

**Florida Chapter of The Wildlife Society**  
**Summer Executive Board Meeting**  
**Harbor Branch Oceanographic Institute at FAU**  
**Fort Pierce, Florida**  
**August 31, 2012**  
**Final Minutes**

Attendees: Dale Gawlik, Erin Myers, Kristee Booth, Alan Alshouse, Marsha Ward (by phone).

Absent: Laramie Ferry, Samantha Baraoidan.

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Call to Order	President <b>D. Gawlik</b> called meeting to order at 10:22 am.	
Reading of the Winter Board Minutes	<b>E. Myers</b> recommended approving minutes. <b>A. Alshouse</b> seconded. Motion approved.	<ul style="list-style-type: none"> <li>• Minutes approved.</li> </ul>
Report of Treasurer	<p><b>L. Ferry</b> provided Treasurer's Report (Addendum 1) via email:</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• <b>D. Gawlik</b> noted that FLTWS accounts are moving in the right direction with a good trend.</li> <li>• Joint spring conference: Overall worked really well. Lots of people attended but logistics and sponsorships challenging. Our members interested in presentations from both groups.</li> </ul> <p><b>E. Myers</b> reported that FLTWS t-shirts were popular at Pelican Island festival.</p> <p><b>D. Gawlik</b> will attend upcoming birding festival at Pelican Island (first time for this festival).</p> <p><b>K. Booth</b> recommended approving treasurer's report, seconded by <b>E. Myers</b>. Motion approved.</p>	<ul style="list-style-type: none"> <li>• Treasurer's report approved.</li> </ul>
Report of Committees		
Audit	Nothing to report.	
Awards	Nothing to report.	
Certification	<b>B. Giuliano</b> email report: <b>B. Giuliano</b> will be part of special symposium examining TWS certification at the national conference in Oregon this fall. Part of	

	discussion will center on changing certification requirements, including the possibility of some experience or competency-based standards in place of some or in addition to course requirements for all levels of certification.	
Conservation	<p><b>D. Gawlik</b> reported:</p> <p>--<b>L. Calle</b> and <b>J. Scholl</b>, on behalf of FLTWS, attended a public Marine Zoning and Regulation Review of the FL Keys National Marine Sanctuary (FKNMS) on May 7. The meeting was hosted by The Nature Conservancy and Save-a-Turtle at The Turtle Hospital in Marathon. This is first ever review of the management plan for the FKNMS, and many agencies and stakeholder groups were present. Specific concerns included that protected areas should be reviewed and that existing regulations were not being enforced within Refuges and FKNMS. The advisory council will take public comments until Fall 2013, issue a draft management plan in 2014, and issue the final updated plan in 2015.</p> <p>--A the request of National TWS, the FLTWS Board voted by email to sign the letter of support from Teaming With Wildlife Coalition. This supports funding for the State and Tribal Wildlife Grants Program in 2013. As of August 13 there were 350 signatories including 5 of 7 TWS Sections and many state and student chapters – the goal of 300 signatories was surpassed.</p> <p>--FLTWS responded to a request for help by Brevard County, who is discussing their feral cat ordinance that has been in effect since 1999. <b>B. Scheick</b> sent excellent set of links to online resources and recent reprints. <b>D. Gawlik</b> to discuss with <b>B. Scheick</b> about putting feral cat page back up on FLTWS website – popular issue right now.</p>	<ul style="list-style-type: none"> <li>• <b>D. Gawlik</b> to follow up with <b>B. Scheick</b> on feral cat info on FLTWS website.</li> </ul>
Education & Information	<b>J. Gless</b> email report: Newsletter should be out in September.	
Fundraising	Nothing to report.	
Membership	<p><b>P. Brouse</b> took over as new chair of membership committee.</p> <p><b>P. Brouse</b> email report: Membership is currently 170 members, not including 12 members that are shown as current for year 2013. <b>P. Brouse</b> to determine if those are typos or memberships paid forward. Previous membership: 2008, 215; 2009, 211; 2010,</p>	<ul style="list-style-type: none"> <li>• <b>D. Gawlik</b> to follow up with <b>P. Brouse</b> regarding when membership numbers are collected and reported.</li> </ul>

