

April Meeting Agenda

Sawtooth Interpretive & Historical Association

Location: Virtual

Date: **April 20, 2023**Call-in Details: (253)205-0468, Meeting ID: **840 1320 7476**, Passcode: **465795**Time: **10a – 12p**, Mountain Timeor join by **Zoom** link - <https://us02web.zoom.us/j/84013207476?pwd=dGV6c2NSRHZuNFM3L3lOZE91VTRXdz09>

Participants

Officers	Stewart Wilder <i>President</i>	Terry Clark <i>Vice-President</i>	Secretary 😊	Liesl Scherthanner <i>Treasurer</i>	Gary Gadwa <i>Past President</i>
Directors	Ed Cannady	Paul Hill	Bernice Hartz	Amy Jones	Jenny MacNichol
Directors	Roland Miller	Becky Obletz	Dave Pinney	Caitlin Straubinger	
Others in attendance	Erica Cole <i>Business Manager</i>	Lin Gray <i>Executive Director</i>	Sarin Lomascolo <i>SNRA Liaison</i>	Kathy Atchley <i>C/T Liaison</i>	

Agenda Item	Discussion (topics, key points, etc.)	Action Required	Responsible	Time
Call to Order/Roll Call			Stewart	
Review of Consent Agenda & Minutes of previous meeting	Discussion/Motion to approve		Stewart	2 min
OPEN TOPICS/UPDATES/REPORTS				
• President's Report		Discussion	Stewart	5 min
• SNRA Liaison's Report		Discussion	Sarin Lomascolo	10 min
• C/T Liaison's Report	FS activities	Discussion	Kathy Atchley	5 min
• <u>Executive Director's Report</u>	Review/Updates: Hiring, Grants, Projects, FLS, <u>Annual Priorities</u>	Discussion	Lin	15 min
• Finance Report	Treasurer's Update Approval of Financial Report	Discussion Action Item	Liesl	10 min
• Membership Update	Membership/Outreach	Discussion	Caitlin	5 min
• Outlets Update	Sales/Operations	Discussion	Erica	10 min
• Preservation Com Update	Oral Histories	Discussion	Committee	5 min
• Executive Com Update	Board Vacancies	Discussion	Committee	10 min
• Center for the Sawtooths	Progress report <u>Survey</u> review and discussion Committee assignments Board approval to pursue subsidiary nonprofit Next steps	Discussion Action Item	Stewart/Lin/ Paul	40 min
• Round Table/Open Topics		Discussion		5 min
Next Meeting	June 15, 2023 – 10am-12pm MT Location: Redfish Visitor Center & Gallery		Stewart	
Adjournment				
Food for thought: What is SIHA's case statement? What do the Sawtooths mean to people? Why should we preserve this place? How does our work create meaningful experiences for the public?				

SIHA Finance Report

Presented to the Board of Directors



Prepared by
SIHA Treasurer

Prepared on
April 17, 2023

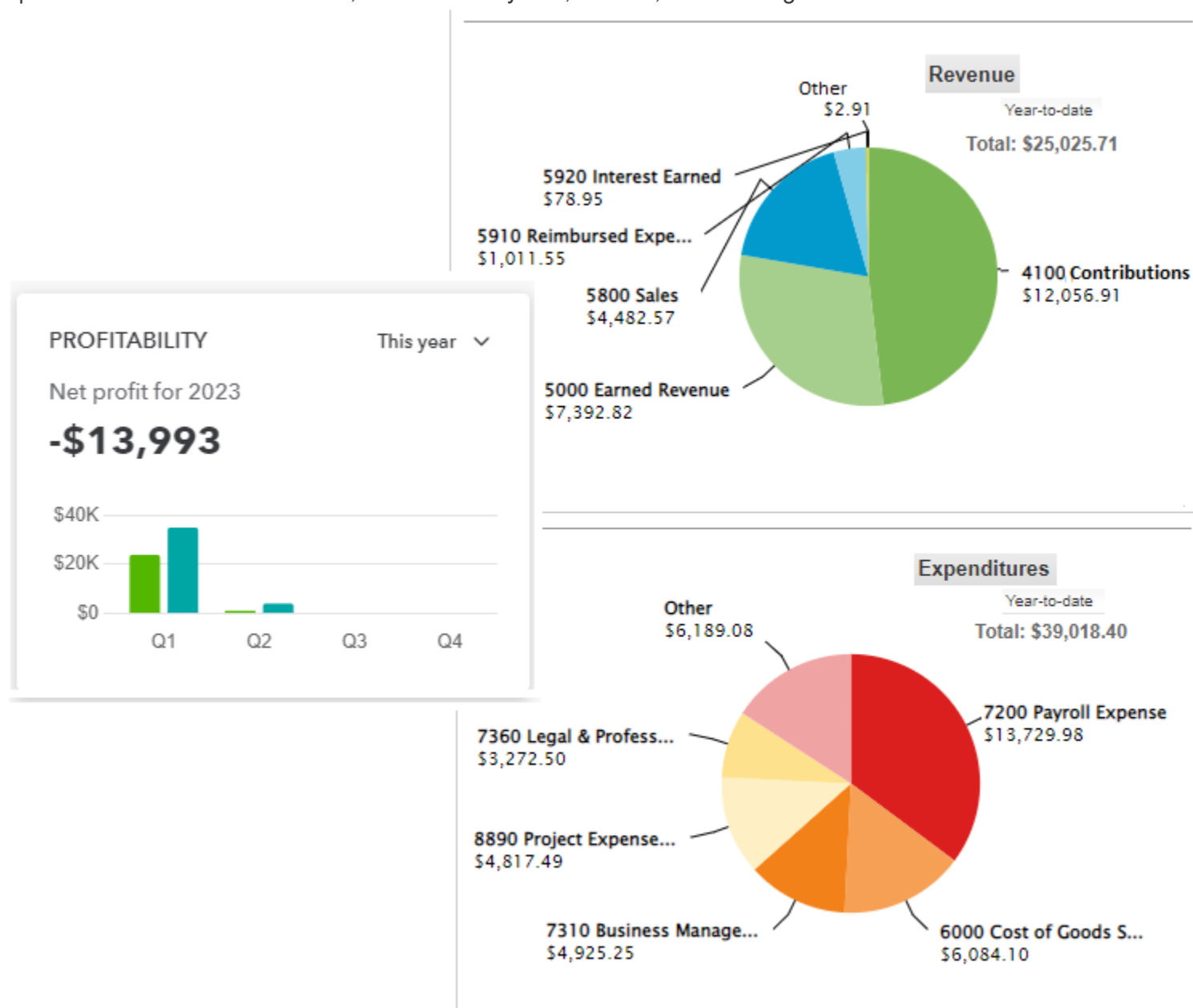
Notes from Treasurer

Hello and happy spring!

