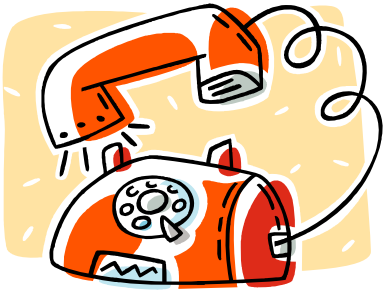


GOT TRAINING?

The 2010 CCLT Training & Educational Program



The California Council of Land Trusts is pleased to announce our 2010 Training and Education Program – a cost-effective series of critical courses that will mostly be offered in “virtual classrooms” throughout the year.

“Virtual Classrooms” are where the environment and the economy meet. With continuing fiscal challenges confronting us all, CCLT is proud to provide top-notch training without leaving your office or home. These real-time, remote classes lessen carbon footprints, save valuable time, and will keep your costs low. In response to member requests, we are also offering several late afternoon and evening classes to make it easier for board members to get the training they need.

This brochure contains all course descriptions and a registration form that features discounted rates for CCLT members, public agency associates, and supporters.

Many thanks to our trainers and the Resources Legacy Fund Foundation for their continued investment to create a lasting legacy of land and water conservation in California through their generous support of this program.



The 2010 CCLT Training and Educational Program



Accreditation: Jump Start

(a 90-minute course)

with Cheryl Belcher

#1

You don't need a coach and counselor to overcome fear of the accreditation process. All you need is a little ***Jump Start!*** Even if your plans to apply are years away, now is the time to learn what you can do today to set your land trust up for success tomorrow. This 90-minute class covers an introduction to accreditation, why it is important and the practical steps needed to improve the organizational capacity of your land trust. The class will be offered ***two times*** with an early evening option to accommodate Board members with day jobs.

\$25 members/\$50 non-members

Class #1A June 3, 5:00-6:30 p.m.

Class #1B June 8, 10:00 – 11:30 a.m.

Thriving in a Leadership Role

(a six-series course)

with Dan Schwab

#2

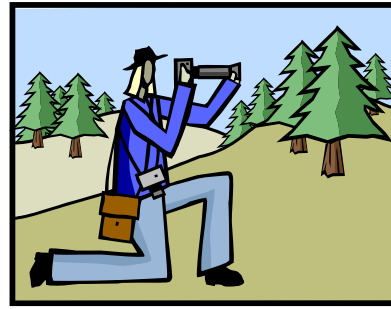
Leadership in land conservation is needed now more than ever. This virtual classroom course uses ***six 90-minute classes*** to examine the key skills of effective leadership. Participants are also offered an individual half-hour coaching session. Topics covered are appropriate for seasoned land conservation professionals and board members, as well as team members newer to the field. The class is designed to accommodate 12-18 participants, so register now!

Class #2

\$200 members/ \$300 non-members

- ***Class 2A: The art and science of leadership – June 9, 10-11:30 am***
- ***Class 2B: Creating a compelling vision of the future – June 14, 10-11:30 am***
- ***Class 2C: Confronting the endless need for change – June 21, 10-11:30 am***
- ***Class 2D: Building consensus for action – June 28, 10-11:30 am***
- ***Class 2E: Enhancing the personal power of the leader – July 12, 10-11:30 am***
- ***Class 2F: Thriving as a leader for the long run – July 19, 10-11:30 am***

Schedule for coaching sessions to be determined.



Eight Steps to Accreditation Success

(an eight-series course)

With several expert instructors

#3

Easement and Land Stewardship

(a 3-day course)

with Shelton Douthit

#4

New Course Offering! Staff and board members should both take this!

Who needs a 12-Step Program? After you have taken **Accreditation: Jump Start** and banished all fear, CCLT ignites the engines with an 8-class course designed to increase your readiness and comfort zone by taking you step by step through many aspects of the accreditation process. Joining CCLT Program Manager Cheryl Belcher will be consultants and staff from different land trusts around the state who have already successfully gone through the process and survived to tell the tale! These 60-minute sessions will each include a 15-minute question and answer period, and sample documents for download. See page 8 for individual class details. Participants can either sign up for the full series, or select individual classes. Start your Accreditation Team now, divide up the topics, and then spread the joy and knowledge!

