The Wildlife Society – Western Section

Executive Board Meeting Minutes

Location: Point Bonita, California

Date: October 3, 2015

In Attendance:

Officers (Executive Committee):

| Х | President: | Х | President-elect: | Х | Past President: | Х | Western Section Rep: | Х | Treasurer: | Secretary: |
|---|-------------------|---|------------------|---|-----------------|---|----------------------|---|---------------|----------------------|
| | Don Yasuda (DYas) | | Rachel Sprague | | Natasha Dvorak | | Cynthia Perrine | | John McNerney | Janae Scruggs (JScr) |
| | | | (RSpr) | | (NDvor) | | (ČSGP) | | (JMcN) | (excused) |
| | | | · · · / | | | | · · · | | | Rhys Evans (Reva) |

Chapter Representatives

| X | California Central Coast: Wendy Knight (WKni) | Х | California North Coast: Sal Chinnici Sandra Hunt-von Arb, proxy (SHvA) | X | Hawaii: Angela Amin (AAmin) | X | Nevada: Mackenzie Jeffress Kelley Stewart, proxy (KStew) | X | Sacramento-Shasta: Katie Smith (KSmi) | X | San Francisco Bay Area: Matthew Bettelheim (MBett) |
|---|---|---|--|---|--------------------------------|---|---|---|--|---|---|
| Х | San Joaquin Valley: Jeff Davis (phone) | Х | Southern California: Jeff Lincer (JLinc) | | | | | | | | |

Student Chapter Representatives

| Х | Cal Poly, SLO Student: My-Lan Le | Humboldt State Student: | San Francisco State Student: | UC Davis Student: Cameron Clay | Х | UC Santa Barbara Student: | Х | Univ. Nevada Reno: Esmeralda Aquilar |
|---|-------------------------------------|----------------------------|---------------------------------|-----------------------------------|---|------------------------------|---|---|
| | | Darwin Mayhew | Daniel Alanso (proxy) | | | Rachel Behm (RBehm) | | (phone) |

Voting Board Appointees

| Conservation Affairs | Newsletter Content | Х | Professional | Х | Western Wildlife | | |
|----------------------|--------------------|---|----------------------|---|-----------------------|--|--|
| Committee: | Editor: | | Development | | Committee: | | |
| Steve Juarez | Katie Moriarty | | Committee: | | Bridget Sousa (Dr BS) | | |
| (excused) | (excused) | | Jessica Martini-Lamb | | . . , | | |
| | | | (JM-L) | | | | |

Other Board Members

| | Х | Awards and Grants: | *Х | Membership: Don | Х | Student Affairs: | |
|--|---|--------------------|----|-----------------|---|------------------|--|
| | | Rich Burg (phone) | | Yasuda | | Mandi McElroy | |
| | | (RBurg) | | | | (MMcE) | |

Contractors, Members and Guests

| Х | Project Manager: | | | | | |
|---|------------------|--|--|--|--|--|
| | Candace Renger | | | | | |
| | (CReng) | | | | | |

(identify when not participating or by phone, or in a proxy role)

