

**AZTWS Board Meeting
December 21, 2015
Meeting Minutes – Draft
3:00 – 4:07 PM**

Attendees: Melanie Culver (President), Dana Warnecke (Treasurer), Kay Nicholson (Recording Secretary), Tiffany Sprague (Board Member), Holly Hicks (Board Member), Scott Sprague (President-Elect)

Board Members Absent: Ryan Revells (Corresponding Secretary)

Action Items:

- Kay will send updated August meeting minutes with December meeting minutes
- Board members need to provide input on August meeting minutes so minutes can be finalized and approved in January
- Tiffany will let Dana know how we should track merchandise sales at the JAM
- Kay will send the newsletter to Mel to review in early January
- Mel will send an old flyer to Scott that he can send out asking for Board Member nominations

Motions:

- Dana motioned, Tiffany seconded to approve the October 2015 Board meeting minutes
- Dana motioned, Tiffany seconded to approve the November 2015 Board meeting minutes
- Scott motioned, Dana seconded to adjourn the meeting.

Proceedings:

Approval of August 2015 Board Meeting Minutes

- Melanie, Scott and Dana responded that they were present, Kay was absent. Still need more input from the rest of the board members on presence/absence, and discussion topics.
- We will wait to approve these minutes next month because we still have unanswered questions

Approval of October 2015 Board Meeting Minutes

- Dana motioned to approve, Tiffany seconded
- Motion passed

Approval of November 2015 Board Meeting Minutes

- Dana motioned to approve, Tiffany seconded
- Motion passed

Housekeeping

- None

Old Business

- None

Current Business

1. Treasurer Report – Dana

- Attendees to the JAM will get the conference rate as long as the hotel is not full

- Dana is now getting reimbursements automatically from national for chapter dues
 - Dana got the first payout from RegOnline – we will be paid monthly (can change to twice a month as we get closer to the JAM)
 - Dana will be tracking JAM financials, payments, student volunteers, etc. in the database she shared with board members today
 - PayPal wouldn't add Dana because two other people had previously set it up to make deductions.
 - Dana worked with Jon Hanna to try to get PayPal working so she could transfer money over to the bank account. Jon Hanna removed his credentials, so that cleared one of the two slots.
 - Dana hasn't been successful getting Robert Fink's information cleared out yet, which he had set up for membership dues.
 - It should be set up so only the Treasurer has access to the PayPal account.
 - \$500 was transferred from General checking to reimburse Continuing Education fund for what we granted to Jonathan Derbridge for attending the national meeting
 - General ledger: \$105 in dues received from national and around \$100 from PayPal needs to be transferred over to the chapter bank account
 - Other expenses this quarter – conference calls and website fee
 - Dana will be putting the 4th quarter financial report together soon and will try to do the audit in January
 - Dana sent board members a pdf of the statistics from RegOnline – breaks it out by category for workshops, business meetings, etc. We are at 156 registrations so far, 52% of registration target.
 - So far, we've made \$21,702 for the JAM registrations
 - We have received one check from RegOnline for last month in the amount of \$1,231.94
 - Board members should be sure to keep receipts when buying items for the JAM
 - How to track merchandise sales at the JAM?
 - Tiffany will look at the information and let Dana know
2. Webmaster Report – Dean Pokrajac (not present)
 - No update
 3. Membership Report – Chris Carrillo (not present)
 - No update
 4. Student Chapter Report – Holly Hicks
 - Holly has been gathering volunteers for the JAM; 12 committed so far
 - Holly is working with Dana to keep her updated as students sign up
 - Holly spoke to the new Yuma Chapter, and she will try to get out there in the new year. Let them know about travel grants. She reminded them about their annual report.
 - Tiffany will be a student volunteer at the JAM. Holly added her to the list.
 5. Conservation Affairs and Resolutions Committee – Jon (not present)
 - No update
 6. Newsletter Report – Kay
 - Just need President's Message before getting started on the winter newsletter
 - Kay will send the newsletter to Mel to review in early January
 7. Awards and Nominations – Scott
 - He's gotten award nominations for student chapters so far
 - If multiple award nominees, Scott will send the nominations to the Board to vote
 - Mel will send flyer to Scott that he can send out asking for Board Member nominations

8. Continuing Education – Mike (not present)
 - No update
9. Historian – Jan (not present)
 - No update
10. JAM Report
 - Budget
 - Mel will give Dana costs for JAM facilities, tables, etc.
 - Abstracts
 - Second call for abstracts needs to go out now
 - Mel got many student abstracts, instead of them being sent to Melanie Bucci. Mel will talk to Melanie to find out if Melanie got enough abstracts for the competition.
 - Mel will send abstracts to Kay to start putting together the JAM program.
 - Kay will set up an ftp site and send login info to Mel to post the abstracts there, and to Scott so he has access, as well.
 - Plenary
 - Should highlight in announcement that people can attend only the plenary for \$25
 - Will have an extra meeting for the bat working group on Thursday, 11:00-3:00
 - Jennifer, Habitat Group – wants a meeting (she’s working directly with the hotel for a Wed meeting)
 - Southwest Section Breakfast is Friday morning
 - Mentor Lunch is Friday afternoon
 - Wow – half of a session (3 or 4 talks) – rather than doing a breakfast
 - Beer
 - Will distribute tickets for bottled beer, different colors for Thursday and Friday nights
 - For Thursday night, provide tickets to each of the three societies to hand out to members that attend their business meetings
11. National Meeting 2017
 - Nothing to report right now

New Business

- None

Good of the Order / Other?

- None

Adjournment

- Scott motioned to adjourn, seconded by Dana.
- 4:07 PM meeting adjourned