

February Meeting Agenda

Sawtooth Interpretive & Historical Association

Location: Join by **Zoom** link -

<https://us02web.zoom.us/j/82652591880?pwd=VHU4OC9McS96cFJmaWpObDBJaXdxZz09>

Date: **February 17, 2022**

Call-in Details: **(253)215-8782**, Meeting ID: **826 5259 1880**, Passcode: **483953**

Time: **10a – 12p**, Mountain Time

Participants

Officers	Stewart Wilder <i>President</i>	Terry Clark <i>Vice-President</i>	Ed Waldapfel <i>Secretary</i>	Liesl Scherthanner <i>Treasurer</i>	Gary Gadwa <i>Past President</i>
Directors	Ed Cannady	Paul Hill	Bernice Hartz	Ken Hartz	Amy Jones
Directors	Jenny MacNichol	Roland Miller	Becky Obletz	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>

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				
• President's Report		Discussion	Stewart	5 min
• SNRA Liaison's Report	FS activities	Discussion	Bobbi Filbert	10 min
• C/T Liaison's Report	FS activities	Discussion	Kathy Atchley	5 min
• Finance Report	Treasurer's Update 2021 Review	Discussion	Liesl	15 min
• Obsidian Property Update	Update	Discussion	Committee	15 min
• Membership Update	Membership/Outreach 2021 Review	Discussion	Caitlin	5 min
• Outlets Report	Outlets Update	Discussion	Erica	5 min
• Strategic Plan Comm Update	Review document Next steps	Discussion	Committee	10 min
• Executive Comm Update	Updated Articles of Incorporation Proposed Amendments to Bylaws Board Vacancy	Discussion Action Item	Paul/Stewart Terry	10 min
• Maintenance Update	Facilities & Grounds	Discussion	Gary	5 min
• Preservation Comm Update	Oral Histories	Discussion	Committee	5 min
• Executive Director's Report	Updates: FLS, Hiring, etc 2022 Priorities Review Grounds Use Form Update Review Contacts/Committees	Discussion Action Item	Lin	15 min
NEW BUSINESS				
• Sawtooth Fund		Discussion	Terry	10 min
• Round Table/Open Topics		Discussion		5 min
Next Meeting	April 21, 2022! – 10:00a-12:00p MDT Location: Virtual		Stewart	

Adjournment

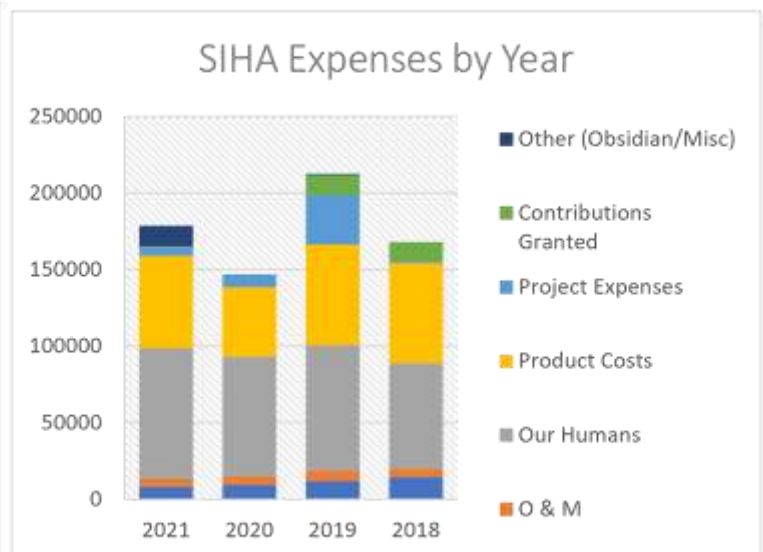
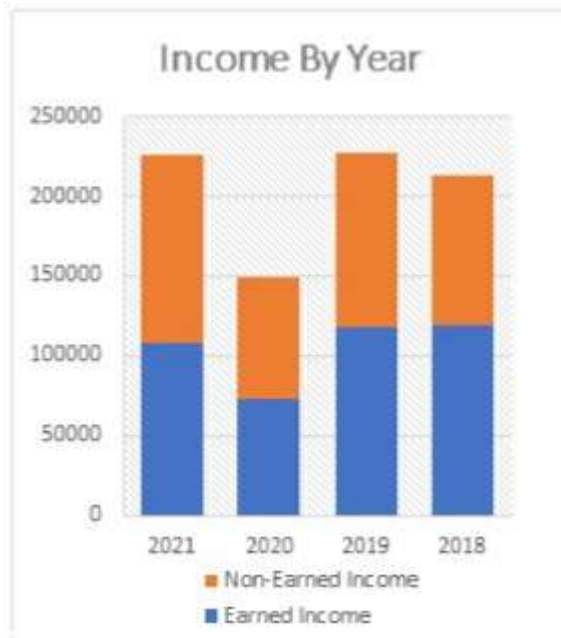
Join Zoom Meeting https://us02web.zoom.us/j/82652591880?pwd=VHU4OC9McS96cFJmaWpObDBJaXdxZz09 Meeting ID: 826 5259 1880 Passcode: 483953 Dial in: 253-215-8782				
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SIHA Treasurer's Report for Board Meeting 2/17/2022

The report that follows is a summary of 2021 data. We can be proud of our year's earnings, given the continued challenges of the pandemic. Thanks to a great staff, and a boost in memberships after our late-fall newsletter along with decent sales during the operational season, Lin's perusal of grants, and efforts to keep costs low, we ended the year better than expected. We did fall short on donations, but hopefully can make up for that this year. SIHA's financial status and income statement are on the following pages.



These graphs depict the year's performance. Please let me know if you have questions or comments on anything presented.



