FLORIDA CHAPTER

THE WILDLIFE SOCIETY

WINTER BUSINESS MEETING – DRAFT AGENDA

11 January 2019

10:00am – 2:00pm

*Apopka Research & Education Center, Apopka, FL*

*TWS call-in #: Dial 1 (224) 501-3412, then enter Access Code 310-026-349*

Meeting #1: Present in person: Holly, Mark, Jodi / Present via phone: Sam, Dan, Brigham

Not present: Monica

Call #2 (January 23): Holly, Mark, Jodi, Dan, Monica

Not present: Sam, Brigham

* Call to order (*Holly*) 10:02 AM
* Reading of minutes from the Summer Board Meeting (*Dan*)- **vote to approve.**
	+ Sam – motioned to approve, Mark seconded.
* Treasurer report (aka: Budget Committee: *Sam*)
	+ Sam e-mailed draft report. Updated Section 3 and will send out a finalized version next week. See report for financials. We still need to discuss what to do with the Morgan Stanley account.
* Committee reports
	+ Audit (*Sam, Holly*)
		- Finalizing the 2015-16 report
			* Holly – completed
		- Plans for the 2017-18 report
			* Alexis agreed to be the Audit Committee Chair.
			* Erin asked Alexis to run for Treasurer, so her service as audit may be one-off to avoid a conflict of interest.
			* Sam will get Alexis materials by Jan. 31, she will write a draft report in about a month and will get to her committee and complete by ~March 1.
		- Audit committee member status
			* We could ask Mark Hayes, who joined our Strategic Planning Session, to be on the audit committee, or other roles.
			* We could also ask Tim Hall, but he is running for an elected office, so we will need to see who is elected before finalizing plans.
* Holly asked Robin Boughton, who has agreed.
* Monica asked Alan, who has declined, and he is trying to fully retire.
	+ - Amending the bylaws
			* We want to make modifications as to when audits will be done (once per year). Holly sent a document that has edits.
			* Reviewed Bylaws – Realized in our discussion of a “Finance Committee” that it’s captured in the Budget committee, which is defunct. New Budget Committee will include the Past-Treasurer, the Fund Raising Committee Chair(s), and the Audit Committee Chair. Collectively, this would be Sam, Mark, Larry, and Alexis.
				+ Add modification to the bylaws for the Past-Treasurer to serve one term on this committee, and incoming treasurer serves the treasurer role; this is similar to how roles are written for the Past-President and President (i.e., Clause C).
			* Discussed whether there were differences between the “Resolutions and Public Statements Committee” and “Conservation Review Committee”. Becky said the goal was for the Chapter to be more involved with conservation policy from multiple perspectives, and we could follow up with Dale Gawlik to get more background. She indicated the split into 2 committees never really worked, and suggested we could merge them together. Also, we could drop the name “Review” in the name of “Conservation Review Committee”.
	+ Awards (*Tim*)
		- Nominations – **vote to approve**
			* A good cohort of applicants this year. All selected award winners were approved by the board.
			* It was suggested that Tim should contact nominees of those candidates who didn’t win and encourage them to resubmit next year. There were many outstanding people nominated who are well deserving of the award and their nomination should not be forgotten next year. Holly will follow up with Tim.
		- Plaques
			* We need a new person to take over the purchasing of plaques, as Larry wants to step down from this duty. Rosi Mulholland said she would take this over. She can give the plaques to Jodi or Maria, or possibly Mark if she is unable to attend the awards banquet. She will place the order and Sam will make the payment.
	+ Certification (*Brigham*)
		- Continuing to assist others though the submission process.
		- Trying to set up a meeting with student chapter this semester
		- Dan offered to create a slide presentation describing the Chapter and the certification process to be used by a board member when meeting with the student chapter each year
	+ Conservation
		- Update on deer urine lure issue (*Dan, Holly*)
			* Request was fulfilled, but we’re unsure if Randal attended the recent FWC meeting
		- Manley Fuller is resigning and moving to Virginia. Jay will move into Manley’s former position. We should work with Jay and continue discussions about keeping traction and developing a plan that makes us more involved with FWF. Becky will follow up with him
		- Is Becky still the Committee Chair? Yes. But she has no true committee
			* We will add a line on the Spring Conference registration document that asks if people are interested in being a member

Holly will draft a list of all FLTWS committees and we’ll work on developing a list of names of the chairs and members.

