

TWS – WS Executive Board Meeting

Tuesday, January 29, 2013
Doubletree Hotel, Sacramento, CA

In attendance:

Board members: **Linda Leeman**, *President*; **Doug Bell**, *President-Elect*; **John McNerney**, *Past President*; **Don Yasuda**, *Section Representative, Membership Services*; **Janine Payne**, *Secretary*; **Rhys Evans**, *Professional Development Committee Chair*; **Armand Gonzales**, *Conservations Affairs Committee Chair*; **Rich Burg**, *Awards and Grants Committee Chair*; **Laura Patterson**, *Sac-Shasta Chapter Representative*; **Jeff Lincer**, *Southern California Chapter Representative*; **Linda Connolly**, *San Joaquin Chapter Representative*; **Craig Brown**, *Cal Poly Student Chapter Representative*; **Chris Lipczyk**, *Hawaii Chapter Representative Proxy*; **Lisa Ollivier**, *North Coast Chapter Representative*; **Brooke Langle**, *Central Coast Chapter Representative Proxy*; **Karin Petrites**, *UC Davis Student Chapter Representative*.

Also in attendance: **Cynthia Perrine**, *Program Director*; and **Sandra Hunt-von Arb**, *North Coast Chapter*.

A quorum was present.

President Leeman called the meeting to order at 15:01.

Review of Meeting Minutes – Payne

President Leeman asked if anyone had edits to the minutes. Several members were still reviewing the them, so final approval was deferred to email. Yasuda recommended that we post minutes on Google docs and approve them as interim business, as TWS does. This will save time in meetings.

President Leeman reviewed the status of some open votes which have been ongoing via email. The bat budget has passed but we still need more votes for the Chapter of the Year. Payne reviewed the voting spreadsheet and recorded three additional votes, therefore *the motion carries and the San Joaquin Valley Chapter is Chapter of the Year.*

Chapter, Committee, and Officer Reports – Leeman

Leeman received reports from the following officers and committee chairs: President, Past President, Section Representative, Bookkeeper (in lieu of Treasurer), Professional Development, Student Affairs, Membership, Awards. Reports were also submitted by the following chapters: UNR, HSU, UC Davis, Sacramento-Shasta, SF Bay Area, SJ Valley, Central Coast, Southern California, and Nevada. *(See attached.)*

Some highlights from the reports were discussed. Leeman and Yasuda reminded everyone that Western Section membership is a requirement for all board members, including proxies. The bylaws state that all board members must be regular members of the Section and need to remain current. McNerney asked how we could enforce this without deterring service for those with a financial hardship. Perhaps the Western Section could front the membership fee for any students that are having a hard time paying, although the membership fee is only \$10 for students. Chapter and section officers also need to be National members. Leeman think it is reasonable to expect people to be members. She pointed out that there are many people on the board who are not current members and encouraged everyone to update their membership status. Please let us know if you are unable to renew due to financial hardship. Hunt-

von Arb would like to know if National membership is required for all chapter board members.

Perrine recommended everyone become a life member so they won't have to worry about it! Payne recommended that we include information about this requirement as part of the training/welcome materials for new board members. Perrine asked student chapter reps to take this information back to their boards and ask if their chapter board would be willing to offset the cost of their membership fees to national, which is \$42 per year for student membership. **Yasuda will contact section officers that are not members with a reminder. *Perrine will follow up with Student Chapter Reps to educate them on the need to maintain current membership. (AI)*

Review of board operations – Perrine

Perrine gave a brief overview of the roles and responsibilities of being a board member and encouraged everyone to remain engaged. Being on the board is a privilege, and your chapters are counting on you to move our membership's interests forward. Email traffic is a necessity since we can't have four long board meetings a year. She asked that everyone please respond in a timely fashion and emphasized that we want everyone's full participation, especially student chapters. When we do have board meetings, it is your responsibility to find a proxy to attend as your representative if you can't make it. Please submit a report, even if it is brief. Leeman encouraged people to ask questions if they are uncertain what is expected. Feel free to direct questions to the immediate Past-President, Program Director, Secretary or other "good folk" who are listed on the Executive Board Contact Sheet. As a reminder, ALL chapter reps and ALL student reps have a vote! Voting committees are the Professional Development and Conservation Affairs Committees.

Bettelheim / Roberts - TWS Wildlife Anthology Proposal – Leeman

Two of our members have submitted a proposal to create an anthology of stories from the wildlife profession. Their vision is to solicit stories from the members, put something together, and have the Western Section assist with publication costs. Leeman expressed concern that taking over another publication project might be a little ambitious right now given the current status of Transactions, but feels that it is an interesting idea with merit. She directed the proposal to the Publications/Transactions Committee so if you are interested please contact McNerney. Perrine asked for feedback from students. Would an anthology be an effective way to educate students about the profession? Petrites said they would keep a copy in the peer advising office. McNerney sees it benefiting us from a networking perspective. There may be value in hearing from biologists that been around a lot longer than us and have a lot of interesting information to share. Also, it may help encourage people into the wildlife profession.

