Florida Chapter of The Wildlife Society Winter Executive Board Meeting AECOM Offices, Orlando, Florida January 13, 2010 DRAFT

Attendees: Brian Scheick, Jay Exum, Patrick Delaney, Erin Myers, Stefanie Nagid, Maria Zondervan, Arnold Brunell,

Stephanie Rousso, Larame Ferry

Absent: Bill Giuliano, Student Chapter Representative

Topic	Discussion	Action
Call to Order	President A. Brunell called the meeting to order at 9:21 am.	
Reading of the Summer Board Minutes	M. Zondervan will contact C. Sekerak regarding presentation for Laura Lowery. E. Myers will fill out FSECC forms but needs assistance. M. Zondervan and A. Alshouse can help.	Minutes approved.
D	J. Exum recommended approving minutes. M. Zondervan seconded. Motion approved.	
Report of Treasurer	E. Myers reviewed the treasure report (Addendum 1). She stated there was a \$13,674 increase from last year's balance. In the future, E. Myers will break out the reports and compare previous year to the current year so we can easily determine how we got to that point; add additional information to section I. Section III should account for Morgan Stanley endowment fund differences. A. Brunell likes breakdown of calendar year (Section III). M. Zondervan motioned to approve, J. Exum seconded.	Treasurer Report approved.
Report of Committees		
Audit	No report.	
Awards	T. O'Meara received no nominations for the Paul Moler or Herb Kale awards.	
Budget	Need to update the bylaws.	
Certification	No report.	
Conservation	Sent letter to James Burnett with U.S. Fish and Wildlife Service (USFWS) regarding a draft environmental assessment for the St. Marks National Wildlife Refuge (NWR). We commented on our preferred expansion route of three options. Our preferred route protected the largest amount of land and makes provisions for corridors and buffers around the core of the existing refuge.	Define protocol for requesting comments on various conservation
	We continue to improve communication with the Florida Wildlife Federation (FWF). J. Exum, B. Bolt, and A. Brunell are the main contacts. This has been worked out with Manley Fuller. We will work directly with Manley and Preston Robertson. Our agreed upon mechanism for communication includes Conservation Chair – B. Bolt ; President- Elect would serve as official liaison. J. Exum is filling the position until the election.	issues. > P. Delaney to check about subject line of FLTWS e- mails (only stating
	USFWS sends out notices for comment – anyone that receives these can continue to notify others about these requests. For example, USFWS is now requesting comments on the Lakes Wales Ridge NWR draft comprehensive conservation plan and environmental assessment. Sheryl Millet and Hilary Swain may want to comment.	subject; no mailing list)

Education	We should decide on an effective method/protocol for conservation issues and receiving/requesting comments from members. Ideas from the brainstorming session included: > Post issues and contact information to website > Send out an e-mail, people can sign up for mailing list to receive notifications > E-blasts (how many is too many? Don't want to bombard with too many of these requests especially when we want to relay important information). > Include something in each newsletter such as, "Our conservation committee is always at work, go to our website if you want to get involved, sign up, etc." > Develop regional conservation committees throughout the state. They could serve long-term positions. > Similar to TWS, create contact/categories/areas of interest/expertise database. On the membership form, request which topics interest you. Then we can send e-mails to those with the area of interest that pertains to request for comment. We could do a onetime mail-out to all members and then do new members as they join. B. Bolt has had trouble getting people to join the committee. It would be helpful if she knew who to request information/comments from. P. Delaney will see if we can have the e-mail subject line be the actual topic not FLTWS mailing list or listserve. For example, "FLTWS request for comments" would be the subject. In the future, we will remove this from the agenda. The Information Committee is now the Information and Education Committee. This would include educating	
	now the Information and Education Committee. This would include educating membership and the public. In the future, we could decide if we should make education more of a liaison to students.	
E. J.		Frankiska a
Fundraising	Mark Ausley is now co-chair. We will limit fundraising activities to once (or twice) a year. Donations can go to various categories (e.g., scholarship, endowment) or general request. People will specify and earmark for that particular purpose. We need to create a detailed list for dedicated donations for proper sponsorship recognition (e.g., for dedicated annual sponsorship, you get logo on our website). Fundraising Committee needs to develop price categories (newsletter, website, conference program, etc.). P. Delaney will try to get a counter on the website, so we will be able to let sponsors know how much traffic our website receives. More passive ways to receive money year-round includes workshops, prescribed fire course, etc.	 ➤ Fundraising Committee to establish detailed list of sponsorship categories and prices. ➤ P. Delaney to see if we can get counter on our website.
	We could have a fundraiser similar to the FWF's raffle for car/boat and get out to the public. Ours would be a smaller version raffle (e.g., shotgun). <i>Note: we cannot have a raffle on the internet. We would have to mail it out, but we can advertise online. All the people we are affiliated with can post to their website too.</i> Is there a way to receive donations at various presentations we give? We could also take FLTWS merchandise to sell at these presentations.	
	We could help coordinate conferences. Since conference hosts are charged for each transaction, they are going with private consultants to coordinate for them,	