You will notice that this Finance Report differs from previous reports -- please note that this new reporting system is a "work in progress." All comments and suggestions are welcome. The data reflects our finances do date, reconciled through the end of March.

Among the good news is that we've made our transition to Quickbooks online, making it much easier for the Executive Director, Business Manager, Accountant, and Treasurer to look at financial details, make entries, and generally communicate information. Hansen Business Services in Challis has been helpful in setting up this system, and Lin and Erica have been amazing in making it come together! I feel so fortunate to have both of them working for us!

The graphs below depict a summary of our income and expenses. It is no surprise, nor a concern at present, that we're running at a loss given that we're only gearing up for our active season. I'll let the reports speak for themselves at this time, suffice it to say that, for now, we're on a good track. --Liesl



SIHA StmtOfActivityAndBudgetYTD

January - December 2023

			Total
	Actual	Budget	% of Budget
REVENUE			
4100 Contributed Support			
4110 Individual/Business Donations	9,056.91	40,600.00	22.31 %
4120 Grants - Foundation/Private	3,000.00	43,000.00	6.98 %
4130 Grants -State		10,000.00	
4150 Fundraisers/Miscellaneous Contributions		13,650.00	
Total 4100 Contributed Support	12,056.91	107,250.00	11.24 %
5000 Earned Revenue			
5020 Other Income - Rewards, Rebates, Refunds	500.00	30.00	1,666.67 %
Total 5000 Earned Revenue	500.00	30.00	1,666.67 %
5800 Sales of Product Revenue	4,482.57	100,950.00	4.44 %
Unapplied Cash Payment Revenue	2.91		
Total Revenue	17,042.39	208,230.00	8.18 %
COST OF GOODS SOLD			
6000 Cost of Goods Sold	6,084.10	65,000.00	9.36 %
Total Cost of Goods Sold	6,084.10	65,000.00	9.36 %
GROSS PROFIT	10,958.29	143,230.00	7.65 %
EXPENDITURES			
7200 Payroll Expense			
7210 Wages	12,315.64	63,444.00	19.41 %
7220 Health Stipend	450.00	1,800.00	25.00 %
7230 Taxes - Payroll	964.34	5,206.00	18.52 %
7280 Per Diem		30,300.00	
7290 Mileage		1,000.00	
Total 7200 Payroll Expense	13,729.98	101,750.00	13.49 %
7310 Business Manager	4,925.25	20,000.00	24.63 %
7350 Accounting Fees	1,776.07	6,000.00	29.60 %
7360 Legal & Professional Fees	3,272.50	2,500.00	130.90 %
7400 Board Expenses	149.90	500.00	29.98 %
7500 Travel		500.00	
7600 Training & Continuing Education	163.18	1,900.00	8.59 %
8000 Administration			
8010 Outreach	170.00	2,500.00	6.80 %
8030 Website	299.00	1,500.00	19.93 %
8110 Supplies & Materials		1,700.00	
8120 Office Supplies	59.62	1,000.00	5.96 %
8130 Postage	63.00	250.00	25.20 %
8190 Dues & Subscriptions	955.19	1,500.00	63.68 %
Total 8000 Administration	1,546.81	8,450.00	18.31 %
8200 Operations & Maintenance			
8210 Building Maintenance		500.00	

			Total
	Actual	Budget	% of Budget
8220 Grounds Maintenance		500.00	
8230 Equipment Maintenance		1,220.00	
8250 Utilities	933.24	2,600.00	35.89 %
Total 8200 Operations & Maintenance	933.24	4,820.00	19.36 %
8400 Insurance			
8410 Liability Insurance	767.00	1,000.00	76.70 %
8420 Work Comp		300.00	
Total 8400 Insurance	767.00	1,300.00	59.00 %
8600 Bank Charges	572.21		
8610 Credit Card Processing Fees	263.66	1,000.00	26.37 %
8620 Bank Fees	17.01	230.00	7.40 %
Total 8600 Bank Charges	852.88	1,230.00	69.34 %
8890 Project Expenses	4,817.49	17,000.00	28.34 %
8895 Contributions		2,000.00	
Total Expenditures	32,934.30	167,950.00	19.61 %
NET OPERATING REVENUE	-21,976.01	-24,720.00	88.90 %
OTHER REVENUE			
5910 Reimbursed Expenditure	1,011.55		
5920 Interest Earned	78.95	20.00	394.75 %
Total Other Revenue	1,090.50	20.00	5,452.50 %
OTHER EXPENDITURES			
8900 Other Miscellaneous Expenditure		900.00	
Total Other Expenditures	0.00	900.00	0.00%
NET OTHER REVENUE	1,090.50	-880.00	-123.92 %
NET REVENUE	\$ -20,885.51	\$ -25,600.00	81.58 %

Statement of Financial Position Summary

As of December 31, 2023

		Total
ASSETS		
Current Assets		
Bank Accounts		234,462.46
Other Current Assets		58,552.26
Total Current Assets		293,014.72
TOTAL ASSETS		\$293,014.72
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		1,814.97
Other Current Liabilities		-149.88
Total Current Liabilities		1,665.09
Total Liabilities		1,665.09
Equity		291,349.63
TOTAL LIABILITIES AND EQUITY		\$293,014.72

Restricted Fund Balances

December 31, 2022 - December 31, 2023

	Customer	Revenue	Costs	Balance
AED Grant	1 With Restrictions:Grant - AED	3,100.00	2,697.36	402.64
Building Fund	1 With Restrictions:Grants/Donations - Building Fund	59,017.39		59,017.39
Caribou/Targhee Fund	1 With Restrictions:Caribou-Targhee Fund	36,886.99		36,886.99
FLS	1 With Restrictions:FLS Fund	4,122.35	856.95	3,265.40
Historic Photo Project	1 With Restrictions:Grant - Historic Photo Project	1,000.00	1,045.21	-45.21
Oral History Fund	1 With Restrictions:Grants/Donations - Oral History	4,296.21		4,296.21
Redfish Fund	1 With Restrictions:Redfish Fund	31,581.41		31,581.41
Salmon Festival Fund	Stanley Chamber of Commerce	5,279.34		5,279.34
Sho-Ban Interp Project	1 With Restrictions:Grant - Sho-Ban Interp	5,550.00	217.97	5,332.03
Trail Map Fund	1 With Restrictions:Trail Map Fund	2,555.83		2,555.83
Trailhead Portal Project	1 With Restrictions:Grants - Trailhead Portals	3,000.00		3,000.00
Wildlands Fund	1 With Restrictions:Wildlands Fund	1,377.31		1,377.31

Sawtooth Interpretive and Historical Association

Executive Director's Update

April 10, 2023

AGENDA ACTION ITEMS:

- *Approval of Finance Report*
- *Approval to pursue filing a subsidiary nonprofit for SIHA to hold the Center for the Sawtooths*

THANK YOUS and SHOUT OUTs

- Thanks to Jenny and Carter for hosting me during the Public Lands Alliance conference and to Jenny, Carter, Becky and Doug for their hospitality while Erica and I were in Portland!
- Thanks to Gary for working on digitizing a new collection of photo from the 1949 Idaho Trail Riders trip through the Sawtooths.
- Thanks to Roland for his work cleaning up some of SIHA's digital historic photos and printing them for display in the museum!
- I think we all know how special Erica is, but I'm the person who gets to benefit from working with her daily. Erica and I have been meeting regularly with the bookkeeper at our new CPA office. Last week she noted how complex our business is with 11 different locations, revenue and donations coming in a several different ways, and our inventory being so varied. **She said the accounts look great at the end of the 1st quarter!** My opinion is that this is thanks to Erica's meticulous attention to detail, and the fact that she knows the business from the inside. When something is out of place Erica can immediately identify it and explain what it is. I just wanted to remind you all how lucky we are to have Erica.