Full course special:

\$65 members/\$130 non-members

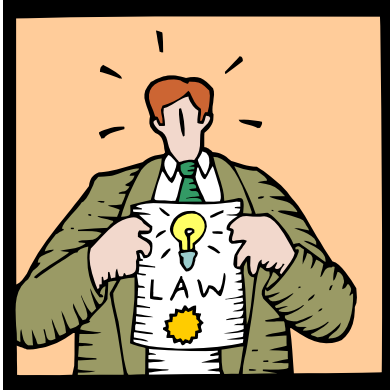
Single classes: \$15 members/\$30 non-members

You asked for it and you got it – twice! This 3-day course is back by popular demand and will be offered in two locations this year. Shelton and his team will cover all aspects of baseline preparation, monitoring and photo point creation. Classes also include a field component. The June class is at Solano Land Trust’s 2,000 acre Rush Ranch Preserve and the November class at the Wildlands Conservancy’s 2,800 acre White Water Preserve. Enroll now if you are setting up a stewardship program for the first time, revamping your old program, or preparing for accreditation. See page 7 for full class details. Space is limited at each site, so sign up early.

Class 4A: June 15-18 at the Solano Land Trust’s Rush Ranch Open Space Preserve (near Fairfield)

Class 4B: November 2-5 at the Wildlands Conservancy’s White Water Preserve (outside of Palm Springs)

\$ 155 members/\$310 non-members



Public Policy and Conservation

(a 60-minute course)

with Darla Guenzler

#5

Public policy provides many of the resources and rules for land and water conservation, so it is vital that conservationists have a strong voice in this process. Questions surrounding the rules of this road will be addressed here such as what are the benefits of participating in the state’s conservation agenda, how can your organization stay informed, and what are different models for making timely decisions to support or oppose policy issues? Explore how to develop an organizational policy about participating in public policy matters (sample policies will be provided). Documents will be provided.

Class #5

Free to members/\$25 non-members

June 24 3:00-4:00 pm

Using Wildlife Preservation as a Fund Raising Tool

(a three-series course)

with Craig Edgerton & Tanya Diamond

#6

This **three-class course**, presented by Craig Edgerton and Tanya Diamond from Connectivity for Wildlife, LLC. focuses on the need to educate participants about the importance of wildlife connectivity. The course will provide the framework for identifying potential species that need protection, building member support for the land trust's mission, using the data collected to help prioritize land purchases, and secure funding for land purchases that protect certain species.

Class #6

Dates: July 8, 15 & 22, 11:00 am – 12:00 pm

\$50 members/\$100 non-members



Crises Planning for Land Trusts

(a two-series course)

with Kate Kelly, Harry Pollack
and Cheryl Belcher

#7

This program will focus on the policies, procedures and organizational behavior needed for a land trust to successfully face a crisis or organizational challenge. Whether it's a project gone wrong, an easement threatened by eminent domain, or the loss of a key staff or board member, participants will learn the types of policies and procedures needed to maneuver through these challenges. Organizational behavior will also be explored and participants will come away with an understanding of successful approaches for land trust boards and staff to face crisis and challenges. Two 90-minute classes.

Class #7

July 20 & August 3, 1:30-3:00 pm

\$50 members/\$100 non-members

Planned Giving: In-Depth

(a two-series course)

with Brigit Kavanagh & Cheryl Belcher

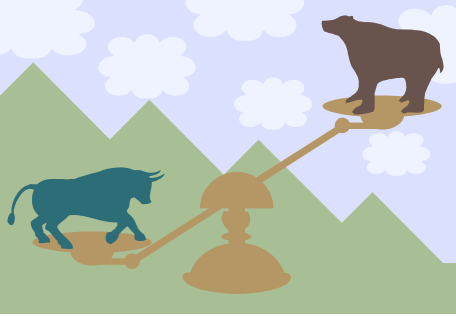
#8

Show me the money! This course consists of two 90-minute classes that will focus on how to create a pathway that money will follow to your land trust coffers. Cheryl Belcher will show you the elements that go into a Planned Giving Program and how to set up, manage and market a basic program even if you have a small staff. Attorney Brigit Kavanagh from the Law Firm of Adler and Colvin, will then discuss the various Planned Giving "vehicles" that might become part of your toolbox, and share her unique land trust perspective on planned giving by evaluating the legal "ins and outs" of your program. Sample documents provided.