SIHA FINANCIAL STATUS	As of	12/31/2021	Notes
Current Assets			
Checking/Savings			
U.S. Bank Checking		\$21,829.91	
Money Market		\$200,002.73	
PayPal			
Cash Account		\$1,199.41	
Cash Banks		\$225.00	
Total Checking/Savings		\$223,257.05	
Undeposited Funds		\$18,241.50	
Inventory (updated 12/31/21)		\$47,282.61	
Total Current Assets		\$288,781.16	
Liabilities			
Current Liabilities			
Accounts Payable		\$6,243.38	
Credit Cards		\$0.00	
Sales Tax Payable		\$135.73	
Payroll Tax Liabilities		\$1,637.74	
Total Liabilities		\$8,016.85	
Restricted Funds			
Building Fund		\$57,826.84	Only change in 2021 was associated with brick and raffle donations.
Cares ActFund for Stipends		\$0.00	All funds properly expended
Caribou/Targhee		\$36,127.93	CT National Forest Funds
Forum & Lecture Fund		\$6,261.21	2019 \$10kContribution from McNichols
IHC Sharp Fund		\$9,546.00	Must be spent by November 2022
ISHS Grant		-\$1,515.83	ISHS 2021 grant report for Past Perfect software will be completed in April/May 2022 and reimbursement requested at that time. Fund will carry negative balance until then.
Obsidian Project		-\$3,484.77	SIHA committed \$10k to project and spent over \$13k thus far; balance is shown for reference in this section.
Oral History Fund		\$4,687.25	remainder of Mt Mama Grants and donations
PPP Loan to cover Payroll		\$0.00	All funds properly expended
Redfish Center Fund		\$31,509.48	Year-End Adjusted
Salmon Festival		\$1,796.20	\$2000 donation from 2021 Stanley-Sawtooth Chamber, plus donations/sales from event; less event expenses
Trail Map Funds		\$1,536.33	Fund last updated in September 2021; SIHA commits \$.50 of each trail map sale to Forest Service support.
Wild Land Fund		\$1,377.31	USFS SNRA-use fund
Total Restricted Funds		\$145,667.95	
Total Unrestricted Funds		\$87,813.75	

Report respectfully submitted by:
Liesl Scherthanner
SIHA Treasurer
(2/14/2022)

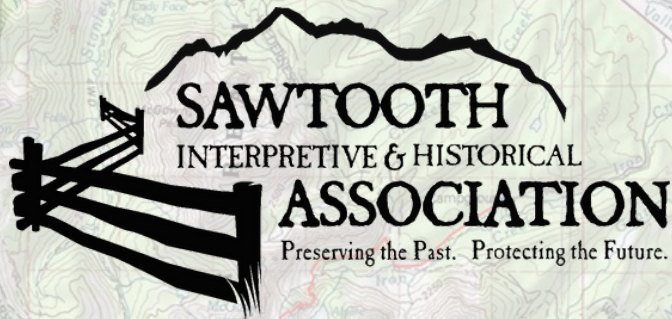
SIHA Income Statement

Account Category	2021 Jan - Dec	% of Budget	Budget 2021	Actual 2020	Actual 2019	Actual 2018
INCOME						
Earned Income						
Interest Income	\$16	16%	\$100	\$82	\$111	\$54
Total Sales Income	\$107,049	143%	\$75,000	\$72,472	\$117,602	\$118,899
Other Income (CT, cc reward)	\$728	728%	\$100	\$200	\$175	\$109
Non-Earned Income						
Donations	\$27,966	56%	\$50,000	\$15,274	\$50,320	\$21,998
Fund Raisers	\$3,803	141%	\$2,700	\$1,500	\$6,360	\$24,986
Grants	\$62,206	178%	\$35,000	\$35,080	\$43,000	\$38,092
Memberships	\$23,972	342%	\$7,000	\$24,957	\$9,873	\$8,969
TOTAL INCOME	\$225,740.35	133%	\$169,900	\$149,565	\$227,440	\$212,934
EXPENSES						
Administrative Expenses	\$6,879	82%	\$8,430	\$9,294	\$11,587	\$14,487
Operations & Maintenance	\$5,031	81%	\$6,200	\$5,510	\$6,956	\$5,533
Staff & Volunteers	\$77,346.40	97%	\$79,970	\$69,782	\$73,764	\$68,869
Board Expenses	\$1,468	734%	\$200	\$15		
Education	\$30	6%	\$500	\$100		
Executive Director	\$37,440	103%	\$36,320	\$37,020	\$35,319	\$36,931
Outlet Manager	\$6,500	108%	\$6,000	\$5,700	\$4,962	\$6,263
Payroll Taxes	\$3,361	67%	\$5,000	\$3,268	\$4,934	
Workmans Compensation	\$150	100%	\$150	\$150		
Volunteer Per Diems	\$27,128	90%	\$30,100	\$22,331	\$27,179	\$24,554
Volunteer Supplies	\$703	234%	\$300	\$254		
Travel / Mileage	\$195	24%	\$800	\$552	\$619	\$358
Staff/Volunteer - Other	\$372	62%	\$600	\$392	\$194	
Professional Services	\$8,071.00	73%	\$11,100	\$8,469	\$8,197	
Financial Manager	\$8,041	101%	\$8,000	\$8,000	\$6,843	
IT Services (Website)	\$30	1%	\$2,500	\$469	\$834	\$199
Professional Services - Other	\$0	not budgeted	\$600	\$0	\$520	
Cost of Products	\$60,102	120%	\$50,100	\$45,456	\$65,484	\$65,338
Capital Expenditures	\$1,516	not budgeted	\$0	\$0	\$233	
Contributions Granted	\$670	36%	\$1,877	\$0	\$13,080	\$12,774
Project Expenses	\$5,482.35	9%	\$62,000	\$8,383	\$32,476	\$1,077
Clerk's Cabin	\$0	0%	\$50,000	\$0	\$5,148	\$0
Forum and Lecture	\$2,478	83%	\$3,000	\$1,486	\$1,475	\$1,072
Interpretive Displays	\$40	1%	\$5,000	\$4,998	\$0	
Museum Artifact Protection	\$2,000	100%	\$2,000	\$1,008	\$0	
Office Building	\$0	0%	\$1,000	\$228	\$24,034	
Oral History	\$232	23%	\$1,000	\$163	\$1,085	\$5
Fundraising Expenses	\$0	not budgeted	\$0	\$181		
Salmon Festival	\$446					
Engraving Bricks	\$286	not budgeted	\$0	\$320		
Other (Obsidian/Misc)	\$13,485	not budgeted	\$0	\$0	\$735	\$0
TOTAL EXPENSES	\$178,582.01	81%	\$219,677	\$146,895	\$211,776	\$168,276
Balance of Accounts	\$47,158.34	---	(\$49,777)	\$2,670	\$15,664	\$44,657