UPDATES

- **HIRING:** Hiring has been a struggle. Until this week we still had 3 open positions after making multiple offers since our February board meeting. We just filled the Historic Specialist position (!!) and have 1 offer out to a naturalist at the moment. Hopefully I will have good news for you at our board meeting. If we can't find one more naturalist, then we will have to reduce our scope of work for the summer season. If we end up with a crew of 5 instead of 6 at the visitor center, we will be much better off but may still have to reduce our scope of work, particularly our trailhead portals.
- We still need to sell 80 tickets for the **raft trip drawing**. Several of you have posted flyers in the Wood River and Boise, we have had table tents in restaurants throughout Stanley since the beginning of March. I'm considering incorporating tickets into Idaho Gives (May 1-4) somehow but need to check the rules.
- Recreation Resource Management of America (the SNRA's **campground concessionaires**) has pledged \$3000 towards SIHA's naturalist program this summer. We'll be working with their manager to set up map sales at every campground as well.
- The SNRA timber program has asked if SIHA would sell **fire wood permits**. Since Lower Stanley Country Store closed there is no local source of permits, especially on weekends. Erica and I have met with FS staff and we are moving forward with a Vendor Agreement to sell permits at the Stanley Museum this summer. SIHA will receive a small fee for selling permits but this is not a money-making venture, it is a service to our community and the SNRA. We are hoping the folks who come into the Museum for permits will use it as a chance to learn about local history.
- Sarin invited me to meet with the other **partnership coordinators** on the Sawtooth National Forest. I shared details about SIHA and the services we provide the SNF through our participating agreement. At this time the Minidoka Ranger District is still not interested in having a book outlet in their office.

- I also met with the Salmon-Challis Partnership Coordinator (former SIHA Naturalist Becca Aceto!!), she is reaching out to ranger districts on the Salmon/Challis to discuss bookstore needs. It is unlikely anything will happen this year, but having someone who know SIHA in this role is great for future partnerships.
- I have 13 artists indicating they would like to display their work in the **gallery** including 2 new acrylic/oil/watercolor artists.
- Our **Summer Program Coordinator** (previously called the Lead Naturalist), Clare will be arriving in Stanley on May 1st! They have been helping with hiring and working on developing their interpretive programs. In May, Clare will take on scheduling our 1st two weeks of training and will be reaching out to some of you about helping with training. They will also spend some time at the Ranger Station where they will get to answer visitor questions and learn how our bookstore runs.
- With our winter snowpack sticking around, I have yet to move my office back to the Museum and I'm not sure when I will. I'll be at the ranger station until they kick me out. I'm hoping I'll be able to move by the end of April because it would be nice not to have the added work of doing it in May.
- Our Roadside Clean-up day is on the calendar. I
- I've added a story from our digital archives to the Stanley Museum **webpage** and a few more historic photos. I'll continue to plug away with additions of content as time allows. If you hear of any volunteers interested in putting together content for our website, let me know.

NEEDS

- **LODGING JULY 15!!** I've been working with the Boise State astronomical program and Carol Cole to schedule an Astronomer-in-Residence to do some programming with us. They are available to do an evening program on July 15. That is the weekend of the craft fair, which means all lodging in town is booked. I'm wondering if anyone would be able to host 1 person the evening of July 15?
- **FEEDBACK** on John Rember's letter. The Strategic Planning Committee met to start reviewing the strategic plan for updates 1 year in, and to work on incorporating the Center for the Sawtooths into our 2023 goals. We briefly discussed the John Rember's letter and the committee thought it would be best to get feedback from the full board on any topics John brought up that you think the committee should consider. You can find John's letter on our Board Resources webpage.
- **APPITIZERS/DESSERTS?** Before COVID we used to have a dinner to welcome our summer crew in early June. Since the pandemic it has looked a little different but we have sort of settled on a "graduation" event at the end of training. It is held at the Redfish Amphitheater. Since the Board Meeting will be June 15th this year I'd like to plan a formal event the evening of June 16th, at 5:30pm. It would be great if several board members could bring appetizer or desserts, SIHA will pick up pizza and we'll have a gathering to celebrate our season kick-off. We'll have a 7pm evening program so the event can't last too long but I thought it would be a nice way for those folks who are local to meet our 2023 crew and catch up after a long winter season. Let's discuss.

BOARD SURVEY - The survey regarding the Center for the Sawtooths is included in the board meeting pre-work packet. We will be spending time discussing in detail during our meeting. One thing to note: our wording around revenue generation and the fire station was inaccurate. While leasing may be possible, it would only be allowed with permission from the SNRA. It is an avenue we can pursue, but SIHA does not hold the right to make the decision. Subdivision/sale of any piece of the property is not allowed in the current scenic easement on the property. Thanks to Terry for catching this in the survey questions.

PUBLIC LANDS ALLIANCE CONFERENCE - Erica and I attend the Public Lands Alliance conference in Portland from Feb. 26-Mar. 1. There were many interesting and informative sessions. I attended sessions on membership, fundraising, board governance, housing solutions for staff, visual communications, and finance and lessons

learned through the pandemic, while also exploring tradeshow vendors and hearing keynote addresses from communities that have been marginalized on public lands.

The conference had multiple sessions on board governance, leadership, and how boards support and manage small non-profit associations. Many board members from other organizations attend the conference to network and learn more about how to effectively govern interpretive association. If anyone is interested in attending future PLA conference you can chat with me, Erica, Gary, Terry or Laurii who all have attended past conferences.

ANNUAL WORK PLAN - Our next Strategic Planning Committee meeting scheduled for Thursday, May 4th at 5pm. With feedback from the Strategic Planning Committee I have started working on updating our 1, 3, and 5 year goals tied to our strategic plan and, reworked the 2023 Annual Work Plan to better reflect these goals/changes. We still need to review and incorporate the Center for the Sawtooths piece, but I'm attaching the updated short and mid-term goals spreadsheet and the updated workplan for review.

