



**DRAFT MINUTES**

for

JUNE 29, 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 11:11am. est.*

**B. MEMBER ROLL CALL**

<b>Board</b>		
<b>Name</b>	<b>Organization</b>	<b>Position</b>
Matthew Eberhart	Arizona State Parks and Trails	Chair
Peter Reed	Alberta Off-Highway Vehicle Association	Vice Chair
Scott Morrill	Executive Office of Energy and Environmental Affairs	Secretary/Treasurer
Bruce Lawrence	Minnesota DNR Enforcement	Member at Large
Carman Jackson	Indiana Department of Natural Resources	Member at Large
<b>Members</b>		
<b>Name</b>	<b>Organization</b>	<b>State</b>
Will Collins	Alabama State Parks	Alabama
Peter Reed	Alberta OHV Association	Alberta
Kim Jackson	Arizona Game & Fish Department	Arizona
Matthew Eberhart	Arizona State Parks and Trails	Arizona
Tom Metsa	CO State Parks	Colorado
Amy Madigan	Illinois Department of Natural Resources	Illinois
Carman Jackson	Indiana Department of Natural Resources	Indiana
Scott Morrill	Executive Office of Energy and Environmental Affairs	Massachusetts
John Girvalakis	Massachusetts Environmental Police, Boat & Recreation Vehicle Safety Bureau	Massachusetts
Bruce Lawrence	MN DNR Enforcement	Minnesota
Joe Unger	MN Department of Natural Resources	Minnesota
Morgan Wendt	MN Department of Natural Resources	Minnesota
Clinton Savage	New Hampshire Bureau of Trails	New Hampshire
Christopher Johnson	New Mexico Fish and Game Department	New Mexico
Kellee Iwrin	Motorcyclists Confederation of Canada (MCC)	Ontario
Mike Law	Oregon Parks and Recreation	Oregon

Jeff Trejo	Oregon Department of Forestry	Oregon
Troy Withers	PA Department of Conservation & Natural Resources	Pennsylvania
Erica Keller	Texas Parks & Wildlife Department	Texas
Jacob Holsclaw	Wisconsin Department of Natural Resources	Wisconsin
<b>Guests and Partners</b>		
<b>Name</b>	<b>Organization</b>	<b>State</b>
Tasha Nielsen	Webster County Conservation (NOHVCC Board - Secretary)	Iowa
Dan Kleen	NOHVCC - Board Chair	Montana
Adam Harden	Wisconsin Trail Ambassador Program - Deputy Administrator	Wisconsin
Randy Harden	Wisconsin Trail Ambassador Program - Program Administrator Wisconsin ATV-UTV Association President	Wisconsin
Marc Hildesheim	NOHVCC - Executive Director	Idaho
Christopher Douwes	FHWA - Community Planner	D.C.
Chris Gamache	Polaris Ride Command	New Hampshire
Matt Caldwell	Tread Lightly! - Executive Director	Arizona
Laura Feist	NOHVCC Secretary	Montana

### C. AGENDA ITEMS

#### 1. Consideration of Action to Approve Minutes of the April 14, 2023, General Quarterly Meeting Minutes.

*INOHVAA Vice Chair, Peter Reed moved to approve the minutes as presented. INOHVAA Member-at-Large, Bruce Lawrence seconded the motion. None opposed. Motion passed unanimously.*

#### 2. Budget Update. (Presenter: INOHVAA Secretary/Treasurer, Scott Morrill)

*INOHVAA Treasurer, Scott Morrill provided attendees an update on current balances. In June, the NOHVCC Board approved the transfer of start up funds to INOHVAA. Those funds have since been transferred. The account currently has \$1,534.92. Funds will allow the organization to reinstate an EIN with the IRS, preliminary website fees, and starting a business bank account with Chase. Currently, INOHVAA manages finances with a small midwest bank that has minimal locations and few online tools. Moving to Chase will provide more board members access and a wider variety of resources for managing funds. This will eliminate the issues that occurred during the pandemic where only one INOHVAA member had access to the account.*

#### 3. Board Updates. (Presenter: INOHVAA Board)

*Board Members Scott Morrill and Matthew Eberhart provided updates that the Board has been working closely with NOHVCC to plan for this year's conference which will be discussed later in the agenda. The Board has established its address as Scott's office to be able to submit paperwork for EIN reinstatement and Bruce, Matt and Peter have been working diligently on the website design.*