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

SIHA Membership/Donations Report for February 17, 2022 Board Meeting								
	Amount \$	Number of donors			Amount \$	Number of donors		
YTD as of Feb. 10, 2022 (Jan. 1-Feb. 10, 2022)				YTD as of Feb. 15, 2021 (Jan. 1-Feb. 15, 2021)				
Members	\$800.00	12		Members	\$2,200.00	13		*Different b/c we received a \$1,000 gift in Jan. 2021, but the same donor made their annual gift in December of 2021, so it's not reflected in 2022 memberships
Donors	\$175.00	2		Donors	\$2,175.00	5		*Different b/c we received a \$2,000 donation in Jan. 2021, but not in Jan. 2022
Bricks	\$100.00	1		Bricks	\$300.00	2		
Total	\$1,075.00	15		Total	\$4,675.00	20		
2021 Totals (Jan. 1-Dec. 31, 2021)								
Members	\$26,640.00	113						
Donors	\$15,580.50	81						
Bricks	\$3,100.00	18						
Total	\$45,320.50	212						
2021 Year End Newsletter Appeal	\$18,180.00	83		2020 Year End Newsletter Appeal	\$31,370.00	106		*2020 YE appeal included a \$10,000 gift, which we did not receive in 2021

Questions/things to include next time:	Major gifts vs. regular (major gift being \$250+? or ?)							
	New members							
	Lapsed members (start running renewal reports quarterly/monthly?)							



STRATEGIC PLAN

SIHA'S MISSION

To protect and advance the natural and cultural history of Idaho's Sawtooth - Salmon River Country through preservation and education.

GUIDING PRINCIPLES

Integrity, Preservation, Education, Interaction, Special Place, Build Land Ethic, Relationships with Partners



THE SAWTOOTHS:
MORE THAN MOUNTAINS.

www.discoversawtooth.org

Stanley Museum

Videos, Interviews, transcriptions
Ranchers, outfitters, SNRA personnel

Oral History Project

Historic Site Restoration
Interpretation/Conservation

Our Programs

- Education
- Interpretation
- Preserving Local History

Redfish Visitor Center & Gallery

Free Educational Programs
Visitor Information
Regional Artists
Trailhead Portals

Sawtooth Forum & Lecture Series

Free 8-week Speaker Series at the Stanley Museum

Historic Preservation

SAWTOOTH INTERPRETIVE & HISTORICAL ASSOCIATION

1972

Aug. - SNRA established
Dec. - Sawtooth Interpretive Association (SIA) formed

1978

Bookstore outlets set up in 4 locations to sell books, maps and educational materials.

1980

MOU with SNRA signed for Valley Creek Ranger Station to be operated as Stanley Museum

1981

Museum and Icehouse/Tool Shed listed on National Register of Historic Places

1986

SIA funds SNRA materials: Junior Ranger newspapers, campground maps/brochures, posters, topo maps

1988

Bookstore outlets added to Salmon-Challis and Boise National Forests

1992

Conservation/protection of historic sites throughout Sawtooth Valley and Stanley Basin

2000

Museum Docent program instituted

SAWTOOTH INTERPRETIVE & HISTORICAL ASSOCIATION - STRATEGIC PLAN

Area of Focus

Goals

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 users groups.

Historic Conservation/ Interpretation

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.

Communication

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

Capacity Development

Diversify funding. Increase donor engagement. Cultivate volunteers and partners. | Establish an endowment fund.

Partnerships

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

Staffing

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



8 summer interns

Serving over 16,000 visitors at the Stanley Museum and Redfish Visitor Center & Gallery annually.

Museum and Redfish Visitor Center & Gallery annually.



Making over 9,000 visitor contacts in the field each summer.



Providing more than 350 free educational programs.

Hosting special programs with scientists, storytellers, historians, local characters, athletes, journalists, and artists to share their work as it relates to the Sawtooth National Recreation Area.

PRESERVING THE
♥
OF IDAHO

2006

Museum collections records updated and improved
Historic Specialist program begins

2007

SIA becomes Sawtooth Interpretive & Historical Association (SIHA)
1st annual Sawtooth Forum & Lecture Series

2009

SIHA partners with Idaho Rivers United for Salmon Festival
Trail Map printing and SNRA fund created

2010

Phase 1 Museum Restoration: Icehouse and Tool Shed foundation replaced

2011

First part-time Executive Director
Operating the Redfish Visitor Center & Gallery and naturalist program begins
Icehouse exhibit opens