One idea gleaned from the PLA conference was to create shorter work plans to help focus goals and outcomes. Given SIHA's truncated summer operations, I'd like to consider creating an off-season work plan and a summer work plan. I'll work on an example/proposal and share it for review at the end of the summer season.

GRANTS

To be researched/submitted:

- NFF –still working to find new contact info for the Treasured Landscapes invited grant opportunity
- License Plate Fund – may make a request in June to repair Fishhook Creek boardwalk
- Browning Foundation grant due June 1 – Naturalist program
- Idaho Community Foundation grant due June 15 – general support

Submitted:

- License Plate Fund/Sawtooth Society - \$10,400 requested for 2 naturalist positions.
- Thanks to the help of Sarin and Melissa (the SNRA Rec Specialist), a grant proposal was submitted through the SNF for Bipartisan Infrastructure Law grant funding. We submitted \$24,000 for additional Shoshone-Bannock interpretive signs, replica artifacts, and supplies to create a mobile classroom. We should hear back by the end of April. If funded, I'll work with the Tribes on interpretive signs for outdoor locations and find tribal artisans to create additional replica artifacts but we will have multiple years to expend the funds.

Active Grants:

- **Trailhead Portals Project:** \$3,000 - Stanley WinterFest Community Grant: \$2,000 awarded; Selway-Bitterroot-Frank Church Foundation, wilderness education grant. \$1,000 awarded to formalize Trailhead Portals with branded pop-up tents and tablecloths.
- **Sho-Ban Interp Project. UPDATE:** I presented the project to the Tribe's Cultural Committee. They did not react negatively. I am working with LCPD staff to have a draft of content by the end of April. The project will also likely be presented to the Tribe's Business Council (their governing body) by LCPD staff at a later date.
 - Idaho Humanities Council, major grant cycle. \$5,550 awarded for Shoshone-Bannock Interpretive signage/exhibit. + 2022 Q1 License Plate Fund, \$6,500 awarded for Shoshone Bannock Interpretive project
- License Plate Fund for **AEDs** for the Museum/Redfish for Q3 for \$2100. We have received \$1,000 matching funds from the new Stanley Winterfest grant. Total project cost is \$3,100. **UPDATE:** AEDs are in hand! After being on backorder for over 6 months I contacted the company and ordered semi-automatic units (which were in stock) instead of the fully automatic. I'll be reaching out to Amy at the

Clinic to discuss adding a training session to our early season schedule. We have a few hundred dollars remaining and will be retaining it for replacement batteries and pads.

- Bigwood Roofing completed the **museum roof** in July. \$12,000 has been reimbursed by the Idaho Heritage Trust. Paperwork has been submitted to USFS Grants and Agreements director for determination on ratification. **UPDATE:** The acting Deputy Ranger is working with the Forest Supervisor to figure out next steps. Based on a couple recent conversations, it seems unlikely that the ratification will be reviewed before the funding use deadline in September (the end of FY23). The next step is to determine if use of the RAC funds can be extended beyond FY 2023.
- Val A. Browning Foundation grant, \$25,000 award for Naturalist program for 2023.
- Sawtooth Festival community grant, \$1,000 awarded for **reprinting photos** and purchasing a handheld document scanner at Stanley Museum. **UPDATE:** I have Roland's prints in-hand and will be sending a few of them to a framer so we can professionally display them. Having these prints will be great to incorporate into rotating displays throughout the museum.

2023 SUMMER SCHEDULE

Fri. May 26	Training Begins (tentative – I'd like to begin early to provide more time for days off during training but will only do this if the whole crew is available to start on the 26 th)
Sat. May 27	Museum Opens weekends
Sun. Jun 4	SIHA Work Day
Wed. Jun 7	Community Clean-Up
Fri. Jun 9	Redfish/Museum Open Daily
Thu. Jun 15	Board Meeting
Fri. Jun. 16	Summer Crew Graduation/Season Kick-off
Fri. Jun 30	FLS: Steve Neddeau - Bears
Fri. Jul 14	FLS Katie Potter: Geology of Southern Id
Sat. Jul 22	History Day
Fri. Jul. 28	FLS: Amanda Zink – "Multiple Voices, Varied Spaces: Literature and History in the American West"
Sat. Aug 5	Smokey Bear's Birthday
Fri Aug. 11	FLS: Ed Cannady – "Wandering, Not Lost"
TBD Aug.	End of Season Potluck
Fri. Aug 25	FLS
Sat. Aug 26	Sawtooth Salmon Festival
Mon. Sep 4	Museum Closes Daily Ops - volunteers may be needed to help staff on weekends!
Sun. Sep 10	Redfish Closes (maybe for the season, if road construction begins)
Fri. Sept. 22	FLS at Community Library: Amy Gulick – Photography & Salmon
Sep 9-24	SNRA Clean-up Event
Sep 11 & 25	Tentative Museum Work Days

IMPORTANT DATES

- Our next scheduled board meeting is June 15, 2023!

Submitted by Lin Gray

Attachment #4

Area of Focus		2023 Goals	3 Year Goals	5 Year Goals
Staffing		<ul style="list-style-type: none"> Evaluate short/long term needs/roles with consideration for the Center for the Sawtooths 	<ul style="list-style-type: none"> Increase pay and benefits to meet livable standards 	<ul style="list-style-type: none"> Increase year-round staff size
		<ul style="list-style-type: none"> Improve pay and benefits 	<ul style="list-style-type: none"> Implement training improvements Reduce housing burden on SNRA 	<ul style="list-style-type: none"> Provide incentives and quality professional development for returning crew
		<ul style="list-style-type: none"> Research colleges/universities/organizations to build official intern/AmeriCorps program 	<ul style="list-style-type: none"> Develop plan to improve training/skill building for interns and summer crew 	
Partnerships		<ul style="list-style-type: none"> Create framework for Center for the Sawtooths governing body 	<ul style="list-style-type: none"> Convene non-profits to develop shared vision for preserving and protecting the Sawtooth National Recreation Area 	<ul style="list-style-type: none"> Expand mission outreach of SIHA and other nonprofits through collaborations and partnerships
		<ul style="list-style-type: none"> Maintain/increase information sharing 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Capacity Development		<ul style="list-style-type: none"> Develop fundraising plan for the Center for the Sawtooths project, including greater SIHA needs 	<ul style="list-style-type: none"> Cultivate relationships with grantors, foundations, membership, community 	<ul style="list-style-type: none"> Review possible expansion of outlets
			<ul style="list-style-type: none"> Diversify sales products 	<ul style="list-style-type: none"> Improve bookstore outlet displays
				<ul style="list-style-type: none"> Evaluate and adjust fundraising plan
Communication		<ul style="list-style-type: none"> Develop outreach campaign for off-season 	<ul style="list-style-type: none"> Implement Outreach Campaign 	<ul style="list-style-type: none"> Update branding look
		<ul style="list-style-type: none"> Augment outreach campaign with the Center for the Sawtooths messaging 	<ul style="list-style-type: none"> Survey community and visitors about impact, review and adjust as necessary 	<ul style="list-style-type: none"> Continue building online presence
			<ul style="list-style-type: none"> Build online presence as historic and natural history resource 	
Historic Conservation/ Interpretation		<ul style="list-style-type: none"> Develop list of facility needs for Redfish 	<ul style="list-style-type: none"> Set up intern housing 	<ul style="list-style-type: none"> Address visitor center accessibility
		<ul style="list-style-type: none"> Develop plan to replace Fishhook boardwalk 	<ul style="list-style-type: none"> Redfish furnace replacement/upgrade visitor center restrooms 	<ul style="list-style-type: none"> Collect more oral histories
		<ul style="list-style-type: none"> Research set up for online access to oral histories 	<ul style="list-style-type: none"> Improve signage on Museum collection and at historic sites throughout area 	<ul style="list-style-type: none"> Assess needs of historic sites in area
			<ul style="list-style-type: none"> Revisit Clerk's Cabin project 	<ul style="list-style-type: none">
Education		<ul style="list-style-type: none"> Maintain Forum & Lecture Series 	<ul style="list-style-type: none"> Year-round office/meeting space 	<ul style="list-style-type: none"> Offer programs outside the SNRA
		<ul style="list-style-type: none"> Create new content for interpretive displays 	<ul style="list-style-type: none"> Extend programming season 	<ul style="list-style-type: none"> Host local training opportunities for outfitters, guides, new employees
			<ul style="list-style-type: none"> Implement paid group programming 	
			<ul style="list-style-type: none"> Develop in-school programming 	
			<ul style="list-style-type: none"> Review Naturalist programs 	