* + Education and Information
		- Newsletter (*Jen*)
			* Committee – who is involved? Erin is a member (she often participates in festivals and has organized some outreach events).
			* Social media - recommend a process to make sure we’re not biased in the information that we’re sharing. There’s concern that some recent posts are borderline inappropriate and somewhat counter to our mission. We need to touch base with Jen and ask whether she wants to stay involved. We should also let her know that we’re willing to recruit more members to help. Mark will check in with her.
			* Last newsletter came out in the fall. Do we want to have a newsletter before or after the annual meeting?
			* Frequency – twice a year is good. First in May after the conference could summarize the meeting. Second in November would be prior to when award nominations are due and when Spring Conference save-the-date is ready.
		- Prescribed Fire for Wildlife Course (*Holly*)
			* Happening next month. Holly met with Jim and they visited the field site. Cap is 35 members, normally is 40. It’s a little smaller because it’s focused on private landowners.
			* Sam will provide weekly updates on registration to Jim and Holly
	+ Fundraising (*Mark, Larry*)
		- Did Sam create a generic thank you letter for donors?
			* Still needs to be completed. Mark needs to send a previous version to Sam for editing.
		- Not much to update – Mark and Larry got letters out to donors earlier and things continue to progress.
	+ Membership (*Jodi, Betsy*)
		- No change. Normal fluctuations in membership. May not need new people on this committee unless they have coding skills and such. A third person would be beneficial to share the workload.
		- Need to add options for people to pick expertise (e.g., select up to three skills) during Spring Conference registration. That could be the task of a new committee member, if anyone is interested in joining. This information may already be available for those members who register through TWS rather than FLTWS.
	+ Nominations and Elections (*Erin*)
		- Erin is not able to work right now due to government shutdown, but she previously sent information on nominees.
		- President Elect position: Monica agreed to run, and Tim Hall hasn’t responded.
		- Secretary – Sam said yes, Betsy said maybe, Jodi can’t right now.
		- Treasurer – Eric Christianson said maybe but moving out of state, and Alexis said yes.
		- Member-at-Large – Amanda Lindsay, Tyler Pitman, Don Hardman, Hunter Slade, and Lisa Smith said yes. We need two – Baily Piper, Shelly Johnson, Elisabeth Pinar haven’t responded.
		- SE Rep – Daniel Greene and Robin Boughton said yes.
	+ Scholarship (*Monica*)
		- Applications received
			* A lot of applications. See Monica’s report for details. Rankings due Feb 1. Committees for both undergraduate and graduate award are well stocked.
			* Jodi - we should ask how people heard of the scholarship announcement so we know which methods of advertisement to pursue in the future.
			* New Minority Scholarship for undergrads – 6 applicants from 4 universities. Some may not be considered true ‘minorities’, depending upon what definition we want to use. Revisions to the application process for next year may be worth further discussion via conference call. Holly will ask Monica if she wants the undergrad scholarship committee to discuss further modifications, the board, or all membership who attend the Spring Business Meeting.
	+ Student Chapter (*Joanna, Anna, and Katherine*) – she will call in at 1:00pm
		- Beast Feast is Feb 23 in Gainesville
			* 5-9 PM at a local brewery.
		- Planning to send students to FLTWS spring conference and will encourage them to present posters or oral presentations
		- Willing to set up an additional table for FLTWS
			* Jodi is aiming to attend
			* Skulls – can ask FLMNH, Steve Johnson, etc.
			* Jodi will ask Steve, Dan will ask Verity.
		- Dan will pull together a 1-page summary of FLTWS of the history of FLTWS, what we do, membership, etc.
		- FLTWS to present to UFTWS
			* Their meetings are every other Wednesday. We’ll aim to be there every semester with different people.
			* Dan to draft presentation for meeting
	+ Website (*Mike*)
		- * We will seek members for committee interest. Kyle was helping him, but he can’t set up registration for meetings.
