

**Western Field Ornithologists Board of Directors
Conference Call Meeting
Wednesday, March 06, 2013, 1:00-3:30 pm**

Minutes prepared by Liga Auzins, *Rec. Sec'y.*

Board Members present: Ed Pandolfino, *Pres.*, David Quady, *Vice Pres.*, Robbie Fischer, *Treas.*, Liga Auzins, *Rec. Sec'y.*, W. David Shuford, *Past Pres.*, Kenneth P. Able, Daniel D. Gibson, Robert E. Gill, Kimball L. Garrett, Ed Harper, Kurt Leuschner, Joyce Meyer, Frances Oliver, Dan Singer, Brian Sullivan, Debbie Van Dooremolen

Board Members absent: Osvel Hinojosa-Huerta

Guests: Phil Unitt, *Editor, Western Birds (WB)*, Catherine Waters, *Publications Committee*

MINUTES

1:00pm Meeting called to order, welcome, roll call

Minutes from December meeting unanimously approved **via motion by Kimball and seconded by Dan S.**

Next BOD Meetings: Confirmed for 5 June 2013 at 1pm PDT and 22 August 2013 at noon at WFO Conference in Olympia, WA.

1:10pm FINANCE COMMITTEE

Report: Proposal for Cash Reserve Policy: The Cash Reserve Subcommittee (Dave S, Ed P, Dan S, and Dave Q.) examined reasonable "worst case" scenarios of what might befall WFO in the years ahead with the objective of figuring out how much cash to have on hand to withstand such events (analysis and recommendations attached). The board agreed that WFO will never invest in instruments with any downside risk and that we would always keep more than enough cash in liquid investments to meet cash flow demands. Dan S did a Cash Flow Analysis historically so as to ensure that we had enough liquid funds that could cover operating expenses (attached).

Discussion: We have two interrelated items for approval: 1) setting aside a \$30,000 cash reserve, and 2) establishing an Investment Subcommittee to make recommendations regarding investing WFO cash.

Motion: Ed Harper so moves that we approve the Proposal for Cash Reserve Policy, Dave Q seconds, and passes unanimously.

Report: Proposal for Investment Subcommittee: We would like a formal approval from the Board to establish an Investment Subcommittee to give recommendations to the Finance Committee as to the placements of the money. We should also decide if this committee would have authority to actually make those investments or need to return to the Board approval. The Cash Reserve Committee will be on the Investment Subcommittee. Everything will be insured and low risk, i.e., high yield savings accounts or CDs. Since every Board member is financially responsible for the organization they should examine these proposals. Once the initial approval is established, we would get a quarterly report at BOD meetings, although most of these types of accounts are year term accounts. A practical consideration would be to decide who will have

signature authority on longer instruments, the convenience of proximity, and that this authority is transferable. The Investment Committee would make recommendations regarding these issues.

Motion: To establish Investment Subcommittee comprising of Dave Q, Dave S, Ed P and Dan S. Motion made by Dan G, seconded by Kimball and passed unanimously.

1:26pm Report: Financial Software Selection: Robbie suggested that it might make sense to wait until the end of her treasurer term before implementing this. Robbie has committed to staying through Ed P's term (fall 2014). The Board will then elect a new Treasurer and Membership Chairperson.

- **ACTION ITEM: ALL: A search for the potential Treasurer and Membership Chairperson vacancy should be initiated.**

Report: After much research, Cat created a spreadsheet for the four software companies being considered so that the Board could readily examine the services of each company. It makes sense to bring in the new Treasurer with the new program software. We will take a look at this project in a year's time.

Discussion: We are not at point where we understand what kind of software we are going to need to change the way we are going to track our members. Currently we do not have enough information about how we are going to be doing business in 2014 or 2015 for us to go ahead and choose a new way of reporting. It would be a steep learning curve to go to a package of financial software which may or may not include membership. It seems prudent to take a step back and let things fall into place first, but at the same time the software selection process should continue to move ahead.

- **ACTION ITEM: Cat will mail information on the four companies she has identified as offering the type of software programs we could use by the next BOD meeting.**

1:33PM OUTREACH COMMITTEE

Report: E-mail access to Members: In order to make WFO more visible and to attract younger members, we asked WFO member Cliff Hawley to improve our Facebook page and keep it current. Another issue was how WFO can communicate more frequently and efficiently with members via e-mail. Frances and Ed P. are currently examining our options with the many companies that do this, including Go Daddy, with whom we already have an account for the WFO website.

- **ACTION ITEM: Frances and Ed P. will continue their research and investigate these firms.**

Update: Plan to increase membership: Outreach ideas to increase membership are currently a work in progress as feedback is slow in finding available people in other states.

Note: Next Western Birds President's Message: Additional ideas are being sought for the President's message in next newsletter.

- **ACTION ITEM: ALL: Send ideas for next President's message to Ed P**

1:45pm CONFERENCE COMMITTEE

Report: Olympia Conference 2013: Most things are in place for Olympia. Joyce has done a lot of work on field trips. We will have our reception at the hotel but it will be Fri. night instead of Sat night since some people on pelagic trips will be coming back late.