SAWTOOTH INTERPRETIVE & HISTORICAL ASSOCIATION - STRATEGIC PLAN

Area of Focus	1 Year Goals	3 Year Goals	5 Year Goals
Education	<ul style="list-style-type: none"> Evaluate and diversify Forum & Lecture Series content Review Naturalist programs Celebrate 50th Anniversary 	<ul style="list-style-type: none"> Year-round office/meeting space Extend programming season Develop in-school programming 	<ul style="list-style-type: none"> Offer programs outside the SNRA Implement paid group programming Host local training opportunities for outfitters, guides, new employees
Historic Conservation/ Interpretation	<ul style="list-style-type: none"> Renew Clerk's Cabin planning Review new archive software and update collection records Establish online access to oral histories 	<ul style="list-style-type: none"> Replace visitor center boiler Upgrade Fishhook boardwalk Build Clerk's Cabin Improve signage on Museum collection and at historic sites throughout area 	<ul style="list-style-type: none"> Upgrade visitor center restrooms Develop plan for visitor center accessibility Set up intern housing Collect more oral histories Assess needs of historic sites in area
Communication	<ul style="list-style-type: none"> Develop 3-yr outreach campaign Build online presence has historic and natural history resource 	<ul style="list-style-type: none"> Implement Outreach Campaign Survey community and visitors about impact, review and adjust as necessary 	<ul style="list-style-type: none"> Update branding look Continue building online presence
Resource Development	<ul style="list-style-type: none"> Develop 3-yr fundraising plan Review bookstore operations/products 	<ul style="list-style-type: none"> Cultivate relationships with grantors, foundations, membership, community Diversify sales products 	<ul style="list-style-type: none"> Review possible expansion of outlets Improve bookstore outlet displays Evaluate and adjust fundraising plan
Partnerships	<ul style="list-style-type: none"> Maintain/increase information sharing 	<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
Staffing	<ul style="list-style-type: none"> Evaluate short/long term needs/roles Improve pay and benefits Develop plan to improve training/skill building for interns 	<ul style="list-style-type: none"> Increase pay and benefits to meet livable standards Implement training improvements Reduce housing burden on SNRA 	<ul style="list-style-type: none"> Increase year-round staff size Provide incentives and quality professional development for returning interns

2014

Sister Alfreda Award presented to SIHA for outstanding service
Trailhead Portal program begins

2015

Phase 2 Museum Restoration: repairing logs/facia

2016

Full-time Executive Director hired
Sales outlets expanded to Caribou-Targhee National Forest

2019

Phase 3 Museum Restoration: new foundation/ log replacement of original garage

2020

First End-of-Season SNRA Clean-up held with 5 partner organizations
2021: New Tool Shed exhibit opens

SAWTOOTH INTERPRETIVE & HISTORICAL ASSOCIATION - STRATEGIC PLAN

INTERPRETATION:

"The essence of interpretation is to inspire, provoke and spark a flame in your audience. Seek to whet their appetite rather than stuff them full with every fact you know. [Interpretation makes your audience] realize why the resource is important. Interpretation results in a better informed public, so even if they don't agree with you on an issue, they understand better what the issue involves and are able to see more sides than just their own.

"Public land agencies [and their partners] use interpretation to build an empowered constituency of supporters; likewise, businesses (tour companies, wildlife parks, etc.) share a similar goal in trying to build an empowered customer base. Well-informed and educated customers will return to your business again and again, and will recommend your business to friends and acquaintances as one that not only provides a wonderful recreational experience, but one that enriches their experiences by providing quality interpretation."

**Dave Smaldone, 'A Crash Course in Interpretation,' 2003;
<https://www.nps.gov/grte/learn/management/upload/interp.pdf>**



VISION FOR A FUTURE

Center for the Sawtooths

A public education center in the Sawtooth Valley that protects and supports the Sawtooth National Recreation Area (SNRA), provides a home for area nonprofits, teaches habits to recreate responsibly, promotes conservation, and is an asset to the local community.

1 — *Home for Nonprofits*
A place where nonprofits, working to preserve and protect the SNRA, can collaborate to maximize their impact.

2 — *Community Asset*
A centrally located resource, open to the public for meetings and classes. Filling critical worker/volunteer housing needs.

3 — *Visitor Resource*
Providing area information and resources to visitors. Teaching Leave No Trace and other principles of responsible recreation. Holding educational programs.



Education Center

4
Year-round accessible facility, deepening our understanding and appreciation of the SNRA through education and interpretation.

Join us!

Join the Sawtooth Association in creating a long-term legacy for the Sawtooths in Obsidian, Idaho. This project needs the support of generous donors and sponsors. Contribute today to make a lasting impact!



Protecting and advancing the natural and cultural history of the Sawtooth and Salmon River Country through education and preservation since 1972.

WWW.DISCOVERSAWTOOTH.ORG | PO BOX 75, STANLEY, ID 83278



Grounds Use Agreement – Stanley Museum

Thank you for choosing the Stanley Museum for your event. All revenue goes to the maintenance and operations of the Stanley Museum and our educational programs.

We are excited to host your event on the following date(s): Month day, year

Please review this document regarding terms and conditions for using the Sawtooth Interpretive & Historical Association's grounds.

The Sawtooth Interpretive and Historical Association (SIHA) is a 501(c)(3) non-profit organization that operates the Stanley Museum. The undersigned individual(s)/organization (Client) is recognized for the intent and purpose to hold an event on Museum grounds under SIHA's conditional use permit with the U.S. Forest Service.

For the use of the Stanley Museum grounds by groups of less than 75, or groups between 75 and 150 people, we request the following donation.

For groups over 150 please contact us directly to determine if SIHA can accommodate the size and to arrange a custom donation. Non-profit organizations please contact us for reduced rates.

USE LENGTH INCLUDES SET-UP & CLEAN-UP	75 people or less	75 - 150 people
1/2 Day (up to 12 consecutive hours of use)	\$100	\$200
Full Day (up to 24 consecutive hours of use)	\$200	\$300
2-Day Event (up to 48 consecutive hours of use)	\$350	\$450
Damage Deposit (required to be paid in full upon booking event) If damages to the property exceed the damage deposit, bills will be sent to the Client.	\$500	

Grounds Use Agreement – Stanley Museum – Rules and Responsibilities

Please initial below to indicate you have read and understand the following rules and responsibilities:

___ SIHA is not responsible for lost, stolen, or damaged items before, during, or after the event. Any items found after the event will be held in the Office located at the Museum for pick-up.

