

AZTWS Board Meeting
March 23, 2015
Meeting Minutes – Final
3:00 – 4:45 PM

Attendees: Melanie Culver (President), Scott Sprague (President-Elect), Kay Nicholson (Recording Secretary), Tiffany Sprague (Board Member), Dana Warnecke (Treasurer), Mike Sorum (Continuing Education Chair)

Board Members Absent: Ryan Revells (Corresponding Secretary), Holly Hicks (Board Member), Natalie Robb (Past President)

Action Items:

- Scott will talk to Dean about feasibility of volunteer calendar on the website
- All Board members send work address and phone number to Melanie
- Melanie will fill out Board member contact form and send to National when complete
- Tiffany will order merchandise to sell at the Techniques Workshop with a \$5,000 budget
- Mel will give Jan Schipper the original artwork for our new logo
- Kay will post a request in the newsletter and on the website for a new membership chair
- Melanie will ask Ryan, Corresponding secretary, to prepare the letterhead
- Tiffany will send the official chapter logo to Mel that can be incorporated into our new letterhead
- Dana will send \$70 to NM TWS for Quiz bowl winner prize
- Dana will get list of quiz bowl winners from Quentin or Heather
- Scott and Melanie will assist Dana with the audit
- Dana will send her receipt to Melanie as proof that she paid her national dues
- Dana will pay UA for travel grant request, which was approved last month
- Board members will send a photo of themselves to Kay for inclusion with Board member bios in the spring newsletter
- Melanie will send a list of vacant committee chairs to Kay to include a request for volunteers in the spring newsletter
- All Board members will be on the lookout for geocaching prizes to give away at the Techniques Workshop (10–12 of each item)
- Scott will ask Holly to send out the list of when the various activities are scheduled at the Techniques Workshop to the Board so Board members can come and help out where they have interest

Motions:

- Tiffany motioned to approve the meeting minutes from February 23, 2015 and seconded by Scott.
- Kay motioned, Scott seconded to approve a \$5,000 budget for ordering merchandise with the new chapter logo
- Melanie motioned, Scott seconded to adjourn the meeting

Proceedings:

Approval of February 23, 2015 Board Meeting Minutes

- Tiffany motioned to approve and seconded by Scott.

- Minutes approved.
- Final version will be sent to Dean to post on the website.

Housekeeping

- None

Old Business

- None

Current Business

1. Posting volunteer opportunities (e.g., AGFD opportunities)
 - Discussion about posting volunteer opportunities to the Chapter website
 - Host a calendar on the AZTWS website?
 - Allow others to post opportunities to the calendar, or send to webmaster for posting?
 - Scott will talk to Dean about feasibility of this type of calendar on the website
2. Board member contact form
 - All Board members send work address and phone number to Melanie
 - Melanie will fill out the form and send to National when complete
3. AZTWS Merchandise
 - Discussion on appropriate budget for ordering AZTWS logo merchandise
 - Kay motioned, Scott seconded to approve a \$5,000 budget for ordering merchandise with the new chapter logo
 - Tiffany will order the merchandise soon so we can sell it at the Techniques Workshop
4. New Chapter Committee Chairs
 - Continuing Education
 - Mike Sorum has taken over as Continuing Education chair
 - Darren Julien found an application on his desk that Amanda Veals had also applied for the same conference in Japan as the other three applicants from UA
 - Awards – sending payment (unfinished business to contact folks and send them payments)
 - Mike will contact all applicants to let them know the committee's decisions
 - Awardees will submit registration receipt and a short synopsis of the conference
 - Committee includes Mike, Dana, and Holly Hicks
 - Historian – Jan Schipper has taken over, but was unable to attend today
 - Mel will give him the original artwork for our new logo
 - Do we have an archive of all past documents?
 - Format for archive: Chapter website
 - Conservation Affairs Chair
 - Jon Hanna is already the chair
 - Resolutions Chair
 - Ask Jon Hanna if he will take this on because similar to Conservation Affairs
 - Membership Committee Chair
 - No candidate
 - Mel will contact Robert to write up a statement about the position (as it differs from how the position is described in Ops Manual)
 - Kay will post a request in the newsletter and on the website for a new membership chair
 - Dana will check on how money is being transferred from PayPal account to our general account

