

TWS – Western Section
Executive Board Meeting Minutes
The Woodlake Hotel, Sacramento, CA
January 31, 2012

In attendance:

Board members: **John McNerney**, *President*; **Linda Leeman**, *President-Elect*; **Don Yasuda**, *Section Representative, Membership Services*; **Armand Gonzales**, *Conservation Affairs Chair*; **Craig Bailey**, *Treasurer*; **Janine Payne**, *Secretary*; **Rhys Evans**, *Professional Development Committee Chair*; **Linda Connolly**, *San Joaquin Chapter Representative*; **Laura Patterson**, *Sac-Shasta Chapter Representative*; **Jeff Lincer**, *Southern California Chapter Representative*; **Rich Burg**, *Awards and Grants Committee Chair*; **Lisa Ollivier**, *North Coast Chapter Representative Proxy*; **Brooke Langle**, *Central Coast Chapter Representative Proxy*; **David Wyatt**, *Student Affairs Committee Co-Chair*.
Via phone: **Jessica Martini-Lamb**, *San Francisco Bay Area Chapter Representative*.

Staff: **Cynthia Perrine**, *Program Director*; **Terra Rentz**, *Assistant Director of Government Affairs – TWS Headquarters*.

A quorum was present.

President McNerney called the meeting to order at 15:02.

Introductions – McNerney

President McNerney introduced David Wyatt as our new Faculty Chair of the Student Affairs Committee and had him give a brief introduction. The Board welcomed him to his new position and thanked him for his time.

Terra Rentz gave a brief overview of her role at TWS headquarters and reminded the Board that she is at our disposal to support us with Government Affairs. She will be working with Gonzales to revitalize the Western Section's Conservation Affairs Committee.

Review of Action Items – Payne

The Board reviewed the current status of the Action Items.

Review of Meeting Minutes – Payne

Gonzales moved to approve the Executive Board Meeting Minutes for July and December. Yasuda seconded. The motion passed unanimously.

Old Business:

Adopt-a-Student – Yasuda

Yasuda described this new program was designed to connect students at non-traditional locations to membership sponsors. He included some information about it in our newsletter. The Central Coast Chapter and North Coast Chapter are already doing this type of thing on a Chapter level. Yasuda encouraged Chapters to share this information so they can get recognition. Rentz is working on linking it with TWS' mentoring site.

TWS Annual Conference 2012 Sponsorship – Evans

Evans broached the subject of sponsoring two workshops for the TWS conference in Portland. Barbara Peters has submitted a proposal to present her Resume Workshop and Dr. John Hooper has submitted a proposal to present “How Not to Present a Scientific Paper”. The proposals have yet to be accepted but look promising. *Evans motioned that we sponsor Peters’ and Hooper’s workshops at the Portland meeting in the amount of \$2,500. Lincer Seconded.* The Board discussed the motion and decided that the motion may be premature until such time as the proposals have been accepted. *Evans withdrew his motion. President McNerney polled the Board. The Board unanimously agreed and the motion was withdrawn.* Once the workshops have been accepted, we will revisit sponsorship consideration.

Research Grant Application Process – McNerney/ Lohr

HI Chapter Rep Lohr suggested that the Section move to annual application periods and address grant proposals as a board once a year. The Board discussed the rationale for having rolling applications – to accommodate field season, etc. McNerney requested that we form committee to investigate the issue. The committee will be chaired by Awards and Grants Chair, Burg. **Burg will invite Lohr and Wyatt to participate in this process. (AI)*

Travel grant qualification discussion – Burg, McNerney

Given that a number of students from outside of the Western Section applied (and received) travel grants to the TWS conference in HI, the Board decided to re-examine the guidelines for travel grant qualification. The criteria for travel grant consideration needs to be updated in the Ops Manual. Factors taken into consideration should be whether the student is presenting a paper, or has some type of affiliation with the Western section such as living or going to school in within Section states, or being a past Section Member. **Burg will write up recommendations for inclusion in the Ops Manual and send out to the Board. (AI)*

Posting Board meeting minutes – McNerney

McNerney would like the Executive Board meeting minutes to be available to the membership. The Board discussed the logistics of posting the minutes on the website. Since we are a 501c3, Rentz said we are required to make our minutes public. **McNerney will follow up with Eric Renger to discuss membership and officer access. (AI)*

New Business:

Bat Acoustics Workshop Budget – Perrine (see budget spreadsheet)

Perrine gave the Board a progress report on the upcoming workshop scheduled to be held at Swanton Pacific Ranch from May 15-18. The price of the workshop is \$495, which is considerably less than the price of similar workshops. The Board reviewed the budget. McNerney entertained a motion to approve the budget. *Leeman motioned to approve Bat Acoustics Workshop Budget. Ollivier seconded. The motion passed unanimously.*

Annual Meeting update – Leeman

Leeman reported that registration for the conference was strong, with over with over 500 people registered so far. People have been requesting that we offer a “plenary only rate”, which is a good sign that the topic is well received and might be something we consider adding for next year. The

banquet is going to be very well attended and technical sessions are shaping up nicely.