___ SIHA requires an event plan and description of how the event will be managed/communicated with SIHA. The plan must be submitted to the Executive Director one week prior to the event.

___ Client is required to procure an event insurance policy large enough to cover the event, naming the Sawtooth Interpretive and Historical Association as an additional insured party. Said proof of insurance is to be provided to SIHA at least one week prior to the event.

___ All set up and take down will be coordinated with a SIHA representative, however the physical work is the sole responsibility of the Client. SIHA and its staff are not responsible for waste disposal, setting up, or taking down of any structures/equipment for events.

___ Client is responsible for completely cleaning the site and the Security Deposit is refunded only after inspection and approval by SIHA. Any additional cleaning required by SIHA will be deducted from the Security Deposit or billed to the Client if the deposit amount is exceeded.

___ Should Client's activities include the dispensing of alcoholic beverages **by paid staff**, Client is required to obtain, at Client's sole expense, any and all necessary permits or licenses. <https://custercountyidaho.org/wp-content/uploads/1/Liquor-Licenses-1.pdf>

___ Use of glass bottles/containers is prohibited onsite.

___ Use of fake flowers/flower petals, confetti, glitter, rice or other items that are not easy to clean up during events is prohibited onsite. Please ask before making plans to decorate using similar items, to ensure your damage deposit may be returned in full.

___ The hours of operation of the Stanley Museum are 10 a.m. to 5 p.m., 7 days a week, from Memorial Day to Labor Day and weekends through September. Six parking spaces must be reserved for use by the public when events take place during business hours. To make your event more personal, we suggest that you choose a time after 5 p.m. or before 10 a.m. However, SIHA may permit your event to be held inside hours of operation upon review and approval by the Executive Director.

___ The use of the restroom in the Museum is not permitted by the Client or guests. Please contact a regional vendor to make arrangements for portable toilet rental and trash management to accommodate the size of your group. We use Clear Creek Disposal, located in Hailey, ID, at 208.726.9600 but there are other vendors in the area. Client must provide a copy of the contract with the waste management company of their choice to SIHA at least one week prior to the event.

___ SIHA requests that client and guests abide by all U.S. Forest Service rules and regulations. Low/open wood fires are not permitted on Museum grounds. The use of charcoal or propane grills is permitted (unless there are fire restrictions in place), however they must be supplied by the client and must be placed on gravel locations where damage to the lawn or other property cannot occur.

___ Client and guests agree to release and hold harmless the Sawtooth Interpretive and Historical Association, and its employees, officers, directors, volunteers, and agents, from all claims and demands related to client and guests' participation in any event held by Client on the Stanley Museum Grounds.


___ Security Deposit return policy:

- 100% of deposit will be returned upon cancellation of event at least 60 days prior to the event.
- SIHA shall not be liable for cancellation due to inclement weather.



Grounds Use Agreement – Stanley Museum – Event Information

Event (wedding, birthday party, etc.):		Description	
Event Date(s):	M/D, M/D		
Duration of Event:	Whole hours	Estimated number of guests: (up to 150)	Number
Additional Information			
I/We _____ Print Name(s) agree to the terms and conditions stated above.			
Signature(s): _____		Date: M/D/YY	
Signature(s): _____		Date: M/D/YY	
Signature(s): _____		Date: M/D/YY	
I/We designate _____ Print Name(s) as our event coordinator/point of contact.			
Phone(s): Include all applicable. M for mobile.			
Email(s): Email			
Additional Information: Other			



SAWTOOTH
INTERPRETIVE & HISTORICAL
ASSOCIATION
Preserving the Past. Protecting the Future.

Sawtooth Interpretive and Historical Association

Usage of Stanley Museum Grounds

Thank you for choosing the Stanley Museum for your event. We are excited to host your event on _____, 2019. Please review this document for our terms and conditions for using the facilities and grounds of the Sawtooth Historical and Interpretive Association (SIHA).

The Sawtooth Interpretive and Historical Association (SIHA) is a 501(c)(3) non-profit organization (Manager) that operates the Stanley Museum. Your organization (Client) is recognized for the intent and purpose to hold an event on SIHA grounds under our conditional use permit with the U.S. Forest Service.

For the use of the Stanley Museum grounds, we request a donation of \$25 per attendee with a minimum of \$300.00. There is also a \$150 damage deposit required upon booking of the event. If damages to the property exceed the damage deposit, a bill will be sent to the renter. Your event will be shared at no cost on the SIHA website and Facebook page for you to share and support our efforts for community outreach as your choice for an intimate setting where your guests will absorb the Sawtooth experience and provide many lasting memories of a special day.

SIHA will require a plan for the event and how the event will be managed between the Executive Director and the event planner contact.

All set up and take down will be supervised by a SIHA representative, however manpower and coordination is the sole responsibility of the client.

SIHA is not responsible for trash disposal, setting up, or taking down of any structures for events. SIHA staff is not to be a part of the event (assisting with serving, setting up, etc.) unless requested by the party hosting the event and approved at least one week in advance by the Executive Director.

SIHA is not responsible for lost or stolen items before, during, or after the event. Any items found after the event will be held in the Office located at the Museum.

The hours of operation for the Museum are 11 a.m. to 5 p.m., 7 days a week, from Memorial Day to Labor Day. To make your event more personal, we suggest that you choose a time after 5 p.m. or before 11 a.m. However, we will permit your event to be held inside hours of operation upon review and approval by the Executive Director.

