe, upload oral histories	Oral	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Preservation	Create new exhibit in rotating museum case	MD/ED						X	X	X	X						
Training	Conduct training for SIHA/FS staff on how to market SIHA materials and make sales JUNE + as needed	BM						X									

SIHA Committees List - Apr-22

Committee	Members (C) indicates Committee Chair - Executive Director is on every committee	NOTES
Education	Bernie Hartz, Terry Clark, Roland Miller	
Executive	President (C), Vice-President, Treasurer, Secretary, Past President/Appointed Director	

Finance	Treasurer (C), Business Manager, Stewart Wilder, Ken Carlsen	
FLS	Gary Gadwa, Jenny MacNichol, Ed Cannady, Stewart Wilder, Amelia Jones	
Gallery	Bernie Hartz	
Historic Preservation	Gary Gadwa, Terry Clark, Stewart Wilder, Ken Hartz, Roland Miller, Liesl Scherthanner +Jenny MacNichol for Clerks Cabin	
Major Donors	Stewart Wilder, Terry Clark, Paul Hill, Debra LaMorte, Roland Miller	
Membership & Outreach	Caitlin Straubinger (C), Liesl Scherthanner, Stewart Wilder	
Oral History	Gary Gadwa (C), Becky Obletz, Ed Waldapfel, Stewart Wilder	
Plaque/Dedications ad hoc	Ed Waldapfel, Bernie Hartz, Ken Hartz, Gary Gadwa	
Board Recruitment	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol	
Ad Hoc Salmon Committee	Stewart Wilder, Ed Cannady, Paul Hill, Gary Gadwa, Terry Clark, Caitlin Straubinger	
Strategic Planning	Jenny MacNichol, Terry Clark, Liesl Scherthanner, Gary Gadwa, Stewart Wilder, Bernie Hartz, Roland Miller, Ed Waldapfel	
Center for the Sawtooths	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol, Becky Obletz, Gary Gadwa, Ed Waldapfel, Doug Obletz, Carter MacNichol	