



# Arizona Chapter of The Wildlife Society

www.aztws.com • aztwsmembership@gmail.com • aztws, p.o. box 41337 Phoenix AZ, 85080

## AZTWS Board Meeting Conference Call Meeting Minutes Draft April 23, 2018, 3:00–4:02 p.m.

**Attendees:** Tiffany Sprague (President), Valerie Horncastle (Recording Secretary), Andrew Jones (Treasurer), Audrey Owens (Board Member)  
Melissa Merrick (Board Member), Kay Nicholson (Past President), Clarissa Starbuck (Webmaster), Callie Hartson (Opportunities Chair)

**Board Members Absent:** Jessica Moreno (President Elect), Holly Hicks (Corresponding Secretary)

### Action Items:

- We will send out a request for applications for upcoming conferences. Andrew will write the announcement and Holly will send it out.
- Tiffany will send Clarissa updates/pictures on board members for the website
- Valerie will send Clarissa the meeting minutes to post to the website
- Melissa will make the Continuing Education application a fillable pdf form
- Scott will set up a phone conference with Andy to discuss the details of the BioBlitz
- Kay will confirm who we should send a check to at BFUPA

### Motions:

- March 2018 board meeting minutes approved. Melissa motioned. Andrew seconded. Passed unanimously.
- Vote to approve being a partner organization for the Borderlands Foundation for Understudied Plants and Animals (BFUPA). Our cost will be \$100 annually. Valerie motioned. Andrew seconded. Passed unanimously.
- Melissa motioned to adjourn the meeting at 4:02 p.m. Audrey seconded. Passed unanimously.

### Proceedings:

#### Old Business

- Tiffany will remind committee heads about reviewing revised sections of JAM manual  
*Ongoing*
- Scott to review revised sections of JAM manual to determine what revisions are still needed



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and incorporate existing revisions into manual. *Ongoing*

- Tiffany to create bylaw wording for board member removal. *Ongoing*
- Jessica and Chris will work to set up an online membership and communication system for our chapter. *Ongoing*
- Holly will forward Jeremy student chapter articles for newsletter. *Done*
- Holly will send out reminders about donating to the scholarship fund (deadline end of May). *Done*
- Andrew will cancel the subscription with the old conference call company. *Done*
- Valerie will contact Carol Chambers about potential feature article for newsletter. *Ongoing*
- Tiffany will send Clarissa updates/pictures on board members for the website. *Ongoing*
- Kay will send Tiffany information on what she should be working on for BFUPA. *Done*
- Jessica will sign us up to sponsor an award for SARSEF and print award certificates. *Done*
- Other Old Business? *None*

## Current Business

- Treasurer's Report (Andrew)
  - Paid waste management for techniques workshop
  - Andrew will write check for Holly's receipts from the techniques workshop
  - Still working on quarter end report
  - Currently working on audit materials. Audit will probably take place at the end of the fiscal year
  - Andrew will send check to U of A for sending in article for newsletter
- Conference Sponsorship
  - Discussion on whether to sponsor a few upcoming conferences (Arid Lands Research Symposium, Biodiversity and Management of the Madrean Archipelago Conference, TWS Conference)
  - Sponsoring conferences and travel reimbursement typically comes out of the general funds, while registration fees for students comes out of the Continuing Education Funds.
  - \$6,245.66 is currently in the Continuing Education fund
  - Bylaws state that we can spend up to \$2000/year for Continuing Education
  - General consensus was that we would prefer to cover the registration or travel costs of students or early professionals rather than just sponsoring the conference
  - We will send out a request for applications for upcoming conferences. Andrew will write the announcement and Holly will send it out.
  - Melissa will make the Continuing Education application a fillable pdf form.



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- We could post a small blurb on the TWS eWildlifer e-newsletter on the role our chapter is playing on supporting students and early professionals at conferences and workshops.
- Newsletter Report (Jeremy)
  - Second draft sent to Tiffany and she will review
  - Send article items to aztws.editor@gmail.com
  - Upcoming issues – need feature article ideas
- Membership Report (Chris/Jessica) – not on call, no updates
- Webmaster's Report (Clarissa)
  - Tiffany will send Clarissa updates/pictures on board members for the website
  - Valerie will send Clarissa this year's meeting minutes
- Opportunities Report (Callie)
  - 12 events posted on the website for April
  - 9 jobs posted in April
  - Currently 9 events posted for May
- BioBlitz (Scott)
  - Andy Bridges responded and is interested in having us help out
  - BioBlitz will be August 25<sup>th</sup> and 26<sup>th</sup> at Petrified Forest National Park
  - Scott is currently working on setting up a phone conference with Andy to further discuss details. If anyone is interested in being on the call let Scott know.
  - AZ TWS roles might include recruiting volunteers, manning a table, and helping run computers to review trail camera data
- Conservation Affairs (Jon) – not on call, no updates
- Borderlands Institute for the Study and Conservation of Understudied Wildlife (BISCUW) (Kay)
  - Renamed to Borderlands Foundation for Understudied Plants and Animals (BFUPA)
  - New draft charter sent to Tiffany to distribute to potentially interested organizations
  - SW Wildlife Conservation Center will run the foundation and there will be an Advisory Board consisting of different partners
  - Vote to approve AZTWS being a partner organization for the Borderlands Foundation for Understudied Plants and Animals (BFUPA). Our cost will be \$100 annually. Valerie motioned. Andrew seconded. Passed unanimously.
  - Kay will confirm who we should be sending the check to



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- Continuing Education (Stan) – not on call, no updates
- Student Liaison Report (Holly) – not on call, no updates
- Techniques Workshop (Holly)
  - Workshop was a success with a total of 61 participants

ASU	20
ASU Poly	5
Embry-Riddle	1
NAU	14
Prescott	4
UA	10
Professional	6
High School	1
	61

- Outreach, Youth Engagement, Diversity
  - SARSEF (Southern Arizona Research, Science and Engineering Fair) April 13th  
Melissa was a judge at the event. There were over 2000 student projects on display with 3 being wildlife specific projects. We gave awards to two students.  
**Nadira Mitchell**  
**Project title:** Wildlife and human interactions in the Sonoran Desert: studying effects of human activity on animals in Bear Canyon  
**Katie McColgin**  
**Project title:** Effects of humans on the diet and whereabouts of animals in Sabino and Bear Canyon based on DNA and dissection of scat
  - Andrew was a judge at the Arizona Envirothon on April 21st

Adjournment at 4:07 p.m.