

The Wildlife Society – Western Section Executive Board Meeting Minutes

Camp Ocean Pines, Cambria, CA
September 20-22, 2013

In Attendance: **Doug Bell**, *President*; **Natasha Dvorak**, *President-elect*; **Linda Leeman**, *Past President*; **John McNeerney**, *Treasurer*; **Don Yasuda**, *Section Rep, Membership Committee Chair*; **Cynthia Perrine**, *Program Director*; **Janine Payne**, *Secretary*; **Rhys Evans**, *Professional Development Chair*; **Erin Aquino-Carhart**, *Conservation Affairs Chair*; **Bridget Sousa**, *Transactions Editor*; **Laura Patterson**, *Sac-Shasta Chapter Rep*; **Rachel Sprague**, *Hawaii Chapter Rep*; **Wendy Knight**, *Central Coast Chapter Rep*; **Mandi McElroy**, *SF Bay Chapter Rep (proxy)*; **Erin Tennant**, *San Joaquin Valley Chapter Rep (proxy)*; **Adam Yaney-Keller**, *Cal Poly Student Chapter Rep*; **Joseluis Ocaranza**, *UCSB Student Chapter Rep*; **Jeff Lincer**, *SoCal Chapter Rep*.

	Discussion	Decision	Action
1. Meeting Minutes Approval System D	<ul style="list-style-type: none"> There is a need to streamline the minutes because people don't have time to read the current format. There is a need to receive minutes in a timely manner to keep everyone on task. We have a backlog of minutes to approve, and a plan of action was devised to bring us up to date. There was some discussion regarding voting to approve minutes via email. Several board members complained of email overwhelm. The rationale for sending votes to Allboard (transparency, as if voting "in the room") was discussed. We devised a course of action for now, and the Communication Committee may revisit the protocol at a later date, if necessary. 	<ul style="list-style-type: none"> From now on we will use the strategic planning minutes format. We will review minutes on Google drive, make edits there if need be, and initial that we have reviewed them. We will continue to vote via email, but forward votes to the President & Secretary only (unless you have substantive discussion). The voting spreadsheet will be updated frequently & available for all to view on Google drive, for the sake of transparency. 	<ul style="list-style-type: none"> Payne – post July and Sept. minutes by Friday, 9/27. All – review minutes from 1/29, 4/28, 7/23, and 9/22. Initial on Google drive by 10/4. Bell – call for vote to approve the minutes w/a voting deadline of 10/11.
2. Western Wildlife Technical Advisory Committee Update and New	<ul style="list-style-type: none"> The Board discussed pros and cons of having Sousa's position voting vs. non-voting. Some were concerned that as the number of voting members increases, voter participation must also increase to continue to pass motions. 	<ul style="list-style-type: none"> We will change the title "Transactions Editor" to "Western Wildlife Committee Chair" and restore voting privileges to that position, 	<ul style="list-style-type: none"> Yasuda – craft bylaws change and propose to membership. Sousa – advise Renger of next publication date and craft language to that effect for the website.

<p>Chair</p>	<p>Another concern was that voting would increase Sousa's workload.</p> <ul style="list-style-type: none"> Other members felt that in order to breathe new life into Transactions (WW), we need to make the Editor (Chair) a fully functioning board position to keep her fully engaged. 	<p>pending approval of the bylaws by the Membership. <VOTE></p> <ul style="list-style-type: none"> Bell appointed Sousa as Transactions Editor (Western Wildlife Committee Chair). McNerney will remain an active voice on the Board to represent this committee. 	
<p>3. Section Investments</p>	<ul style="list-style-type: none"> According to Treasurer McNerney, donations from Annual Conference registration are technically supposed to go straight into the Donaldson account to build principle. The general student donation fund is separate from the "pay for a student's registration" donation fund. Renger said at the end of conference, the former drive what gets put into the Awards and Grants line item in the following year's budget. Raffle money should also be going into the principle, unless we need it for something exceptional. We need to strike a balance between programs, awards and grants, etc. and building principle to create future earnings (interest) so we will have even more money to put back into those services in the future. Renger clarified that if we don't use money budgeted for student travel grants, at the end of the year it will go back to the general fund. If we want to actually grow a fund we have to shift the money. The Board discussed the best way to get funds back to the students. Perrine said we need to clearly outline the process for the Ops Manual: the financial review committee calculates the interest, makes proposal to Board to be voted on at the annual meeting board meeting, and creates pot of money which will be advertised to students at the meeting and subsequent 	<ul style="list-style-type: none"> Unless otherwise specified by the Board, we will take the proceeds from the Annual Meeting's conference raffle and add them to the principle of the Donaldson Trust endowment. <VOTE> We will purchase a 3 yr. \$40,000 CD using money from our Schwab general fund account. <VOTE> 	<ul style="list-style-type: none"> McNerney – with Yasuda, craft language for bylaws change to propose to the membership. Knight – send McNerney info re Central Coast Chapter's socially responsible investment strategies. McNerney – direct Marshall White to purchase a CD for \$40,000.

