



DRAFT MINUTES
for
APRIL 14, 2023
QUARTERLY MEETING
of
THE INTERNATIONAL OFF-HIGHWAY VEHICLE ADMINISTRATORS ASSOCIATION
(INOHVAA)

A. CALL TO ORDER

INOHVAA Chair, Matthew Eberhart called the meeting to order at 11:20 EST.

B. MEMBER ROLL CALL

INOHVAA Board		
Name	Organization	Position
Matthew Eberhart	Arizona State Parks and Trails	Chair
Scott Morrill	Executive Office of Energy and Environmental Affairs	Secretary/Treasurer
Bruce Lawrence	Minnesota DNR Enforcement	Member at Large
Members		
Name	Organization	State/Province
Will Collins	Alabama State Parks	Alabama
Josh Stoudt	Colorado State Parks	Colorado
Luke Svare	Colorado State Parks	Colorado
Michael Robinson	Idaho Department of Parks & Recreation	Idaho
Amy Madigan	Illinois Department of Natural Resources	Illinois
John Girvalakis	Massachusetts Environmental Police	Massachusetts
Joe Unger	MN Department of Natural Resources	Minnesota
Craig Rennie	New Hampshire Bureau of Trails	New Hampshire
Alexis Rudko	New Hampshire Bureau of Trails	New Hampshire
Christopher Johnson	New Mexico Fish and Game Department	New Mexico
Aricanne Brown	Ontario Federation of ATV Clubs	Ontario
Chase Pili	Division of Outdoor Recreation	Utah
Jacob Holsclaw	Wisconsin Department of Natural Resources	Wisconsin

Guests and Partners		
Name	Organization	Title
Christopher Douwes	Federal Highway Administration	Community Planner
Barrett Brown	NOHVCC	Board Chair
Randy Harden	NOHVIS Group NGO	Program Administrator
Chris Gammache	Polaris Ride Command	Trails Manager
Jason Cobb	Trophy Lite Industries	Executive Director
Karen Umphress	Up! Outside	Executive Director
Adam Harden	Wisconsin Trail Ambassadors	Deputy Administrator

C. AGENDA ITEMS

1. Consideration of Action to Approve Minutes of the January 19, 2023, General Quarterly Meeting Minutes.

Joe Unger with the Minnesota Department of Natural Resources moved to approve the minutes from the January 19, 2023 INOHVAA Quarterly Meeting. John Girvalakis with the Massachusetts Environmental Police seconded the motion. None opposed. Motion passed unanimously.

2. The Board will provide updates on their progress since the January Quarterly Meeting. (Presenter: INOHVAA Board).

Scott Morrill, INOHVAA Secretary/Treasurer provided the group an update on the reinstatement of the EIN with the IRS. The current plan of action is for NOHVCC to provide \$1,500 of seed money to facilitate the reinstatement of EIN, open a national bank account, and build a website. The Board also shared that at their most recent bi-monthly meeting they had decided to not charge for membership fees during Fiscal Year 2023. This will allow the group to work towards a better onboarding process and identify what would be a reasonable rate for membership fees and what those fees would best be used for.

Bruce Lawrence provided attendees updates on the website design to date and it was well received by the group. Updates included discussion on document sharing, member only forums, content pages for each participating state/province, and ongoing contact sharing portals.

Matthew Eberhart, INOHVAA Chair expressed that recently the Board had to switch the Member at Large Positions to have Bruce serving a 2-year term and Carman is now serving a 1-year term due to her position change within her agency. Which led into conversation regarding the conference and the likelihood that there would be one if not more open Board positions to fill at the Annual General Meeting in October in St. George. Mr. Eberhart shared with members that they were in continued conversation with NOHVCC and that the Board wanted to ensure there was ample notice for conference attendees and that the INOHVAA Board would be working to put together some connect and materials to share with Members by July 1st so that trip planning could begin at the start of the State Fiscal Year. Materials will include the following

- *Membership Welcome Letter*
- *Save the Date*
- *Tentative Agenda for October Conference in St. George*