The use of the restroom at the Museum is not permitted by you or your guests. Please contact Clear Creek Disposal, located in Hailey, ID, at 208.726.9600 to make arrangements for bathroom rental arrangements to accommodate the size of your group. You are to provide a copy of the contract to SIHA at least one week prior to your event.

You are required to provide a liability insurance policy large enough to cover your event, naming the Sawtooth Interpretive and Historical Association as an additional insured. Said proof of insurance is to be provided to SIHA at least one week prior to your event.

You and your guests release and agree to hold harmless the Sawtooth Interpretive and Historical Association, and their employees, officers, directors, and agents, from all claims and demands related to you/your guests' participation in any event held by you on the Stanley Museum Grounds.

SIHA does not allow the use of fake flowers/flower petals, confetti, or rice during events.

We request that you and your guests abide by all U.S. Forest Service rules and regulations. There are no low or open fires permitted on Museum grounds. The use of Charcoal or Propane grills is permitted, but must be supplied by the party (unless there are Fire Restrictions).

Event (wedding, birthday party, etc.): _____

Date of Event: _____

Duration of Event: _____

Additional Comments:

I/We _____, agree to the terms and conditions stated above.
(Print name)

X _____

Date: _____

X _____

Date: _____

X _____

Date: _____

Sarah Cawley, Executive Director SIHA

Event Planner Contact:

Name: _____

Phone Number: _____

Email: _____

Activity		Responsibility	Month												Progress
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
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	Comm needed?			X	X	X	X	X	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 budget for increases to staff/crew d. Create list of resources besides money needed for increases to staff/crew														
1.2	Improve pay and benefits for SIHA staff				X	X	X	X	X	X	X	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	Develop plan to improve training/skill building for interns				X	X	X	X	X	X	X	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 c. Research training opportunities/certifications for interpreters that would add value to SIHA’s intern program 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		X	X	X	X	X	X	X	X	X	X	X	X	
	a. Consider partners when planning events, projects, programs. b. Connect with ICL at trailheads. LN c. Continue participating in Clean-up events d. Determine if SIHA should facilitate regularly scheduled information sharing meetings are worthwhile for area nonprofits and SNRA														

4. Communication: 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				X	X	X					X	X	X	X	
	<ul style="list-style-type: none"> 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			X	X	X	X	X	X	X	X	X	X	X	X	
	<ul style="list-style-type: none"> 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 															

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		X	X	X	X	X	X	X	X	X	X	X	X	X	
	a. Plan, advertise, implement FLS b. Review FLS history/ speakers/topics c. Maintain goal of equal number of men/women presenters d. Work to bring presenters with diverse perspectives/backgrounds															
6.2	Review Naturalist program				X	X	X	X	X	X	X	X	X	X	X	
	a. Survey current and past crew members to help determine strengths and weaknesses of program b. Develop budget/plan for most useful certifications for summer crew															
6.3	Celebrate SNRA/SIHA 50 th Anniversaries		X	X	X	X	X	X	X	X	X	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 th d. Hold December 20 virtual event to celebrate SIHA's 50 th ?															

	Color Legend:	
	Completed	
	Working on it!	
	Not in progress	
	Legend:	
	Board	B
	Executive Committee	Ex
	Finance Committee	Fin
	Executive Director	ED
	Business Manager	BM
	Lead Naturalist	LN
	Museum Docent	MD
	Bookkeeper	Bk
	Oral History Committee	Oral
	Membership & Outreach Committee	M&O

[illegible]

SIHA ANNUAL TASKS LIST – Feb-22

FOCUS	DESCRIPTION	RESPONSIBLE PERSONS	TASKS	DEADLINE	Progress
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	
Personnel	Hire Lead Naturalist	ED	Post job description Dec. 1, open until filled	Jan. 10, 2022	
Personnel	Hire Museum Docent	ED	Post job description Dec. 1, open until filled	May 1, 2021	
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, 2021	
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	
Fundraiser	Recruit artists for gallery Develop marketing plan	ED Gal Comm	Need to recruit Gallery Committee members	May 15, 2022	
Finance	Filing Federal Tax Form 990	Treasurer ED/BM	Work to identify accounting company to take this on in 2023 and beyond.	May 15, 2022	
Operations	Open Museum	ED MD	Board and or local volunteers needed!	May 28, 2021	
Personnel	Training for Seasonal Volunteers	ED/LN/MD B	First two weeks of season Board called upon as needed to present content	May 31, 2021	
Operations	Work Day to prepare buildings for reopening	ED; B Volunteers	Establish work day priorities	June 5, 2022	
Event	Community Clean-up	ED	1 st week of June	June 8, 2022	
Outreach	Recruit artists/market Redfish Gallery	Gal	12-16 artists, various mediums, 50 th theme	June 10, 2022	
Operations	Open Redfish Center	ED LN		Jun 11, 2021	
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	
Outreach	Coordinate summer crew post to social media/blog posts	LN	Need volunteers to review blogs before posting	June 30, 2022	
Fundraiser	Raffle	ED/Crew B		Jul 1, 2021	
Event	Smoke Bear's Birthday Party	ED/Crew		Aug 7, 2021	
Event	Sawtooth History Day at the Museum	ED Crew		Aug 16, 2021	

SIHA ANNUAL TASKS LIST – Feb-22

Event	Salmon Festival	ED/Crew IRU		Aug 28, 2021	
Event	End-of-Season SNRA Clean-up	ED Partners	Multi-week event, 2 nd annual – in conjunction with National Lands Day – Partners include NFF, SawSo, PUG, SNRA, ERC, ICL	Sep 2021	
Resource Capacity	2022 Draft Budget	Fin Comm	Draft to board in October for first reading at December meeting.	October 2021	
Communications	Fall Membership Drive Create and distribute November newsletter	ED M&O Comm	Board to review + personalized notes at folding party	Nov 10, 2021	