Evans reported that the Writing Workshop was full and that the Fisher symposium exceeded expectations.

Retired Persons rate – McNerney

A member and Past President recently inquired why we didn't offer retired person rate for annual meetings, since we do offer a retired persons rate for membership. Yasuda reported that we currently have 35 retired members and suggested we should refine our policy. We currently require 3 years of membership, whereas TWS requires 20 to receive at the retired rate. We will stay with our 3 year membership requirement and offer a retired persons conference rate, since it might encourage more to come and we may be able to get them to serve as mentors. The Board will discuss the issue further at a later date.

Proposed 2012 Ops/ Supplemental Budget – McNerney, Leeman, Osborn, Bailey (see report)

McNerney asked board members to review the budget and send comments to Leeman.

Conservation Affairs Committee Vision – Gonzales

Gonzales is planning to attend Terra Rentz's presentation and will report back to the Board on Friday. He currently has four committee members lined up. Rentz encouraged everyone present to attend the presentation.

Equipment acquisition – McNerney/ Yasuda

New equipment purchases were discussed. We recently purchased a laptop and new projector for the Plenary, since the cost to rent was so high. We have been having more difficulty borrowing equipment since agency equipment is no longer being replaced and is becoming harder to find. Yasuda suggested we adopt an alternating schedule where we buy a laptop and projector every other year. The Professional Development Committee also needs a projector. We will need to locate storage for the equipment. Perrine reminded the Board that if they are stored at home they need to be covered by homeowners insurance.

Leeman motioned for a recess. Lincer seconded. The motion passed unanimously. The meeting recessed at 17:05.

The meeting reconvened on Friday, February 3, 2012.

In attendance:

Board members: Linda Leeman, President; John McNerney, Past President; Doug Bell, President-Elect; Don Yasuda, Section Representative, Membership Services; Armand Gonzales, Conservation Affairs Chair; Craig Bailey, Treasurer; Janine Payne, Secretary; Rhys Evans, Professional Development Committee Chair; Linda Connolly, San Joaquin Chapter Representative; Laura Patterson, Sac-Shasta Chapter Representative; Jeff Lincer, Southern California Chapter Representative; Rich Burg, Awards and Grants Committee Chair; Sandra Hunt-von Arb, North Coast Chapter Representative; Brooke Langle, Central Coast Chapter Representative Proxy; David Wyatt, Student Affairs Committee Co-Chair; Jessica Martini-Lamb, San Francisco Bay Area Chapter Representative; Bennett Hardy, Humboldt State University Student Chapter Representative; Kate Howard and Bridgette Kirk, Student Affairs Committee Co-chairs, Karin Petrites, UC Davis Student Chapter Representative.

Staff: **Cynthia Perrine**, *Program Director*.

Additional Members: Lisa Ollivier, Krystal Pulsipher, Virginia Gardner, Judd Howell, Monica Stupackzuk.

A quorum was present.

President Leeman called the meeting to order at 16:41.

Officer Reports:

TREASURER – Bailey/Osborn (see report)

Bailey went over the highlights of outgoing Treasure Osborn's final report. Our available funds currently stand at approximately \$150,000, which includes our endowment fund. We had a very successful year in 2011 thanks to workshop revenues and a profitable annual conference.

Bailey said we are currently considering whether or not to add more money into our endowment fund. We suffered an initial loss of 5K, but have recovered much of it at this point. Perhaps we should consider continuing to invest while prices are low. This prospect will be considered in the future.

The Board discussed the prudent reserve, which is intended to cover one year of expenses in the event of an emergency. Evans suggested that it should be higher than its current value of \$22,000.

Operating Budget – Leeman/McNerney

McNerney has created a draft Operating Budget for 2012. The Board will review and vote on it via email prior to the next board meeting. Leeman invited board members to provide feedback.

The final registration numbers were 579 conference attendees and 175 people Fisher Symposium attendees. Leeman commented that the fantastic attendance numbers will allow us do some nice things in the future and support our programs.