Activity		Responsible Party(s)	Month								Progress	
			Q1	Apr	May	Jun	Jul	Aug	Sep	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 with consideration for the Center for the Sawtooths	Committee?	X	X	X					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 c. Create projected budget for increases to staff/crew d. Create list of resources other than money needed for increases to staff/crew											
1.2	Formalize staff structure/pay schedule and benefits for SIHA staff		X	X							X	
	a. Review Idaho Nonprofit Center’s 2022 Compensation Report b. Develop plan/budget for pay and benefit increases over the next 3-5 years											
1.3	Research opportunities/structure to develop intern +/- AmeriCorps program.		X	X							X	
	a. Identify university/college programs that would align with SIHA's mission/build relationships b. Meet with organizations that administer AmeriCorps programs, determine if their program meet our needs and fit our programs											
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	ED	X	X	X	X	X	X	X	X	X	
	a. Formalize Trailhead Portals, share with ICL and others. b. Continue participating in Clean-up events c. Determine if SIHA should facilitate regularly scheduled information sharing meetings are worthwhile for area nonprofits and SNRA d. Consider partners when planning new events, projects, programs.											
2.2	Develop framework for governing body that manages the Center for the Sawtooths	CeSaw Coms		X	X	X	X	X	X	X	X	
	a. Research LLC structures and other organizational structures b. Identify needs of center vs. needs of SIHA a. Determine IRS requirements and banking needs											

4. Communications													
Enhance our brand so SIHA is recognized as the go-to resource for natural and cultural history of the Sawtooth and Salmon River country. Increase awareness and													
4.1	Develop outreach campaign for off-season	ED			X	X	X	X	X	X			
a. Develop messaging: who we are / what we do													
b. Formalize plan for posting/scheduling online content													
c. Evaluate topics and additional information needs													
4.2	Augment outreach campaign with Center for the Sawtooths messaging	CeSaw Coms	X	X	X	X	X	X	X	X			
a. Develop messaging for CeSaw project													
b. Engage with PR/marketing professional to distribute information													
c. Identify and develop language for board, summer crew, staff to use													

6. Education													
Increase reach and improve quality of programs offered. Be know as THE Sawtooth education organization. Be a leader in our community and fields of education													
6.1	Complete Shoshone-Bannock Interpretive Project		X	X	X	X	X	X	X	X	X		
a. Engage with Shoshone-Bannock Tribes and compensate them to develop content and design interpretive signs covering Sho-Ban history b. Identify tribal artisans to complete replica artifacts for display at the Museum c. Order and install signage and artifacts in Museum and Redfish Visitor Center.													
6.2	Review summer programming/content	SPC/ED			X	X	X	X	X	X	X		
a. Survey current and past crew members to help determine strengths and weaknesses of program: in development b. Develop budget/plan for changes to summer program schedule in 2023 as well as training schedule in 2023 or 2024													
6.3	Create new content					X	X	X	X	X	X		
a. Develop a digital version of the Stanley Walking Tour that is easy to download and use on smartphones.													

FOCUS	DESCRIPTION	RESPONSIBLE PERSON(S)	TASKS	DEADLINE	Progress
Finance	2022 Budget	Fin	Review draft - October; final draft for vote by BOD – December Review and adjust if needed at meetings	10/20/2022	Complete
				12/8/2022	Complete
Personnel	Hire Lead Naturalist	ED	Post job description Dec. 1, open until filled	1/13/2023	Complete
Personnel	Hire Museum Docent	ED	Post job description Dec. 1, open until filled	4/1/2023	Complete
Personnel	Hire 5 Naturalists 1 Historic Specialist	ED SPC	Post job description Dec. 1, rolling deadline – priority by Jan. 9 Interviews rolling; Recruit local volunteers if needed	5/1/2023	In progress
Outreach/ Fundraiser	Participate in Idaho Gives	ED	Create/distribute E-Newsletter prior to Idaho Gives	4/27/2023	In progress
Fundraiser		M&O Com	March 15 sign-up deadline, week long May 1-4		
Fundraiser	Redfish Gallery	ED	Recruit artists for gallery Develop marketing plan	5/15/2023	In progress
Finance	Filing Federal Tax Form 990	Treasurer/C PA ED/BM	Work with new accounting company for smooth transition, file extension, file taxes	11/15/2023 4/15/2023	Complete
Operations	Open Museum	ED MD	Board and or local volunteers needed!	5/27/2023	
Personnel	Training for Seasonal Volunteers	ED/Leads B	First two weeks of season Board called upon as needed to present content	5/26/2023	
Operations	Work Day to prepare buildings for reopening	ED; B Volunteers	Establish work day priorities	6/4/2023	
Event	Community Clean-up	ED	1 st week of June	6/7/2023	
Operations	Open Redfish Center	ED SPC		6/9/2023	
Programming	Forum and Lecture Series Bi-weekly June 30-August 25, 2023 Sept. 8? Sept 22 at Community Library	ED FLS Com	January: develop plan, contact speakers February/March: schedule/confirm speakers April: Design program brochure May: Print program brochure/advertise	6/15/2023	In Progress
Outreach	Coordinate summer crew post to social media/blog posts	SPC	Need volunteers to review blogs before posting	6/30/2022	
Fundraiser	Raffle	ED/Crew B	Determine this year's raffle: 2025 raft trip? Something else?	7/1/2023	
Event	Sawtooth History Day at the Museum	ED Crew		7/22/2023	
Event	Smoke Bear's Birthday Party	ED/Crew		8/5/2023	
Resource Capacity	2024 Draft Budget NEW DATE!	Fin Comm	Draft to board in August for final approval at October meeting.	8/17/2023	
Event	Salmon Festival	ED/Crew IRU		8/26/2023	
Event	End-of-Season SNRA Clean-up	ED/SPC Partners	Multi-week event, 3 rd annual – in conjunction with National Lands Day – Partners include NFF, SawSo, PUG, SNRA, ERC, ICL, IRU, ITA +?	9/1/2023	
Operations	Museum Work Days	ED	Complete building and grounds maintenance on historic site	9/6/2023	
Resource Capacity	Approve 2024 Budget NEW DATE!	Fin Comm	Sept. 11 and 24	10/19/2023	
Outreach	Fall Membership Drive Create and distribute Nov. newsletter	ED M&O Com	Board to review + personalized notes at folding party	10/30/2023	