Class #8

August 9 & 16, 10:00-11:30 am

\$50 Member/\$100 non-members



A Delicate Balance: Setting Your Spending and Investment Policies
 (a 60-minute course)
 with Sean Langley, CIMA #9

This 60-minute class is designed to help institutional investors understand the spending and investment choices they face. Special consideration is given to key factors such as time horizon, expected inflation and the level and timing of future income. Finally, by using hypothetical examples, various spending rates are illustrated as to their impact on portfolio values. "A Delicate Balance" will provide land trusts with a better understanding of how their investment policy statements and spending policies work in conjunction with one another.

Class #9
\$15 members/\$30 non-members
August 19, 10:00 – 11:00 a.m.

Land Title Due Diligence: Hands-on Exercises for Acquisition Staff
 with Shelton Douthit #10

This *two-day workshop* presented by Shelton Douthit will identify title due diligence considerations when acquiring land or conservation easements and will take the participant through a step-by-step process of verifying legal descriptions, calculating acreage and critically reviewing title reports. Easements and other typical items of record will be reviewed and their impacts on the conservation values of a particular property will be discussed. A half-day field exercise on a Placer Land Trust local preserve is included in which participants will identify potential “adverse possession” land uses, property corners and other factors that relate to title due diligence. An introduction to Government Land Office records and websites has been recently added to this course at the request of federal agency land trust partners. This workshop is oriented toward staff and attorneys that perform transactional due diligence both for land trust and partner public agencies. Wit and humor is included at no extra cost.

Class #10
Dates: August 24-25, all day with travel time
\$75 members/\$150 non-members



Building Your Volunteer Base
 (a 90-minute course)
 with Cathy Moyer and Linus Eukel #11

Volunteers are the cornerstone of successful land conservation, and a critical element of land trust survival. Learn how to attract, motivate and retain these valuable contributors to your efforts, and when you should partner with volunteer organizations for your projects. Linus Eukel (Muir Heritage Land Trust) and Cathy Moyer (Volunteers for Outdoor California) return for this popular 90-minute class first offered at CCLT’s Annual Conference in March 2010.

Class #11
October 27, 10:00 – 11:30 a.m.
\$25 members/\$50 non-members

NEW ADDITION!

Mapping Protected Lands in California
 (a 45-minute course)
 with Larry Orman #12

Fast, effective mapping of California’s protected resources can be costly and complex. This course will show participants how to save time and money with MapCollaborator -- a new online mapping tool that enables easy review of all protected lands in California. This session will focus on interface with the California Protected Areas Database, a GIS inventory of all parks and other fee-protected open space in California, mostly mapped to official ownership boundaries. MapCollaborator can easily be adapted for other types of online data review, making it a great resource for land trusts when they do not need complicated online mapping tools. A live demonstration will be shown, which will also present options on how easement data can be made available to qualified users.

Class #12A July 28, 10:00 – 10:45 am

Class #12B August 5, 4:00 - 4:45 pm

Free to all Participants

Contact gin@greeninfo.org to register for this course.



All you need is a phone and DSL internet service to join a Virtual Classroom.

Guided Organizational Assessment and Planning

with Cheryl Belcher

CCLT Program Manager Cheryl Belcher will work with your land trust board and staff to provide education about the accreditation process and take you through LTA's Assessing Your Organization (AYO) questionnaire, and then work with your accreditation team to set up a work plan, timeline and plan for completion of your application. This process can take between 2-3 months to complete. Call for complete program details or to reserve your time slot.

Date(s) to be determined in consultation

\$3,000 for members, \$3,500 for non-members

Contact cherylbhelcher@gmail.com for more information.

FAQ about VIRTUAL CLASSROOMS

What is a "Virtual Classroom"? It is a real-time, phone-based seminar that utilizes a toll-free conference line and access to a secure web site to view/download all training materials. Participants hear the trainer, follow-along with the materials, and can ask questions. You can either print out training materials prior to the class (recommended) or view the materials on your computer screen during the class.