[illegible]

SIHA Committees List - Feb-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	**	
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	
Center for the Sawtooths	Stewart Wilder, Terry Clark, Liesl Scherthanner, Jenny MacNichol, Becky Obletz, Gary Gadwa, Ed Waldapfel, Doug Obletz, Carter MacNichol	

Sawtooth Interpretive and Historical Association

Executive Director's Report

February 11, 2022

ACTION ITEMS

Amendment to Bylaws

Grounds Use Form and Fee Schedule

UPDATES

- Laurii has officially retired in her capacity as SIHA's Outlets Manager and Erica is now actively working as our Business Manager. We are so lucky to have such dedicated people working with us and I am incredibly thankful that Laurii is willing to support this transition, continuing to share her time and knowledge.
- We have had an inquiry for use of the Museum grounds for a **wedding** June 3-5. After reviewing the form/donation agreement developed in 2019, I thought an update was needed. Attached you will find the updated use form and an old use form for reference. I used the City's Pioneer Park fee schedule for reference, and considered the size and reduced amenities/parking when developing our fee schedule. It would be great to have this fee schedule approved at our February meeting so I can confirm the rental with the individuals interested in using it.
- Our **Areas of Focus/Strategic Planning** documents (attached) to share with funders/grantor/etc are ready for review. The strategic planning committee would like feedback from the full board before moving forward. Please be prepared to have a short discussion in our board meeting regarding these visuals and more importantly the timeline that we have created for the next 1, 3, 5 years.
- I've attempted to redesign our **annual priorities** document(attached), while also considering the 1-5 year goals in our new strategic plan. I'm not convinced what I've come up with is any better than what we had before and would love any feedback you have.
- It's time to reengage our **Board Recruitment Committee**! Given our recent strategic planning session, I think it would be worthwhile for the committee to identify the gaps in skill/perspective on the board and generate a list of possible candidates.
- Please review the attached **Board Contacts and Committees** list and let me know if there are any changes needed, so it can be updated and distributed to everyone for the year.

FLS

- FLS will be held at **6pm** in 2022 to give working folks a better chance of attending. We are continuing to flesh out the line up. This is our current schedule:
 - July 8 –
 - July 15 –
 - July 22 – writer/environmental historian - Betsy Quammen
 - July 29 – bats/dark skies – Jesse Barber
 - August 5 – pika - Erik Beever (confirmed as long as USGS does not put travel restrictions in place like they did last year)
 - August 12 –

maybe?? Laura McFee – landscape photography (will not be able to present outside – I’ve asked if she could do it in the community building and am waiting to hear back)

- August 19 – SNRA 50th – Jim Hansen, Bert Boller, Monica Church, Jerry Jayne and Boyd Norton and Tracy Andrus if their health allows
- August 26 – Salmon topic – Pat Ford, citizen advocate who can speak both to salmon recovery and the establishment of the SNRA
- Lodging is once again making things tricky. Right now, we may need board members to **host speakers on July 15 and August 5** because currently no lodging is available in Stanley.

Other possible speakers/topics

- Ed has reached out to Danny Stone with the Shoshone-Bannock Tribes so we can include an indigenous perspective (Note: we need to be prepared to pay tribal members for their travel and time)
- Contact has been made with education folks at the Peregrine Fund – in hopes they can join us with a live bird or two
- If one of these two options falls through, we will try for a Sawtooth Climbers Forum with Kirk Bachman, Reid Dowdle, and Dave Bingham

HIRING:

- I am happy to let you know that Megan Nelson will be returning as our Museum Docent for the 3rd year in a row (4th season at SIHA)! We are lucky to have Megan back and I am excited and grateful to be working with her again.
- Bryce Johnston (naturalist in 2020) will be joining us as our 2022 Lead Naturalist. Bryce just completed his degree in conservation and restoration ecology with a minor in folklore studies from the Utah State University. His interest in interpretation/education as well as his commitment to SIHA’s mission really shined through in 2020 and if you want an amusing read go back to his 2020 blogs: “From Zinc to Zircon” or “Earthquakes and the Great Western Idaho Coastline.”
- Megan and Bryce have been helping with summer crew interviews. As of February 11th we have hired 3 naturalists and are still working to fill 2 naturalist position and 1 historic specialist position. This year we had less than 20 applicants. I think a permanent increase in stipends is needed. I’ll add this to my notes for our 2023 budgeting. Short term this can be covered by an NFF grant, but this is a grant that we won’t have access to long term and we will need to find some other way to make up increase in the future.

GRANTS:

- A letter of intent was submitted to the Steele-Reese Foundation in January for Shoshone-Bannock interpretive signage/exhibits in both the visitor center and museum. If we are invited to submit a full grant we will find out by the end of March. I plan to submit grants for matching funds for this project to the Laura Moore Cunningham Foundation and/or the Harry Morrison Foundation by March 1.
- Bigwood Roofing will schedule a date to re-shingle the roof of the Museum building later this spring. We have to put off the other roofs in the complex until more funds can be secured.

- Final reporting for 2021 ISHS Past Perfect software grant will be completed in April/May.
- Shirley Studebaker with 5B Technologies is helping set up our new website. After some delays over getting her access, we should have a skeleton up and running to start populating soon. Thankfully, Hannah has offered to help with content/design. I'll be sure to share a draft of the new site with the full board when we have it.
- I plan to submit a grant proposal to the Goat Plate Fund for AEDs for the Museum/Redfish and a matching fund request to the new Stanley Winterfest grant later this month.