Called to Order: 0951 by D Yasuda

| Agenda Item | Discussion | Decision | Action |
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| Approve Interim Actions & Consent Agenda | No actions moved; Two items added (below) Chap Report highlights: MBett: WPondTurtle late Oct, still space available MMcE: UC Berk still in process of formal chapter approv. MMcE and Ivan P attended mtng recently JLinc: BUOW workshop first 2 wks of Mar (1 day) JMcN: Donaldson endowment <\$2K for year global economy down; may impact scholarship availability KStew: NV chap hosted BBQ; Very successful, FWS, NDOW and high student involvement UCSB and CNCC offered advice for similar events CSGP: Mar 24-26? Western Section conclave. LOC TBD. KStew and UNR to assist | Motion to approve Motion - JMcN 2 nd - CSGP Abstain None Motion Passed: YES | Last Name – Task |
| Final Agenda | No changes other than those added below | Motion to approve Motion - JLincer 2 nd - KStewart Abstain - None Motion Passed: YES | |
| Prior Meeting Minutes | July 2015 (sent out by JScr 6 Sept) Any corrections needed? Open ? to EBoard "Round Robin" is challenge for Secretary | Motion to approve Motion - JLinc 2 nd - NDvor Abstain: None Motion Passed: YES | |
| ACTION AGENDA | | | |
| 2016 Annual Meeting Update | CReng: Date change for 2016 Pomona; good feedback so far, many people commented to CReng that they like dates better. CRenger hoping to open Registration 1 Nov Website ready next week (hopefully). Many calls about registration fees. Exec Board Tuesday (all day) Hotel concessions: No attrition (no financial risk); free taco bar and 2 free drink tickets at poster session, Free WiFi; Plenary speaker tvl; Mtng space free but high food/bev requirements. <u>Open planning committee spots</u> : Exhibit hall/vendors. Need on-site registration coord (paid posn). Printed program. Retiree meeting. Stu-Act comm members | | NDvor: will help with Printed Prog. |

| | needed; few session chairs needed. Barbara Peters and Jon Hooper returning. Working Groups in coord. Hotel is remote (great facility but no food within walking distance). Bag lunches available. All hotel rooms have refrig. Stu-Pro lunch coming back on Thurs afternoon. Career Fair Thurs pm Restoration: cactus planting at Chino. NO OUTSIDE FOOD OR ALCOHOL AT CHAPTER MTNGS. THEME and Meeting "Content Discussion" follows this matrix | | |
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| 2016 Annual Meeting Student/New Prof. Scholarship | CSGP: Offer Early Career Prof scholarship. DYas: Board will approve but need SubComm to complete preliminaries before early regist cut-off. Will this affect Stu Vols? MBett: SFBC has template for application. DYas: have to plan for future years, too. | No motion or decisions needed. Tasks as indicated at right. | DYas: Form SubComm. CSGP: Move this to team discussion break-out Sunday morning. Pot'l members: JMcN, RBurg, MBett, CSGP; KSmi; WKni; NDvor, AAmin. Quantify \$ needed? How much And what does it cover (Tvl? Meals? Reg?) |
| 2016 Annual Meeting Budget | DYas passes gavel to CReng: 3 budget options presented (hi-med-low) based on prior year attendance. 75% (400 partic), not sufficient income. 110% is of course best, focus on middle. NDvor: How many vendors do we want? CReng: let's discuss tomorrow. Cost difference between Artistic and Exhibitor? Very large exhibit space available. No carbon offset built-in. CHvA: optional checkbox on Registration?? Significant discussion of AudioVisual needs and costs. Possible sponsor for Keynote and/or plenary? Reg fees subsidize lunch, banquet, break refresh. Etc. Reg Rates: Base is \$270 as compared to \$240 last yr Meals/extras: (charged/actual): Welcome 15/40: Breakfast 15/39 Banquet 40/68 Lunch (Wed/Thu) 15/20.4 Lunch (Tue) 15/25 StuPro: 24++ Stu (free) / Prof 15/?? Add'I 2016 Annual Mtng Budget discussion below Add 2 of 3 pre-conf budgets | Carbon Offset (only): No matching funds from Section this yr, therefore no Exec Bd vote needed. StuPro: Prof pay \$15, Stu attend free? Extensive discusion of how much food provided (if any) at breakfast and lunch (separate from Roundtable & Stu-Pro) Discussion break for lunch (w/o votes) Mtng Budget vote: Motion to approve: CSGP 2 nd : MBett Abstain: None Motion passed? YES ProfDev events: Approve 2 of 3 pre-conf. SmMam; Sec 7/10 Motion: SHvA 2 nd : Dr. BS Abstain: None Motion passed? YES | ECorp is sponsoring restoration day @ \$350. Tasker: coordinator needed, (Lisa Fields?) develop language for website. Matching funds from section? Prob not this year. To State Parks Foundation? Eric Renger: TWO regists w/ 2 credit cards (reg and extras?). Final pop-up reminder about pre-register for food!?? Task: (who?) Find off-site Packet Stuffing location? |
| Project Mgr and Meeting Planner Contract | DYas: General intro,hasn't changed(much) since 2012. JMcN: standardize language. DYas: should we change "Conference" to "Meeting"? RBurg: asked about change from 605 to 685 hrs. CReng: Number of hrs (685) is flexible and reasonable. CReng states she shouldn't be responsible for most of "Constant Contact." JMcN: do we need to break-down between | Motion: Approve Mtng Planner budget. Motion: RBehm (AA: friendly amendment; as proposed with minor changes) 2 nd : WKni Abstain: CSGP | RELATED ACTION ITEM: DYasuda: work on renewal of CSGP contract |