	<p>newsletters. Money left over would be put into the pot for next year.</p> <ul style="list-style-type: none"> • McNerney asked the Board what they would like to do with the money sitting in the Schwab checking account in order to maximize those funds. Since stocks and bonds are out due to market volatility, he recommended a CD. • Before we take that money out of circulation, Dvorak asked McNerney what a worst case scenario would look like. He assured her that we are in good shape, since we'll still have plenty of cash reserves: \$165,000 in Schwab checking, \$80-90k in our Wells Fargo savings account, and total assets of approximately \$300k. 		
<p>4. Legacy Items:</p> <ul style="list-style-type: none"> • Chapel's Transactions Collection • Yoakum's Estate 	<ul style="list-style-type: none"> • Mike Chapel had inherited a full library of <i>Transactions</i>, v.1 - final. • Perrine is sure that we have a complete copy of <i>Transactions</i> in Yoakum's garage as well. • Yoakum's estate is being processed. The bulk of the estate is going to UNR Special Collections to be maintained there. A group called Friends of Jim Yoakum is raising funds for the management of that collection at UNR. Nevada Chapter memorabilia will be included in UNR's special collection. • Items pertaining to TWS-WS are being donated to us. Perrine proposed that we create a committee to decide what to save and how. • A number of things will be sold at our Annual Meeting to generate funds for Friends of Jim Yoakum. They have a lot of books to sell and they want to have booth at the annual meeting and donate some prints and books to the raffle. • McNerney will donate his scanner to scan some materials for our electronic collection. • Rick Williams has been approached to be our next Historian. • Ocaranza offered to professionally scan some of the documents at his place of work. 	<ul style="list-style-type: none"> • For now, we are going to hold off on deciding what to do w/Chapel's Transactions collection. • Bell appointed Perrine and Yasuda as co-chairs of the ad-hoc Yoakum Legacy Committee who will decide what items are worth preserving, how to preserve them, and where to store them. • The board voted to provide travel and other expenses to the Yoakum Legacy Committee members, total not to exceed \$2,000. <VOTE> • We will comp a booth to Friends of Jim Yoakum for the Annual Meeting. 	<ul style="list-style-type: none"> • McNerney – investigate cost of having a service digitize Chapel's copy of Transactions. • Ad Hoc Yoakum Legacy Committee – bring proposal back to the Board regarding the cost and logistics for the storage facility.

<p>5. Operations Manual Update</p>	<ul style="list-style-type: none"> • Perrine commented that it is hard for one person to look through an outdated ops manual and was wondering if she should be spending so much time and energy updating a document documenting procedures that may change in 6 months. The Ops Manual project also keeps getting bumped. While she agrees that there needs to be a better communication of procedure for new members of the Board, she wonders if an operations manual is the right format. • She asked the Board what they think they best format would be: a Google drive doc?, a presentation?, a PDF?, etc. Dvorak sees the Ops Manual tying into the Communication Plan, creating a framework for the types of decisions we make and creating categories. • Evans commented that relying on bylaws is not the way to do it, but we need some documentation of procedures so students know they're expected to vote and to know how board meetings run. • Perrine felt that detailed discussion of various sections was putting the cart before the horse. Since we're in the process of the strategic planning process. • Yasuda said TWS has moved away from updating and Ops manual, instead they have a subunit section on the webpage. One reason its valuable is so that we can memorialize procedures somewhere so we don't need to put them in the bylaws and then change the bylaws to change procedures. 	<ul style="list-style-type: none"> • Perrine will not spend any more time on Ops Manual until the Strategic Planning process is complete. • We will put our energy into the strategic plan. • While we are undergoing the strategic planning process, we will share policies and procedures on Google drive. 	<ul style="list-style-type: none"> • Communications Committee – look at how we operationalize procedures and consider how best to incorporate into the Communication Plan.
<p>6. Program Director 2013-2014 contract & duties</p>	<ul style="list-style-type: none"> • Perrine reviewed the hours used/remaining in her contract for various activities. Perrine's Section Rep duties commence around 10/8. Her Program Director contract ends 9/30. • The student affairs committee outreach portion of 	<ul style="list-style-type: none"> • We will extend the Program Director contract for student affairs activities, and remove the non-voting clause. • We will suspend developing 	<ul style="list-style-type: none"> • McNerney – vet conflict of interest policy with the Executive Committee. • Perrine – activate Aquino-Carhart as moderator on FB. done • Dvorak – start sending out email blasts

