

TO: Executive Board, Western Section of the Wildlife Society  
 FROM: Cynthia Perrine, Program Director  
 Date: January 10, 2013 (For Board Meeting on January 29, 2013)

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<u>Program Director Hours October to December =</u>				<u>66.95 Hours</u>					
Tas ks	Members' Survey	Social Networking / Facebook	Operation s Manual Revision	PDC Plannin g	Conservatio n Education	Training Needs Assessmen t	Annual Conferenc e Planning	Student Affairs Support	Other Tasks as Assigne d
Est ima ted An n. Hrs Qu art er 1 (Inv oice d)	40	70	32	34	40	60	40	60	80
Qu art er 2 (Est ima te)	15.25	3.2	2	4.5	12.25	1.5	15.25	0	13
	24.75	8	30	29.5	27.75	20	14.75	5	40

**Summary of Program Director Duties, October 1 to December 31, 2012:**

### Brief Summary of Tasks Completed – Quarter 1

- Members' Survey Development – Draft Questions, Circulate to Executive Board for Comment, Revise Questions, Upload into SurveyMonkey and Design Questions (15.25 hours)
- Social Networking – Develop Editorial Calendar for October to December. Post updates. Reply to comments and recommendations (3.2 hours)
- Operations Manual Revision – Continue building file of additional items for inclusion in Operations Manual (2 hours)
- Professional Development Planning – Draft Schedule and Announcement Hunter Education for Conservation Professionals (4.5 hours)
- K-12 Wildlife Conservation Education – Build local partnerships for applying to granting institutions, AFWA Webinar, Portland 2012 Conservation Education Working Group participation and networking (12.25 hours)
- Scientist Citizen Needs Assessment Survey/Citizen Science Engagement/Advanced Field Techniques – Submit proposal for 2013 Summer Field Course at Swanton Pacific, secure instructor-of-record (J. Perrine) and draft daily schedule and begin application for Cal Poly unit approval (1.5 hours)
- Annual Conference planning – Conference calls and follow-up coordination; Program Development; CDFG (CDFW) videotaping; volunteers review (15.5 hours)
- Student Affairs Committee Outreach Support (0 hours)
- Other General tasks – Executive Board meeting; allboard and TWSWSMembers management; General E-mail Correspondence about Western Section; Board Reporting, Packard Grant, Newsletter review, Scope of Work Development, Yoakum Memorium Management (13)

### Brief Summary of Tasks Completed – Quarter 2

- Members' Survey Development – Circulate Final Draft for Review by ad hoc survey subcommittee, Survey Best Practices review (10 hours)
- Social Networking – Develop Editorial Calendar for January to March. Post updates. Reply to comments and recommendations (1.5 hours)
- Operations Manual Revision – Make plan to coordinate with Janae Scruggs to review revisions
- Professional Development Planning – Outline draft ADA policy for events (1 hour)
- K-12 Wildlife Conservation Education – Calendar Grant Application Deadlines, Google Drive listings (1)
- Scientist Citizen Needs Assessment Survey/Citizen Science Engagement/Advanced Field Techniques – Develop list of instructor/field technique needs for course (2 hours)
- Annual Conference planning – Conference calls and follow-up coordination; Program Development; CDFG (CDFW) videotaping; volunteers (hours)
- Student Affairs Committee Outreach Support (0 hours)

- Other General tasks –allboard and TWSWSMembers management; General E-mail Correspondence about Western Section; Board Reporting, Packard Grant, Scope of Work Revision, Yoakum Memorium Management (3)

Additional tasks completed – Not billed

Initiate 2013 Professional Development Workshops – Bat Ecology & Field Techniques, Dye Creek Preserve March 2-5, 2013

NOTE: I will attempt to track the hours spent to coordinate an existing workshop but will not submit those for billing with Program Director Invoice

Action Items Completed since Nov 2<sup>nd</sup> meeting

- Post Awards and Grants section from newsletter on Google Docs as a starting point to update for Ops Manual. **Done**
- Member survey with Yasuda. Combine with Needs Assessment Survey? **Done, ready to distribute. Not a combined survey**
- Incorporate questions seeking feedback regarding the viability of transactions into the member needs survey. **Done**
- Check with Mike Chapel re: supplemental insurance. **Done**