

# TWS Wildlife and Habitat Restoration Working Group

## Executive Board Conference Call

### July 24, 2008 (1:00pm EST)

Attendees: Stefanie Nagid, Ron Duke, Debbie Burtaine

Topics of Discussion:

#### 1. Treasurer's Report

- a. Updated bank account: Due to some administrative issues, we've had to move our money to a different bank account than was previously reported. Our new account is located with Compass Bank. We have online access, can mail them our dues checks for deposit, and can update Treasurers as per specified protocol. There is no minimum monthly balance, no fees, and free checks for life (they were having a promotion – WooHoo!). **Stefanie Nagid** currently has possession of the checks and documentation and will provide these to **Caleb Leikvold**.
- b. Balance: Our balance as of 6/30/08 is \$2,717.42.
- c. 2008 Annual Conference Expenditures: We have agreed to the below expenditures for the Conference expenses:
  - i. Rental vehicle = 50% of vehicle rental (~\$562.50)
  - ii. Workshop lunches and water = approximately \$7 per person (\$56-\$112 depending)
  - iii. 1 complimentary registration fee to ENP staff = \$350
- d. **Meeting Results**:
  - i. All attendees approved this Treasurer's Report.

#### 2. 2008 Conference in Miami, Florida (Nov 8-12)

- a. <http://joomla.wildlife.org/miami08/>
- b. Registration is now open and early registration is until October 10<sup>th</sup>!
- c. Get a hotel room now, they are filling up fast!
- d. When you communicate with any of the membership, please end your communication with some kind of statement to promote the Conference (i.e. Hope to see you in November at Miami!).
- e. **Meeting Results**:
  - i. All attendees approved this announcement update.

#### 3. Membership Survey

- a. To view survey results:
  - i. Go to <https://www.surveymonkey.com/>
  - ii. Click on "Member Logon" in upper left corner

- iii. Type in Username: TWS WHRWG and Password: restoration
    - 1. Yes, there is a space between TWS and WHRWG in the Username
  - iv. After you have logged on, click on the “TWS WHRWG Membership Survey” title link
  - v. Click on the “analyze results” tab in the upper right corner
  - vi. You can then scroll/click on the different pages to view results.
  - vii. Make sure you LOG OFF when you are done!
- b. There are a lot of ways to look at this, so take a gander and we will discuss this more in depth on the conference call. If you are able to have computer access so we can all review it together then that would be fantastic!
- c. We need to be thinking about outlining a 5 year action plan based on the results. Subcommittee?
- d. **Meeting Results:**
- i. Survey results were discussed. **Stefanie Nagid** will summarize the membership survey and send the summary to the **Executive Board**. The **Board Representatives** will distribute this summary to their Section’s membership list.
  - ii. All attendees agreed that we should put together a Five-year Action Plan Committee. **Stefanie Nagid, Ron Duke**, and at least one (or possibly two) other person(s) should be on it (David I told you I’d be asking for a favor ☺). **Stefanie Nagid** said she would talk to each of the **Board Reps** to find out who would like to be on this committee. The goal for this committee is to formulate a 5-year action plan for the working group by October 1, 2009. This plan should take into account the results from the membership survey. If any of the **Board Reps** are interested in being on this committee please let **Stefanie Nagid** know via email at [nagidsm@cityofgainesville.org](mailto:nagidsm@cityofgainesville.org).

#### 4. Website

- a. To date there have been NO webmaster volunteers submitted to **Stefanie Nagid**.
- b. Apparently, **National** has migrated all our information from the old site over to the new site:  
<http://joomla.wildlife.org/habitatrestoration/?CFID=14864755&CFTOKEN=19730798>
- c. Discuss survey question #11 regarding newsletter versus website.

- d. Also, review survey question #8 and #9 to try to get one of those folks to volunteer for the Communication Chairperson. More detailed information about duties will be discussed.
- e. **Meeting Results:**
  - i. There was a tie vote of those members that participated in the survey between a newsletter and a website as to how they would like us to communicate with them.
  - ii. The attendees decided that having a good informative and interactive website would be easier to keep up with then trying to solicit material for a newsletter. Therefore, it was decided that getting a dedicated webmaster would be the best option. **Debbie Burtaine** is going to contact some interested people to find out who would like to be the Communications Committee Chairperson (aka Webmaster). As per our bylaws, only an elected position cannot hold more than one elected office at a time, therefore if any officer wants to be the Communications Committee Chairperson then they can. If anyone on the **Executive Board** is interested in doing this please let **Debbie Burtaine** know.

## 5. Elections

- a. A new Chair-Elect needs to be elected in October of this year. **Debbie Burtaine** needs to review survey question #8 and #9 to determine who would like to run for this position. See the working group charter for information about duties.
- b. Nominations need to be sent out via email on October 1<sup>st</sup>, therefore nominees need to be obtained prior to that.
- c. On November 1, 2008:
  - i. Stefanie Nagid will become Past-Chair
  - ii. Ron Duke will become Chair
  - iii. New Chair-Elect to be appointed
- d. The Executive Board for 2008-2009 will be recognized at the 2008 Annual Business Meeting at the Miami Conference
- e. **Meeting Results:**
  - i. **Debbie Burtaine** will contact interested people to determine a list of Chair-Elect nominees.
  - ii. **Debbie Burtaine** will email biosketches of the nominees and a voting ballot to the membership on October 1, 2008.
  - iii. Votes will be due to **Debbie Burtaine** on October 22, 2008.

- iv. Votes will be counted by **Debbie Burtaine** and the 2008-2009 Chair-Elect will be provided to **Ron Duke** no later than October 31, 2008.
- v. **Ron Duke** will email the membership an announcement for our 2008-2009 Chair-Elect no later than November 3, 2008.
- vi. **Ron Duke** will also announce the 2008-2009 Executive Board at our 2008 Annual Business Meeting in November at the Miami Conference.
- vii. Next year (September 2009) the following positions will need to be elected:
  - 1. Chair-Elect (2009-2010 term)
  - 2. Secretary-Treasurer (Jan 1, 2010 – Dec 31, 2011 term)
  - 3. Board Representatives (2009-2011 term) – see charter for section designated states and electoral terms