[illegible]

Focus	Tasks	Responsible Person(s)	Q1	Apr	May	Jun	Jul	Aug	Sep	Q4	Progress
Com	Recruit members at all events/outlets	ED/Crew BM	X	X	X	X	X	X	X	X	
Com	Assign coordinators, plan, organize events	ED/Crew	X	X	X	X	X	X	X	X	
Com	Manage website/keep updated	ED/Crew M&O Com	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	
Partnership	Work with FS Staff to ensure successful year (new, SNRA; Kathy Atchley C/T)	ED/BM	X	X	X	X	X	X	X	X	
Partnership	Cooperate with Sawtooth NRA efforts to improve effectiveness of HQ and SRS reception areas	ED/BM	X	X	X	X	X	X	X	X	
Partnership	Attend FS Department lead meeting: work with SNRA to identify information they want SIHA to focus on during the field season	ED	X	X							
Partnership	Develop relating programs/exhibits as requested by SNRA	ED/Crew				X	X	X	X		
Partnership	Work with SNRA to find housing for Lead/Naturalists/Museum crew	ED	X	X	X						
Preserve	Maintain collection records and input new donations acquisitions at the Stanley Museum	ED/MD	X	X	X	X	X	X	X	X	
Preserve	Conduct, transcribe, upload oral histories	Oral	X	X	X	X	X	X	X	X	
Preserve	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					

2023 Committees

Committee	Members (C) indicates Committee Chair Executive Director sits 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	Prepares annual budget
FLS	Gary Gadwa, Jenny MacNichol, Ed Cannady, Stewart Wilder, Amelia Jones, Becky Obletz, Paul Hill	Meets Dec/Jan each year to begin planning for the next season
Gallery		
Historic Preservation	Gary Gadwa, Terry Clark, Stewart Wilder, Roland Miller, Liesl Scherthanner	
Major Donors		
Membership & Outreach	Caitlin Straubinger (C), Liesl Scherthanner, Stewart Wilder, Erica Cole, Hannah Fake	Reviews emails to members, annual newsletter, ID Gives, etc.
Oral History	Gary Gadwa (C), Becky Obletz, Stewart Wilder	Schedules and carries out oral histories.
Plaque/Dedications ad hoc	Bernie Hartz, Gary Gadwa	
Board Recruitment	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol, Gary Gadwa, Becky Obletz	Works to fill vacant director positions.
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	
Center for the Sawtooths	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol, Becky Obletz, Gary Gadwa	

Color Legend:	Code
Completed	
Working on it!	
Not in progress	
Legend:	
Board	B
Executive Committee	Ex
Finance Committee	Fin
Executive Director	ED
Business Manager	BM
Summer Programs Coordinator	SPC
Museum Docent	MD
Oral History Committee	OHC
Membership & Outreach Committee	M&O
Other Committees:	Code
Education Committee	Edu
FLS Committee	FLS
Gallery Committee	Gal
Historic Preservation Committee	Hist
Major Donors Committee	MjD
Plaque/Dedications ad hoc Committee	Plaq
Board Recruitment Committee	Recru
Salmon ad hoc Committee	Salm
Strategic Planning Committee	Strat
Center for the Sawtooths Committee	CeSaw

Sawtooth Interpretive & Historical Association
Business Manager's Update
April 14, 2023

Sales

Comparison of 2022 and 2023 first-quarter sales:

✓ 2023: \$4,071

✓ 2022: \$3,720

BCRD Ski Passes

BCRD ski passes were sold at SNRA Headquarters from November 21 through March 31.

Breakdown of the number of passes sold:

	Price	Sold	Total
1 Day Adult	\$20	293	\$5,860
3 Day Adult	\$54	9	\$486
7 Day Adult	\$119	6	\$714
Snowshoe	\$10	167	\$1,670
Dog	\$5	24	\$120
Total		499	\$8,850

SIHA receives a \$1 incentive for every 1, 3 and 7 day ticket sold.

\$308.00 Incentive received

\$266.04 Credit card processing fees

\$ 41.96 Profit on selling BCRD ski passes during 2022 – 2023 season

Public Lands Alliance Conference

I'm grateful for having the opportunity to attend with Lin this amazing and informational conference in Portland from Feb 26 – March 1. I attended sessions on buyer/vendor hot topics, collaborating with our partners, new products, financial practices, and membership plus all the keynote speaker sessions. Of course, my favorite was the trade show where I met with vendor reps we currently work with and was introduced to countless new vendors and new products. I was overwhelmed, in a good way!

Thank you to Jenny, Carter, Becky and Doug for your gracious hospitality.

A HUGE thank you to Lin for driving to/from the conference through all the snow storms and aftermath of snow storms!

QuickBooks Online

I had my last official QBO training session with Misty at Hansen Business Solutions on April 6th. I'm comfortable with inventory, sales receipts, invoices, expenses and reconciling. Moving forward, Misty and Julie will be available on an as-needed basis. This timeline coincides with our goals and budget.

Thanks to Lin and Liesl for all your help and support!

Credit Card Fees

In February, US Bank implemented a \$25 minimum credit card processing fee per month per location. As a result, we were charged \$100 in processing fees for February because Ketchum, Idaho Falls, Teton Basin and Ashton locations had zero credit card sales.

After numerous calls to customer support and unanswered voicemails, an Account Manager reduced the fee from \$25 to \$10 per month per location beginning in March.

What does this mean? If actual fees resulting from processing activity do not meet the minimum monthly amount, US Bank will charge however much is necessary to meet the minimum.

Example: If Ketchum Ranger District processes \$119.44 in credit card sales, the credit card processing fees would be \$2.76. US Bank will now charge an additional \$7.24 to meet the \$10 monthly minimum.

This \$10 monthly minimum fee per location is in addition to the \$99.99 annual fee per location and cannot be waived.