A conversation has been started but we do not have the bottom line as of yet. McNerney has requested more information regarding the financial commitment they are requesting. He will keep us in loop. Hunt-von Arb recommended they shift the deadline away from the height of field season and added that an online version would be ideal to target the younger generation. **McNerney will forward the proposal to Allboard for feedback. (AI)* Martini-Lamb suggested that we have Bettelheim and Roberts submit stories for our newsletters, which could later be accumulated as an anthology. They are interested in accessing member list so they can solicit stories from people. Perrine suggested we add this to the annual member needs survey and solicit stories that way. The possibility of sharing stories via blog was also discussed.

President Leeman asked if there were any additional items for discussion from the reports. McNerney shared the results from the election. Our new President-Elect is Natasha Dvorak!

Patterson asked if any other chapters were planning a doing burrowing owl workshop this year. Connolly said that the SJV Chapter is also planning one. Patterson and Connolly will coordinate efforts and/or

share information. **Connolly will share Professional Development Representative contact info and coordinate. (AI)*

Hunt Von Arb and Martini-Lamb made arrangements for the SF Bay Chapter to send a check for their contribution to the raffle to Ollivier. Hunt-von-Arb suggested we give away two Section memberships as raffle prizes. **VOTE: Evans motioned that we offer two memberships and I conference registration as prizes for the raffle not to exceed \$300 dollars. McNerney seconded. The motion passed unanimously.*

Continuing Business:

Insurance Needs – Yasuda, Leeman

The Western Section's liability coverage was discussed. Mike Chapel was on the line to answer questions. Leeman feels very comfortable with the policies we have in place, especially now that the Section has an officer liability policy. However, it only applies to section officers and is not transferable to chapters. Recently, an email went out from Darryl Walters offering officer insurance to chapters. As a result, many chapters had questions so Leeman put this on the agenda so people had a forum to ask those questions. Patterson asked if TWS' option was more expensive than what the Section pays. Chapel said it was slightly more expensive. Leeman asked chapters if they are making decisions to endorse a product, advocating or making policy decisions or statements that could cause harm be interpreted as slander. If so, officers may want to consider if they want liability insurance to cover those decisions. Gonzales stated that up to this point the Conservation Affairs Committee hasn't done anything that would attract a lawsuit, but plan to do more advocacy in the future.

Chapel elaborated that if you're zeroing in on the officer piece of it, consider that chapters are pretty well covered for events and activities under the blanket liability coverage that the Section has. We have coverage for claims of sexual harassment against the section which is important for people working with children, but the directors and officer liability coverage only applies to section officers. If chapters want to purchase this, you're buying insurance for representation if anyone is accusing you of wrongdoing which would afford you resources for your defense. It doesn't cover you if you've broken a law. Most chapters do not meddle in things that are way out there in a legal sense, but having coverage would give offer protection if there is the possibility that anyone would take you to task for something. Chapel thinks he could get a policy cheaper than TWS' offer of \$600 per year because we have found an insurance carrier that is a non-profit and only insures non-profits.

Connolly asked whether insurance would cover the cost of interpreters. Chapel suggested we get some legal advice regarding our responsibilities and liability pertaining to ADA. He suggested that Yasuda ask TWS' legal counsel. With ADA there is a threshold regarding what's reasonable financially, but we are not clear what that is. Chapel asked Connolly to write up her ADA questions so he can pass them along to our insurance company and Yasuda could pose the question to TWS. He believes our annuity coverage will provide assistance in terms of representation if we are challenged for ADA compliance. **Connolly will write out ADA question for Chapel and Yasuda. Chapel will submit them to the insurance company. Yasuda will inquire with TWS' legal counsel. (AI)*

Chapel confirmed that the section officer coverage extends to Conservation Affairs Committee Chair Gonzales.

Compliance with Americans with Disabilities Act and budgeting – Leeman

There is still a lot of uncertainty about what our obligations they are and how far they extend. Last meeting we discussed creating a contingency fund for future need. We don't have a target number settled

on yet and are still figuring that out. Right now we are budgeting a \$5 fee per registration. The ADA applies to any event that is open to the public and we need to word our event advertisements so they are not discriminatory. This year's conference had an announcement for a "reasonable request" cutoff date.

Perrine discussed wording for caravanning and carpooling requests/instructions. We often use vehicles as part of workshops and field trips but are not technically permitted to organize carpools or we will be liable. The current recommendation is to self-organize. The section or chapter can't organize carpools directly because we don't have auto insurance. Perrine has outlined this in the Professional Development section of the Ops Manual.

