FLORIDA CHAPTER

THE WILDLIFE SOCIETY

SUMMER BOARD MEETING AGENDA

9 July 2018

10:00 am – 2:00 pm

SJRWMD Maitland Service Center

601 South Lake Destiny Road, Suite 200, Maitland, FL 32751

Conference call dial-in number: 888-670-3525

Passcode: 404-732-9527

In person; Holly, Mark, Monica, Jodi, on phone: Dan, Sam, Brigham, Betsy

* Call to order 10:16AM
* Reading of winter business minutes – **vote.** Mark – made motion to approve, Monica seconded.
* Treasurer report (*Sam*) General balance – net change is always large in spring and summer because of payouts – so a decrease as noted (in the report) is normal. We’re still itemizing from spring meeting, we did make money. Sam will send an update in the next couple of weeks so we know exactly how money was allocated in spring meeting. Holly noted this will be helpful in our ongoing discussion of determining whether we should change the incentives we provide to conference attendees. Mark noted estimating number of attendees is hard and that makes planning difficult. Not sure we can generate more accurate estimates in the future. Monica indicated that one thing to keep in mind when determining whether the conference budget zeros out is that some fundraising is specifically and solely for scholarships. Sam includes sponsorships in budgeting and everything that happens at the meeting, but keeps scholarship income and expenses separate. Auction didn’t generate a lot of money, but merchandise helped, so that likely struck a balance. The room layout likely helped a lot, as people had to walk by merch. The new merch was a big hit, and Erin has a list of what sells best. Checking account is back to normal level - $23-26k. Major expenses – spring meeting and prescribed fire course, but we’ll ultimately make a profit from our involvement in the latter. Morgan Stanley account balance is where we would expect it, too. We never got a check from UF for the spring conference. They said our Tax ID was wrong, but it wasn’t, and now they’re not responding – its out of the hands of the wildlife department. Everyone else has paid.
* Committee reports
	+ Audit (*Holly*). Sam sent the 2015/2016 information, but Maria hasn’t responded. The 2017 materials are ready to send out. Holly – suggestions on who could do this for us? It’s not exactly clear what is involved in the process, so it would be good to chat with Maria to describe to get background information. This might need to get contracted out but seems like it’s simple enough that we don’t need to pay. Jay Exum, Robin Boughton, Alan Alshouse, Tim Hall, Alexis Cardas (we might ask her first given her background) were suggested. Holly will ask Mariah who does the audits for National? Holly will reach out to Maria regarding the audit. *[Note: Holly has talked with Maria, who will soon have the 2016 materials completed, as well as a description of duties that we can use to solicit a new auditor from our membership. Also contacted Mariah, who indicated that only Chapters with budgets]*
	+ Awards (*Tim*). Not on phone, but we’re early in the year. Holly suggests everyone should submit one name each for the award. The official deadline is in December, but we can submit them anytime; the next few months would be idea. It makes the awards banquet more interesting, too. Sam recommends that when Tim sends out reminders, we make sure they get sent though FWC, too (perhaps ask Robin to ensure this). You don’t need to be a member to make the nomination - this is a stipulation that we changed.
	+ Certification (*Brigham*). No new information to report. Still need to get the article put together with Monica. Monica is still going to work with Mike to get info on the website, including CEUs, courses available, etc. Brigham will work on the newsletter article and will get CEUs set up for the fall meeting – he needs an agenda to determine how many hours are included and should hear back within a week. Brigham is happy to keep going with the certification role. Holly mentioned the recertification process was very straightforward – she submitted a list of conferences attended over the past 5 years.
	+ Conservation (*Becky*). Not on call, but nothing has come up in emails. Nobody has anything to add. Dan and Brigham will review the FWC Strategic Plan for Wild Turkey Management (a 10-year Plan), and we’ll send to Larry and the board. Make sure NWTF has received it too.
	+ Education and Information (*Jen*)
		- Summer newsletter: Jen should have this mostly created. We wanted info on fall meeting in the newsletter, then she can publish. Jodi wrote something about the t-shirt contest, with rules and instructions on how to submit. The board will judge and decide, but we could have the top candidates voted upon at the spring meeting. Incentive for winner? Mark suggested we display the top submissions during the conference and give each attendee one ticket to vote for their favorite, and we could announce the winner at the banquet with a poster board of the submission. The quality of submissions might help us determine how many the board would narrow down to, for participants to vote upon. Jodi indicated that with silk-screening, more colors will increase the cost, so we might want to put boundaries on this. Preference would be to have logo on the front and design on the back. Person submitting needs to be affiliated with a member. Contest details will go on the website too. What are we giving first and runner up? It could be $100 and recognition on the website. Finalists will be picked by board, and ultimate winner(s) judged at spring meeting. Dan will write up something for the Leadership Institute for the newsletter. Sam will write up something about merchandise. Sam will also write a reminder about awards nominations for the newsletter. Brigham will get certification article to Jen in the next week or so.
		- Social media. Nothing to report.
	+ Fundraising (*Mark, Larry*). Nothing to report at this time of year.
