



# Arizona Chapter of The Wildlife Society

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## AZTWS Board Meeting Meeting Minutes – Final December 18, 2017, 4:00–5:00 pm

**Attendees:** Kay Nicholson (President), Tiffany Sprague (President Elect), Jessica Moreno (Corresponding Secretary), Holly Hicks (Board Member), Audrey Owens (Board Member), Scott Sprague (Past President), Chris Carrillo (Membership Chair)

**Board Members Absent:** Andrew Jones (Treasurer)

### Action Items:

- Holly will send student submissions to Tiffany for newsletter.
- Scott will ask Dean to provide website administrative access to Jessica.
- Scott will ask Dean if he wants to continue as webmaster.
- Tiffany will ask award nominators to send short blurbs about successful awardees to use at banquet and in press release.
- Tiffany will send award info to Jessica so she can prepare a press release to distribute immediately after JAM.

### Motions:

- November 2017 board meeting minutes approved. Jessica motioned. Holly seconded. Passed unanimously.
- Tiffany motioned to adjourn the meeting. Holly seconded. Passed unanimously.

### Proceedings:

Approval of past board meeting minutes

- November 27, 2017 – Jessica moved to approve. Holly seconded. Passed unanimously.

Old Business

- Andrew will submit a feature article about bighorn sheep and mountain lion work being done by AGFD for the newsletter. *Done.*
- Tiffany will ask Richard Ockenfels, Tice Supplee, and Dave Brown if they would submit newsletter articles reflecting on the history of the chapter. *Ongoing.*
- Holly will remind students who received funding to attend parent society conference to submit an article for the newsletter. *Done.*
- Jessica and Chris will work to set up an online membership and communication system for our chapter. *Ongoing.*
- Scott will check in with Dean about web passwords and other questions. *Ongoing.*
- Kay will reach out to Grand Canyon University contact (and copy Holly) to see if she has questions about setting up a TWS chapter or needs help navigating the process. *Ongoing. (Kay sent a message but has not received a response.)*
- Tiffany will contact BLM for additional information on the Leave No Trace workshop to



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determine if it's appropriate for AZTWS to host. *Ongoing.*

- All board members should either participate in the BISCUA Doodle poll or let Kay know if they would prefer not to participate in the meeting. *On hold.*
- Kay will coordinate 50th anniversary t-shirt creation. *Ongoing.*
- Tiffany to create bylaw wording for board member removal. *Ongoing.*
- Scott to review revised sections of JAM manual to determine what revisions are still needed; incorporate existing revisions into manual. *Ongoing.*
- Jonathan Hicks to arrange memorial in JAM program for the late founder Cory Gray of Coda Net Guns. *Ongoing. (Kay will check with him to see if he's planning to continue.)*
- Tiffany will provide language requesting a newsletter editor to send to our email list. *Ongoing. (Was included in previous email but will be sent again.)*
- Tiffany will touch base with Holly about contacting students to get articles for "Student Corner" in the next newsletter. *Done.*

## Current Business

- Treasurer's Report
  - Andrew not on call. He had emailed the Q3 report and is working on end of year financial planning, which is due to parent society in January.
- Newsletter Report
  - Tiffany – Deadline last Friday but still waiting on some submissions.
  - Holly – Heard from UA; did not get a final draft from ASU; nothing from NAU. Holly will send what she has to Tiffany.
- Membership Report
  - Jessica – Looking to move membership list to Member Planet. Demo scheduled for tomorrow to review software. Hope to have launched and ready by JAM so we can showcase it there.
  - Currently have 222 members + ~300 additional non-member contacts.
- Webmaster's Report (Dean)
  - Jessica needs admin access to website. Scott will ask Dean to provide this access.
  - Scott will ask Dean if he wants to continue as Webmaster or relinquish that role.
  - Jessica happy to continue operating as Webmaster.
- Opportunities Report
  - Callie not on call. She told Kay she had nothing to report.
- Student Liaison Report
  - Holly has been sending reminders on JAM and need for student reports.
- Conservation Affairs
  - Jon Hanna not on call.
- Continuing Education
  - Stan not on call.
- Nominations and Awards (Tiffany)
  - Nominations – Recording Secretary election over; waiting for acceptance confirmation from Valerie Horncastle. Regular election ballot sent out on Dec. 15; voting ends Jan. 19. Remember to vote!



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- Awards – Committee met and chose one awardee for each category for which someone was nominated.
  - Tiffany will ask nominators to send short blurbs about awardees to use at banquet and in press release. Tiffany will send award info to Jessica so she can prepare a press release for release immediately after JAM.
- Borderlands Institute for the Study and Conservation of Understudied Animals
  - On hold.
- Fun Shoot
  - On hold.

Adjournment at 4:49 p.m.

- Tiffany motioned. Holly seconded. Passed unanimously.