		- Species spotlight (*Holly*)
			* Amanda Lindsay will get these to us. She’s having UCF students create them this semester.
		- Overhaul (*Holly*)
			* Still need to have these discussions.
			* Becky, Holly, and Sam are planning how to make changes.
	+ Program - Spring 2019 meeting (*Mark, Holly*)
		- Reminder of venue and dates – April 10-12 at Melbourne Crowne Plaza
			* Mark visited venue yesterday. Facility is updated, and space won’t be an issue. We’ll have a big room with a side room that’s set up for registration. That room is lockable. Has covered 200-person permanent outdoor tent. We might have a fire on the beach – Mark is looking into getting a fire permit through the county fire marshal (not granted). We can bring our own beverages. Papa John’s across the street.
				+ We will let Larry fine tune the timing and adjust as he prefers.
			* They will have live music at the deck, and we should be separated from that.
			* Networking social at 5:30-7:30 PM. Business Meeting 4:00-5:30.
		- Decision on registration fees and perks
			* Charge would be $115/person
			* Lodging - $128 regular, $159 coastal
		- Larry’s evening event
			* Will likely be recorded. What do we need?
			* What will it be called? “Fireside Chat”?
		- Theme for plenary and symposium
			* Celebrating 50 years of FLTWS – Wildlife Professionals Making a Difference
			* Plenary: Leadership, collaborations, and mentorship in the wildlife profession
			* Dan – contract Darren Miller and Mike Mengak and see if they can include Mike Conner’s ideas.
			* Symposium: Looking back: reflections on a career of wildlife conservation in Florida
				+ Possible speakers: Jay, Paul, Woody, Hugh, Allan, Tim, Marty, Larry, Dale, Susan Fitzgerald, Monica, Maria
		- Gifts for senior members?
			* Gifts for people who have been involved for 20 years or more.
				+ Mugs
				+ Shirts (e.g., Columbia).
				+ Notebooks
			* Reduced registration for retirees?
				+ We voted last time to keep things the same – they can apply for travel needs if needed.
* Old Business
	+ Polo shirts for board members (*Jodi*)
		- All send Jodi shirt sizes.
	+ T-shirt contest (*Jodi*)
		- Nobody has contacted for submission. Scrap idea for now.
	+ Pelican Island Festival (*Becky*)
		- Attending and we’re not sure if she’s recruited others for help
	+ Student Development Working Group (*Dan*)
		- We can give presentations on courses to be developed to help them meet the requirements. We can review the AWB application, discuss levels of TWS, and professional development. Much of this effort should match the student course plan. Overview of application, transferring information on the syllabus, and nuances of shuffling course/splitting, etc. might be helpful The advisors have UF requirements and are familiar with the courses, and this makes the most sense to the new hire to cover this rather than FLTWS.
		- Brigham can give the first talk as he’ll be there to do internship interview.
		- Dan will put together a slide deck.
	+ Website redesign (*Holly*)
		- We talked about this – see above
* New Business
	+ Plans for acting on the feedback obtained during the Strategic Planning Session
		- Consider list of action items related to how we could improve on the chapter’s advocacy efforts, increase member engagement, and improve workshops, improve information sharing
			* Moved to Call #2
		- Which are our highest priority for 2019?
		- Which are you willing to take on?
		- Student-mentor events
			* Scavenger hunt was fun last year, but the Melbourne hotel is not favorable to that sort of event. Could do a quiz bowl or quiz that people can answer on their own during an allotted amount of time.
			* Jodi offered to work out a bingo card that requires each student to find people who fit various criteria. Agreed that this is what we should be doing. We just need to develop the questions and the card – Jodi will develop and coordinate this; Sam will assist. Prizes (merchandise) for first done, most answered, and a drawing for others that were completed.
		- Program printing – Dan
		- Merch – Sam
		- Student volunteers – Monica and Sam
		- Fieldtrip – Becky will coordinate this next week
			* Becky has ideas – zoo, others
			* Coastal birding
				+ Dan will ask if it’s a workshop or fieldtrip. Dan can ask Dale if he, or his students, would like to instruct. Where?