What do I need? You must have access to a phone, computer and an email account. DSL is recommended to download the large class files. If you have dial-up internet service, we encourage you to find a colleague with DSL and download the materials.

What do I pay? The class fees include all training documents and one toll-free phone line.

How do I get started? Virtual Classrooms are not "drop-in" sessions. You must register for the class at least three days before it is offered. Once registered, you will be sent the information to enable you to download the class materials from CCLT's web site; materials will be posted three days before the class.

Your email address is the key to receiving the toll-free access number and link to the class materials.

A Closer Look: Easement & Land Stewardship (Course #4)

Location Details
(See page 2 for basic course information)

Class 4A at Rush Ranch Preserve – Location for June 12-18 class

Rising out of the northeast edge of the Suisun Marsh, Rush Ranch stretches across 2,070 acres of marsh and rolling grassland. Purchased in 1988 by Solano Land Trust, Rush Ranch provides recreational and educational opportunities to thousands of visitors each year. The Ranch, with its historical buildings and self-guided trails, is located approximately two miles south of Highway 12 on Grizzly Island Road.

Solano Land Trust has completed a new Nature Center to showcase the many natural and historical features of the property. Within the property's boundaries is one of the best remaining examples of a brackish tidal marsh habitat in the United States. Once a continuous tidal marsh habitat, the greater Suisun Marsh is now a vast complex of wetlands owned privately by local duck clubs. Only about 10 square miles of the historic tidal marsh remains, one-tenth of which occurs at Rush Ranch.



What's special about a brackish tidal marsh? It is an important habitat for fish, bird and plant species, including many that are threatened and endangered such as the salt marsh harvest mouse, Suisun ornate shrew, Delta smelt, Sacramento splittail, giant garter snake, California clapper rail, California black rail, Suisun song sparrow, and the American white pelican. Approximately 230 different species of birds have been seen throughout the marsh and grassland habitats, and plant communities range from spring wildflowers to native bunchgrass and marsh-adapted vegetation.

Class 4B at Whitewater Preserve – Location for the November 2-5 class

Whitewater Preserve is 2,851 acres surrounded by the Bureau of Land Management San Geronio Wilderness and is part of the Wildlands Conservancy's 33,000-acre Sand to Snow Preserve System. The Preserve also includes the 291-acre former Whitewater Trout Farm that was purchased at a substantial discount through a partnership with Friends of the Desert Mountains and the Coachella Valley Mountains Conservancy. These scenic 291 acres lie at the end of Whitewater Canyon Road, approximately 30 minutes north of Palm Springs, and are an important portal into the San Geronio Wilderness and preserve lands.

The year-round Whitewater River runs through the preserve and riparian vegetation provides habitat for the endangered southwest willow flycatcher and the bell's vireo as well as opportunities to see migrating birds including summer tanagers and vermilion flycatchers. The canyon has a robust population of bear, deer, bighorn sheep and mountain lions. Whitewater Canyon is an important wildlife corridor between the San Bernardino and San Jacinto Mountains. The lower canyon is a living laboratory of evolution where mountain, inland and desert species hybridize.

The Wildlands Conservancy restored the lodge at the former trout farm for a visitor facility and developed a picnic area, group campground, restroom facility and a trailhead that is only a half mile from the Pacific Crest Trail in the San Geronio Wilderness. The picnic area and ponds are overshadowed by steep vertical cliffs where bighorn sheep thrive along with numerous raptors. Fishing is limited to organized catch and release programs for youth. The preserve's proximity to the Coachella Valley makes it ideally situated for outdoor education programs.

A Closer Look: Eight Steps to Accreditation Success (Course #3)

Location Details
(See page 2 for basic course information)

Class #3A – LTA Standards and Practices: It all starts here! Demonstrating compliance with, and implementation of, the Indicator Practices is the heart of the national accreditation program. This class offers an overview covering all S&Ps and the 26 Indicator Practices for accreditation.

Date: June 16, 9:00-10:00 a.m.

Class #3B – The AYO – Your First Step!