Membership survey update – Perrine, Yasuda

Perrine has drafted and circulated the survey for feedback. It is still under review. Perrine would like to hear from people who are planning on giving feedback over the next 2/3 weeks. She would like to send it out on March 1st. Gonzales mentioned that on a recent CAC call the committee discussed surveying people's areas of expertise and was wondering if that was included in this survey. Perrine said this information will be captured in the Needs Assessment Survey, which is still on the "to do" list. The member's survey will be anonymous. **Perrine and Yasuda will send out the results of the Member Survey to Allboard. Perrine will send out the post conference survey to Allboard. (AI)*

TWS-WS Transactions – McNerney, Perrine

McNerney contacted Perrine and Cypher to invite them to become part of the technical advisory committee. They are both very busy and noncommittal but are happy to contribute in an advisory capacity. They were able to get previous Transactions Editor Dave Germano to come back on board in an interim capacity to publish the seven submissions we already have, under the condition that we make real movement toward making it an online publication.

It could be allowable for people to print own on their own or the other option would be to get it sent to a professional printer. Patterson suggested we have it automated in terms of submission and review but available to everyone. Yasuda pointed out that in the past we had a one year embargo and it was only available to members for the first year and asked if we should try to retain it as a member benefit. McNerney said that to do online submission we would need to set up a web page specific to that purpose and hire Eric to do that. Whether it would have a new URL or be harbored on our existing server is something we need to consider. John Perrine, Cypher, and Germano cited the new DFW journal site and the Journal of Herpetology as examples of what we're aiming for. They came up with a very good suggestion to rebrand it and give it the new name "Western Wildlife". One final suggestion from John Perrine was to open this up in respect to contributors and give both students and professionals a forum for publication and make it more peer-review friendly. We could also have a section for field notes and not be limited solely to research content.

We have been working on uploading all of the old transactions to make them accessible to web crawlers. As a board we decided we would pay a student to do the conversion but hadn't put together a contract. McNerney approached Wyatt about finding a student to no avail, so he is now preparing to ask the UC Davis Student Chapter. McNerney doesn't believe the compensation amount we're offering for this project is sufficient because it is turning out to be more time consuming than previously anticipated. Perrine added that questions about our new vision for Transactions are captured in the member survey. McNerney will be discussing the project further with J. Perrine and Cypher on Thursday and will share results with the Board. **McNerney will forward the results of Thursday's Transactions Committee meeting to Allboard for everyone's consideration. (AI)*

New Business:**Program Director Contract – Leeman**

Perrine's contract was distributed for review as it is up for renewal. Leeman explained that it is hard to run a board with only volunteers, so the Board hired some contractors to do the heavy lifting. Perrine has been a leader in helping us develop initiatives and getting traction on important issues. Because it is an expenditure, we want to be transparent on what we spend our money on. The contract outlines tasks and a time frame with a total value of \$15,900. Perrine bills on a quarterly basis and only for the time that she works on the contract.

Gonzales asked if we are still thinking about changing title of that position. In the past, Perrine had made a compelling case that she could be more effective if she had a different title. Perrine shared that she hopes we are moving in the direction of an Executive Director and but doesn't necessarily see herself as that person at this point in time. Yasuda pointed out that once you have a salaried ED you need to keep the income stream to support that. McNerney said if we can maintain current finances having an ED full time would be a great benefit, however, in order to do that we might need to rely on more than our Annual Conferences. Perhaps we could have board members do more fundraising. Leeman suggested more training and workshops. Perrine is interested in keeping her contract where it is this year would like to roll out more Professional Development activities next year. The Board discussed various scenarios for paid staff. It was decided to table further discussion until a retreat or strategic planning meeting.

Perrine will be running against Lincer for Section Representative to TWS. The contract is designed that she can handing stuff off if need be. As the contract currently reads she can't hold a board position. If she wins the election we will have to consider this. **Vote: Lincer moved to accept Perrine's contract. Gonzales seconded the motion. There was some discussion resulting in small changes such as a small increase in hours, more detailed articulations re task and hours allotted to task. The motion passed unanimously.*

**Treasurer McNerney and Perrine will determine which fiscal year the Program Director contract falls under. (AI)*

Maintaining Western Section records – McNerney, Payne, Perrine

Payne has been contacted by member John Gustafson who has requested a list of past conference dates and locations. This information used to be on the back of the Transactions. Perrine said that all of this information is in former historian Yoakum's garage.

The need was discussed for appointing a new historian and organizing our old files. Possible candidates were discussed. Perrine is currently performing a lot of the duties of historian such as keeping the continuity, updating the Ops Manual and documenting our processes. However, we do need a historian in place to manage all the stuff in storage. Yasuda said there is a need to determine what information needs to be converted to electronic form and saved. A sub-committee was formed with Yasuda and Perrine as Co-Chairs. The Board discussed various documents we would like to save and share for posterity. Payne has some old floppy discs in her possession and offered to coordinate with Perrine and Yasuda. Leeman expressed concern about her workload and suggested we consider an Assistant Secretary position. Payne and Perrine suggested that former Secretary Janae Scruggs assist as she will already be engaged working on the Ops Manual.