	+ Membership (*Jodi, Betsy*). At Crystal River, some people met during lunch to discuss finances and the website, and Mike mentioned software that can send out reminders automatically about membership renewal. Betsy will ask National what they do to send renewal reminders and ask Mike what he previously mentioned. Alexis Cardas – mentioned wanting to be involved, esp. with the membership committee. Mike was going to add her to the list serve but we haven’t formally made the connection yet. Holly will send Alexis’s UF email address to Betsy. With elections coming up before long, it’ll be nice to get people engaged with smaller tasks so they’re ready to move onto the board. She could be a good person for the auditing – she’s been active for several years. Jodi reported that we have 173 current members, this number changes because of rolling membership. Noted that anyone who wins Herb Kale Award gets lifetime membership, but we were not keeping track of that, so they were getting reminders to renew their membership. That has been updated. We only have record of 8 people, 3 who passed away. Can we check to see if others who should be added to this list? We need to check with Tim to see if he has a list of people who are not mentioned on the website. *[Note: Holly checked with Tim, and he confirmed that the list of Herb Kale Award winners posted on the website is complete, as the award has only been given out since 1998.]*
	+ Nominations and Elections (*Erin*). We will have an Election this coming spring. Nothing to share at this time, but we need to keep people in mind. We need to keep getting new people involved with small tasks. Jodi suggested we should get information in the newsletter too, about upcoming elections. Holly asked if Dan and Sam wanted to continue being involved – both want to be involved with the FL chapter and board approved. Holly will update Erin on names for positions from this call.
	+ Scholarships (*Monica, Dan*). Monica – the only thing to report is we are going to work to revise the reference form. Some letter-writers are being honest and that hurts students when others just record the highest marks possible but provide no supporting information. Need to make sure we’re giving equal footing to people who are heavy field-based versus heavy analytical focused (e.g., inherited a dataset). It should come out with the letter / application packet and get weighted efficiently. Monica reviewed MS/Ph.D. breakdowns.
	+ Student Chapter (UF) We don’t know who the new people are. Holly will reach out to them and encourage them to attend our fall meeting. Need to make it a goal that at the beginning of every academic year we connect with them. They had vague interest, but that lessened quickly. Bill has left UF, and Christina Romogosa has been taking the lead. Holly will talk with Eric and remind him of his promise to keep them engaged. *[Note that a search will soon begin to fill the position Bill Giuliano vacated, and the position description specifically mentions the expectation that this faculty member serve as advisor to the student chapter.]*
	+ Website *(Mike*). Not on the phone. Dan – we might duplicate more information on social media (e.g., species spotlights). The information turnover is low, so is there a good way to keep it current? Holly will can contact Amanda Lindsay at UCF to see if there’s something she can do to help us keep new information flowing. She is also good for student recruitment. *[Note: Amanda has agreed to recruit articles from students with the intention to post 1 per month beginning in January 2019.]*
	+ Program
		- 2018 Spring conference recap. All agree that the venue was amazing, and the staff were very responsive to our needs and requests. It was not expensive and felt classy. They may have done the best job out of every place in memory. Some food ran out, and coffee had some complaints. The scavenger hunt was a big hit – Monica did an amazing job. We had 98 attendees, but that includes speakers who didn’t attend anything other than the symposium or plenary. So, roughly 93 people. Printed program - Dan will do the same again next year. Dan will add names of moderators in next years programs. The registration letter worked well too – Monica made this the year before (or earlier?). Keep doing that.
		- Student perks – Monica indicated it wasn’t a problem to coordinate student rooms and professional travel grants – so we’ll plan to have a single person handle both in the future. One thing to streamline this is to have Sam pay for the students’ rooms added to the master account, then having Monica check them in and get their keys. Mark suggested we make sure rooms go on the master account.
		- Posters – it was a very distracted area. The judging criteria require that reviewers need to get forms ahead of time to review abstracts; getting assignments during the session makes it difficult to complete and keeps reviewers from actually participating. For judging of student talks, we had an undergrad student judging grad students on their presentations (note – this person was also an agency biologist). This was likely not an issue, but we should consider having baseline requirements for judges in the future. There also needs to be a FLTWS-specific form for judging, and we need to pick people to judge who have several years’ experience. Holly will work with Jen and Becky to make sure we have this organized before the next spring meeting.
		- 2018 Fall meeting plans (*Holly*)
			* Workshop – topic, instructor, location, date
				+ Wetland plant ID – Holly reached out to 8 people. 3 people responded. Christina Uranowski – will charge at least $200 per person.
				+ Lynn Gettys – Indoor wetland plant ID with photos. Said we can also have a walkabout at Orlando Wetlands Park in Christmas, FL. She doesn’t need money and has presentations that she uses for other events and can make those available as handouts for participants.

