

**Western Field Ornithologists Board of Directors
Board of Directors Conference Call
Wednesday, November 1, 2017 1pm – 4:00pm**

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

Board Members present: Tom Blackman, *Pres.*; Kurt Leuschner, *Vice Pres.*; Suzanne Carota, *Treas./Membership Sec'y*; Liga Auzins Wurster, *Rec. Sec'y*; Dave Quady, *Past Pres.*; Jon Dunn, John Garrett, Daniel D. Gibson, Homer Hanson, Karen Havlena, Larry Modesitt, Diane Rose, Frances Oliver, Steve Rottenborn, Dave Shuford

Board Members absent: Kimball Garrett, Susan Kelly

Guest absent: Phil Unit, Editor, WB

MINUTES

1:04pm Meeting called to order, welcome, roll.

**Minutes from 17 August 2017, 42nd Annual Board Meeting in Pueblo, CO
accepted unanimously via motion to approve by Diane and seconded by Jon.**

Our next Board Conference call will be January 31, 2018.

Finance: *Suzanne*

- Current Financials Oct 2017 financials will be completed by 11/05/17. There was very little activity in October, so please refer to statements as of 09/30/17 which read total cash is \$274,000, which includes \$129,000 in the Publications and Scholarship Funds. Net income YTD is \$33,000 which is very favorable to budget. The primary reason for this is due to \$33,000 donations to Publications Fund, not budgeted and \$25,000 budgeted expense for *Trends and Traditions* not spent YTD. The final net income for the Pueblo Conference is \$1,676. We also received \$2,560 from the Coachella trip led by Jon and Kurt.
- Budget Timeline - 2018 is in process. We need budget from Publications Committee for their 2018 projects.

Finance Committee:

- Life Members Payments – Suzanne will contact each Life Member individually to bring payments up to date.

Action Item: The President will be responsible to send thank you notes to all donors who donate \$100 or greater. Suzanne will send the list to Tom.

- The Publications Committee requests 3 changes to the 2017 budget: \$6,500 for LeConte's Thrasher book editing; \$3,000 for LeConte's Thrasher layout and \$1,000 for the AK Island Birds. This was all approved by the Board.
- *Trends and Traditions* budget re-addressed (see attachment).
- Ed's Bible Update: Dave Q. has graciously taken on this project and will report when this notebook is revised.
- Nominations: Director Rotations – Dan Gibson rotated off the Board and Susan Kelly did not continue onto her next term. The Board elected John Harris and Wendy Beers in their place.

Publications Committee:

- ***Trends and Traditions*** - budget (see attachment #1), status, timeline (see attachment #2). Absolute deadline for all revised manuscripts to be in hands of editors by Nov.15, 2017; copy editing by end of Dec. 2017; layout by end of Feb. 2018; proofs to authors by mid-March 2018; files to printer by mid-March; printing April 2018.
- Approximately 2/3 of the manuscripts are ready for copy editing and as soon as an available copy editor is located we will start that process. The Committee voted to roll over the 2017 budget to 2018 with the addition of \$500 to cover the increase in the cost of the cover art and perhaps with some minor additional increases.
- Recommendation to Board: Authorize a perpetual set-aside of \$25,000 within the Mike San Miguel Fund to be used only for non-routine costs of publishing **WB**.
- ***LeConte's Thrasher*** – Editor Ken Able reported on the current status. It is being copy edited and should be completed in a month. After revision by author it will move on to layout and design. Cat did extensive research on 6 different printers. The recommendation to the Board is authorizing the Allen Press as our first-choice printer, with Consolidated Press as an acceptable back-up. A draft timeline for this book is attachment #3.
- **Future Publications:** ***Studies in Western Birds*** currently has Paul Lehman's book manuscript on 'Birds of Gambell and St. Lawrence Island' under consideration but it has as yet to be submitted to WFO. We will need a budget allocation to begin work on the project in 2018.
Recommendation to Board: Establishment of a contingency budget allocation so that work on this book can begin in 2018., if submitted and passes initial editorial review by K. Able.
- Time lag for free access to WFO books on our website. Cat has researched and found that typically there is a 1-2-year lag rule between hard-copy books and open free access to digital versions of the books on the WFO website.
Recommendation to Board: Establishment of the time lag between publication of hard-copy books and open free access to digital versions of books on the WFO website.
- ***Birds of Hawaii*** - The work is underway with Peter Pyle to put a single page introduction (with some photos) to this book accompanied by a hot link to the book on the Bishop Museum website.

- Our newsletter will no longer be sent out in hard copy format, a digital version will be sent out.

Action Item: Suzanne will write letters to all members who do not have e-mail addresses on file (approx. 40).

- Steve Rottenborn is currently researching and getting information on how to best produce a paper California State Bird List.

Meetings Committee:

- The Pueblo Conference (2017) was a great success as we were expecting to lose money since it was an out-of-state meeting, but the conference brought in \$1676.
- Our 2018 is scheduled for Ventura, Ca., with a much greater cost but hopefully we will have a great attendance.
- For the 2019 conference Albuquerque, NM is being considered.

Scholarship Committee:

- We currently have a matching \$10,000 grant for our Scholarship Fund from an anonymous donor. Please try to recruit some donors or even yourself.

Colorado Field Ornithologists(CFO):

- Larry Modesitt has a list of 8 items in a list of agreements between CFO and WFO (see attachment 4). David Gillian will be the liaison person for CFO. Perhaps we can examine this in the upcoming meetings.
- Larry is not running for second term as Board member.

Field Trips:

- Three trips are planned for 2018: Cuba, Siskiyou, and Owens Lake.
- A possible Zzyzx outing in 2019.

4:00pm Adjourn

See Following Attachments 1-4:

Attachment #1

| | | | | |
|---|-----|-------|-----------|-------------------|
| Avifaunal Change Budget | | | | |
| 12/5/16 | | | | |
| Community Printing/Selected Color Pages | | | | |
| | | | | |
| | qty | price | | |
| Layout and Design | | | 5,000.00 | |
| Artwork on spine and two covers | | | 500.00 | |
| Copy editing | | | 8,000.00 | |
| Total fixed costs | | | 13,500.00 | |
| Printing | 300 | 18.25 | 5,475.00 | |
| Shipping (to us) | | | | Included in print |
| Fulfillment | 300 | 4.00 | 1,200.00 | 300 copies @ \$4 |
| postage | 300 | 4.00 | 1,200.00 | |
| packaging matls | 300 | 2.00 | 600.00 | |
| Ordering Accounting | 300 | 1.00 | 300.00 | |
| Shipping/storage (to purchaser) | | | | Included in print |
| