

AZTWS Board Meeting
January 25, 2016
Meeting Minutes – Draft
3:00 – 5:30 PM

Attendees: Melanie Culver (President), Scott Sprague (President-Elect), Dana Warnecke (Treasurer), Kay Nicholson (Recording Secretary), Ryan Revells (Corresponding Secretary), Tiffany Sprague (Board Member), Holly Hicks (Board Member), Christopher Carrillo, Jon Hanna, Dean Pokrajac

Board Members Absent: None

Action Items:

- Board members will bring beverages to share at the AZTWS social at the JAM
- Scott will start looking for a newsletter editor to appoint during the next year

Motions:

- Scott motioned, Dana seconded to approve the August 2015 Board meeting minutes
- Tiffany motioned, Scott seconded to approve the December 2015 Board meeting minutes
- Scott motioned to provide complementary banquet tickets for any award winners that aren't otherwise coming to the conference, Holly seconded
- Kay motioned, Scott seconded to adjourn the meeting.

Proceedings:

Approval of August 2015 Board Meeting Minutes

- Scott motioned to approve, Dana seconded
- Motion passed

Approval of December 2015 Board Meeting Minutes

- Tiffany motioned to approve, Scott seconded
- Motion passed

Housekeeping

- None

Old Business

- None

Current Business

1. President's Report for Annual Business Meeting
 - Committee chairs will give their reports to Mel
 - Mel will send an email to the Board and Committee Chairs asking for their reports
 - This email will include a copy of an old report for an example
 - Mel will also attach a copy of the Agenda for the Business meeting
 - Each board member or Committee Chair will present their report at the Business meeting if they are present
2. Officer's Breakfast at JAM
 - Restaurant doesn't open until 7am

- Dana to give treasury update for 2016 JAM
 - Discussion topics
 - Sharing registration site with AFS on RegOnline site so there's a shared history of past JAMs
 - Documenting costs for the various committees to give to future years' committee chairs
 - Last year's breakfast topics were similar (eventzilla vs. regonline, etc.), costs that surprised them
 - Future venues – next year's JAM will be put on by AFS somewhere in New Mexico
 - Replacing poster boards
3. AZTWS Social
 - Last year we didn't have one
 - Mel will announce it at the end of the annual business meeting
 - Set a specific time (e.g., 9–10pm); early morning next day
 - Mel will bring a cooler and bring a case of beer, and plastic cups. Each board member will bring a bottle of something or a 6-pack. Mel will send an email to the board reminding them of this request.
 4. Beer choices for AZTWS during the business meeting and social
 - Negro Modelo, Bass, Heineken, Coors Light
 5. Moderators
 - Mel will send list to Chris, and he will notify moderators of their time slot
 6. Newsletter Committee Apprentice
 - Have next newsletter committee chair start at least midway through year so she/he can work with Kay on at least 2 issues before taking over.
 - Scott will appoint next Newsletter chair but now is the time to start looking for someone!! This is an important job and Kay has set a very high bar on how she has handled the newsletter.
 - Tiffany is interested, but timing may be wrong; M.S. thesis defense next December.
 7. Treasurer's Report
 - We are doing well with JAM registrations (exceeded expectations). Dana sent out the latest budget and projections to the Board before the meeting.
 - We have 346 registrations right now (330 attending entire conference, the rest are plenary only or training only)
 - \$54,000 total revenue from JAM so far (doesn't include raffle), ~\$38,400 in expenses
 - Feb. 3rd is the last day to sign up for workshops, Dana will take it down from RegOnline after that
 - Cash management – still early in process. We've gotten two checks from RegOnline. RegOnline pays us monthly.
 - Scott will check our PO Box to pick up any checks mailed for registrations. He got the key out of Holly's desk.
 - About 10 people still have an outstanding balance for the "other" charge
 - For people who did not choose a meal for the banquet - at registration desk we will have some tickets that we will have to guess ahead of time what the attendee wants for his/her meal. Will go with about same ratio as for those who did provide a meal choice, but go a little heavier on chicken and vegetarian
 8. Webmaster report – (Dean)
 - He consolidated all of the JAM info onto one page that links to RegOnline
 - Winter newsletter was just posted
 - People are using online membership now; ~\$150 in memberships came in last few months

- Mel will send the WOW flier Carol Chambers sent to have Dean post on the JAM website
 - Dana had the idea for getting a PayPal credit card swiper to use at the JAM for merchandise sales, etc. Dean has a Region 6 tablet set up for that.
9. Membership Report – Chris Carrillo
 - He’s been looking at the Google account and adding members as they pay
 - Dean will send Chris a master list of chapter members (it will show both current and lapsed)
 10. Student Chapter Report – Holly Hicks
 - Student reports due to Mel by Jan 31.
 - Techniques Workshop will be held April 23rd this year
 - She is getting behind on meeting with student chapters
 - Students are excited about the Quiz Bowl
 - 6 teams, mostly from New Mexico (at least 4 or 5) and ASU
 - Holly hasn’t heard from UA whether they are having a team for the Quiz Bowl
 11. Conservation Affairs and Resolutions Committee – Jon
 - No report
 12. Newsletter Report – Kay
 - Winter newsletter just went out via email to members last week, and was posted online today
 - Need a feature article for the spring newsletter
 13. Awards and Nominations – Scott
 - Awards
 - Dave Brown – nominated for Professional Award
 - Abi King – nominated for Doug Morrison or Professional Award (she has not been a supervisor very long, but there were no objections from the Board)
 - Christy McVie Tucson Audubon nominated
 - Ray Schweinsberg – nominated for Scrapping Bear Award
 - No nominations for Wild Hare
 - Scott will make sure people are coming or let them know they were nominated if they aren’t currently registered so hopefully they will come
 - We voted on providing complementary banquet tickets for any award winners that aren’t otherwise coming to the conference. Scott motioned and Holly seconded; the motion passed
 - Board Member nominations
 - It’s looking like it will be mostly the same people
 - He will send out ballots as soon as he has all bios
 - Mike Sorum is running for Recording Secretary
 14. Continuing Education – Mike (not present)
 - No update
 15. Historian – Jan (not present)
 - Need to put some JAM documents in the archive record (registration info, budget)
 16. JAM Report
 - Plenary
 - New Mexico Wildlife Federation (one of the speakers) asked to video the plenary, also offered to do a webcast
 - Jon will moderate the entire plenary
 - Jon has sent out an agenda to the board for when the speakers will talk and the break time

- Ryan contacted MeetUp and Facebook to publicize, he forwarded all information to Shelly Shepherd (AGFD public outreach specialist) has been getting the information out
- 2 hours and 40 minutes total for plenary, discussed concern that there will only be 40 minutes for questions. That's how it will have to be because schedule is jam packed
- UA quote for 120 pages 340 copies w/ black & white covers = \$970 (can pay with the Chapter credit card, or Mel pay and get reimbursed)
- Program Printing - UA quote for 120 pages 340 copies w/ black & white covers = \$970 (can pay with the Chapter credit card, or Mel pay and get reimbursed)

17. National Meeting 2017

- Nothing to report right now

New Business

- None

Good of the Order / Other?

- None

Adjournment

- Kay motioned to adjourn, seconded by Scott.
- 5:30 PM meeting adjourned