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	who then include an administrative fee to make sure the transaction fees are covered. The rest is profit. We could start doing this.	
Information and Education	Newsletter distributed in November. Facebook page coming along (30+ fans). Conference videos, pictures, benefits of membership, conference information, etc. are now posted. Joined Eco-voice in order to distribute important information (newsletter, news of interest) through them. They disseminate environmental news to ~4,000 in south Florida.	
Membership	In order to encourage and increase membership, we need to put together a tri-fold brochure, double sided, color. S. Nagid will get an estimate from her contact. S. Rousso will put together all of the information for it. E. Myers thought the minutes from the strategic plan workshop at Coconut Grove (March 2008) would include good information for the brochure. B. Scheick reported 95 members are paid for 2010. Usually we get more members at the spring conference. He sent out the renewal request in December. TWS membership is for 12 months after payment (not end of the year). Brian will check back with TWS to make sure the glitches with their website have been fixed. We need to be certain each person on the roster (whether international, family, etc.) is associated with \$20.	> S. Rousso to assemble information to include in FLTWS brochure. > S. Nagid will get estimate for brochure.
	B. Scheick requested a copy of the 2005 treasurer's report from E. Myers since he only has a few months from the entire year. From 2006 forward, he has been using the treasurer's report to update his members' list because that was the only place that informed him when they paid and when TWS believes their membership ends. He hopes to get more accurate information on members from 1995-2010 so that we can find a good five-year trend of members, which will help us decide if our goal should be 500 or 300 members.	E. Myers to submit 2005 treasurer's report to B. Scheick.
Nomination and Elections	John Hayes and Dale Gawlik are the President-Elect candidates.	
Resolutions and Public Statements	J. Exum will review at spring meeting.	
Scholarship	Had five applicants. Applications are out for committee review. Deadline is next Friday. S. Nagid volunteered for the committee to review applications in order to fill in for missing committee member. Settled and awarded by early February. The National Wild Turkey Federation was not able to contribute this year. FWF did contribute.	
Student Chapter	No report. We should utilize students to help with spring conference.	> Utilize students for spring conference volunteers.
Website	P. Delaney reported H. Dutton was a big help with the website/store. The module to keep track of inventory did not work out. They might try again in the future. We have sold a lot of items from the online store. It was suggested to us that we provide more merchandise (e.g., beach mouse hat). P. Delaney will look into being able to add donation (\$1, \$5, \$10) to FLTWS when people go to the store checkout page.	➤ P. Delaney to see about donations request on website store checkout page. ➤ All continue to
	Please continue sending info./news/events to him for posting.	send

OLD	P. Delaney will look into posting a facebook icon on the website. No protocol in place for when/if people want to advertise (relevant information) on our website. Fundraising Committee to come up with system (e.g., \$1,500 annual fee for being on homepage; \$500 on subpage). L. Perrin and M. Ausley to create tiered sponsorship categories and determine fees.	info./news/ events to him for posting. > P. Delaney will attempt to post facebook icon/link to facebook page on website. > L. Perrin and M. Ausley to establish sponsorship categories and associated fees.
BUSINESS Membership Drive	We need to give this serious thought, go through contacts/address book, and make the contacts. Put conference on conservation notes listserve through UF.	> All - make contacts for membership drive!
	Send paper mailings to Tallahassee and nearby offices. Send poster (card stock, 11x17) and postcards to different offices (FWC, IFAS, Tall Timbers). E. Myers can help purchase postcards, and we can have someone else print out for us. L. Ferry can help deliver or mail. L. Ferry to create database of potential FWC Northwest area contacts through FWC sharepoint site by sometime in February. If new members join at spring conference, we need to create an incentive (e.g., merchandise discount).	➤ L. Ferry to create database of FWC NW Florida contacts for spring conference mailings. ➤ Create incentive for members to join at spring conference.
Membership Services	Prescribed fire course - five consultants are registered so far. 30-35 maximum. We could create a waiting list if more people than that register. E. Myers reported the Society for Range Management (SRM) has an upcoming meeting in May in Orlando. They are in discussions and she would like to add more of a wildlife component (e.g., how grazing can benefit wildlife) to the meeting and create a joint SRM/ FLTWS workshop. E. Myers will work with SRM to try to cut costs for FLTWS members. E. Myers will continue discussions with Chad with SRM. The facility would be free for us. We would bring in speakers and additional people. If developed, we should send the announcement to FWC land managers (district biologists) that utilize cattle grazing.	E. Myers to continue discussions with SRM regarding our involvement in their upcoming Orlando meeting.
Strategic Plan Initiatives	Following the breakout session at the fall meeting to review the strategic plan, J. Exum will ask for updates or actions from each of the five committees at the spring meeting. He will ask the committees to explain what the committees have done, identify what the next objectives are, who would like to participate, etc. so	> J. Exum to review strategic plan initiatives at

	we can sustain our efforts. This would provide an opportunity to get needed support.	the spring meeting.
Reapplying for FSECC	E. Myers will attempt to get application for FSECC done in next week or so. Deadline is March 1 st .	E. Myers will apply for FSECC before March 1st deadline.
NEW BUSINESS		
Spring Conference	Max is 140 persons for meeting room and banquet space. S. Nagid reviewed the conference information document, Addendum 2. Following discussion, April 21-23, 2010 was picked for conference dates, and the Holiday Inn was selected. We have to keep in mind for future banquet and social interactions, we do not	➤ P. Delaney and L. Ferry to update website and facebook page with
	have board insurance, so we could be liable. Utilize facilities and their licenses for our events.	partial travel grant info. once
	Need to develop member vs. non-member's fee for registration as well as early and late registration.	confirmed.
	We could put tumbler in conference bag for those who become members.	➤ Mail out post cards and posters by
	Put on website and/or facebook page: partial travel grant opportunities are available for those who would like to attend but employer is unable to pay for it.	March 1.
	Include details in the application such as if they are willing to volunteer or if they are planning to present.	> S. Nagid to coordinate with B.
	S. Nagid to coordinate with B. Giuliano and J. Hayes to see if they'll provide some food/drinks for UF Alumni social.	Giuliano and J. Hayes
	Reserve the date and call for papers e-mail needs to go out ASAP.	regarding UF Alumni social.
	Deadline for end of February for postcards and posters. Mail out March 1 st .	
Student Chapter Recruits	S. Rousso reported the Florida Gulf Coast University was not able to find 12 students to form the new student chapter but some would like to be involved. Would it be possible to form <i>one</i> general state student chapter or can they join the UF chapter (if not students at UF and would they even benefit?)? S. Rousso will call TWS to speak with coordinator to receive more info. We have student chapter committee, does not have to be led by a University could we find someone willing to mentor this group? How can we morph to meet their needs? Will students gain something by being a member of student group rather than regular member? For example, to be in a quiz bowl, they would have to go through UF student chapter. No university outside of UF can support it. Would UF be interested in supporting other students/universities? S. Rousso could write letter to universities soliciting more involvement as student members, not to form new student chapter. L. Ferry and/or B. Scheick to reach out to FSU regarding upcoming spring conference. Contact bear interns.	➤ S. Rousso to call TWS to speak with coordinator regarding student chapters. ➤ L. Ferry and/or B. Scheick to contact FSU and students regarding spring
Meeting adjourned	Meeting was adjourned at 3:15 pm.	conference.

Addendum 1

THE WILDLIFE SOCIETY FLORIDA CHAPTER WINTER BOARD MEETING January 29, 2008 TREASURER'S REPORT

SECTION I. GENERAL SUMMARY (1/1/07-12/31/07)

Balance as of 12/31/2007	\$ 29,464.64	
Balance as of 1/1/2007		\$ 20,570.96
Net Change		\$ 8,893.68

-\$ 3,809.27

SECTION II. 2007 FALL MEETING SUMMARY

Expenses:

NET LOSS

Credit card Processing Fees \$ 13 Total	80.51 \$ 5,914.27
Income:	\$ 5,914.27
Registration (27 regular; 9 students) Memberships Merchandise and Misc. Total	\$ 2,025.00 \$ 10.00 \$ 70.00 \$ 2,105.00

SECTION III. DETAILED SUMMARY OF INCOME AND EXPENSES (1/1/07–12/31/07)

Expenses:

2007 Spring Conference		\$ 10,414.97
2007 Fall Meeting		\$ 5,914.27
Contributions/Student Sch	olarship	\$ 1,200.00
Merchandise		\$ 2,040.51
Web Services		\$ 392.35
Overhead \$	217.98	
FWF Membership		\$ 100.00
Fire Course Expenses		\$ 5,328.15
Miscellaneous		\$ 22.00
Total		\$ 25,630.23

Income:

2007 Fall Meeting		\$ 1,9	982.91
2007 Spring Conference		\$19,7	71.33
Membership		\$ 1,7	730.00
Merchandise		\$	73.67
Fire Course	\$ 9,111.00		
Total		\$ 32,6	68.91

NET GAIN \$ 7,038.68

MEMBERSHIP REPORT WINTER BOARD MEETING 2009 Feb. 11, 2009 TREASURER'S REPORT

SECTION I. GENERAL SUMMARY (1/1/08 – 2/10/09)

\$17,769.96 Balance as of 2/10/09 Balance as of 1/1/08 \$ 29,464.64

Net Change -\$ 11,694.68

Allocation of Assets

Checking Accounts \$ 1,790.83

Morgan Stanley Endowment Fund as of 2/10/09 \$15,893.63

Petty Cash \$ 85.50 TOTAL \$17,769.96

SECTION II. 2008 NATIONAL CONFERENCE EXPENSES

Expenses:

Transit Lounge (Thank You Party) \$ 1,000.00 Total \$ 1,000.00

Income:

Advance on Profits (total to be determined) \$2,500.00 Total \$ 2,500.00

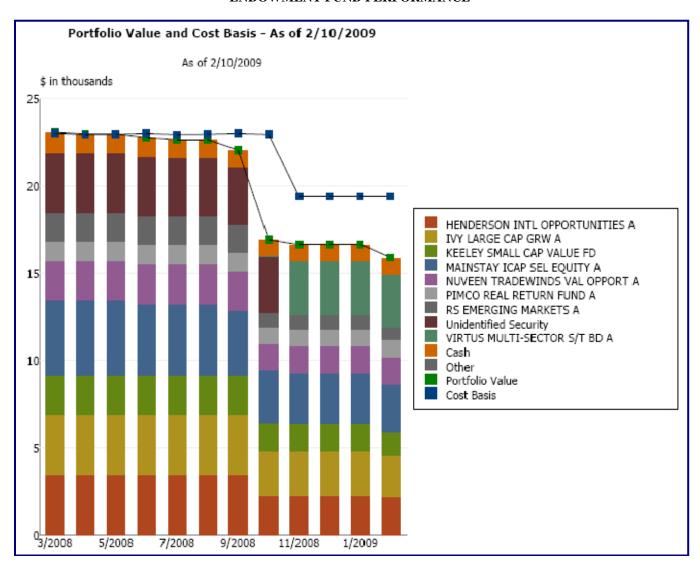
NET GAIN \$ 1,500.00

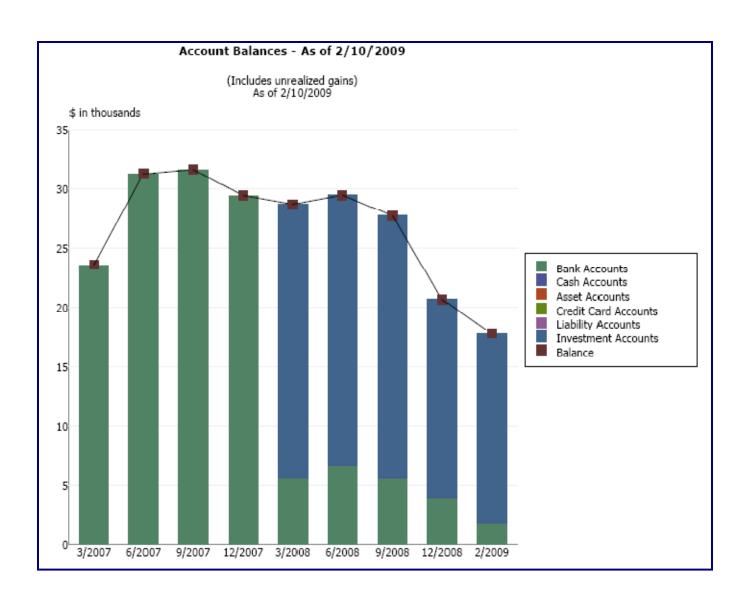
SECTION III. DETAILED SUMMARY OF INCOME AND EXPENSES (1/1/08-2/10/09)

Income/Expense by Category:3 1/1/2008 through 2/10/2009

Category Description	1/1/2008- 2/10/2009
INCOME	
'08 Nat'l Conf Income	260.00
Fire Course '08 Income	3,700.00
Membership Dues	1,390.00
Merchandise Sales	665.04
Miami Conf. Income '08	2,500.00
Refund	591.38
Scholarship Spponshorship	1,000.00
Spring Mtg 08 Income	408.00
TOTAL INCOME	10,514.42
EXPENSES	
'08 Nat'l Conf Expense	860.00
Bank Charge	25.90
Credit Card Fees	168.99
Fire Course Expense	2,723.62
Merchandise Exp	1,529.28
Miami Conf. Exp	1,000.00
Org. Membership Dues	100.00
Overhead	137.01
Spring Conf '09	2,000.00
Spring Conf 08 Expense	1,566.99
Student Sponsorship	1,500.00
Web Services	2,825.96
TOTAL EXPENSES	14,437.75
OVERALL TOTAL	-3,923.33

ENDOWMENT FUND PERFORMANCE





Addendum 2

FL TWS Spring 2010 Conference Information January 13, 2010

Stefanie M. Nagid – Program Committee Co-Chair

Based on a membership survey as well as a site visit on January 8th to Tallahassee, the following information is provided to the Board to determine which options the Board approves the Program Committee to move forward with.

