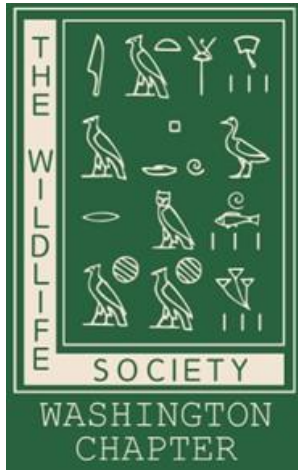


## Washington Chapter of The Wildlife Society

### Executive Board (EB) Meeting Minutes

July 13, 2022, 5:00 – 6:00 p.m.

Google Meet Conference Call



#### Board Members Present

Sara Hansen, Past President

Matt Wilson, President

George Ritchotte, Vice President

Bruce Thompson, Treasurer

Candace Bennett, Secretary

Kris Ernest, Board Member at Large

Merci Clinton, Board Member At Large

#### Regrets

Alex Pavlinovic, President Elect

Jen Syrowitz, Board Member At Large

#### Attendees

Lisa Dowling (Committee Review Team)

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#### New Action Items

1. August meeting agenda
  - a. **Matt** will add item to August meeting to discuss next steps on incorporation.
  - b. **Matt** will add item to August meeting to discuss MOU for JAM 2024 with Idaho.
2. Member Survey
  - a. **EB members** will provide comments to Candace and/or Bruce about the member dues increase survey language by Monday (07/18).
  - b. **Bruce** and **Candace** will work to send an email with dues increase survey to members by end of July, survey will be open for 14 days.
3. Sponsorship
  - a. **Bruce** will coordinate with **Sara** on \$500 payment for sponsorship of TWS Out in the Field Initiative activities as TWS Annual Meeting in Spokane.
4. Annual Meeting
  - a. **Candace** will send meeting flyer to EB to review by 07/20.

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#### Meeting Agenda and Notes

1. June Meeting Action Items Review (completed items in blue)
  - a. EB meeting planning
    - a. **Alex** will finalize the Doodle Poll for July.
    - b. **Alex** will provide **Candace** w/ July date, she will send cal invites to EB.
    - c. **Candace** will send out a Doodle Poll for future meetings days/times.
  - b. July meeting agenda
    - d. **Matt** will add agenda items for discussion
      - i. Incorporation status of the Chapter.

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- ii. Results of member dues increase survey.
        - iii. JAM 2023 incentives for students/early professionals
      - e. Wildlife Webinars/Member Webinar feedback.
    - c. Member Survey
      - f. **Bruce** and **Candace** will work together for a short survey to members for feedback on dues increases (Still working on this item).
    - d. Sponsorship
      - g. **Bruce** will coordinate with **Sara** on \$500 payment for sponsorship of TWS Out in the Field Initiative activities as TWS Annual Meeting in Spokane.
- 2. By-Laws and Meeting Attendance/Procedure
  - a. Motions need to be captured in minutes so there is an archived record
  - b. Article VII. Management and finances: Clause B – Attendance
    - i. “Members may attend Board meetings but may participate therein only when asked to do so, and they may not vote at such meetings.”
  - c. Candace moves to add EB meeting info to webpage “events calendar” and Facebook announcements per by-laws to provide opportunity for non-EB members and Committee members to observe meetings. Seconded by George
    - a. Discussion
      - i. Restrict notices to member only using WildApricot member portal
      - ii. Discussed possible use of Zoom in future
    - b. **Kris asked that motion be amended to narrow notices and meeting links to members-only via WildApricot, will trial using Google Meet for now.**
    - c. **Vote called. Ayes all, the motion carries.**
  - a. Committee review team
    - i. Review to update, standardize, organization of committees, define duties/roles, transition information for new committees
    - ii. Low recruitment/retention of committee participants is an issue
    - iii. Chapter has 10 standing committees
      - 1. How do we improve their function and member interest in participation?
      - 2. Assess value and need for each committee and role served with in it?
      - 3. Add more details on committee function and activities to website?
      - 4. Develop guidelines and transition documents to help recruitment?
    - iv. Prep draft docs and recommendations to EB for review and discussion
- 3. Incorporation of the Chapter
  - a. Bruce sent email sent about the process of incorporation (booklet and general info)
  - b. Parent TWS would prefer that chapters with significant revenue are incorporated
  - c. Downsides to incorporation
    - i. This can be a long process (more than several months)
    - ii. Workload: Who will be the lead while working with EB?
    - iii. Increase annual tax paperwork required from Chapter
    - iv. Chapter revenue has never exceeded \$50,000/yr, so incorporation might not be required

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- d. Discussions with Parent TWS on incorporations
  - e. Creation of small team including Treasurer, Secretary, + 1 EB member to review.
4. Member Dues Increase
- a. Bruce sent an email with suggested survey language.
  - b. Dues not increased in > 10 yrs
  - c. Operational expenses have increased in last couple of years associated with improved member services and implementation of online dues payment system
    - i. An estimated \$4.50/member to maintain WildApricot assuming static membership (~220). If membership were to increase to 500, cost would be closer to \$2.50/member.
5. JAM 2023
- a. Student and early professionals' incentives
    - i. Planning Committee suggested an early (new) professional (< 3-5 years), student, and retired fee for registration.
      - 1. This could be a reduced rate.
      - 2. Waiving fee still costs the Chapter money in WildApricot
      - 3. Info about past registration incentives are available in the meeting planning guidelines Sara created in 2019. Docs are on shared drive.
    - ii. Student support from the Chapter in the form of lodging (\$500/night)
      - 1. Concerns raised about shared student lodging and COVID
      - 2. Will look for sponsorships to help with costs
  - b. Flyer for the 2023 meeting
    - i. Providing information on website, Facebook, and member email
    - ii. This will be the flyer we put on the website
    - iii. Create a 'save the date' using Drive template
    - iv. Shorten versions during the subcommittee meeting on July 25th
6. JAM 2024
- a. Potential to partner with Idaho Chapter of TWS in Coeur d'Alene
  - b. Dates are March 25-26, 2024
  - c. ID is requesting an MOU with WA in the near future to secure partnership and financial support
7. Wildlife Webinars and Member Webinar feedback
- a. Candace sent EB email update with survey info.
    - i. Already added an 'add to calendar' in registration email.
  - b. Upcoming webinars.
    - i. Bird flu
    - ii. Hummingbird migration
    - iii. Wildlife Conflict
    - iv. TWS and DEI
    - v. Bees
8. Summer Newsletter
- a. Bio and photo from each EB member to put in the newsletter.
  - b. All information to Mike by **July 31<sup>st</sup>**

**Washington Chapter of The Wildlife Society  
Executive Board (EB) Meeting Minutes**  
July 13, 2022, 5:00 – 6:00 p.m.  
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**Next Meeting: August 9, 2022, 4:00-5:00pm**