| | "pre" and "during" conference actions. DYas: challenging due to yearly budget cycle (i.e work in 2015 for 2016 mtng). Invoices from CReng (and FWIW, CSGP) are very detailed and specific. JMcN: should we split out some of Venue search costs to PDC? Consensus: No Do we need to add add'l hrs for participation in PDC, etc. Consensus: No (contract allows other work for chapters and committees as long as it doesn't impede other activities). JMcN has a few minor edits. [Exec Session: CReng hrly rate is \$40/hr. Should we increase? Can't afford yet, keep it in mind.] | Motion passed: NO | |
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| Operations Plan Update | CSGP: PowerPoint summary of process. Strategic plan, started 2013, developed 2014,adopted Jan 2015. Ops Plans – guides contract staff; Budg and Resources are aligned. Divided into staff and vol roles. Example: Communications needed improvement, determined that Constant Contact was good contract to initiate. 5 Ops Plans: Communications. Enhance Careers. Active Voice. Assure funds. Member involvement. Chaps need basic explanation of job / task descriptions [Somewhat tangential discussion of Constant Contact procedures and recommendations] Hire paid workshop coordinator? "Semi-salary" w/ pot'l bonus. RSpr: Can w/s coord help chapters? Yes. Needs close coop w/ PDC. | Question: General gauge of ExBoard support for Workshop coordinator. Board to discuss and approve at a later date. Cannot wait until Pomona for discussion and decision. NDvor: Need timeframe, will not have immed. return, set sunset clause? Consensus? YES | Who? Chaps need basic explanation of OpsPlan job / task descriptions Who? Need notice to Constant Contact, try and find who is a Chapter member but not Section Member (and vice versa) ALL ExBoard Members: check your task list in GoogleDrive, 2015 WS EB Files; Operations Plans and Key Activity Assignments; update as appropriate. Requested ExBoard action: Enhance careers. More workshops? DUE DATE: 1 November. DYas: Form AdHoc committee (Sub- Task: CSGP work w/ JM-L, JMcN) to form a sub-budget specific to PDC to cover a workshop coordinator. Analyze fiscal impact. JLinc: clarify PDC role? DYas: oversight and advisory. PDC chair can oversee but does not have to be present at 10+ events per year. |
| Financial Planning for Subunits | MBett: SFB treasurer wants guidance. Investments. Procedures? JMcN: plan as Break-even event. CSGP: Webinar from National? Work w ppl like Marshall White? "Must be resources out there." JM-L: Assist Chaps with "Budget 101." JMcN: That can be done. | No motion or decisions needed. Tasks as indicated at right. | JMcN: Will start work on this. Welcome package to incoming treasurers. What baseline responsibilities a treasurer has. CSGP: Follow-up w/ Nat'l re: Webinar?. |
| Western Wildlife Update | Dr BS: Logo/Cover Page needed. Goal: printed volume before Pomona. Submisions deadline: Wed Nov 25. WW is listed under "Resources." BS suggests new tab "Publications." | No motion or decisions needed. Tasks as indicated at right. | Dr BS: Send out format/template for ALL: Submit "Section Business" items by Nov 25 KSm: does CDFW still have atlas and do they want us to continue "pass-through" marketing. EReng: Create new sub-menu item, "Publications." Check page-hits. |

| App Development for Taxa-Derby | MBett: "Streamline" the process, good team bonding. Structure and data sharing was awkward. RFP: 1 response (bid?) came back. Would work somewhat like iNAT ("skin" that sits on top of iNAT). PowerPoint shared. Cost proposal: up to \$8K. RSpr: Could cost substantially more. CSGP: Would like to to work for events besides TaxaDerby. MBett: would work on iPhone, Android and WWW. SHvA: can enter data later? What about places w/ no cellphone. KStew: Could be used for Conclave, K-12, other outreach. Should be able to find sponsors/grants/partners. MMcE: general, "non TaxaDerby" front page. (Allow participation from "BioBlitz" etc.?). iNAT does much of this already, but TD puts competitive "skin" on iNAT. CostShare App development w/Chapters? This can be shared with schools, clubs, etc. "TaxaDerby is a competitive BioBlitz." Need to ensure that we have ownership of product. NDvor: What does it cost to get on App Store? Can we sell for \$.99 or \$1.99. SHvA: Price seems low, espec. to cover 3 android operating systems. | No motion or decisions needed. Tasks as indicated at right. | Questions: what about entering data after observation. MBett: Develop proposal for cost sharing. Determine maintenance and update costs. No ad-hoc committee. But EB members who are interested should contact MBett. Cost share with Chapters (about \$600- 750 each would get close to half of \$8000) CReng: Will check and request second quote |
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| 2017 Conference Update – NA Pika Consortium | Reno, Peppermill. NAPS is very supportive. CSGP: About 45 people (maybe about 20 overlap). Can it fit in as a Pre-Con? They may start Sun. and conclude Mon. Would it conflict with TWSWS Pre-Con. We would have space. It's mostly like a Working Group. Do we need an MOU? Some work for CReng. Some work for CSGP. | No motion or decisions needed yet. Tasks as indicated at right. | CSGP: Follow-up, potentially Develop MOU. |
| Update of Western Section Website | DYas: Hard to keep updated. Model from WordPress. That would give us easier updates, but would be completely new appearance. Can have several editors. EricR would still be overall site manager. Estimate conversion = 8 hrs ??? MBett: double 8 hrs? EricR needs help finding "theme." Need vols to update and refresh content. Conversion could save EricR time (and save Section \$); can work better with Constant Contact. JMcN: Would cost change? Answer: No. Future fewer webmaster hours. Would require website transfer fee. | General support from EBoard, no decisions needed at this time. Tasks indicated at right. | DYas: Auth ERenger to start transfer of info. MBett and RSpr will work to select theme |
| Minutes Approval Committee | DYas: Continuing to have minutes approved in a timely manner is recurring problem (cannot post to website until approved). DYas suggested two options (see agenda). WKni: Add this to "task table" or Vote status table. CSGP: Post to GoogleDocs approach didn't | | DYas: Work with JScr and REva to get minutes ready for review sooner. As members review, they need to enter GDocs to submit corrections. No change suggested as interim at this |