	<p>222; 2011, 222.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Membership appears relatively stable, but question over what time of year membership numbers are collected. National TWS now counts annual membership from time paid until 12 months later instead of calendar year as in past. Does this affect our membership numbers? <b>D. Gawlik</b> to follow up with <b>P. Brouse</b>.</li> </ul>	
Nominations and Elections	Nothing to report.	
Scholarship	<p><b>H. Ober</b> email report:</p> <p>--Funding requested from FWF and NWTF for the student scholarship. Once hear back, will advertise the scholarship to prospective students. NWTF Board Meeting is September 8, so should hear back soon.</p> <p>--Will handle sponsor-a-student scholarship as last year – sponsor all students who apply at \$36 each (4 applied last year).</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• <b>D. Gawlik</b> asked if we should have blanket policy where we support each sponsor-a-student scholarship applicant up to a max number.</li> <li>• <b>E. Myers</b> suggested that we use the ranking determined by the scholarship committee rankings to select top 6 applicants.</li> </ul> <p><b>E. Myers</b> motioned to approve up to 6 applicants for the sponsor-a-student scholarship program each year. <b>D. Gawlik</b> seconded with modification that ranking is determined by scholarship committee. Motion approved.</p> <p><b>D. Gawlik</b> to follow up with <b>H. Ober</b> to mention the sponsor-a-student scholarship in the student scholarship announcement.</p>	<ul style="list-style-type: none"> <li>• Sponsor-a-student will be supported up to top 6 (as ranked by scholarship committee) each year.</li> <li>• <b>D. Gawlik</b> to follow up with <b>H. Ober</b> on advertising sponsor-a-student in student scholarship announcement.</li> </ul>
Student Chapter	<b>D. Gawlik</b> discussed that Lake Sumter Community College (Dr. Debby Hicks) requested forms to possibly start a student chapter.	<ul style="list-style-type: none"> <li>• <b>D. Gawlik</b> to follow up with Lake Sumter Community College on potential FLTWS student chapter.</li> </ul>
Program	<b>E. Myers</b> reported:	<ul style="list-style-type: none"> <li>• <b>E. Myers</b> and <b>M.</b></li> </ul>

Committee	<p>--Fall Meeting Update: upcoming fall meeting is in northwest Florida at Topsail Hill Preserve State Park in Santa Rosa Beach, October 4-5. The park is just west of Panama City, and includes beaches, coastal dune lakes, long-leaf pines, and wetland. Activities include hiking, biking, and bird-watching. Registration is \$69 and includes furnished cabins, evening dinner social, and stream protection workshop. There may also be another field trip with a park ranger.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• What if lodging not needed? <b>E. Myers</b> stated that there would be a reduced registration of \$25.</li> <li>• Promotion for meeting needed. There are FWC and WMD offices nearby. <b>E. Myers</b> and <b>M. Zondervan</b> to develop flyer and send out to members to distribute.</li> </ul>	<p><b>Zondervan</b> to send out fall meeting promotion flyer to FLTWS members for distribution.</p>
Website	<p><b>M. Milleson</b> email report:</p> <p>--Since the spring conference the website committee has focused on the transition of duties and knowledge from prior chair (<b>P. Delaney</b>) to current chair (<b>M. Milleson</b>). The process is approximately 80% complete.</p> <p>--Other activities:</p> <ul style="list-style-type: none"> <li>• Posting of website updates as requested.</li> <li>• Completed website survey for payment card industry compliance. Still working to ensure that we are completely compliant.</li> <li>• We now pay for our own web hosting – previously “piggybacking” off of the person who designed our website. When the person discontinued their web service it shut down our website temporarily. Annual cost is \$95.</li> <li>• Working to restore the FLTWS mailing list which was lost during the website changeover.</li> </ul> <p>--The committee would like to explore other options for website maintenance and hosting. The current arrangement only allows website changes to be done from computers running Adobe contribute (only 3 licenses for this) and Adobe contribute is overly complicated for the task of simple web page updates. The committee would like to find out if an option exists where website can be updated from any</p>	

	<p>computer with a simple user interface – we know that services with these features exist; we just need to find out if our current website can be ported over, and how difficult/costly it would be to do so.</p> <p>--Online forum: the idea for an online forum on the website will be explored. This would allow comments to be posted on certain topics or be a place for discussions.</p>	
<p>Old Business</p>	<p><u>United Way as Fundraising Mechanism</u></p> <p><b>A. Brunell</b> email report: Looked into reapplying to have FLTWS on the FSECC list of charities. The issue of conducting a sufficient audit as defined in FL Statutes is the hurdle. Two alternatives were identified at the last Board meeting: (1) National TWS on the list of charities since they conduct an acceptable audit, and they would funnel money to FLTWS. Result: National TWS concerned there would be confusion with a federal campaign similar to FSECC, and hesitant to get involved with our state program. (2) Apply as FLTWS and use the National TWS audits as the basis for answering “yes” on the application audit question. Result: National TWS’s audit has little to do with sub-units and only report total income and expenditures; however, they are happy to provide this to FSECC is requested. DMS said that it is up to the applicant to determine if National TWS’s audit is sufficient to meet the requirements of the FL Statutes. There is no place to provide an explanation on the application when answering this question. The Florida Statute 110.181(1)(g) that applies to the application process: “Any nonprofit charitable organization participating in the Florida State Employees’ Charitable Campaign must have its financial records audited annually by an independent public accountant whose examination conforms to generally accepted accounting principles”.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• National TWS’s audit doesn’t count as a detailed audit for FLTWS, and Board is not comfortable checking “yes” on the application.</li> <li>• <b>D. Gawlik</b> stated that if it becomes economically feasible to do an audit in the future we would look into it, or if another reason came up.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A. Alshouse</b> to gather additional information on insurance and distribute to Board prior to fall meeting.</li> <li>• Affiliated Meeting Support Subcommittee policy approved.</li> </ul>

Insurance

**A. Alshouse** reported on insurance quotes: he obtained quote information from two companies (Sihle and Ryan). Insurance can be general liability, board liability, or could get both. Sihle quoted \$705.69/year for general, Ryan \$1,117.40. Ryan also provided a quote for director/officer liability but have to choose coverage amount (quote ranged between \$744-2,744/year).

Discussion:

- **E. Myers** asked if board insurance covers general too (i.e. bodily injury etc.). Is it better to have both?
- **K. Booth** stated that we should have waivers signed for workshops and field trips.
- **D. Gawlik** stated that waivers may not mean much legally, but would show that we are doing everything we can.
- **D. Gawlik** asked if general insurance would protect the board, although seems unlikely that anyone would go after board members individually in case of an issue. General insurance sounds like what we are looking for.
- **E. Myers** asked about injuries during workshops/field trips, or during any event, as well as property damage. Would the board need additional insurance on top of general insurance?
- All requested that less than \$700 be spent. **A. Alshouse** stated that rates will likely increase/decrease with membership numbers.

**A. Alshouse** will follow up with insurance companies on questions (are both general and board insurance necessary and who is covered exactly by each and for what). The issue will be revisited via email or conference call so that a decision can be reached by the fall meeting.

Affiliated Meeting Support Subcommittee

**E. Myers** reported on the subcommittee's (formerly ad hoc committee) development of a policy on FLTWS providing meeting support. The subcommittee is under the Fundraising committee, and met in April

and July to develop a goal and duties for each subcommittee member.

Goal: The goal for assisting with outside meeting registrations is a combination of support, exposure and profit. We believe in supporting other non-profit conservation organizations; however, we need to receive some profit to cover costs and members' time.

Discussion on subcommittee member duties:

- President-elect's duties on assisting with mail/fax registrations: shouldn't the Treasurer be responsible for all money-related activities? Maybe other Treasurer duties should be re-assigned to accommodate handling all registration duties.
- Would a future President-elect who may not be familiar with this activity know how to assist with this?
- Should mail and fax (hard copy) options for registration be eliminated? How many do we typically receive?
- Treasurer's duties with merchandise: merchandise sales will be decided on a meeting by meeting basis.
- Merchandise will be split up to have materials in north, central, and south FL. The members with merchandise will track meetings in their respective area and keep track of merchandise sales.
- **D. Gawlik** questioned a "waived fee" for smaller organizations – FLTWS should be compensated at least for costs and time. FLTWS is directing time and energy that would otherwise be directly benefiting FLTWS to other groups and their meetings. We should not incur a net loss.
- **E. Myers** stated that smaller organizations could cover credit card fees and other expenses accrued during the meeting registration process.
- **M. Ward** asked about what determines a "smaller organization". Should it be defined? **E. Myers** explained it will most likely be determined on a case by case basis.
- Advertising this "service" by FLTWS will be by

	<p>word of mouth only.</p> <ul style="list-style-type: none"> <li>• Merchant services provides automatic updates on registration.</li> </ul> <p>There will be a final policy to present at the fall meeting.</p> <p><b>K. Booth</b> motioned to accept the policy developed by the Affiliated Meeting Support Subcommittee. <b>A. Alshouse</b> seconded. Additional discussion: If hard copy registration allowed, increase payment. Motion approved.</p> <p><u>Enhancing Conservation Capabilities of FLTWS</u></p> <p><b>D. Gawlik</b> provided an update: a draft white paper has been developed and will be presented at the fall meeting. He is obtaining comments. Think about how to implement in 3 phases. Enhancing Conservation Capabilities Subcommittee is under Conservation Committee.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• <b>E. Myers</b> pointed out need for someone to search out possibilities for the Conservation Chair. A student could do this each day.</li> <li>• <b>D. Gawlik</b> discussed that student assistantships would be a flat rate per year, and are around \$12-15,000/year. The money would come from the scholarship, and fundraising efforts may be more successful for this type of fellowship (clear benefits).</li> </ul>	
New Business	<p><u>Replacement Member at Large</u></p> <p><b>A. Willcox</b> left Florida and bylaws require Board to appoint a Regular Member to finish term.</p> <p><b>E. Myers</b> motioned to nominate <b>H. Ober</b>. <b>A. Alshouse</b> seconded. Motion approved.</p> <p><u>National TWS Conference Support</u></p> <p>FLTWS was requested by National TWS to support national conference. We have supported with \$500 for past two years.</p> <p><b>K. Booth</b> recommended supporting national conference with \$500. <b>E. Myers</b> seconded. Motion approved.</p> <p><u>National TWS Conference Travel Support</u></p>	<ul style="list-style-type: none"> <li>• <b>H. Ober</b> nominated as new Member At Large Board member.</li> <li>• FLTWS will support National TWS Conference with \$500.</li> <li>• FLTWS will support <b>D. Gawlik</b> with a \$500 travel grant for the National TWS Conference.</li> </ul>



	<p><b>D. Gawlik</b> requested travel support as a Board member traveling to the upcoming National TWS Conference. <b>E. Myers</b> motioned to support <b>D. Gawlik</b> with \$500 travel grant. <b>A. Alshouse</b> seconded. Motion approved.</p> <p><u>FLTWS Spring Conference Travel Grant Criteria</u>  <b>E. Myers</b> presented current travel grant application criteria.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>All agreed to leave form/criteria as is, with the note that the reduced registration rate is subject to change (dependent on each conference’s particular registration rate). Travel grant applications will be submitted to President-Elect, who will review and organize applicants to determine eligibility and what is requested. Board will review applicants, and how much spent will depend on current budget and conference income projections.</li> </ul> <p><u>Printer Purchase</u>  A printer to go with Treasurer for on-site conference use was requested.</p> <p><b>K. Booth</b> recommended approving printer purchase by Treasurer, spending up to \$200. <b>A. Alshouse</b> seconded. Motion approved.</p>	
Adjourn	Meeting adjourned at 3:28 pm.	

Addendum 1. Treasurer's Report.

**THE WILDLIFE SOCIETY  
FLORIDA CHAPTER  
AUGUST 30, 2012  
TREASURER'S REPORT**

**SECTION I. GENERAL SUMMARY**

<b>Balance</b>	<b>8/30/2012</b>	<b>8/30/11</b>	<b>8/30/10</b>
Bank Account	\$28,286.46	\$36,361.40*	\$20,781.97
Cash Account	\$ 147.23	\$ 118.00	\$ 118.00
Investments Account	<u>\$23,959.22</u>	<u>\$22,953.89</u>	<u>\$20,962.51</u>
Overall Total	\$52,392.91	\$59,433.29	\$41,862.48

*\*Bank account balance is higher due to receiving funds for assistance with other organization's meetings (e.g., Section IV) and merchant services account issues. In the future, FLTWS plans to create a separate account for transactions on behalf of other organizations.*

**SECTION II. NATIONAL BOBWHITE TECHNICAL COMMITTEE MEETING  
AUGUST 9 – 12, 2011**

*Income:*

Registrations	\$21,715.00 (100 registrants)
Sponsorship	\$ 8,200.00
Visit Tallahassee Grant	\$ 950.00
Silent Auction	<u>\$ 1,698.00</u>
Total	\$32,563.00

