

October 21, 2012

TO: TWS- Western Section Executive Board

FROM: Linda W. Leeman

SUBJECT: President's Report –Fall Board Meeting

Action Items

- Contact Dave Wyatt and give him a briefing about developing a seed fund and doing outreach to potential new student chapters. **Carry-coordinating with Perrine**
- (With McNerney) Follow up with HI to check on their bylaw status on expanding their territory before we finalize our logo. **Completed-HI has not adopted geographic range expansion and suggest that we keep as is for now.**
- Look at schedule and evaluate if she can go to TWS meeting in Portland. **Completed- Attended Conservation Affairs and Subunit Leadership workshop. See details below.**
- Contact Burg and ask him to provide the history/list of past award recipients for Eric to post on our website. **Completed- Posted on website**
- (With McNerney) Edit Burg's Awards Policy draft for Ops Manual to reflect 2 separate deadlines for travel grants and student travel grants. **Carry-coordinate with Perrine**
- Talk to Candace about what the cost of training to implement the new "teaser" newsletter format would be. **Carry**
- Let TWS know that our board has voted to sign in support of the State and Tribal Wildlife Grants Program. **Completed**
- Ask Chapel if he has a record for cutting a check to the SJV chapter and get back to Linda C. Follow up to make sure other Chapters also received their dues reimbursement checks. **Completed-confirmed active treasurers and current addresses. Mike sent checks to SJV, SacShasta, North Coast, Humboldt Student, Hawaii, So Cal, Nevada, SFBay, CCCoast.**
- Find out more about what the Chapters need to do to facilitate the transition from Joomla to Drupal and bring it back to the Board. **Carry-TWS webmaster has been occupied with national conference. Transition is expected to begin later this fall. E. Renger is coordinating with TWS webmaster so that our registration for our annual conference won't be disrupted (it is on a separate server). No firm details to provide to chapters yet.**
- Research possible professional facilitators to help create a strategic plan and find out how much it will cost and bring it back to the Board. **Carry-to receive names of Planning Professionals from TWS Government Affairs Deputy Director**
- Follow up on possibility of policy workshop during Tuesdays CAC conference call. **Completed-PDC is pursuing ESA workshop for 2 days prior to conference. See Evans for details.**
- Invite Michael Hutchins to Annual Conference. **Coordinate with Bell.**
- Do outreach to reach out to North Coast, Central, and HI, and student chapters to encourage participation. **In progress, will be complete by board meeting.**

Updates and Issues for Discussion

Transactions of the Western Section

- In the last year, approximately 7 manuscripts have been submitted for publication, but with the resignation of the editor, publication is on hold. We have informed the authors that they may want to consider publication elsewhere. We have had two inquiries by potential new editors, but no concrete traction. Is there interest in formation of a task force or special committee to investigate the viability of the publication, search for new editor, or another publication avenue?

2015 Annual Conference Venue Search

- Request for Proposals was sent out to several convention bureaus (LA, San Diego, Oakland, Riverside, Rohnert Park, San Jose). Many facilities, either can not accommodate our group size and conference room needs, or are unwilling to offer the state rate on hotel rooms. It also may be early to negotiate a good deal with hotels. Site visit planned to two best options so far: Dolce Hayes Mansion in San Jose on October 28th and Double Tree in Rohnert Park in early November.

Conservation Affairs and Subunit Leadership Workshop

- I attended this workshop at TWS meeting in Portland. Government Affairs is still developing the content of this workshop and provided an overview of their work and history of TWS's role in policy. Presentations on Advocacy, Communication, Use of Social Media, Leadership Styles, Officer Benefits and Responsibilities, State and Federal Agency coordination, and Strategic Planning and Goal Setting. *Because Western Section has already identified Strategic Planning as a need, this was a very interesting topic to me. Terra will provide me with names of Planners that have worked with TWS.*

Western Section Representative to TWS Council

- Donald Yasuda's term as Section Representative expires in October 2013 and TWS must hold an election next spring to fill the 3-year term (2013-2016). Don has served two terms on Council and is not eligible to be a nominee. Two nominees need to be identified by January 15. Candidate statements will be published and voting will occur in March 2013. *Don and Executive Committee will be looking for candidates. If you have suggestions, please let us know.*

Compliance with Americans with Disabilities Act (ADA)

- A chapter raised a question about our organization's responsibility to comply with the ADA. Although they aren't being asked to provide special services, they were being proactive and wanted to know what their legal obligations are. Much discussion with Section Rep, Program Director, Registrar and TWS. Short answer is that if an organization is hosting a meeting in a "public accommodation" they are responsible for providing the ADA compliant services. This hasn't come up as an issue for Western Section, but we have some ideas of how to make sure that we are able to comply if it ever is an issue in the future.

"Discrimination based on disability is prohibited in places of public accommodation. Companies or organizations which lease space in places of public accommodation

for events, conferences, seminars or meetings must make sure those activities are accessible to persons with disabilities. In addition to physical access, the ADA requires such organizations to provide auxiliary aids and services to communicate effectively with individuals who are deaf or hard of hearing.”

Other Activities

- Oversaw preparation of summer edition of newsletter
- Prepared consolidated contracts with Candace Renger for administrative, newsletter and registrar support for the section. Discussed revisions with Executive Committee.
- Working on renewed contract with Cynthia Perrine, Program Director
- Provided input on new logo for Western Section
- Approve expense claims and contractor’s invoices
- Coordinated insurance for Chapters’ events (lots!)
- Coordinated monthly conference planning calls with Pres-Elect Doug Bell

November 2, 2012

TO: TWS- Western Section Executive Board

FROM: Douglas A. Bell, Ph.D.

SUBJECT: President Elect's Report - Fall 2012 Executive Board Meeting

Major activities since July 2012:

Executive Board items

- Participated in Executive Board meeting, August 4-5, Alamo, CA
- Participated in Executive Board conference calls
- Contributed to email discussions, decisions, e.g. section logo, ADA compliance, contracts.

2013 Conference Planning/Preparation

- Participated in monthly 2013 conference planning conference calls
- Finalized Conference and Plenary Theme and Technical Sessions in "Call for Papers" announcement with Board
- Finalized Technical Session and Poster Session Chairs and Banquet Speaker
- Received commitments from 7 Plenary speakers
- Continued discussions regarding pre- and post-conference workshops, meetings, activities
- Contributed to organizing volunteer coordinators
- Reviewed conference budget
- Placed second Call for Papers on listserves.
- Advising session chairs with organization and paper solicitations

2012 National Conference, Portland, OR

- Attended Leadership Luncheon
- Attended Student Poster Session and mixers
- Attended WOW mixer
- Attended technical sessions

Action item status:

- Send invitations to select individuals for Section Conference. **In progress.**
- Continue Conference Planning. **In progress.**

November 2, 2012

TO: TWS- Western Section Executive Board

FROM: John T. McNerney

SUBJECT: Past-President's Report - Fall 2012 Executive Board Meeting

Major activities since July 2012:

- Participated in 2013 conference planning conference calls.
- Contacting potential candidates for Pres-Elect.
- Recruiting papers for "Urban Wildlife" session for annual meeting.
- Western Section Logo
 - Facilitated logo concept selection
 - Worked with winning artist to refine logo

Coming up:

- Finalize Pres-elect candidate selection.
- Continue to recruit papers for Urban Wildlife session.
- Assist President and Pres-elect as needed.

Action item status:

- Make sure Hawk (or Candace?) coordinates with Eric to post newsletter publication deadlines on website. **Done**
- With Leeman, follow up with HI to check on their bylaw status on expanding their territory before we finalize our logo. **Done**
- With Leeman, edit Burg's Awards Policy draft for Ops Manual to reflect 2 separate deadlines for travel grants and student travel grants. **Carry?**
- Work on new logo. **In progress...carry**
 - Artist working on final version.
- Create contract language for student hire on Transactions article conversion project. Contact Dave Wyatt to see if he has a student for the job. **In progress...carry**
 - Eric provided a scope of work.
 - McNerney volunteering time to start conversion process. A bit more labor intensive than expected (averaging about 9 papers/ hour). Mind numbing but interesting to read earlier work. I will look for student or other willing soul to assist or take over.
- Follow up with Eric Renger to discuss membership and officer access to website. **Carry**

To: Western Section Executive Board

From: Craig Bailey

Subject: Treasurer's Report

November 1, 2012

Resignation. As Linda announced, I am resigning from my position as Treasurer. I'm happy to continue to fill the position until a replacement is found. I'll also be available to answer any new questions for our new Treasurer. It's been a great pleasure to work with this Board and Mike Chapel. Unfortunately, other time commitments make it impossible for me to participate enough for the position. I'm going to miss all of you, but I hope to see everyone at the Annual Conference.

Current Assets. Section total monetary assets were \$239,861.82 as of October 1, 2012. The Wells Fargo checking account totaled \$ 17,651.40, the Wells Fargo savings account totaled \$60,750.85, and the Schwab Account totaled \$ 124,033.43. The Endowment Fund totaled \$ 37,426.14..

Endowment Account. Our endowment fund is currently separated into four investments: Vanguard International Equity, Vanguard Real Estate, Vanguard Energy, and MSCI Social Index. These four separate accounts are to diversify our investment. Our mandate is to match the S&P 500 index. As discussed in previous meetings, we are behind that standard and that is likely to continue. The good news is we continue to have small growth in our endowment account

Marshall White believes the All World Index is a better standard than the S&P 500. The All World Index is what he uses for his clients

Schwab Account. We currently have a great deal of money in our Schwab account that present opportunities for investment. It's my understanding that the Board wanted the market to settle before deciding the best use for these funds. If we want to change our management of some or all of these funds, Marshall White may be able to give us some advice. In order to give that advice the Board should answer the following questions:

- 1) How much of the cash do we want to tie up?
- 2) How long is the Board willing to have the money unavailable?
- 3) Do we want multiple funds or a single investment (e.g., multiple pots tied up for differing amounts of time)?

Alternatives also include moving more money into the endowment and/or leaving the entire amount as a reserve. However, leaving it in its current account may not be the best cash management.

Remaining Action Items. I will send a spread sheet with our budget and line item expenses based on the reconciliation reports in the immediate future.



Western Section of The Wildlife Society

Section Representative and Membership Committee Report

Executive Board Meeting - 2012 November Meeting

Section Representative to TWS Council

October 28, 2012

- Council meeting was held at the 75th Annual Conference in Portland, Oregon.
- **Executive Director Search.** TWS continues the process of searching for a new Executive Director/CEO. Interviews of a select group of candidates was conducted at the Portland Conference. It is hoped a new ED will be in place early in 2013. In the interim, Past President Paul Krausman will serve as interim Executive Director and Darryl Walter will serve as Chief of Staff at headquarters.
- **Budget Update.** Due to the seriousness of the budget situation, Council met for a full day prior to the regular Council meetings to discuss the budget situation and evaluate options. TWS Council has had to make serious budget adjustments to balance the budget expenditures and revenues. Over the last several years, TWS has added significant member services and increased our Government Affairs (GA) activities. Unfortunately, the overall expenses for all programs exceeded our revenues. As a result, the tough choice was made to scale back slightly in Government Affairs by not funding the filling of the associate GA staff position and to only fund one paid intern position instead of two. The GA staff will be consulting with the interim ED and Executive Committee on adjusting the program of work. This will mean that GA staff (primarily Terra Rentz) will be less available to support the Section's Conservation Affairs Committee in 2013. Also, although the highly successful Leadership Institute will not be funded by TWS in 2013, Council and staff have agreed to look for alternate funding and staffing opportunities to see if it can be offered this coming year. Models of charging a moderate tuition or subunit sponsorship and using more Leadership Institute alumni for staffing were discussed.
- **Strategic Plan.** Council will meet prior to the mid-year meeting at the North American Wildlife and Natural Resources Conference in Arlington, VA to update the Strategic Plan, which is due for a 5 year update. A nearby off-site location will be sought to allow Council to maximize focus on updating this important document.
- **Update to website and listservs.** TWS webmaster Jeremiah Patterson has taken a new job but is on a part-time contract to continue to support the conversion of TWS websites to Droople. TWS has moved to using Google Groups for subunit and working group mailing lists. I will examine the difference between Google Groups and our current Yahoo Groups.
- **Technical Reviews.** Council approved 3 technical reviews: The North American Model of Wildlife Conservation; Effects of Bioenergy Production on Wildlife and Wildlife Habitat; and Ungulate Management in the National Parks of the United States and Canada. Due to the budget limitations, no new Technical Reviews will be initiated in 2013.
- **Affinity Program.** TWS Council deliberated the topic of Affinity Programs. It was recognized that new sources of revenue are needed; however, it was decided that rather than develop specific direction at this time, the concept was approved and specific proposals would be evaluated and voted on as they arise. It was agreed that no affinity agreements would include product endorsements.
- **Revision of Position Statement Process.** Council approved streamlining the Position Statement process but due to the budget situation, postponed implementing the change in 2013. The subcommittee (which I'm on) will continue to determine methods to implement the change when the Government Affairs staff can devote staff time to it.
- **2016 Conference venue.** Council selected Raleigh, North Carolina as the venue for the 2016 annual conference. 2013 will be in Milwaukee, WI; 2014 will be in Pittsburgh, PA; 2015 will be in Winnipeg, Manitoba.

Membership Committee

- Our 2012 membership as of 10/28 was 913. As seen in the attached table, our trends have been steadily improving.
- Note, that I am still in the process of converting to monthly expires. Once I do, the statistics will be somewhat more difficult to interpret as numbers will jump up and down as members renew or delay. TWS offers a 3 month “grace period” before resetting the renewal date. To avoid member creep, I will determine if I can use a 6 month “grace period” for Section only members. It will require a method to crosswalk the Section database with TWS’ database on a monthly basis to determine if Section members are also TWS members.
- **Pilot for Unified Membership Database.** Due to the turnover in TWS IT staff and with TWS considering options to switch to a different membership database management system, it was decided to put on hold efforts to pilot a unified database at this time. I will continue to coordinate with TWS on methods to encourage cross membership.
- Renewal notices are being emailed out at least quarterly. Since many of our members renew via the Annual Conference, I will focus on TWS members who are not WS members and those that renew via TWS but have lapsed. I will also focus on Section members who have not renewed via the Conference in the past.

Yasuda: Action Items

All:

- No applicable actions.

Yasuda:

- Find out if national will comp TWS conference registration costs for recipients of the distinguished service award. **[No. Since this is essentially a Section award, would expect the Section to cover this if needed.]**
- Ask Eric Renger to create password access for Chapters to be able to access their current member lists on website. **[carry. Waiting to see if TWS will move to a new membership system in 2013. If not, will work with Eric on developing a proposal for putting our Section Database online and integrate membership with registration.]**
- Check with Eric, Candace, & Janine to determine if we need a new laptop. **[carry. Determine this at the meeting.]**
- Pilot unified database and work with Walters to see if TWS can drive our renewal system this year. **Carry [On hold until TWS determines if moving to new system.]**
- Member survey with Perrine. *carry*
- Coordinate w/Renger to mine conference data to determine what percentage of section members are students and federal, state, or private sector employees. *carry (working w/TWS on affiliation & demographic data)* **[In progress. Working with TWS to get this data.]**
- Extract most relevant points from book on Sturgess Standard Code of Parliamentary Procedure for Board distribution. *done*
- Update the Operations Manual’s online voting procedure. *in process Procedures being refined by Leeman.*

Don Yasuda

Western Section Representative to TWS Council

Western Section Membership Coordinator

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Western Section of The Wildlife Society
Section Representative and Membership Committee Report
 Executive Board Meeting - 2012 November Meeting

Western Section Membership Data 1990-2012

Data: TWS 10/28/12; WS 10/27/12

qry_ALldata_Crosstab								
Expires	Total Of WS_ID	Honorary	Life1/3	Lifetime	NewProf	Regular	Retired	Student
1990	238					238		
1991	326					326		
1992	431					430		1
1993	499					499		
1994	455					455		
1995	509					509		
1996	558					558		
1997	490					490		
1998	517					516		1
1999	641					640		1
2000	703			2		695		6
2001	900	1		1		892		6
2002	921	1		2		877		41
2003	987	1		8		910		68
2004	895	1		9		820		65
2005	800	1		9		723		67
2006	761	1		12		681		67
2007	684	1	1	13		594		75
2008	777	1	1	14		647		114
2009	775	1	1	14		601		158
2010	769	1	1	15		568	1	183
2011	850	1	2	17	20	698	1	111
2012	913	1	2	17	39	688	30	136
2013	205	1		17	12	139	5	31
2014	7				1	6		
2015	2					2		
2016	1					1		

Note: These numbers will change slightly as I'm cleaning up the database for monthly expires.