These surprise credit card processing fees are just another reason why Square is more appealing for SIHA. No monthly fees. No annual fees. No hidden fees. You only pay when you make a sale (2.6% + 10 cents per transaction).

Square

I signed SIHA up with a Square account. I started the onboarding process by watching how-to videos to set up inventory, configure store settings and learn the checkout process. Square is a powerful sales and inventory management tool that I'm only beginning to understand its potential for SIHA.

Divvy Credit Card

SIHA was approved for a Divvy credit card. At the time of this report, Lin and I have not made a decision to accept this offer. If accepted, it would replace Lin's current US Bank credit card.

Divvy credit cards are highly recommended for nonprofits due to impressive rewards rates if you pay your bill more than once per month, no annual fee, and does not require a personal guarantee from anyone who works at the organization (as required by US Bank).

Divvy is a business expense management solution owned by Bill.com that includes two main components (1) physical and virtual Visa charge cards and (2) expense and management software that tracks spending and integrates with QuickBooks Online. If you would like to learn more about Divvy credit cards, please visit <https://getdivvy.com/>.

Custom SNRA Pocket Naturalist

Since this will be a larger upfront cost, I want to inform the Board of this purchase. I'm working with Waterford Press on a custom pocket naturalist guide for the SNRA. An example can be found at <https://www.waterfordpress.com/custom-publishing/>. The custom guide will be branded with our logo and interpretive message.

The minimum for custom guides is 1,000 units at \$3.99 each (\$3,990 total). My best guess is 1,000 units will last 3 years. The price is all-inclusive of setup, design, image use, proofs, and printing. The only additional expense will be shipping costs. The cost of producing this guide will be part of the 2023 COGS budget. The suggested retail price is \$7.95, but more than likely we will price them higher.

Call to Action! My goal is to include a little bit of everything in this custom guide such as mammals, birds, fish, plants, wildflowers, wildlife, trees, animal tracks, bugs, etc. Please let me know if you would like to be a part of the process of choosing the species that will be included in our guide. Or if you know someone with expertise in any of these fields, please send me an email with their contact info. The process can take 12 – 24 weeks and will be dictated by the speed of internal processes and reviews.

Gary: Laurii already recruited your help so I hope you're still on board!

New 2023 Products

Plush

The Petting Zoo: Each plush is a high-quality material made up of an average of 17 plastic water bottles. This plush is softer and larger than our previous plush. It's also less expensive resulting in a higher profit.

Kids Books

Going on a Hike, ages 0 - 4 (Eagle, Idaho author)
Bluebird Finds a Home, ages 4 - 8
Do Beavers Need Blankets, ages 4 - 8
Have You Ever Seen a Bear with a Purple Smile?, ages 4 - 8
Up Where the Stars Are, ages 4 - 8
Nature Explorer Sketchbook, ages 6- 12
Out of the Ashes, ages 8 – 10
Lost in the Wild, ages 9 - 13

Stickers

Hydrascape: [Sawtooths & Elephant's Perch](#)

Alaska Wild & Free: [Fish – Mountain Salmon](#)

Custom Postcard Project

As I've mentioned previously, my goal is to produce our own postcards. We currently pay \$0.60 wholesale for Adam Gulick Photography's postcards which are sold in every store in the Sawtooth Valley.

It's time for unique postcards with a higher profit margin.

Call to Action! If you have any photos representing the Sawtooth National Recreation Area and you give your permission to use them for postcards, please share them with me.

Here are some ideas:

- ✓ Wildlife
- ✓ Wildflowers

- ✓ Salmon River
- ✓ Lakes (Stanley, Alturas, Petit & Redfish Lakes and backcountry lakes)
- ✓ Landscapes (any of the mountain ranges, scenic shots, etc)
- ✓ Stanley (various pics of the town)
- ✓ And on and on and on

You can email photos to me or if you prefer another method, I'm open to that too. Please feel free to use your watermark on any of the photos plus photo credit will be given on the back of all postcards.

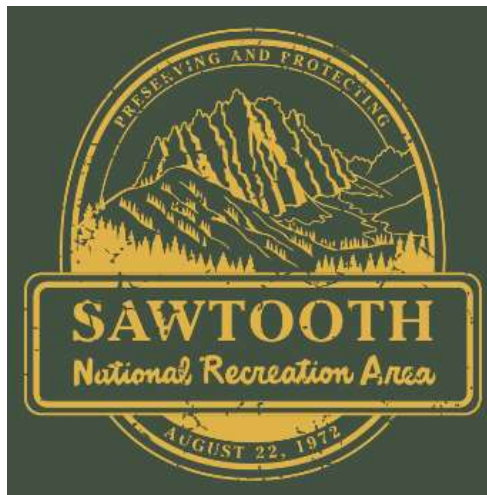
Thank you, Gary, for giving SIHA permission to use over 100 of your stunning SNRA photos for postcards. I'm overwhelmed with gratitude!

T-shirts

Style: Bella + Canvas 3001 in Heather Forest

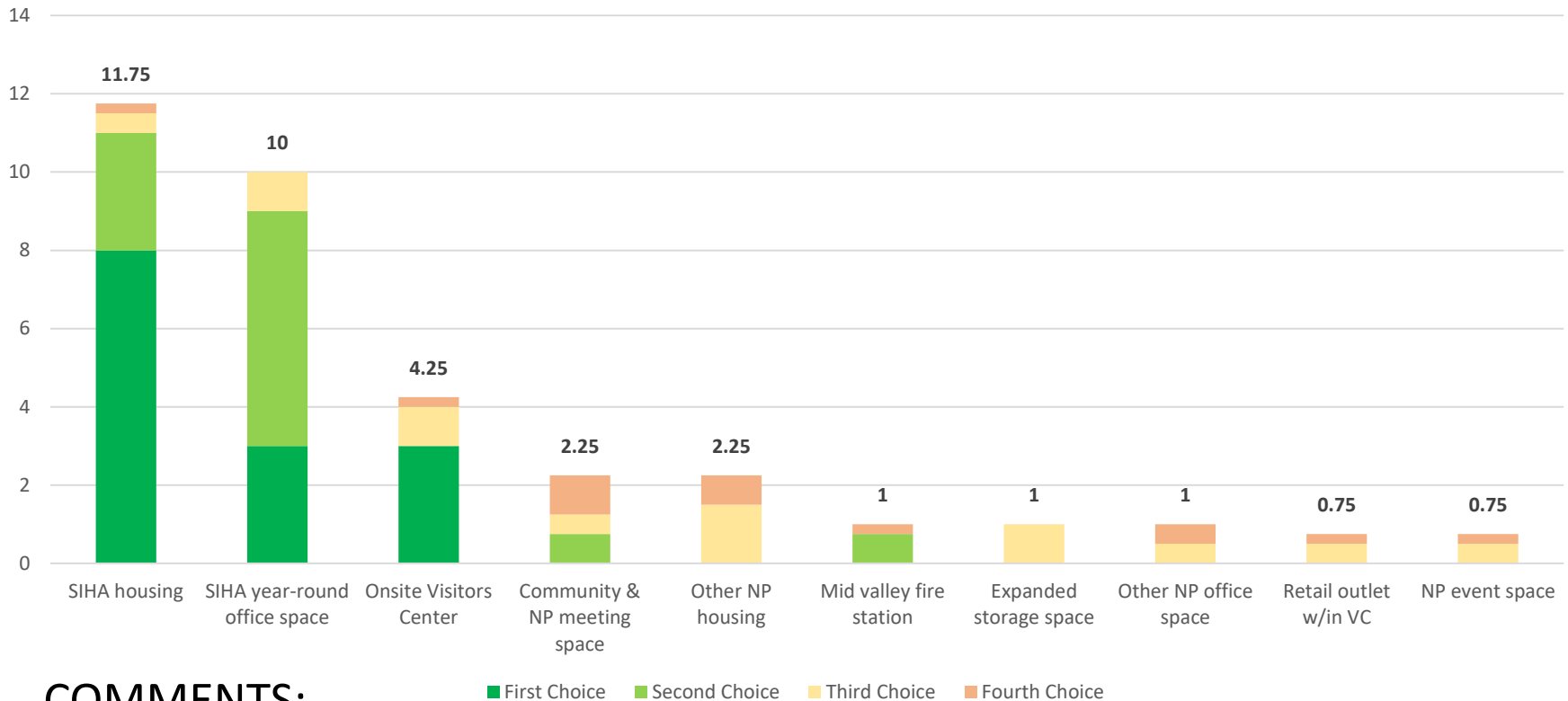
Print Colors: Vintage Yellow and Light Grey