October 5, 9, 10 (TWS week) or 26 (SEAFWA week).

* + - * + Eric Revuelta - waiting to hear if he can do this. *[Note: Holly contacted him and he is interested and available. We are working to finalize a date, location, and agenda.]*
				+ This will be one day – people might come just for this. But we want it close to a facility to stay at, so we can have our Strategic planning meeting the day before or after.
				+ Sam – Sweetwater Wetlands Park would be a good place and the Doyle Conference Center could be available
				+ Jodi - WMD has a lot of property and all are available.
				+ Brigham – Class time will count for than field time for CEUs, so we need to do both.
			* Strategic planning – what do we want to accomplish? Having finalized scholarship info sent out by this point?
		- 2019 Spring conference planning (*Mark*). The location is still being determined. It would be nice to go back to the east coast but keep north enough to keep costs down. Mark will reach back out to Melbourne, maybe Vero but conference centers might be limited. He will also look at Coco. We need to plan for 100-120 people.
		- We try to avoid UF spring break (March 4 – 8) and UF final exams (Apr 27 – May 3) to keep attendance up. Targeting April 10-12, 2019. Need to check UCF’s break and exams, too. This targeted date may overlap with northern schools’ spring breaks. We want to avoid March 21-23 – undergrads at Conclave. First week of April, Second Week of April, or last week of March are our best options.
		- Previous conference themes – Managing imperiled species could be good for this one, as we haven’t covered this since 2013. Also have a bias and don’t have a lot of private land focus. Discussion on selected topics were:
			* Conference Theme: “Collaborations for Conservation”
			* Plenary: “Making A Difference: Multi-stakeholder collaborations”
			* Symposium: “Surveying and monitoring across landscapes”
			* Surveying and Monitoring for imperiled species – types of programs. Multi-stakeholder collaborations
		- Climate change – might avoid, as it’ll prevent agency folks from attending.
* Old Business
	+ Report on 2018 Prescribed Fire Course
		- Sam reported that it was very well attended and generated a lot of $
		- Holly is working with Jim Schortemeyer to plan the 2019 course, likely to be held in the Panhandle during February. We are a sponsor and anyone interested could be a presenter.
	+ Student scholarships – let’s make some firm decisions
		- Should we change the student scholarship award amounts? Dan suggested reallocating funding among scholarship awards
		- Should we offer additional student scholarship to encourage particular types of students? (*Dan, Monica*). Native Americans are under-represented – we need to reach out to those communities. Undergraduate minority award was discussed: the role of FLTWS ought to be to encourage more minority students at the undergrad level. Dan agreed to write up an announcement and with Monica changing the scoring rubric to allow for a second undergraduate award. We also discussed reducing the amount of the graduate award since graduate students typically receive a stipend and have tuition waived, whereas undergrads are paying tuition and have no stipend. We voted on several options:
			* A – $3,000 grad, $1,000 undergrad, $1,000 minority undergrad.
			* \*\*B – $2,000 grad, $1,500 undergraduate, $1,500 minority undergrad. Holly, Jodi, Mark, Monica, Dan, Sam, Betsy all voted in favor of this
		- Who is allowed to apply for the 2 undergrad scholarships will remain the same (juniors and seniors). Someone can apply to both (e.g., undergrad and minority undergrad) but cannot win both.
		- Rubric and application will help us judge applicants. Have them discuss things like limited access to resources in their letter, we will finalize scoring criteria at the fall meeting.
	+ New Business
	+ What incentives do/should we offer to board members? to retirees? to award winners? to students?
		- Invited speakers are typically given reduced registration fees – should we give plenary and symposium speakers FREE registration – it would be 8 people. All agree that we should give free registration.
		- Award winners – we give award banquet ticket for free, they do not attend the conference for free. And the Herb Kale gets one extra? That’s never been very clear – the awards committee handles this. Could we give all award winners one ticket for themselves and an extra ticket for a guest for the banquet? Voted yes, and no need to offer any other perks given that award winners usually don’t attend the rest of the meeting.
		- Retirees – hard to tell how many people are out there and whether they are not coming because of finances. No need to change.
		- Board members – No need to change.
		- We should do a better job of making members aware that we provide professional travel grants – especially the retirees and board members. Monica indicated the number of people who apply is very low, so more assistance could be given to those who request it.
	+ Should we invest in financial assistance? a certified financial planner? an auditor?
		- Sam indicated we have one though Morgan Stanley and should have a conference call with him about what is available to us. Sam will contact him. Mark will reach out to people too. *[Note: Mark will be meeting with someone in early August.]*
	+ We received a request from TWS to contribute to Cleveland conf – if yes, how much? <http://twsconference.org/2018-tws-working-unit-contributors/>
		- In 2016 the Invasive Species working group requested funds – we might have written them a check for $700. Nothing was donated in 2017. $250 is needed to get our logo in the program this year – all voted to give $250.
		- Having a travel grant for $500 for national conference was suggested by Mark. Available only for board members or committee chairs.
			* We’ll wrap this into the fall meeting discussion.
	+ Mark asked if there was interest in polo shirts for board members – some were interested. Jodi agreed to look into this. Holly agreed to send her the logo.
* Adjourn 2:41 PM ET

