

**The Wildlife Society – Western Section  
Executive Board Meeting Minutes  
URS Corporation, Oakland, CA  
November 8, 2014**

In Attendance: Natasha Dvorak, President; Don Yasuda, President-elect, Membership Committee Chair; Doug Bell, Past President; Cynthia Perrine, Program Director, Western Section Representative; John McNerney, Treasurer; Janae Scruggs, Secretary; Bridget Souza, Western Wildlife (phone); Rich Burg, Awards and Grants Chair (phone – left at 1255); Erin Aquino-Carhart, Conservation Affairs Chair, Sacramento-Shasta Chapter Rep Proxy; Rhys Evans, Professional Development Chair; Mandi McElroy, Student Affairs Committee Co-Chair; Sandra Hunt-von Arb, California North Coast Chapter Rep Proxy; Rachel Sprague, Hawaii Chapter Rep; Mackenzie Jeffress, Nevada Chapter Rep (phone); Matthew Bettelheim, San Francisco Bay Area Chapter Rep; Jeff Davis, San Joaquin Chapter Rep (phone); Jeff Lincer, So. California Chapter Rep; Candace Renger, Conference Planner; Wendy Knight, California Central Coast Chapter Rep; Brooke Wainwright, Cal Poly Student Chapter; Cameron Clay, UC Davis Chapter Rep; Katelyn Pilcher, UC Santa Barbara Chapter Rep

Called to Order: 0949

Agenda Item	Discussion	Decision	Action
<b>Interm Actions</b>		Motion – Approve the Interm Actions as discussed and amended, and addition of action items 1 <sup>st</sup> – Evans 2 <sup>nd</sup> – Lincer Motion Passed	<b>Dvorak and Scruggs</b> – Update Interm Actions section.
<b>Approve Agenda</b>		Motion – Approve agenda with addition of Hospitality Suite, Communications budget (Constant Contact), staff supra-contract needs, and future meetings. 1 <sup>st</sup> – McNerney 2 <sup>nd</sup> – Lincer Motion Passed	
<b>Previous Meeting's Minutes</b>		Motion – Approval of minutes as written 1 <sup>st</sup> – Bell 2 <sup>nd</sup> – Perrine Abstain - Lincer Motion Passed	
<b>New Board Report Template</b>	Discussion on the proposed template for Board reports including chapter representative and committee reports.		<b>Perrine</b> – Update templates and send out for review and use for future board meeting
<b>Agenda Item &amp; Report Process</b>	Once meeting date is established a folder will be added to includes templates, action items, minutes, and agenda. Board reports will be needed to draft		<b>Revised Action Item – Perrine with Executive Committee</b> – Developed with Operations Plan Committee a process for

	agenda.		email and a file sharing platform (Deadline – before next board meeting)  <b>Executive Committee</b> – Discussion with Operations Plan Committee for uploading agenda and minutes to the website (Deadline – before next board meeting)
<b>Board Reports, timeline, and circulation</b>	<p>Perrine discussed TWS Nationals requirements for board reports due 30 days prior to Board meetings.</p> <p>Perrine discussed TWS Nationals process for agenda available to public, and items for Board review (proposed consent agenda, prior meeting minutes, action items, and intern actions) for 2 weeks prior to Board meetings.</p> <p>The approved meeting minutes includes the prior action items from previous meetings.</p> <p>Board discussed having a process for board meetings.</p>		<p><b>All</b> – Call for board reports for January meeting (Deadline – January 5)</p> <p><b>Dvorak &amp; Scruggs</b> – Publish agenda [only] to membership. Present [to Ex Board] proposed consent agenda, prior meeting minutes, action items, and intern actions for review (Deadline – January 18)</p>
<b>Strategic Plan</b>	<p>Perrine discussed the ready for review draft of the Strategic Plan and located on GoogleDocs. She recommended first the committee leads review their specific sections, and then to the rest of the Board for review. In review, she would prefer the document is downloaded and edits made in track changes, before sending to her for updating the draft.</p> <p>Perrine noted a board approval is needed prior to sharing with membership (expect via AllBoard). She recommended doing a membership survey related to the Strategic Plan. The goal is to have it finalized by the Annual Meeting.</p>		<p><b>Dvorak, Yasuda, Mc Nerney, McElroy</b> – Provide comments to Perrine (Deadline – November 17)</p> <p><b>All</b> – Provide comments and additional survey items to Perrine (Deadline – November 26)</p> <p><b>Perrine</b> – To send draft to membership for review with survey once approved by Board (Deadline – December 3)</p>
<b>Website Needs</b>	Perrine recommended Board to review Western Section and Nationals websites for any edits. Board members shared some of the already known incorrect links and information on the website. Any National website issues should be directed to <a href="mailto:info@wildlife.org">info@wildlife.org</a> .		<b>All</b> – Review National and Western Section website for any edits. (National contact is <a href="mailto:info@wildlife.org">info@wildlife.org</a> / Western Section contact is President Dvorak)
<b>National TWS Vice</b>	Perrine mentioned John Perrine is serving on the		