CENTER FOR THE SAWTOOTH:

- We have developed an information packet for the Obsidian project to share with potential donors and have begun reaching out to some potential funders. You will see in the information packet that we have settled on a name, Center for the Sawtooths, this is a placeholder, but one the committee thinks is strong enough to actually be used. In an attempt to get it to stick in my head, I'm going to be using it from now on. Because it is a large file, you can download it using this link: <https://discoversawtooth.org/center-for-the-sawtooths>.
- Since we are starting to reach out to funders, we expect the community will hear about this project and may start asking questions soon. You are welcome to share the 1-page info sheet (attached) with folks who ask about the project.
- A new target closing date for the property donation has been set for April 2.
- Doug Oblatz reached out to Leonard Petroleum to determine the cost of fuel tank/system removal. We have verbal estimates between \$25k and \$40k but have not received a formal cost estimate.
- The Jones' appraiser indicated that removal of the tanks would likely increase the appraised value of the property but will have to return to the property to determine the exact value increase. This value increase may cover the cost of tank removal.
- We hope to have a draft of the donation agreement for review by our meeting on 2/17. There are a couple pieces – specifically a reversion clause that is still being worked on by Jones and SIHA lawyers and will be shared at a later date.

2022 Summer Schedule:

Sat. May 28	Museum Opens
Sun. Jun 5	SIHA Work Day
Wed. Jun 8	Community Clean-Up
Fri. Jun 10	Redfish Opens
Thu. Jun 16	Board meeting
Fri. Jul 8	FLS beings
Sat. Jul 9	History Day
Sat. Aug 6	Smokey Bear's Birthday
Thu. Aug. 18	Board meeting (we may need to reschedule this board meeting to accommodate 50th anniversary events/activities) I would propose either moving it to Wednesday the 17th or Thursday August 11th.
Sat. Aug 20	SNRA 50th Celebration

Mon. Aug 22	SNRA 50th Anniversary
Sat. Aug 27	Sawtooth Salmon Festival
Mon. Sep 5	Museum Closes Daily Ops
Sun. Sept 11	Redfish Closes Daily Ops
Sept 11-24	SNRA Clean-up

IMPORTANT DATES

- **April 21:** Board Meeting, 10am-12pm, virtual

Submitted by Lin Gray, Executive Director – February 11, 2022

Sawtooth Interpretive & Historical Association PO Box 75 Stanley, ID 83278 www.DiscoverSawtooth.org					
Redfish Center & Gallery: 208.774.3376	FB: @SawtoothAssociation IG: @SIHA_IG	Stanley Museum: 208.774.3517	State ID # 86213	Fed ID # 82-0305044	Updated Feb-22
Contact Information (not for public distribution)					
Member	Primary Address	Other	Phone	Email	Term
Stewart Wilder - President	5684 E. Gateway Dr. Boise, ID 83716		(208)407-0842 (c)	stewartwilder@gmail.com	June 2023
Terry Clark - Vice President	PO Box 12 Stanley, ID 83278		(208)774-8135 (h) (208)720-6861 (c)	tclark@discoversawtooth.org	June 2022
Ed Waldapfel - Secretary	2606 Meadowbrook Dr. Twin Falls, ID 83301		(208)280-1650 (c)	edandpatwald@gmail.com	June 2022
Liesl Schernthanner - Treasurer	PO Box 175 Stanley, ID 83278		(208)774-5292 (h)	schernli@hotmail.com	June 2024
Ed Cannady - Director	PO Box 2603 Hailey, ID 83333		(208)720-2407 (c)	N2sawtooths@cox.net	June 2022
Gary Gadwa - Past President	PO Box 50 Stanley, ID 83278		(208)993-1210 (h)	gwgadwa@gmail.com	June 2024
Ken & Bernice Hartz - Directors	PO Box 352 Stanley, ID 83278		Bernie: (717)525-4211 (c) Ken: (208)993-1313 (c)	natbest83278@yahoo.com	June 2023
Paul Hill - Director	PO Box 3454 Hailey, ID 83333	PO Box 281 Stanley, ID 83278	(208)774-3645 (Stanley) (208)913-0211 (Hailey) (541)552-0211 (w)	paul@pahill.com	June 2024
Amelia Jones – Director	PO Box 395 Ogden, UT 84402		(801)244-6675 (c) (208)774-2446 (Stanley)	amelia@xmission.com	June 2024
Jenny MacNichol - Director	2331 NE Gile Terrace Portland, OR 97212		(503)887-2046 (c)	jennymacnichol@gmail.com	June 2022
Roland Miller - Director	2826 Pierce Avenue Ogden, UT 84403		(847)530-0411 (c)	roland@rolandmiller.com	June 2024
Becky Oblatz - Director	2550 SW Ravensview Dr. Portland, OR 97201		(208)774-1323 (Stanley) (503)708-6414 (c)	tribeck@comcast.net	June 2022
Caitlin Straubinger - Director	262 East 36th Street Garden City, ID 83714		(208)781-2304 (c)	caitlinstraubinger@gmail.com	June 2023

Member	Primary Address	Other	Phone	Email	Term
Bobbi Filbert - SNRA Liaison	Stanley Ranger Station HC64, Box 9900 Stanley, ID 83278			bobbi.filbert@usda.gov	USFS SNRA
Kathy Atchley - C/T Liaison	Caribou-Targhee National Forest/Ashton-Island Park Ranger District; PO Box 858 Ashton, ID 83420		(208)652-1208 (w)	kathleen.atchley@usda.gov	USFS C/T
Ken Carlsen - Financial Manager	PO Box 214 Stanley, ID 83278		(208)327-7672 (c)	ken@sawtoothresearch.com	Under Contract
Erica Cole - Business Manager	PO Box 315 Stanley, ID 83278		(208)993-1315 (c)	books@discoversawtooth.org yellowworms52@hotmail.com	Under Contract
Lin Gray - Executive Director	PO Box 293 Stanley, ID 83278		(208)315-3557 (c)	lgray@discoversawtooth.org	

Committee	Members	NOTES
	(C) indicates Committee Chair - Executive Director is on every committee	
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