Field Mentoring Camp – Perrine

Perrine distributed a flyer about the two week field course we are planning which will be run through the Cal Poly Continuing Education Department. It will be held at the Swanton Pacific Ranch and the student price (including food, lodging, and credit) will be \$1,300 - \$1,500. John Perrine is the Professor and is seeking professionals to come teach field techniques, such as small mammal trapping, mist netting, point counts, etc. Perrine asked the Board to consider sponsoring the travel for the professionals who volunteer their time to teach. Stipends are included in the course budget, but we can keep the student cost down by having the Section underwrite the travel expenses for the professionals. McNerney supported keeping the cost down, and would also like to consider offering scholarships. The camp will not generate revenue but will educate students on the value of a professional society and potentially generate new members. We anticipate doing the camp every other year, or more frequently depending on the facility. This is a great opportunity for us to promote our “Scientist-Citizen” philosophy and give back to the profession. ****VOTE: Lincer moved that we set aside \$2,400 for instructor travel to the field techniques camp. Yasuda seconded the motion. Evans abstained because he was out of the room and missed the conversation. All others voted in favor and the motion carried.***

Leadership Institute sponsorship – Yasuda

Due to budgetary constraint TWS did not fund the Leadership Institute out of their base budget, but they are committed to holding it. They are seeking grants and considering asking for contributions from the subunits. The expense is approximately \$15,000, mostly for travel reimbursements. Divided, the cost breaks down to \$1,000-1500 per section. Having sections or chapters support their own participants was considered, but the participants are not evenly distributed geographically. They may need to change acceptance requirements to make sure there is at least one participant per section. They are not yet requesting funds from the subunits, but would like to solicit their feedback to see if this is a viable plan B. At this point in time they are looking for conceptual support. A straw vote conducted and Western Section board members voted in favor of conceptually supporting this program.

Unfinished business – All

Hunt-von Arb challenged everyone to sell at least five packets of raffle tickets.

Gonzales announced that former board member Ed Johnson has passed away. He was an active member of the CAC and valued employee of the DLNR in Hawaii. Member expressed their condolences.

Gonzales motioned that we invest in a high quality speaker phone. McNerney made a friendly amendment to spend up to \$1,500. Lincer seconded the motion. The motion passed unanimously.

**** Yasuda and Ollivier will research polycom phones and Yasuda will make the purchase. (AI)***

Action item review – Payne

Gonzales clarified that he is still seeking feedback on the CAC draft letters on the city, state, and federal level. Board members offered their support of this pilot program and gave the CAC the go-ahead to proceed.

Several committees still need to revise the “about us” section of the website. ****McNerney will update the about us section for the Nominating and Elections Committee. (AI)***

Wrap Up

President Leeman reminded everyone about the upcoming Annual Business Meeting and invited everyone to dinner Friday night. President Bell will be planning our next Executive Board Meeting. Bell thanked Leeman for her leadership and the rest of the Board for their participation and assistance over the past year.

Ollivier motion to adjourn. Patterson seconded. The motion passed unanimously. The meeting adjourned at 18:11.

Action Items:

- Yasuda will contact folks that are not members with a reminder that it is a requirement to maintain current membership with both the Western Section and TWS in order to serve on the Board.
- Perrine will follow up with Student Chapter Reps to educate them re: the need to maintain current membership.
- McNerney will forward the wildlife anthology proposal to Allboard for feedback.
- Connolly will share Professional Development Representative contact info and coordinate with Sac Shasta on the burrowing owl workshop.
- Connolly will write out ADA question for Chapel and Yasuda. Chapel will submit them to insurance company. Yasuda will inquire with TWS' legal counsel.
- Perrine and Yasuda will send out the results of the Member Survey to Allboard.
- Perrine will send out the post conference survey to Allboard.
- McNerney will forward the results of Thursday's Transactions Committee meeting to Allboard for everyone's consideration.
- Treasurer McNerney and Perrine will determine which fiscal year the Program Director contract falls under.
- McNerney will update the about us section for the Nominating and Elections Committee.
- Yasuda and Ollivier will research polycom phones and Yasuda will make the purchase.

Votes:

The San Joaquin Valley Chapter was approved as Chapter of the Year.

Evans motioned that we offer two memberships and 1 conference registration as prizes for the raffle not to exceed \$300 dollars. McNerney seconded. The motion passed unanimously.

Lincer moved to accept Perrine's contract. Gonzales seconded the motion. There was some discussion resulting in small changes such as a small increase in hours, more detailed articulations re task and hours allotted to task. The motion passed unanimously.

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