<b>President Nomination</b>	committee for TWS National Vice President position and at this time Nationals does not have any nominations. The deadline is November 15.		
<b>Presidency</b>	<p>Evans discussed a 4 year term for the presidency as it relates to:</p> <ol style="list-style-type: none"> <li>1. Vice President – responsible for chairing the program minus keynote of the annual meeting</li> <li>2. President-Elect – responsible for meeting in 3 years, and the logistics for annual meeting</li> <li>3. President – responsible for regular duties, and organization of annual meeting.</li> <li>4. Past-President – responsible for logistics for following meeting, nominations committee, and parliamentary</li> </ol> <p>For this would require bylaws amendment for vote by Executive Board, and then for a majority vote by membership. Discussion included difficulty getting members to commit for 3 or 4 years, potential impacts for changes to bylaws, and review of past discussions by Board as recorded in minutes.</p> <p>Dvorak discussed a single candidate approach to the President-Elect position due to lack of interest in the position, potential “throw away candidates,” and the second candidate, as required by bylaws, usually reduces their involvement in the Section. This would require a change in the bylaws and if supported, it need approval by Board and the membership. Discussion included using the 3 member nomination committee, engaging the membership, considering members who in the past have offered to volunteer in the Section, having positions available for the second candidate to encourage involvement, and having the single candidate approach for only when we have exhausted efforts in finding additional candidates.</p>	<p>Motion – To table the discussion to a ad hoc committee for a formal proposal and discussion including review of historical context of meeting minutes 1<sup>st</sup> – Perrine 2<sup>nd</sup> – McNerney Motion Passed</p> <p>Motion – To present the additional clause for Article VI, Section 1 related to a single candidate approach and the reordering for the flow of the Section as written by Yasuda. 1<sup>st</sup> – Hunt-von Arb 2<sup>nd</sup> – Lincer Nay - Perrine Motion Passed</p>	<p><b>Evans, McNerney, Bell, Yasuda (Vice President Ad Hoc Committee) –</b> Produce a proposal and presentation for discussion with membership at upcoming Annual Meeting 2015. Contact other past presidents and/or section representatives for committee.</p> <p><b>Yasuda –</b> Write up proposed bylaws section for the newsletter related to the additional clause for a single candidate approach.</p>
<b>Hospitality Suite</b>	Scruggs presented past issues in the student volunteer room leaning towards a hospitality suite and possible liability to the Section. Discussion included underage drinking, responsibility of all individuals, the benefits of social network between professional and students, Western Section Board members setting an example, providing other beverage options, and TWS National having a President’s Reception that is by invitation only. It was agreed the Volunteer Rooms would be dry		<p><b>Scruggs –</b> Include in the code of conduct for student volunteers the volunteer room is a dry room.</p> <p><b>McElroy, McNerney, Yasuda, Scruggs &amp; Student Affairs Committee –</b> Develop policies to be presented to the board (networking cutoff times, students presenting themselves in a professional</p>

