

Florida Chapter of The Wildlife Society
Summer Executive Board Meeting
Harbor Branch Oceanographic Institute at FAU
Fort Pierce, Florida

July 7, 2011

Draft Minutes

Attendees (In Person): Dale Gawlik, Laramie Ferry, Erin Myers, Alan Alshouse, Arnold Brunell, Marsha Ward, Adam Willcox

Attendees (Phone): Kristee Booth

Absent: Stefanie Nagid, Patrick Delaney, Tim O'Meara, Steve Rockwood, Larry Perrin, Bill Giuliano, Brian Scheick, Becky Bolt, Mark Ausley, Holly Ober

Topic	Discussion	Action
Call to Order	President D. Gawlik called meeting to order at 10:29 am.	
Reading of the Winter Board Minutes	E. Myers recommended approving minutes. L. Ferry seconded. Motion approved.	<ul style="list-style-type: none"> • Minutes approved.
Report of Treasurer	<p>L. Ferry will provide report later electronically. Motion to accept with minor changes/updates by A. Brunell, seconded by A. Willcox. Amended motion by A. Brunell to postpone approval pending review of electronic copy to be provided within two weeks. Vote will then be by email for electronic approval. Seconded by A. Willcox.</p> <p>E. Myers attended FLEPPC and recruited new members and sold merchandise. She will attend two upcoming events in south Florida (Panther Festival and Pelican).</p> <p>E. Myers reported that new merchandise items were purchased, including a specific t-shirt for the bobwhite quail meeting.</p>	<ul style="list-style-type: none"> • L. Ferry to provide treasurer's report via email. • Board to approve treasurer's report electronically.
Report of Committees		
Audit	A. Alshouse reported that audit is supposed to occur at time of election of new board, prior to transition of new officers (approximately). Discussion of when audit should occur: final recommendation was for annually, 30 days after calendar year (Jan/Feb time frame).	<ul style="list-style-type: none"> • Annual audits • E. Myers and A. Alshouse will coordinate to send A. Alshouse Quicken reconciliation report

	FSECC Charitable Campaign: reevaluating requirement of outside audit which is financially limiting, periodically look into when we can do this again.	by end of August.
Awards	Nothing to report.	
Certification	Nothing to report.	
Conservation	<p>B. Bolt reported that FLTWS is on reviewers list for the Environmental Assessment for the Everglades Headwaters Refuge. The draft is expected to be out for comments on September 7. Contact her if any board members would like to be a FLTWS reviewer.</p> <p>D. Gawlik suggested that providing information via the website would be a good idea.</p>	<ul style="list-style-type: none"> • E. Myers will provide informational PDF file on Everglades Headwater Refuge to post on FLTWS website under news and events.
Education & Information	<p>L. Ferry noted that strategic plan states newsletter editor is chair: J. Gless is now chair of committee.</p> <p>L. Ferry reported for J. Gless: J. Gless will submit request for newsletter items soon. Newsletter schedule may change. Facebook has 159 followers. News/information/etc. continue to be posted to the website/facebook page.</p> <p>D. Gawlik applauded L. Ferry for taking newsletter to a new level.</p>	<ul style="list-style-type: none"> • J. Gless will submit newsletter information request soon.
Fundraising	No changes in activities.	
Membership	No changes in membership.	
Nominations and Elections	No report.	
Scholarship	A. Brunell asked about graduate scholarship progress. D. Gawlik will follow up on graduate scholarship possibility with H. Ober .	<ul style="list-style-type: none"> • H. Ober to follow up on graduate scholarship.
Student Chapter	No new items.	
Program Committee	<p>E. Myers for S. Nagid reported:</p> <p>Fall 2011 meeting: St. Augustine. Will be workshop on ID. D. Gawlik stated double observer methods may be good for workshop (quantitative surveys). He will provide names for potential instructors.</p> <p>Spring 2012 meeting plans: Gainesville/FLEPPC joint conference; S. Nagid and E. Myers had conference call with FLEPPC – developed agenda to integrate both groups’ interests. It may be 2 days of presentations with separate business meetings; two workshops (python, invasive plant ID). Will integrate invasive wildlife and invasive plants.</p>	<ul style="list-style-type: none"> • E. Myers to finish up regional map to help organize meeting locations. • New program committee chair needs to be appointed. • Panama City (fall 2012) and Vero Beach (spring 2013) approved as meeting locations.

	<p>Discussion:</p> <ul style="list-style-type: none"> • Orlando as meeting location – E. Myers pointed out high costs and that hotels are unwilling to work with you. A. Brunell pointed out important resources there (KCOL). Not ruling out Orlando, but trying to move around state. • Do not want to make meeting location decisions more than 2 years out (Board tenures). • Workshop survey will be analyzed by December. • Promotion of meeting in advance of spring conference important. <p>Panama City (fall 2012) and Vero Beach (spring 2013) were approved as next meeting locations. Motion by L. Ferry, A. Alshouse seconded.</p>	
Website	<p>A Brunell and P. Delaney: Two outside groups we agreed to host and set up meetings (sponsor):</p> <p>---National Bobwhite Technical Committee (NBTC) meeting Tallahassee: Chuck McKelvy FWC/FLTWS member contacted A. Brunell about using FLTWS to support their registration. Set up their online registration on our store. Their registrations are picking up right now – over \$12,000 in registration fees and sponsorship. We get charged per transaction and in-kind services so we handle all and in return we get reimbursed all except \$250 as our contribution to be a sponsor. We also get recognition and a booth to sell membership.</p> <p>---Southeastern Deer Study Group (SEDSG) meeting February 2012: Cory Morea/FWC contacted FLTWS to support their upcoming meeting which will be hosted in FL (heard about our support for Bobwhite meeting). Have created a webpage for the group and it is live but not linked to our webpage yet http://fltws.org/SEDSG2012.php.</p> <p>Working on agreement with Cory about our support: with bobwhite in Tallahassee, L. Ferry is local, however, this meeting in San Destin so made changes to agreement – name tags supplied with FLTWS logo and they provide 3 room nights and 1 registration complimentary for FLTWS - waiting on approval. We anticipate this increasing our membership.</p> <p>D. Gawlik commented that these are test cases to</p>	<ul style="list-style-type: none"> • L. Ferry and P. Delaney to summarize time spent on outside meetings.

	<p>see if we get new members as a result of our presence at the meeting and/or additional income through the store.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Should we add a percent to each transaction? Is this worth it with all effort? E. Myers stated it would be nice to make money to cover, and A. Brunell points out we want to be supportive. A. Willcox states that we need to get track of time put in by L. Ferry (coordination) and P. Delaney (website) to see how much time/effort is put in versus benefits of membership/store sales. M. Ward asks if we could earmark percent charges to certain thing (i.e.scholarship)? • D. Gawlik brought up liability concerns if we co-sponsor. A. Brunell states maybe we don't want to co-host, just regular sponsor due to liability concerns. <p>Adobe Contribute – M. Milleson and E. Tillman both have this and the capability to make edits and post content to the website. M. Milleson is in charge of Tech corner and P. Delaney to spread out website duties among committee.</p> <p>Merchant Services and Online Store – P. Delaney had conference call with L. Ferry and E. Myers to switch treasurer information and get L. Ferry up-to-speed with how to process online transactions.</p> <p>Posting Content – Folks still sending P. Delaney content and he posts/sends to S. Stiegler, eventually these will go to E. Tillman and M. Milleson.</p>	
Old Business	<p>D. Gawlik presented the Ad Hoc Liability Committee Report/Recommendations:</p> <ul style="list-style-type: none"> • It was universally agreed that some kind of insurance is prudent. • To help make decision on which kind of coverage, request specific quotes for both event insurance (consider annual meetings, meetings for which we send representatives, and other events we host) and annual blanket insurance to cover liability of Board members throughout time of service. <p>Discussion:</p>	<ul style="list-style-type: none"> • A. Alshouse will obtain 3 bids and email to Board. • Board will electronically vote on whether to purchase or not prior to September so it is in place prior to fall meeting.