Conference Date Options (choose one):

April 7-9, 2010 (FLEPPC is April 5-8th) April 21-23, 2010

Conference Schedule (finalize):

The following schedule was proposed by the Program Committee on November 30, 2009 during a conference call.

Wednesday:

Noon-1pm: Registration

1pm: Symposium (theme?)
3pm: Business Meeting

6pm: Social (\$200 budget) – use budget for a drink ticket and then cash bar after tickets

are used

Thursday:

8am: Plenary Session (theme?)

Noon: Lunch (on own or provided?)

1pm: Technical Session(s) (discussed doing a panel discussion on prescribed fire during

one of these – i.e. season versus frequency or something other than just growing

season is better)

5pm: Poster Social (put with social on Wed instead?)

7pm: Banquet (tied into contract with hotel or off-site location)

Friday:

8am: Workshops and Field Trips (decide which ones and need to organize/make

contacts)

Ground Cover Restoration Workshop @ Joe Budd Longleaf Pine Restoration Workshop @ Tall Timbers

Sandhill Plant ID Workshop @ Lake Talquin

RCW Management Workshop @ ? (do demo of insert and banding too)

Torreya State Park Field Trip

Apalachicola National Forest Field Trip

Ichauway/Tall Timbers Field Trip

Lake Talquin State Park/Forest Field Trip

Conference Site Location / Hotel (choose one):

- 1. Homewood Suites/Hampton Inn (Apalachee Parkway)
 - a. Visited their location, but do not recommend this as an option.
 - b. Only have enough rooms available for April 7-9th date
 - c. Expensive rooms (\$129-199/night)
 - d. Expensive meeting rental (\$550/day)
 - e. Facility was not as aesthetically pleasing as other hotels
 - f. No outdoor space or scenery like other hotels

2. Staybridge Suites (I-10 and 90)

- a. Meeting space is smallish (100 people max in theatre style seating)
- b. Banquet in meeting area could only hold 10 rounds of 6 (60 people max)
- c. If our meeting is going to have greater than 60 people then we need to find an off-site meeting and banquet area and only use the hotel for rooms and socials.
- d. An off-site meeting location commonly used for this hotel is the Antique Car Museum across the street.
 - i. 2 large rooms (150 max each) and 1 smaller room (50 max)
 - ii. Cost: \$400/full day (8am to 5pm) for each large room; \$600/4 hours for each large room; \$150/full day for smaller room
 - iii. Can bring in own snacks and nonalcoholic beverages
 - iv. They have a liquor license and we would need to use their bartender for alcoholic beverages (\$100 beer/wine, \$200 full bar service fee). Fee is just for bartender and would have to pay additional for alcohol or do cash bar or some combination of the two.
 - v. Add \$5 per person to cost of room and the attendees can walk throughout the museum during our use of the rooms.
 - vi. They have wireless internet and a podium w/microphone
 - vii. No curtains on the windows full windows/sun/glare could pose problem with AV usage/powerpoints.
 - viii. Rooms can't really be broken up can string a sheet across, but not sound proof.
 - ix. Both dates are open, they have 23 skinny tables, 1 projector, no screen.
 - x. \$250 deposit needed to hold the meeting space(s); 30 day cancellation to get full deposit back; put down deposit and then work out the contract.
- e. Could set up Poster session in hotel theatre cool room.
- f. The meeting room breaks up into 3 smaller rooms for concurrent sessions.
- g. Hotel provides free hot breakfast, free beer/wine and medium food social from 5:30 to 7pm for guests could use this for our social and pay a little for those people not staying at hotel.
- h. Hotel amenities include: large outdoor patio, covered pavilions, grills, dock w/pavilion, fish-stocked lake and fishing poles, pool, gym, laundry room, free wireless internet
- i. Variety of rooms and reasonable rates:
 - i. Studio (\$89/night) = 1 queen bed w/kitchenette
 - ii. 1 Bedroom (\$99/night) = 1 king bed or 2 queens, living area, kitchenette w/bar, sleeper sofa

- iii. 2 Bedroom (\$159/night) = 1 king room, 2 queens room, living area, fireplace, kitchenette w/bar, sleeper sofa
- j. Need 20 rooms (10 rooms for 2 nights) minimum to have meeting rooms for free.
- k. Due to distance from town and not many options nearby (Publix), may need to provide boxed lunch on Thursday in the essence of time management. Hotel may be able to do this or else use one of their preferred caterers or Publix.