	<p>her contract still has hours left. She would like to continue working on finding an appropriate chair after the contract ends 9/30.</p> <ul style="list-style-type: none"> • There was discussion regarding how to handle a possible perceived conflict of interest. • Aside from student affairs Perrine is OK taking a break while the Board completes the strategic plan and decides whether or not to have a paid position. • The pros and cons of having volunteers perform PD's former duties were discussed. One comment was that paid staff on all committees helps move the strategic plan forward. Another comment was that the President should assume this role. • The "workshop cookbook" is on Google drive. • Perrine is comfortable w/the amount of volunteer hours associated w her council position, but doesn't have the capacity for additional volunteer hours above and beyond that. 	<p>a contract for the [other] Program Director [activities] contract for now, until the strategic planning process is complete. Workshop activities will be compensated per workshop budget.</p> <ul style="list-style-type: none"> • PD's social networking duties will be transferred to the Communication Committee. • The Executive Committee will continue this discussion. 	<p>related to the conference.</p>
<p>7. Annual Meeting – Reno 2014</p>	<ul style="list-style-type: none"> • Final conference date: 1/27-1/31. We have a format change this year with the opening banquet Tues. night, theme of conference is Harnessing Citizen Science for Conservation. • Sage grouse symposium pre-meeting. Wildlife tracking trainings and necropsy workshop are post meeting. Planning lots of students activities post conference at Sagehen. • We need people to come to the stuffing party Mon. night because registration opens Tuesday. • Wed. morning we are starting a new activity, breakfast round table discussions and an opening speaker. • We still have positions to fill on the conference planning committee; please volunteer. • We need someone to help lead the 60th banquet anniversary celebration. We need to get spokesperson and people lined up. Need instructors for Fri. afternoon workshops. Could 	<ul style="list-style-type: none"> • We will have a conference wrap-up meeting Friday afternoon for the benefit of the President-elect and new board members. • We will not refund registration for a weather event. We will offer a link to travel insurance and encourage Amtrak travel. • EB members attending meeting Tues. will get registration and travel reimbursement after submitting an expense claim. • Budget will be reviewed and approved via email. 	<ul style="list-style-type: none"> • Perrine – send list to Candace on who we should send call for papers to. • ALL – email suggestions of orgs. to send call for papers to Candace. • Lincer – send call for papers to Raptor Research Foundation and cc Renger. • Perrine – ask Darryl and Kerryl for suggestion re: weather event & registration insurance. • Renger – post disclaimer on registration form re: weather event risk. • Renger – pull figure re: EB registration reimbursement from the conference budget for McNerney. • ALL – review and vote on budget via email. • Leeman – ask Ascent if they are willing to sponsor the conference program again.

	<p>budget for Terra Rentz to come teach an advocacy workshop.</p> <ul style="list-style-type: none"> • Renger needs to get call for papers out to professional organizations. • Renger asked the Board for feedback on the conference registration rate. McNerney was hoping we'd make \$10,000 for the general fund. This year's annual conference early registration was \$200. • The Board discussed contingency plans for a weather event and debated whether or not to eat the cost if people can't make it. McNerney suggested we offer a discount "store credit" for the following year. 		<ul style="list-style-type: none"> • ALL – think about possible round table discussion topics and send to Lincer.
Items for future discussion:	Chapel's Transaction collection		
<u>Voting summary:</u>			
<p><i>McNerney motioned to propose a bylaws change to the Membership to change the title from Transactions Editor to Western Wildlife Committee Chair and reinstate it as a voting member of the Board. Lincer seconded. Bell called for vote. The motion passed unanimously.</i></p> <p><i>McNerney motioned that unless otherwise specified</i></p>			

<p><i>by the Board, we will take the proceeds generated at the Annual Meeting conference raffle and put them into the principle of the Donaldson Trust endowment. Lincer seconded. The motion passed unanimously.</i></p> <p><i>McNerney motioned to purchase a 3 yr. \$40,000 CD using money from our Schwab general fund account. Lincer seconded. The motion passed unanimously.</i></p> <p><i>Lincer motioned to cover travel and other expenses for the Yoakum Legacy Committee up to a combined total of \$2,000 maximum. Leeman seconded. The motion passed unanimously.</i></p>			
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