5. Electronic Letterhead
 - Melanie will ask Ryan, Corresponding secretary, to prepare the letterhead
 - Tiffany will send the official chapter logo to Mel that can be incorporated into our new letterhead
6. Treasurer's Report
 - Need to finalize reimbursements to NM TWS
 - Dana will send \$70 to NM TWS for Quiz bowl winner prize
 - JAM fee waivers for 2015 quiz bowl winners
 - Dana will get list of quiz bowl winners from Quentin or Heather
 - Scott, Locana, Dana, and Melanie met in Tucson last week
 - General account got transferred
 - Dedicated funds accounts still need to be transfer out of Locana's name and into Dana's
 - No audits have been done for 2 years
 - Dana has to do some backtracking before the audit can be done
 - Dana would like to accomplish audit in April
 - Scott and Melanie volunteered to help with audit
 - Dana is working with Locana on the 990 form
 - Dana will send her receipt to Melanie as proof that she paid her national dues
 - Contact on Constant Calls will be changed from Locana to Dana
 - Dedicated funds should have a certain percentage of money added after revenue generating events
 - Four funds
 - Continuing Education
 - Memorial Garden
 - Wild Hare
 - General savings
 - Re-charge funds in accounts in April
 - Question on whether to combine general and dedicated funds
 - When award made, money is transferred from dedicated fund into General Acct
 - Should we combine it all into the General Acct
 - General consensus is to leave separate
 - Dana will pay UA for travel grant request, which was approved last month
7. Spring Newsletter
 - Board members will send a photo of themselves to Kay for inclusion with Board member bios in the spring newsletter
 - Need SW Section Rep report
8. 2016 JAM
 - Location
 - Tad Theimer agreed to be on committee
 - He suggested High Country
 - They don't have hotel rooms
 - 2 or 3 blocks away there is a High Country Inn with rooms
 - Drury Inn is next door to the High Country facility
 - Radisson doesn't have conference facilities
 - What used to be the Radisson is the Doubletree by Hilton Flagstaff
 - Little America was incredibly helpful
 - Provided rough estimate, and very responsive

- Hotel and conf facilities in same building
- Indigenous property
- Rooms \$85/night
- Ryan thinks he can get even better prices
- Seems like they aren't charging for the conf room, just the food and hotel rooms
- Should consider a location within walking distance of other amenities outside the hotel property
- Committee Chairs
 - Melanie will send a list of vacant committee chairs to Kay to include a request for volunteers in the spring newsletter

9. Techniques Workshop

- Holly, Ryan and Scott had a conf call a couple weeks ago
- Discussed classes to have, and nailed those down
 - Tracking – Brit Oleson will instruct
 - Capture Techniques – Chris Carillo and maybe another WM will instruct
 - Telemetry – Bill Burger, Scott Sprague, and maybe others will instruct
 - Net guns for half (CODA Net Guns will instruct) with vegetation monitoring techniques for the other half (Paul Sitzmann and/or Jeff Sturla will instruct)
 - Mobile device data collection applications (PDF maps, iNaturalist)
- Extra activities Sat. afternoon/Sun. morning
 - Bill Burger will lead bat mist netting
 - Holly Hicks and an ASU professor will do small mammal trapping
 - Herp trapping – haven't nailed down anyone to lead yet
 - May be able to do minnow trapping
 - Geocaching
- All Board members will be on the lookout for geocaching prizes to give away at the Techniques Workshop (10–12 of each item)
- As many Board members that can come, they can use the help with set-up, etc.
 - Holly will get there Friday to start setting up, can come on Friday but not much help is needed until Saturday
 - Can use the most help throughout the day on Saturday
 - Scott will ask Holly to send out the list of when the various activities are scheduled to the Board so Board members can come and help out where they have interest

New Business

- None

Good of the Order / Other?

- None

Adjournment

- Melanie motioned to adjourn, seconded by Scott.
- 4:45 PM meeting adjourned