Distress Printing



Submitted by Erica Cole

Acceptance of the Obsidian donation offers many possible future uses. **Which uses do you think are the most important in the first 1-3 years?** Please choose 4, ranking them as your first, second, third, and fourth choices. (Ranked totals are weighed: 1=1, 2=.75, 3=.5, 4=.25)
(Not chosen: expanded exhibit space; public restroom)



COMMENTS:

- “Education Center”
- “With concurrence of Joneses, rental of housing to local businesses for 60 months following closing of donation”
- “Retail outlet tied to Visitor Center onsite”
- “I think focusing on SIHA's immediate needs first, but opening the door to other nonprofits (especially if there's room and if we could charge a nominal "rental" fee for housing) would be beneficial to the whole Sawtooth valley!”

Which uses do you think are the most important in the next 4-7 years?

Please choose 4, ranking them as your first, second, third, and fourth choices.

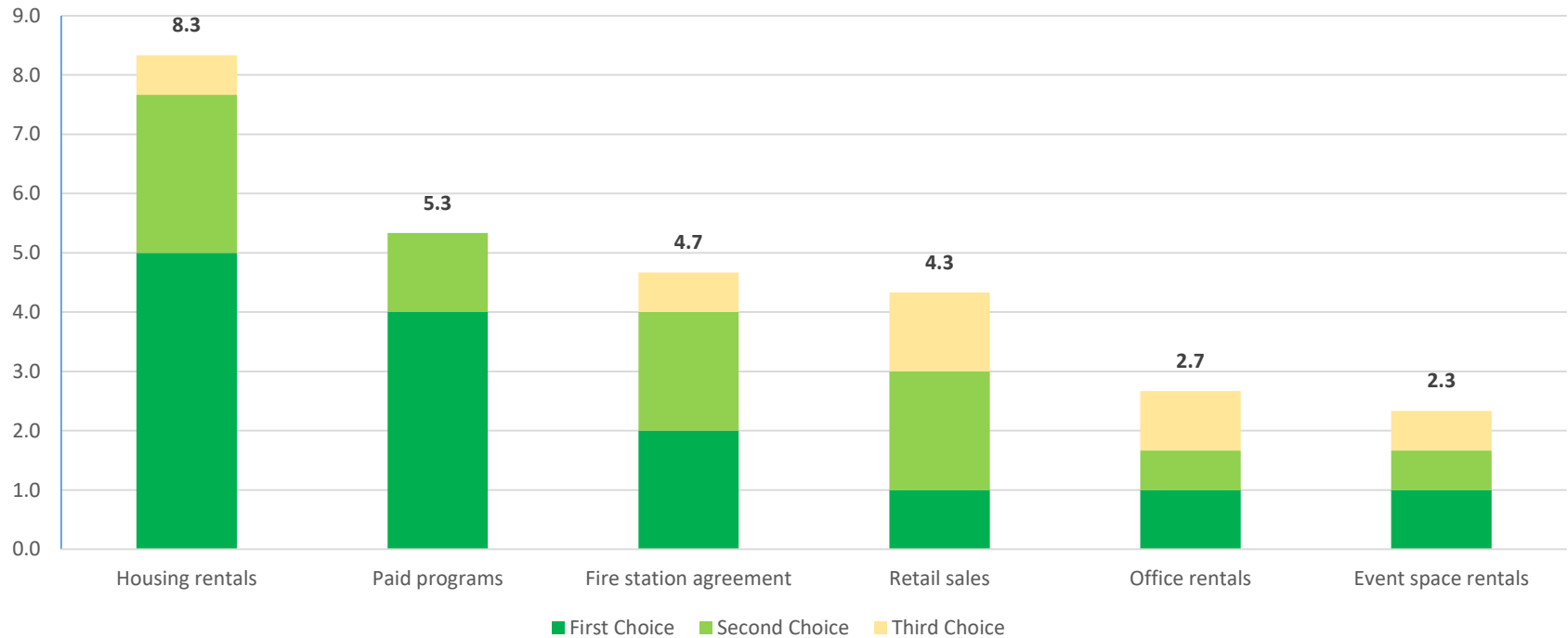
(Ranked totals are weighed: 1=1, 2=.75, 3=.5, 4=.25)



COMMENTS:

- "Education Center"
- "Growth of Visitor Services and Interpretation Center"
- "Restrooms have to be part of any event/meeting function or Visitor Center."
- "Dark Sky Observatory"
- "All of the above!"

How would you prioritize the following sources of potential future operating revenue? Please choose 3, ranking them as your first, second, and third choices. (Ranked totals are weighed: 1=1, 2=.667, 3=.333)



COMMENTS:

- “With concurrence of Joneses, rental of housing to local businesses for 60 months following closing of donation”
- **“We can't sell part of the property - Leasing may not be compatible with the easement either!”**
- “Create a reserve fund during initial fund raising phase”
- “It's hard to say. I don't know enough about the mid-valley fire station idea (sounds important!!!). Retail sales seem like an easy add-on to our current offerings. Paid educational programs would be GREAT down the line, but sounds like SIHA would need to expand its capacity before doing so (hiring more staff?!). Summer camps!!!”