3. Holiday Inn (I-10 and Monroe)

- a. Meeting space is large and could hold small or large meeting there (140 people max in theatre style seating)
- b. Banquet space in meeting area is sufficient for our needs. They have a full catering service in the hotel and can use their bartender (for fee).
- c. Would not need an off-site location for meeting and banquet if our meeting was large (unless we wanted to).
- d. No off-site meeting location necessary.
- e. Could set up Poster session in prefunction area adjacent to meeting room.
- f. The room breaks up into 2 smaller rooms for concurrent sessions. Hotel has other 10-12 person board rooms available also.
- g. Hotel does not provide free breakfast or social. We would do social ourselves in their lobby/patio or in the prefunction space.
- h. Hotel amenities include: large outdoor patio, grills, pool and hot tub, gym, free wireless internet, in-hotel restaurant w/bar (open for breakfast and dinner only)
- i. Variety of rooms and reasonable rates:
 - i. Regular Room (\$99/night) = 1 king bed w/micro-fridge (some have sleeper sofas)
 - ii. 2 Bed Room (\$99/night) = 2 queens wmicro-fridge
 - iii. Board Rooms/Suites (\$199/night) = 1 king bedroom, living room w/sleeper sofa (suite) or table w/chairs (board), micro-fridge
- j. Need 60 rooms (30 rooms for 2 nights) minimum to have meeting rooms for free. Otherwise there is a cost of \$175 for meeting room rental both days plus cost of room/catering for banquet (~\$900) although banquet cost is negotiable depending on number of people and what food items we select (need to look at menus to determine realistic cost).
- k. Near other City amenities in case folks want to see what the City has to offer (restaurants, bars, etc...)

Possible Off-site Banquet/Social Locations:

Lake Talquin

- ➤ Very large covered pavilion, lots of picnic tables, 2 sided covered stone grill, restrooms, trash/recycle cans, large fire pit, boardwalk on lake, lots of parking space
- ➤ Has power (lights and outlets)
- Rustic and casual, very nice scenery of the lake and woods
- ➤ The State Park and Forest are doing Longleaf Pine/Sandhill restoration work and have signs to such all over the place (maybe a field trip site?)
- Cheap cost (\$100 rental for the day) need to be out by 11pm
- ≥ 20 minute drive from I-10

- > Catering options could be casual and BBQ like or hire caterer
- ➤ Look into need for transportation (school bus?)?

Tall Timbers

- ➤ Did not have time to visit and would need to call about rental costs
- ➤ Would need transportation so folks don't get lost
- > Better for a sit-down inside banquet
- ➤ Would be FANTASTIC for a fall meeting

Maclay Gardens

- ➤ Only Gardner's Cottage for rent through private concession (need to call for prices) very pretty
- > Small house with nice trails and gardens around it next to lake
- ➤ Has grassy area that a tent could be set up on
- ➤ Lots of parking space
- > Better to go to during daylight hours to enjoy the scenery/gardens
- > Probably better for small banquet or social event
- Maybe a good place to highlight for folks that may want to do something on Friday after the conference is over?
- ➤ Would be FANTASTIC for a fall meeting very quaint

Antique Car Museum

- Close to Staybridge Suites hotel
- > Very interesting venue, but not really "wildlife" related
- > Expensive to rent rooms and service
- > Manager could assist with catering people
- Maybe a good place to highlight if folks want to do something on their way out of town?