Hotel Contract – Leeman

Leeman requested input from the Board and Membership regarding the contract for next year's Annual Conference. There was a last minute name change to our venue because our hotel lost the ability to fly the Radisson flag due to poor facility standards. The now Woodlake Hotel will honor our contract with the Radisson for next year. The pros and cons of relocating our venue were discussed. Many conference attendees complained of very poor conditions and there is concern that this may affect next year's attendance and we would not meet our room block. On the other hand, there may be challenges associated with locating a new venue at this late date. We will need to make sure we can extricate ourselves from our contract without liability. Perrine suggested we enlist the help of Darryl Walters in this regard. Based on feedback received, Leeman will look into other venues.

Committee Reports:

Conservation Affairs Committee – Gonzales

The Conservation Affairs Committee met for the first time and attended Rentz's presentation. Gonzales reported that it was extremely productive and helped them come up with some goals. One is to review position statements and policies and decide what we want to weigh in on. Another is to have monthly calls to go through stack of suggestions received from the Membership and narrow them down to 2 or 3 issues to focus on for the next year. Rentz said she would send out comments on our behalf for sensitive issues which

will help us avoid conflict of interest.

Seven people attended the meeting and several additional people expressed interest in participating afterward. Having such a large committee will spread the work load and hopefully prevent burnout. Leeman thanked Gonzales for revitalizing this committee.

Student Affairs – Wyatt/Howard (see report)

Wyatt thanked everyone for supporting student activities and for the Mentor of the Year award. Kate Howard and Bridget Kirk are his Student Co-chairs. He presented a synopsis of the task list they developed at their recent meeting, which is included in their report.. He shared some ideas the committee is considering to support students in non-traditional locations and facilitate interaction between different schools. They are also working with Katie Moriarty and others to develop a digital library of student resources.

The Board discussed sending someone to represent the Section at the American Society of Mammalogists meeting in Reno. Wyatt is planning to go and said he'd be happy to take his students with him. McNerney suggested we talk to Matocq to see if she anyone from the Nevada Chapter can, since they are local.

Hunt-von Arb commented that the North Coast Chapter has found it be very beneficial to have a Student Representative on their board. Leeman thanked Wyatt for bringing his energy and creativity to the Student Affairs Committee.

Leeman accepted the Chapter Reports and opened up the floor for discussion.

Martini-Lamb would like to update the San Francisco Bay Area Chapter Report to reflect that the chapter is no longer planning a Kit Fox Workshop for the coming year in order to avoid conflicting with the other Kit Fox Workshop. Although there is enough demand to warrant more than one, professional resources (e.g. Brian Cypher's time) are limited. The board discussed ways to facilitate the scheduling of chapter workshops which would foster cooperation. Payne commented that having a representative from each chapter serve on the Professional Development Committee will help toward this end. Evans will update the Chapter Coordination Policy. Hunt-von Arb suggested chapters share their newsletters with all chapters. We are developing an online portal on the Section website for board members to share information. One of the features we hope to utilize is an online calendar where the Professional Development Committee and Chapter Reps can post upcoming events.

The Board discussed possible symposiums for next year. Topics under consideration are snowy plover and climate change. We also may re-do a writing workshop and wilderness first aid training.

McNerney brought up the issue of email voting participation. He urged board members, particularly Student Chapter Reps, to remember to vote. The Sac-Shasta Chapter was congratulated for their perfect voting record. Leeman asked for clarification on voting procedure. Per Yasuda and Payne, all votes should now be sent to Allboard. Patterson suggested people include "Motion" or "Second" in the subject heading of the email when making or seconding a motion, to help us keep track. ****Yasuda will update the Operations Manual's online voting procedure. (AI)***

Leeman commented that she would never have been able to pull this conference together without the contributions of everyone present, and thanked everyone on the Board for contributing their time and energy despite their busy personal lives.

Perrine brought up the possibility of planning a future Annual Conference in HI, since the Section has not had a meeting there since 1989. With a long planning window we have had successful, vibrant meetings

there in the past. Lohr said they are definitely interested. However, they are still recovering from some hard feelings associated with last year's TWS conference in HI and have recently had some board turnover. Evans pointed out that we would give them a much longer planning window and the Board reassured him that the workload would be considerably less. Leeman felt that having a successful Section conference there might invigorate the HI Chapter and create more positive feelings. Howell commented that he thinks Oahu would be an ideal location and that his wife, a Travel Agent, might be able to assist with the planning.

The Western Student Conclave will be held in Idaho this March.

President-Elect Doug Bell said it was an honor to be nominated and thanked everyone for voting for him. The Board joined him in congratulating Leeman for doing a phenomenal job planning the conference.

McNerney motioned to adjourn. Patterson seconded. The motion passed unanimously.

Meeting adjourned at 17:54.

Respectfully submitted,

***Janine Payne
Secretary***