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)

---

**Program Director Hours October to December = 66.95 Hours**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Estimated Ann. Hrs</th>
<th>Quarter 1 (Invoice)</th>
<th>Quarter 2 (Estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members' Survey</td>
<td>40</td>
<td>15.25</td>
<td>24.75</td>
</tr>
<tr>
<td>Social Networking / Facebook</td>
<td>70</td>
<td>3.2</td>
<td>8</td>
</tr>
<tr>
<td>Operations Manual Revision</td>
<td>32</td>
<td>2</td>
<td>30</td>
</tr>
<tr>
<td>PDC Planning</td>
<td>34</td>
<td>4.5</td>
<td>29.5</td>
</tr>
<tr>
<td>Conservations Education</td>
<td>40</td>
<td>12.25</td>
<td>27.75</td>
</tr>
<tr>
<td>Training Needs Assessment</td>
<td>60</td>
<td>1.5</td>
<td>20</td>
</tr>
<tr>
<td>Annual Conference Planning</td>
<td>40</td>
<td>15.25</td>
<td>14.75</td>
</tr>
<tr>
<td>Student Affairs Support</td>
<td>60</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Other Tasks as Assigned</td>
<td>80</td>
<td>13</td>
<td>40</td>
</tr>
</tbody>
</table>

**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 2nd 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