*Expenses:*

Various (e.g., prints, hotel, transportation)	\$ 25,342.04
Credit Card Fees (\$963.37* - \$250)	<u>\$ 713.37</u>
Total	\$ 26,055.41

Balance Returned to the National Bobwhite Conservation Initiative = \$6,508.59

*\*Credit card estimates based on 3.99% transaction fee for credit cards processed.*

Merchandise Sales \$ 94.00

**SECTION III. FALL MEETING SUMMARY  
OCTOBER 11 – 12, 2011**

*Income:*

Registration \$ 625.00 (22 registrants)

<i>Expenses:</i>	
Catering	\$ 442.50
Groceries	\$ 39.21
<u>Approximate Credit Card Fees</u>	<u>\$ 16.95</u>
Total	\$ 498.66

**NET GAIN \$ 126.34**

**SECTION IV. SOUTHEASTERN DEER STUDY GROUP MEETING**  
**FEBRUARY 26 – 29, 2012**

<i>Income:</i>	
Registrations	\$46,470.00 (325 registrants)
<u>Sponsors</u>	<u>\$28,219.46</u>
Total	\$74,689.46

<i>Expenses:</i>	
Various (e.g., hotel, plaques, supplies)	\$ 59,373.72
<u>Credit Card Fees (\$2,019.66 - \$250)</u>	<u>\$ 1,769.66</u>
Total	\$ 61,143.38

Balance Returned to South Carolina Department of Natural Resources = \$ 13,546.08  
 (Seed money for next year's conference)

Merchandise Sales \$ 389.00

**SECTION V. PRIVATE LANDOWNER PRESCRIBED FIRE COURSE**  
**FEBRUARY 28 – 29, 2012**

<i>Income:</i>	
Registration	\$1,125.00 (25 registrants)

<i>Expenses:</i>	
Catering	\$ 851.84
Printing	\$ 53.97
<u>Approximate Credit Card Fees</u>	<u>\$ 25.14</u>
Total	\$ 930.95

**NET GAIN \$ 194.05**

**SECTION VI. FLTWS & FLEPPC SPRING CONFERENCE**  
**APRIL 16 – 19, 2012**

<i>Income:</i>	
Registrations	\$19,180.00 (149 registrants)
Sponsors	\$ 6,350.00

Cancellation fees	\$ 50.00
Donation (kayak)	\$ 7.07
Additional dinners	\$ 180.00
Raffle	\$ 1,427.00
Canoe field trip	\$ 220.00
<b>Total</b>	<b>\$27,414.07</b>

*Expenses:*

Logo redesign	\$ 75.00
Ocala Hilton	\$ 1,500.00
Speaker travel	\$ 324.70
Ice/beast feast	\$ 4.27
Ocala Hilton	\$14,098.19
Program printing	\$ 902.00
Student Presenter Award	\$ 200.00
Presenter travel	\$ 409.78
Entertainment/Weeds	\$ 200.00
Office Depot (dinner dots)	\$ 8.26
Wal-mart/field trip expenses	\$ 54.72
Field trip expense/canoe	\$ 220.00
<u>Approximate Credit Card Fees</u>	<u>\$ 1,041.48</u>
<b>Total</b>	<b>\$19,038.40</b>

TOTAL NET GAIN	\$ 8,375.67
<b>FLTWS NET GAIN (Split 50/50)</b>	<b>\$ 4,187.84 (each)</b>

*Other FLTWS Income:*

FLTWS Merchandise sales	\$ 414.14
FLTWS Silent Auction	\$ 369.75
<b>Total other FLTWS Income</b>	<b>\$ 783.89</b>

*Other EPPC Income:*

EPPC Merchandise	\$ 504.25
EPPC Sponsor/Research and Grants	\$ 48.00
Membership Dues (38 registrants)	\$ 1,140.00
<b>Total other EPPC Income</b>	<b>\$ 1,692.25</b>

<b>Total EPPC Income:</b>	<b>\$ 5,880.09</b>
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*Other:*

Merchandise Sales at the Pelican Island Wildlife Festival (March 2012) = \$892  
Merchandise Purchased (March 2012) = \$1,311.70