Completing LTA's Assessing Your Organization questionnaire (AYO) is a requirement to apply and will become your blueprint to success in assessing your organizational readiness and setting short and long-term goals. Start a systematic approach to address areas that do not meet LTA Standards and Practices.

Date: June 29, 9:00-10:00 am

Class #3C – Policies and Procedures: Do you know which policies you must have in place for sound business practices and in order to apply? What do they need to cover? How do you demonstrate implementation? Do your old policies need updating? Learn the answers to these questions and receive sample documents for all policies.

Date: July 13, 9:00-10:00 am

Class #3D – Baselines and Management Plans:

All conservation easements your land trust holds must have Baseline Reports and all fee title lands must have Management Plans. These plans must contain specific elements, but what are they? We will also discuss how to handle older projects that have no baseline documentation.

Date: July 27, 9:00-10:00 am

Class#3E – Record Keeping: Your land trust must have adopted a written Records Policy that governs how organization and transaction records are created, collected, retained, stored and disposed under S & P 2D and 9E. This critical element of accreditation is examined, with sample policies and discussion of electronic versus hard copies, and off-site storage.

Date: August 10, 9:00-10:00 am

Class #3F – Conflict of Interest and Legal and Ethical Practices: What does private inurement or insider mean? How to avoid the *appearance or perception* of a conflict? How does a land trust demonstrate compliance with specific legal and ethical practices? Learn more about these issues and others at this class.

Date: August 24, 9:00-10:00 am

Class #3G – Timing and the Pre-Application:

What are the strategic considerations your land trust needs to address prior to taking this step? How and when do you apply? What must be in place before you register? What are your time frames? Answers to these questions and a review of the *newly revised* pre-application are included.

Date: September 14, 9:00-10:00 am

Class #3H – The Master Checklist and

Application: How to implement the Master Checklist now, and a review of the *new* Application with tips for smoothing out the process and angst in setting up your notebook.

Date: September 28, 9:00-10:00 am





916.497.0272

www.calandtrusts.org

REGISTRATION FORM

2010 CCLT Education and Training Program

For Land Trusts, Public Agency Associates and Supporters

Your Information

Name: _____ Title: _____

Organization: _____ Are you a CCLT Member? _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Register Now!

Courses and Training Fees

	Non-Member	Member	<u>Eight Steps to Accreditation Success</u> Course #3	Non-Member	Member
#1A Accreditation: Jump Start (June 3)	\$50	\$25	Full Course Special (All Eight Classes)	\$130	\$65
#1B Accreditation: Jump Start (June 8)	\$50	\$25	#3A LTA Standards and Practices	\$30	\$15
#2 Thriving in a Leadership Role	\$300	\$200	#3B The AYO – Your First Step	\$30	\$15
#4A Easement & Land Stewardship (6/15-18)	\$310	\$155	#3C Policies and Procedures	\$30	\$15
#4B Easement & Land Stewardship (11/2-5)	\$310	\$155	#3D Baselines and Management Plans	\$30	\$15
#5 Public Policy and Conservation	\$25	free	#3E Record Keeping	\$30	\$15
#6 Using Wildlife Preserv. for Fundraising	\$100	\$50	#3F Conflict of Interest and Legal/Ethical Practices	\$30	\$15
#7 Crises Planning for Land Trusts	\$100	\$50	#3G Timing and the Pre-Application	\$30	\$15
#8 Planned Giving: In-Depth	\$100	\$50	#3H The Master Checklist and Application	\$30	\$15
#9 A Delicate Balance: Setting Your Spending and Investment Policies	\$30	\$15			
#10 Land Title Due Diligence	\$150	\$75	Subtotal	\$ _____	
#11 Building Your Volunteer Base	\$50	\$25	Subtotal from Column A	\$ _____	
Subtotal	\$ _____		TOTAL	\$ _____	

Payment Information

To register, print this form and return with your payment by check or credit card number to CCLT, 1029 K Street, Suite 48, Sacramento, CA 95814 or fax form with credit card information to 916-448-7176.

Please charge my fees of \$ _____ to: Visa Mastercard My check is enclosed for \$ _____

Card # _____ Exp. Date _____

Name _____ Signature _____

Billing Address _____

Questions? Email cherylmbelcher@gmail.com or call the CCLT office at 916-497-0272