#### 4. TREAD Lightly! (Presenter: Matt Caldwell, Tread Lightly! Executive Director)

*Matt Caldwell, Executive Director for Tread Lightly! provided an update on who Tread Lightly! is, what they do, and why it's important to administrators.*

*Their team has doubled in size since 2020 they have gone from 7 team members to currently 15 plus 4 contractors as of 2023. The team is currently working on executing 25+ agreements, activities, and grants across the country.*

*Stewardship, Education, and Outreach are currently their three pillars*

### ***Stewardship***

*Prior to 2020 they were doing about 20 per year across about 10 states with 300 volunteers*

*2022 they did 113 restoration projects across 22 states and almost 2,100 volunteers*

*for 2023 they are looking at 120 projects across 30 states and an upwards of 2,500 volunteers*

*Projects include restorations, signage, cleanups, trail maintenance, fencing, habitat and cultural site protection.*

### ***Education***

*2020 Tread Trainer and Master TT In-Person Training*

*2022 Tread Trainer and Mater TT, online training (flexibility), E-Bike Course, Corporate Master TT and TT.*

*2023 OHV Utah Course (175,000) courses completed. Working on courses with BRP (Ski Doo, Sea Doo, Can-Am - Education for dealer and user), "Tread Lightly with your content" (off trail travel, wildfire awareness, reckless operation, habitat damage).*

### ***Outreach and communication***

*2020 about 20 events per year - 2,600 members*

*2022 about 70 events - 12,000+ members*

*2023 and beyond 75 events a year and 15,000+ members and growing*

*Scott shared they will be working with TreadLightly! soon. Matt Eberhart shared information on a variety of collaborations in AZ, especially with help with side by side rental vendors due to problems being seen.*

## **5. NOHVCC Updates. (Presenter: NOHVCC Member).**

*Marc Started back on June 5th. Continuing to have conversations with INOHVAA about making the conference more of a joint feel and wanting to make it a better melding of our organizations. At NOHVCC we want to continue the Great Trails Program. They are in conversations with Dick Duford and as long as there continues to be a need and desire for great trails workshops they are going to strive to provide them. NOHVCC mentioned that they had started the strategic planning process and want to grow their organization for the better. NOHVCC is working with INOHVAA hand in hand to have this year's conference be new, unique and hopefully profitable. With a more unified front and having INOHVAA be more incorporated into the general meeting sessions the hope is that everyone in attendance will have a more significant takeaway from attending. .*

## **6. Joint Conference Discussion. (Presenter: All)**

*Matt updated membership regarding joint conference updates, need for, sponsorships, agenda updated for travel permissions, INOHVAA logo included in all future communications. Working on an agenda as quickly as possible.*

*INOHVAA board members developed a questionnaire form for membership to complete related to travel requirements or obstacles.*

*Questions to membership:*

*1) Can you attend on Saturday?*

*2) Do you normally attend the mobile workshop?*

- 3) *Will early workshop start affect ability to travel on Wednesday?*
- 4) *Do you typically stay for the Saturday awards dinner?*
- 5) *Do you have any partners who would be interested in helping with costs?*

*Marc suggested administrators send contact info for any potential exhibitors or sponsors to INOHVAA board members and let boards do the leg work in partnership with NOHVCC. Christopher Douwes recommended American Trails and FHWA RTP Program to help with tuition/attendance for the conference. Troy from PA said that their team would need information in early July to get ahead of putting the out of state travel forms. There was also conversation about how registrations will be tracked. Marc expressed that registrations will track who is attending for what primary purposes (INOHVAA, NOHVCC, Partner, etc.)*

#### **D. FUTURE AGENDA ITEMS**

*Members expressed wanting to see an update on the Reciprocity Flow Chart Website updates.*

#### **E. FUTURE MEETING DATES**

*Bi-Monthly Board Meeting: August 2023*

*Quarterly General Meeting: August 2023*

#### **F. ADJOURNMENT**

*INOHVAA Chair, Matthew Eberhart Adjourned the meeting at 12:25p.m. EST.*