Discussion: As this is a joint conference with Washington Ornithological society (WOS), we are jointly promoting it and also exchanging free memberships, i.e., if WFO members attend their June meeting they will get a free WOS membership and WFO will reciprocate in Olympia for WOS members. We can include this type of information on our web page and/or Facebook. We would decide on a case by case basis if we were to continue this type of reciprocity with appropriate sister state organizations..

San Diego Conference 2014 (Sept. or Oct.)

ACTION ITEM: ALL: Ed P will start planning this and present at the next Board meeting.

2:03pm FIELD TRIPS

Update: Cuba March 2013: The Cuba trip is set to go on the 18th of March. We stand to make about \$8,000. Kurt suggested we should do this trip every other year (2015).

Report: Northeastern California June 24-July 1, 2013: This trip sold out very quickly to WFO members. Thanks to Cat and Lena for organizing the trip. Expected profit will be over \$3,000. There were two scholarship applicants, and Marcel Such will be the one notified shortly. It was suggested we can encourage him to write a short essay on his experience and then publish it in *WB*.

Report: Field Trip Policy Proposal (for fundraising): Field Trip Policy and Guidelines have been updated. Ken put together a field trip policy for fund raising field trips that has been sent to Board members. The policy states that we want to ensure that volunteer leaders do not incur any additional expense on their own, in other words, that there is no financial penalty for volunteering for these trips.

Motion: Motion made to approve Field Trip Policy for fund raising trips as written and submitted with above mentioned clarification by Dave Q, seconded by Ed Harper and passed unanimously.

Report: 2014 trips

Ed Harper will lead a trip to Montana May 22-30, 2014, called 'Mountains, Prairies and Wetlands.' After he leads a similar trip this year, he will be able to project expenses and revenue.

Note: Phil spoke to Debbie Sturtevant at Holbrook Travel in San Diego. She is looking to WFO as a possible source for field trips that they run. Maybe we can partner with them.

2:20pm AWARDS COMMITTEE

Report: Swarth Award nominations and policy: The cut off dates for submission packets is May 31st. The committee consists of Ken, Jon D, Dan G, Ed P, Dave S and Dave Q.

○ **ACTION ITEM: ALL: Submissions sought for Swarth Award**

2:30pm PUBLICATIONS COMMITTEE

Discussion: The Publications Committee wants to ensure that the Board understands that the digital *Western Birds* is *in addition* to the print publication, and NOT intended to replace the print version. We are looking to do this near the end of 2014 or beginning of 2015. Tim Britton and Bob Gill, will have a demonstration set up in our conference in August so that everyone can see a preview of what *WB* can look like. The electronic version will be just like the *WB* that we hold in our hand. Tim Britton has agreed to sit on our Publications Committee as a special advisor.

Report: Timeline for electronic WB: We can already publish *WB* electronically exactly the way it is in print. We still have to figure out the security issue and we do not have the cost on that as yet, but it will be minimal. We are talking about setting up the cost of the framework. Everything else is already done and budgeted for the year in *WB*.

Discussion: While we do not need to resolve this at this point, the board discussed the possibility of moving up the timeline for making an electronic version of *WB* available. We could approach this stepwise, with Step One simply offering members the option to receive *WB* electronically instead of in print to see how many would prefer that option (with no difference in membership costs). Any members taking this option would save WFO significant expense. Moving beyond that to different membership levels based on print vs. electronic is a step we may never choose to take.

2:56PM Update: Promoting WB to potential authors: Other than doing it myself (Dan G), I have not developed a formal plan that everybody could use. I have been contacting people proactively.

- **ACTION ITEM: ALL: Search for suitable potential authors for WB.**

3:00pm Report: Western Birds (WB): Issue 44(1) is in the mail. For 44(2) we have three longer papers and two notes accepted so it is basically full. It will also have the memorial for Rich Stallcup by Jon Winter. New papers will be in 44(3). We are going to go ahead shortly with putting the master tracking spreadsheet for manuscripts on the website by Joe Morlan in a place where all the associate editors can take a look.

General Discussion Item: Ideas for soliciting projects for WFO funding: We have a sizeable publication fund. Should we be more aggressive in soliciting projects rather than waiting for them to come to us?

- **ACTION ITEM: ALL: Suggest appropriate projects for WFO to support.**
- **ACTION ITEM: Publications Committee: Survey publication houses for projects not getting published due to lack of funding.**
- **ACTION ITEM: Ed P will contact Presidents in search of projects and possibly mention that WFO is seeking projects in a future President's message.**

3:00pm Report: Electronic Rare Birds of California (RBC): The *RBC* is almost finished being digitized and it will go online at WFOpublications.org

- **ACTION ITEM: Cat will e-mail link to online version of RBC to Board members.**

3:25pm Motion made to adjourn by Dan S, seconded by Dan G and passed unanimously.

Respectfully submitted,

Liga Auzins,

Rec. Sec'y