Check with Becky first

* + - * GIS – Britney Bankovich could be a good instructor
* ~2:00pm Adjourn

**Call #2**

* Student Awards. Poll to increase amount of each award ($150 for best presentation and $75 for best poster):
	+ Dan, Mark, Monica, Jodi have agreed to the increase.
* Fieldtrips.
	+ Mike has website up and running. Additional charges for fieldtrips are not yet known. Holly spoke with Becky, who has 3 ideas but they’re not finalized.
	+ St. Sebastian River Preserve State Park
	+ Pelican Island NWR
	+ Brevard Zoo – behind the scenes
* Workshop: Not sure if needed in addition to fieldtrips
* Symposium. How do we pick the 6?
	+ Oldest members, or most dynamic. Most dynamic was agreed upon.
	+ Larry, Paul, Jay, Rosie, Erin, Cary Sekerak, Jeff Gore, Dale, Becky, Hugh, Jim Schortemeyer, Billy Causey could be candidates. Holly will send around a list to the board for a vote.
	+ Larry’s event. Mark – not going to be able to do a bonfire on the beach. Space on the patio is favorable.
* Gifts. Who is receiving them?
	+ Possibly members are 20 years or more? Monica is concerned people with family membership through TWS may be getting missed or miscalculated. Can break down when people first joined and how many years they’ve been a member.
	+ Holly sent 4 example items (vest, mug, notebook).
	+ Discussed need for something universally appreciated. Could also do a glass etched award.
	+ Holly will put Rosi in touch with Dan to look at gift options.
* Committee Membership:
	+ Audit Committee - Sam needs to get material to Alexis Cardas. Robin Boughton and Mark Hayes agreed to be on the Audit Committee.
	+ Nominations and Elections Committee - Past Presidents may be best for those roles and reduces conflict of interest. Also a member from general membership might be helpful.
	+ Education and Awards Committee - Dan follow up with Sam to follow up with Jen Korn about chairing.

**Strategic Planning Session:**

* Review of Strategic Planning handout drafted by Holly.
	+ We’re making good progress. Suggestions regarding:
	+ 1, 4, and 6 are high priorities for Dan and Monica. Field course is getting developed so that could be checked off.
	+ Jodi - #2 is almost checked off as is 7. We’re tabling in the short term too. Most are in progress, which is encouraging.
* Website
	+ Mike is changing incorrect information (e.g., Kristi Nolte on Membership Committee Chair, Maria being Audit Chair).
	+ Website is worth keeping because of merchandise
* Social Media
	+ Might want to keep working on this topic. Jodi suggested possibly outsourcing to a virtual assistant. The website needs to be overhauled, but what is missing? How would it look, and what would the information be?
* #1 from Holly’s document. Where does it go?
	+ Handout at Registration desk. Can also go on the website.
* Needing more frequent meetings
	+ Every 1-2 months to talk about with the conference coming up. If we can handle over email, then we can cancel the call.
	+ Holly to send doodle poll about next meeting
		- Will discuss how to integrate the new Strategic Plan with the old Plan

To Do:

* All
	+ Send Jodi shirt sizes
* Holly
	+ Draft list of committees
	+ Connect Rosi with Dan
* Mark
	+ Send Sam previous thank you letter
* Dan
	+ Award info to Rosi
	+ Draft presentation for UFTWS and send to Brigham
	+ Ask Verity for skulls for UFTWS
	+ Pull together a 1-page summary of FLTWS for UFTWS
	+ Contact Plenary speakers regarding presentation themes
	+ Program printing
	+ Communicate with Becky regarding field trip
* Sam
	+ Materials to Alexis
	+ Generic thank you letter
	+ Merch for conference
	+ Organize student volunteers with Monica
* Monica
	+ Organize student volunteers with Sam
* Jodi
	+ Ask Steve for skulls for UFTWS
	+ Develop bingo card