**To do:**

* Sam
	+ send itemized expenditures for Spring meeting
	+ write up article about merchandise for newsletter
	+ write a reminder about awards nominations for newsletter
	+ Discuss investments with Morgan Stanley finance advisor
* Holly
	+ reach out to Maria regarding the audit.
	+ Send Alexis’ contact info to Betsy.
	+ reach out to new student chapter officers and encourage them to attend our fall meeting.
	+ Talk to Eric about his promise to keep student chapter engaged
	+ Talk to Jen and Becky about improving talk and poster scoring and review process.
	+ Send high resolution logo to Jodi
* Everyone
	+ Submit one nomination each for any award.
	+ Continue progress towards fall and spring meeting tasks as outlined above
* Jen
	+ pubish newsletter in next few weeks after people submit remaining articles
* Jodi
	+ Post advertisement of t-shirt contest to student chapter Facebook page, send email through member list serv, and put on website

* Dan
	+ review the Wildlife Turkey 10-year Plan, send to Larry and the board.
	+ write up article about the Leadership Institute for newsletter
	+ add names of moderators in next years program
	+ writeup announcement for minority award
* Brigham
	+ Review the Wildlife Turkey 10-year Plan, and we’ll send to Larry and the board.
	+ Work on CWB article for newsletter
	+ Set up CEUs for the fall meeting
* Betsy
	+ ask National what they do to send automated membership renewal reminders and ask Mike what he mentioned as an option.
* Mark
	+ Discuss finance mgt. options with others, and an auditor. Coordinate this with Sam.
* Monica and Dan
	+ revise scholarship reference letter
	+ agree on wording/criteria for minority award