	rooms, the Student Affairs Committee to present possible policies for the future, and alternative locations for the social networking.		manner, etc.)  <b>Renger &amp; Yasuda</b> – Possible solutions for different alternatives for a hospitality suite/room
<b>Harassment Policy</b>	Request for explanation of the Western Section’s sexual harassment policy due to an incident that occurred in the Hospitality Suite. Discussion included the policy being available for the Board and membership, name tags required for all evening events including “hospitality suite,” TWS Nationals developing an independent committee of Past-Presidents for policy issues, and adding a paragraph to the website and the program related to sexual harassment. McNerney and Perrine offered to be “go-to” people for our membership during the Annual Meeting.		<b>McNerney</b> – Locate the policy and share with the Executive Board
<b>Communication budget (Constant Contact)</b>	Yasuda mentioned difficulties with Yahoo groups for adding members to the listserve. The email listserve is our primary method for contact with members. Yasuda mentioned other options that could be filters to target specific members. Constant Contact is one option that has a reduced rate for non-profits (\$44/month, minimum of 6 months) and could be tested in the near future with the Fall Newsletter. Perrine mentioned a filter in gmail could send the emails to the promotion folder.  Uber is still being tried out and the cost is minimal of \$10/month. McNerney stated until it is decided to keep, and since it doesn’t affect the current budget, the payment could stay within the President’s perview of approval.	Motion – Approve the Constant Contact contract for 6 months and revisit at that time for continuing contract. 1 <sup>st</sup> – Evans 2 <sup>nd</sup> – Aquino-Carhart Motion Passed	<b>Renger</b> – Will set up the Constant Contact account.  <b>McNerney</b> – Investigate credit card option for purchases.
<b>Western Section Conclave</b>	Perrine asked for input on the current distribution of the Conclave as the Western Region is huge. TWS Nationals provides monetary support and the divisions of the regions. Background was presented for Board members on the process, events, expenses, and location of the current conclaves in the region. Currently, Humboldt State is the only active student conclave group in the region. Student Chapter Representatives expressed interest in developing		<b>Perrine</b> – Start discussion with TWS National for the division of the Western Region of Conclave.

	conclave teams and the division of the Western Region. Suggestions of Humboldt State Student Chapter possibly mentoring other student chapters and host the first conclave in the new region.		
<b>Ad Hoc Members Advisory Committee</b>	Yasuda approached the Board for the development of an ad hoc members advisory committee to discuss possible increase in membership dues. He referenced with the Strategic Plan changes we will need to address if we want to depend on volunteers or paid staff (which would likely require an increase in dues).		<b>Yasuda</b> – Call for member participation in the committee in newsletter (Deadline – November 15)  <b>Dvorak &amp; Scruggs</b> – Annual Meeting’s Business meeting to add an agenda item for requesting members to join the committee & feedback
<b>Business Meeting Agenda</b>	Discussion resulted in the addition of: <ol style="list-style-type: none"> <li>1. Member dues to raise or not raise (committee being formed)</li> <li>2. 4-year Presidency</li> <li>3. Member Feedback (communication, future events)</li> <li>4. Bylaw Changes</li> <li>5. How to better serve the membership</li> </ol> For increasing member participation using raffle tickets with participation in discussion items		<b>Dvorak &amp; Scruggs</b> – Business Meeting Agenda ready for program (Deadline – January 5)
<b>Award Nominations</b>	Perrine mentioned that the deadline for TWS National Award Nominations are due Feb 15. Western Section usually doesn’t have many nominations due to the deadline being shortly after our Annual Meeting. Perrine requested Board members to think about nominations.  Discussion was extended to our Annual Conference awards and the need for nominations.  Information for both awards are online and information related to submitting nominations to Nationals and Western Section.		<b>Burg</b> – Potential newsletter article related to National and Western Section award nominations.
<b>Ethnic and Gender Diversity</b>	Perrine is requesting an ad hoc committee to be formed for ethnic and gender diversity.		<b>McElroy</b> – Reach out to Tammy or Ivan Parr for participation on the Ethics and Gender Diversity Committee.
<b>Next Board Meeting</b>	Discussion to have a quick 1 hour meeting mid-January via conference call. Board meeting is Tuesday, January 27 from 10am-4pm		<b>Perrine &amp; Yasuda</b> – Doodle poll for 2015 meeting dates.

Lunch: 1255-1340

Adjourned: 1610

1<sup>st</sup> – Perrine

2<sup>nd</sup> – McNerney

Motion Passed