	<ul style="list-style-type: none"> • A. Brunell pointed out advantages to blanket insurance over event insurance – includes more than event insurance and we won't have to remember it for each event (it will be an annual occurrence). More likely for future boards to remember it as well. • E. Myers supports blanket if feasible – for other events that are unexpected, we would be covered, or if someone goes to an event, we are covered. We are planning to add activities in the future. • D. Gawlik states that next step would be to get quotes and Board would make decision (not go to membership). E. Myers recommends getting 3 bids on blanket insurance. • A. Brunell thanks Ad Hoc committee for looking into this matter. 	
New Business	<p><u>JOINT MEETINGS</u></p> <p>--Benefits: bigger pool of people, sometimes costs are lower (shared), efficiencies (one registration site, etc.), cover broader range of topics</p> <p>--Negative: the particular culture associated with each society (traditions/atmosphere) potentially compromised/watered down</p> <p>Discussion:</p> <ul style="list-style-type: none"> • How often: spring conference – every other year at most? E. Myers pointed out needs to be really integrated to be successful – not 2 meetings side by side. • A. Brunell discussed complications such as \$ and sponsorship \$ (primarily treasurer complications). • D. Gawlik noted that a one-year inflated membership can be valuable at times. • Should membership be included with registration fee? Left up to program chair. A. Brunell does not recommend including. • All agreed that there are potential benefits to explore, but likely limitation on frequency (i.e. not more that every other year). • Providing CEUs/workshops is important, and there is a survey planned to ask members what they need CEUs in (E. Myers and S. Nagid to conduct). A. Willcox volunteered to help with survey design. Helps get people involved (Example J. Gless). 	<ul style="list-style-type: none"> • E. Myers, S. Nagid, and A. Willcox to develop survey to look CEU/workshop needs for membership. Include potential groups for joint meeting. • A. Willcox to go to UF TWS student chapter in fall to try to get students involved. • Approved to support TWS Annual Conference. L. Ferry to send check to TWS (D. Gawlik to send L. Ferry letter). • All should check out FLTWS sharepoint site. • A. Brunell follow up with Michael Hutchins on employee participation in scientific organizations.

- Potential groups for joint meetings: GATWS, FOS (Florida Ornithological Society), American Fisheries Society (state chapter?), Society of Range Management, Society of American Foresters, Natural Areas? (from 1999), Society for Ecological Restoration, Society for Conservation Biology, FLEPPC, Longleaf Alliance, Audubon Society (political lobbying, hobbyists), Florida Wildlife Federation, Game Management (DU, NWTF, QDMA), PARC (mix between herp hobbyists and professionals). These groups should be included in survey to see if there are common interests to do a joint meeting with them. Provide this info to program chair.
- **D. Gawlik** mentioned need to archive our documents.

CONSERVATION

D. Gawlik discussed how to improve our ability to affect conservation within Florida. Consider Conservation discussion as focus of New Business in winter 2012 meeting. More awareness and involvement, off of one person’s shoulders.

Discussion:

- Powerlines across Everglades National Park – **B. Bolt** will review and ask for help if needed.
- List developed on member expertise – **L. Ferry** asked if we should send out and expand list? Many members weren’t present at Spring meeting.
- **E. Myers** mentioned hiring someone to watchdog - issues come up quickly with short timeline to respond.
- **A. Willcox** – check expertise when filling out renewal/registration form? It was discussed that check boxes for expertise may need to be redesigned.
- **D. Gawlik** – how far would members go with actions?

MISCELLANEOUS ITEMS

- Request by TWS for contribution to annual conference (last year we supported). Recommended to support. **A. Brunell** motioned to donate \$500.00, **D. Gawlik**

	<p>seconded.</p> <ul style="list-style-type: none"> ● B. Scheick has sharepoint access site for records storage up and running. Check it out. ● FWC concerns regarding employee participation in scientific/professional organizations: A. Brunell discussed the Citizen Conservation Award and the controversial issue/topic that caused some concern for FWC as agency (particularly as FWC email address was used for contact information regarding the award). FWC is developing policy to provide guidance to staff with regards to employee participation in organizations. Potential actions include: don't publicize membership list on website; create email addresses for Board/Committee members for public announcements. D. Gawlik mentioned National TWS Guidance, and A. Brunell will call Michael Hutchins for information. 	
Adjourn	Meeting adjourned at 3:08 pm. Motion by L. Ferry and seconded by A. Willcox .	

Addendum 1. Treasurer's Report.

**THE WILDLIFE SOCIETY
FLORIDA CHAPTER
SEPTEMBER 21, 2011
TREASURER'S REPORT**

SECTION I. GENERAL SUMMARY (1/1/11-9/21/11)

Balance as of 9/21/11	\$65,914.95*
Balance as of 10/18/10	<u>\$43,820.07</u>
Net Change	(+) \$22,094.88

**Balance includes remaining National Bobwhite Technical Committee meeting funds (Section IV) and Southeastern Deer Study Group meeting funds (Section V).*

Allocation of Assets

Checking Accounts	\$43,356.85
Morgan Stanley Endowment Fund as of 9/21/2011	\$22,424.10
Petty Cash	<u>\$ 134.00</u>
TOTAL	\$65,914.95

SECTION II. 2011 SPRING MEETING SUMMARY

Expenses:

