

PLAN JEFFCO BOARD MEETING

Zoom's AI Companion (corrected)

PLAN Jeffco Board Meeting summary, 1/15/2026 – DRAFT

Upcoming Events:

Next board meeting: February 19th, 2026. See last page for the complete schedule.

Open Space Advisory Committee:

General meetings schedule: <https://www.jeffco.us/1581/Advisory-Committee>

Past Meeting Videos and Documents: <https://www.jeffco.us/4528/Past-Meeting-Videos-and-Documents>

Members in attendance: Jean Tate, Michelle Poolet, Cathi Schramm, Lydia Andrews-Jones, Don Moore;
Secretary: ZOOM AI (with corrections)

Call Meeting to Order: 6:37 PM, Michelle Poolet Chair

Key takeaways

- The board voted to change leadership titles from President/Vice President to Executive Director (Peter) and Operational Director (Michelle)
- The January OSAC meeting covered four items: recognition of service for Jeremy Hakes, Coal Creek Canyon utility easement approval, Matthews Winters Park's Braun Farm acquisition (347 acres for \$7.3 million), and Ken Carroll Ranch Metro District property transfers
- Don's proposal regarding preservation area knowledge was tabled until the next meeting due to his technical difficulties joining
- Jean is experiencing computer issues that have locked up her email, preventing access to financial information
- The board will meet informally at the upcoming Conservation Awards to discuss Don's proposal

Discussed topics

Meeting minutes approval

- **Details**
 - **Michelle:** Sent out November meeting draft minutes at 11 AM with her comments in red
 - **All board members:** Acknowledged they hadn't had time to review the minutes
- **Conclusion**
 - Approval of minutes tabled
 - Board members will review and provide feedback via email within the next couple of days

Financial report

- **Details**
 - **Jean:** Reported her computer is "locked up" and she cannot access First Bank
 - **Michelle:** Confirmed the bank website is working as she was able to pull a savings account statement
- **Conclusion**
 - Jean will send out a financial report once her computer issues are resolved
 - Michelle noted the account balance is likely similar to the previous report

Leadership title changes

Discussion about changing the organization's leadership titles.

- **Details**
 - **Michelle:** Suggested changing titles from President/Vice President to Director roles as more appropriate for a small non-profit
 - **Jean:** Noted confusion about past title changes from co-chairs to president
 - **Michelle:** Explained the title of president was adopted during Margo's time and continued during succession
 - **Catherine:** Asked if titles were specified in the bylaws
 - **Michelle:** Confirmed bylaws mention conventional titles but don't mandate them
- **Conclusion**
 - Board voted unanimously to change titles from President/Vice President to Executive Director (Peter) and Operational Director (Michelle)

January OSAC meeting report

Michelle provided a detailed report on the January OSAC meeting.

- **Details**
 - **Michelle:** Reported four agenda items:
 1. Recognition of service for Jeremy Hakes (chair for 2 years, served 8 years total)
 2. Coal Creek Canyon Study Area United Power Utility Easement approval (underground power lines without recorded easements)
 3. Matthews Winters Park's Braun Farm acquisition (347 acres with access from Grapevine Road)
 4. Ken-Caryl Ranch Metro District property transfers (swap of 905 acres on South Hogback for 12-acre Ken-Caryl community center)
 - **Catherine:** Asked about the acreage of Matthews-Winters acquisition
 - **Michelle:** Confirmed it was 347 acres for \$7.3 million, with Open Space applying for grants to offset costs
- **Conclusion**
 - Michelle will send the board the resolutions and video link from the meeting
 - The Matthews Winters property will likely take 2-5 years to open to the public due to evaluation processes

Newsletter review

Brief discussion about the newsletter format and frequency.

- **Details**
 - **Jean:** Asked if there would be any benefit to publishing the newsletter every other month
 - **Michelle:** Explained that bimonthly would make the newsletter too large and unwieldy
 - **Michelle:** Noted she has a template set up that makes monthly publication manageable
- **Conclusion**
 - Newsletter will continue on a monthly schedule
 - Board members should review the December newsletter for readability

Website update

Brief update on website changes.

- **Details**
 - **Michelle:** Reported checking with Peter about title changes on the website
 - **Michelle:** Noted Peter agreed with changing from President to Director titles
- **Conclusion**
 - Website will be updated to reflect new leadership titles

GIS resources for Jefferson County

Discussion about available mapping resources.

- **Details**
 - **Jean:** Asked if board members had explored Jefferson County's GIS resources
 - **Michelle:** Mentioned JMAP as a resource that provides detailed property information
 - **Jean:** Suggested these resources could be useful for Don's proposal
- **Conclusion**
 - Michelle will prepare a county map showing park locations for the volunteer event
 - Board members were encouraged to explore the GIS resources

Technical difficulties with Zoom

Several members experienced problems joining the meeting.

- **Details**
 - **Catherine:** Had to use the agenda link after the calendar link failed
 - **Don and Vicki:** Unable to join properly due to Zoom version issues
 - **Michelle:** Noted Zoom had recently upgraded
- **Conclusion**
 - Michelle will set up test meetings for Don and Vicki to practice joining
 - The board may avoid using calendar invitations for Zoom meetings in the future

Adjournment: 7:24 PM

Action items

- **All board members**
 - Review November meeting minutes and provide feedback via email within the next couple of days
 - Review December newsletter for readability
- **Michelle**
 - Send video link and resolutions from OSAC meeting to the board
 - Send list of maps to board members
 - Prepare a county map showing park locations for the volunteer event
 - Set up test Zoom meetings for Don and Vicki
 - Update website to reflect new leadership titles
- **Jean**
 - Send financial report once computer issues are resolved
 - Send contact information for Peruvian conservation group to Lydia
- **Board**
 - Meet informally at the Conservation Awards to discuss Don's proposal
 - Consider scheduling a lunch meeting with Hilary in her new position

PLAN Jeffco Meeting Schedule 2026

Meeting place for hybrid format: EdCor, 195 S. Union Blvd. #200; corner of Union and Cedar next to Firehouse Subs. Preferred parking is in front of the building and to the right. You're welcome to bring your dinner with you for the in-person meetings.

Date 2026	Location	Chair
Jan. 15	Zoom	Peter
Feb. 19	Hybrid@EdCor	Michelle with Jean backup
March 19	Zoom	Michelle with Jean backup
April 16	Zoom	Michelle with Jean backup
May 21	Hybrid @ EdCor	Cathi
June 18	Zoom	Cathi
July 16	Zoom	Cathi
August 20	Volunteer Picnic	Don
Sept. 17	Zoom	Don
Oct. 15	Zoom	Don
Nov. 19	Hybrid @ EdCor	Vicky
Dec. 17	TBD	Vicky
Jan. 21	TBD	Vicky