| | work. | | time. |
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| Open Slot | Sac-Shas (KSmi) Match funds for Nature Bowl @ \$500. | Motion: Match \$500 Motion: CSGP 2 nd : M-LLe Abstain: None Motion Passed? YES | JMcN: to work w Mike Chapel to process payment |
| Open Slot | 2018 meeting venue (CReng). We don't fit Sacramento anymore. CSGP: Partner w California Native Plant Society (CNPS)? (1300-1500 CNPS participants); we "sort-of" partnered with them in 2009. They have in past met over weekends (may include 3- day wknd). They do 3.5 days. Gen'l area: Sac or Bay Area. | No decisions needed at this time. Tasks indicated at right. | CSGP: Look at CNPS partner. Look for other partner? AFS or SRM? Cal-IPC. CReng: Send out RFP. |
| Consideration of Western Section Dues Increase | DYas: We have considered this before. We have operated in a deficit 3 of last 7 years. Last dues increase in 1997 (voted 1997, enacted 1998). PowerPoint presentation. 1997 vote seemingly included connection to Consumer Price Index. 2015 expected deficit, in part due to no Bat Wkshps. CSGP: Member surveys always show that we're expected to provide add'l services. If possible, yearly income/expense charts need to go back farther (potentially to 2000 or so; currently 2009). Current income percentage of membership is about 24% of budget (TWS Nat'l close to 25%). Other Professional Non-Profits: All higher. Range \$43-81 (regular). Vol commitments have changed as employer support has waned; much of vol work is now after-hours. Some orgs use more paid staff or higher annual meeting registration costs. JMcN: Can't sustain current, as a few <\$7K losses. (2015 looking like about a \$15K loss). Several options presented (refer to PowerPoint). JLin: investigate a new Endowment fund? Several options may include "Supporting" or "Contributing" member, voluntarily paying 150% or 200% of normal dues. MBett: what about multi-year memberships? | No decisions needed at this time. Tasks indicated at right. Exec Board commentary included: Can't believe it's been 20 years since fee increase Need to work with members to explain our justification; what they will get from it. | CSGP: Follow-upon employer reimbursement for dues? How many current state employees take advantage of this? State will reimburse to \$100. Ad Hoc committee: Discussion / implementation Committee: DYas, KSmi, MBett, WKni, JMcN,RSpr |
| Calendars, Scheduling of Future Meetings | In person: Pomona, Tuesday Need a call between now and then. | | DYas: Doodle poll to determine when he can get a quorum on the phone |
| New Business | None | | |
| Feedback on Board Meeting | Ran really long; incredibly productive. Disappointed we didn't use the flipchart! Great location! Lack of beer an issue. Impossible to pay attention on the phone for so long. Just not productive to do phone | | REva to remind Dr. BS at Pomona about drink tickets. |

| Scholarships Pomona meeting logistics | mtngs. Friday extras were appreciated. PLAN FOR TOMORROW: Add'I discussion of | |
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| Pomona meeting logistics | | |
| Restart tomorrow about 0840 | | |
| | Restart tomorrow about 0840 | |

(Identify any breaks) Break: 1059-1114 Lunch: 1211-1401 Reconvene at 1400 to adjust agenda and conclude Meeting Budget discussion (optional walk to Point Bonita lighthouse) Break: 1610-1623 Recess: 1811-1903 Recess: 1811-1900: 1811. RSpr 2nd Dr. BS. Abstentions: None; Nay: Dr. BS. *Verily, chaos ensued…* Dr BS offers to give any Pomona drink tickets to REva provided he reminds her...(for including the statement "*Verily, chaos ensued…*" within the minutes). Reconvene 1903, less KStew and JM-L (REva assumes proxy vote for PDC). Also 3 participants by phone no longer on the line (we still have a quorum) Adjourned: 2037 Motion to adjourn - AAmin 2nd – NDvor

Abstain: None Motion Passed!!

Meeting CONTENT discussion: (RSpr): Digging into the roots of Conservation Conflict. Catherine Yasuda designed logo. Chico bags. Order t-shirts on line before meeting. Plenary well under development (5 speakers invited, a few not yet confirmed due to date change). Each speaker 10-15 mins w/ signif time for discussion Session Chairs: Need 4-5 more chairs (somewhat dependent upon what papers are submitted). Herps is half-done, but needs chair. CSGP: Keynote. Group instead of solo. Wayne Spencer as lead (Cons Bio Institute). Trust for Public Land. Mojave Land Trust. Pat Brown?

Add'I 2016 Annual Mtng Budget discussion: CReng continues discussion. Thanks ExBd for discussion, because it's tough to do over phone and email; if we increase base Reg to \$285, all get included "grab and go" lunch on Thursday. Construction Awareness Workshop: budget still in development, will be voted upon by email

Minutes circulated to Board for corrections and approved by general consent over email 12/4/2015, President Don Yasuda for Secretary Janae Scruggs.