Program Printing	\$ 266.91
Meeting Facilities and catering	\$ 5,809.76
Awards (Plaques)	\$ 126.48
AV needs	\$ 268.80
Parking	<u>\$ 70.05</u>
Total	\$ 6,542.00

Other Associated Expenses:

Membership Drive Award	\$ 200.00
Student Scholarship + Student Paper Award	\$ 2,100.00
Approximate credit card fees	<u>~\$ 200.00*</u>
	\$ 2,500.00

**Estimate based on 3.99% transaction fee for credit cards processed.*

Expenses Total	\$ 9,042.00
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Income:

Registration	\$ 6,100.00 (54 registrants)
Sponsorship	\$ 3,950.00
Merchandise sales	\$ 141.00

Raffle	\$ 510.00
Silent Auction	\$ 310.00
Scholarship FWF	\$ 250.00
Total	\$11,261.00
NET GAIN	\$ 2,219.00

SECTION III. PRESCRIBED FIRE COURSE 2011

Expenses:

Meeting Facilities and Catering	\$ 980.00
Instructors	\$1,300.00
<u>Approximate Credit Card Fees</u>	<u>\$ 100.00</u>
Total	\$2,380.00

Income:

<u>Registration</u>	<u>\$3,915.00 (29 registrants)</u>
Total	\$3,915.00

NET GAIN **\$1,535.00**

Merchandise Sales FLEPPC/FNPS \$516.00

SECTION IV. NATIONAL BOBWHITE TECHNICAL COMMITTEE MEETING ASSISTANCE

Expenses:

Prints	\$ 210.00
Heritage Embroidery (gun slips)	\$ 2,756.82
Hotel	\$21,020.09
Field Trip Transportation	\$ 950.00
Food and Beverage	\$ 405.13
FLTWS Agreement (\$963.37 cc fees-\$250)	\$ 713.37
Total Current Expenses	\$26,055.41

Income:

Registrations	\$21,715.00 (100 registrants)
Sponsorship	\$ 8,200.00
Visit Tallahassee Grant	\$ 950.00
Silent Auction	\$ 1,698.00
Total	\$32,563.00
Total Income	\$32,563.00
Total Expenses	<u>-\$26,055.41</u>
Remaining in Account	\$ 6,507.59

Upcoming Expenses:

NBCI National Fees	\$ 2,300.00 (not yet paid)
Prints	\$ 175.00 (not yet paid)

Merchandise sales	\$ 94.00
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SECTION V. SOUTHEASTERN DEER STUDY GROUP MEETING ASSISTANCE

Income:

Sponsors	\$14,406.63
Registrations	<u>\$ 350.00</u>
	\$14,756.63

Expense:

Hotel deposit	<u>\$ 2,000.00</u>
Credit Card Fees	TBD

Remaining Balance	\$12,756.63
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SECTION VI. DETAILED SUMMARY OF INCOME AND EXPENSES (1/1/11–9/21/11)

(Following page)

Banking Summary - YTD

1/1/2011 through 9/21/2011

Category Description	1/1/2011- 9/21/2011
INCOME	
Donation	-500.00
Fall Meeting 11 Income	260.00
FLEPPC	285.37
Membership Dues	4,110.00
Merchandise Sales	1,313.00
NBTC Meeting Income	32,563.00
Prescribed Fire Course	3,915.00
Reimbursement	301.28
SEDSG Meeting Income	14,756.63
Spring Conf 11 Income	10,870.00
TOTAL INCOME	67,874.28
EXPENSES	
Bank Charge	9.95
Computer	65.00
Contributions	100.00
Corporate status	71.25
Credit Card Fees	2,255.40
Debit Fee	33.90
Fire Course Expense	2,280.00
FNPS	110.00
Membership Drive	200.00
Merchandise Exp	
Other Merchandise Exp	2,573.65
TOTAL Merchandise Exp	2,573.65
NBTC Meeting Expense	25,342.04
Outreach	50.00
Overhead	
Bank Fee	32.67
Postage	103.33
Other Overhead	269.00
TOTAL Overhead	405.00
Scholarship Sponsorship	-250.00
SEDSG Expense	2,000.00

Banking Summary - YTD

1/1/2011 through 9/21/2011

Category Description	1/1/2011- 9/21/2011
Spring Conf 11 Expense	6,041.90
Student Scholarship	2,200.00
Web Services	458.61
TOTAL EXPENSES	43,946.70
OVERALL TOTAL	23,927.58