During the conversation about the conference, Chris Gammache, former INOHVAA chair mentioned that the August 2022 Conference in Knoxville had a great format in that it allowed members to engage with industry and NOHVCC through the conference but still have time to conduct INOHVAA business. He also expressed the importance of informing members in advance of conference dates and locations to obtain timely approvals for travel. Chris Johnson with New Mexico informed the group that for his state an agenda with

dates and locations at least 4 months in advance is incredibly helpful for out of state travel planning. Most administrators on the call echoed the same concerns. Mr. Johnson also mentioned that including buzz words or topics like best practices for OHV management, Administrators sessions, OHV Training and education updates, reciprocity, and OHV legislation help in justifying the need to attend the conference.

Based on preliminary conversations amongst the group, the INOHVAA Board, and NOHVCC the tentative schedule would look something like the following.

- *Wednesday, October 4, 2023: INOHVAA Brainstorming/Roundtable Dinner*
- *Thursday, October 5 2023: NOHVCC Mobile Workshop w/Administrators outreach displays*
- *Friday, October 6, 2023: INOHVAA Annual General Meeting Part 1 w/NOHVCC Breakout Sessions*
- *Saturday, October 7, 2023: INOHVAA Annual General Meeting Part 2 w/NOHVCC Breakout Sessions*

3. NOHVCC Updates (Presenter: NOHVCC Representative)

INOHVAA Board Chair, Barrett Brown provided Updates to INOHVAA members on the work they've been diving into over the past 6 to 9 months. In recent months NOHVCC has been working with board training, governance review, public planning and strategic planning on how to grow. He expressed that there are tons of positive changes happening and that their organization looks forward to growing our partnership in the future. He also shared that the NOHVCC Board did receive the INOHVAA Funding Request and they are happy to assist. INOHVAA and NOHVCC will work together in the coming weeks to get a payment received so that INOHVAA can work towards reinstatement with the IRS.

For the conference there were not many updates but Barrett expressed that NOHVCC was happy to work with INOHVAA on the development of conference materials in advance of July 1st so that more administrators could have the opportunity to attend and start their out of state travel requests.

In closing, Mr. Brown strongly recommended that as OHV program administrators, we work closely with our clubs and legislators to navigate the legislative process and provide input and feedback to our OHV community on where bills and OHV concepts are and how potential changes may affect them. Several states have had recent legislation proposals that have come from outside sources so being well informed and educating the riding public as program managers is extremely important.

4. Reciprocity Flow Chart Review (Presenter: Peter Reed, INOHVAA Vice Chair)

With member Reed's absence, Matthew Eberhart presented on the updates Peter had worked on related to a reciprocity flow chart. It was well received by attendees and it was recommended that the Board research flow chart design software to be able to help other states develop Reciprocity/Registration flow charts for their OHV Communities. Member Johnson from New Mexico expressed that this type of deliverable would be a great example of benefits to being engaged with the group and being able to justify membership dues and attending the annual conference. The INOHVAA Board plans to research these options and attempt to design a few examples for members to share and design themselves.

5. INOHVAA will discuss next steps (Presenter: All)

Between Quarterly meetings, the INOHVAA Board will work on the following items.

- *Obtaining startup funds from NOHVCC*
- *Submit EIN Reinstatement application with the IRS (6 to 8 week approval)*
- *Design a Membership Letter: Include our mission, benefits, No dues for membership this year but dues could be estimated at \$500 in the future.*
- *An INOHVAA/NOHVCC Conference Save the Date*

D. FUTURE AGENDA ITEMS

Based on conversation INOHVAA members have requested continued conversation on the following topics.

- *Conference: Updates*
- *Report out from International Trails Summit Attendees*

- *Navigating the legislative process*
- *Education requirements*
- *Membership Onboarding*
- *Reciprocity*
- *Defining Off-Highway Vehicles*

E. FUTURE MEETING DATES

Board Meetings:

May 16, 2023

June 13, 2023

Quarterly General Meeting:

June 29, 2023

F. ADJOURNMENT

INOHVAA Chair, Matthew Eberhart Adjourned the meeting at 12:36 EST.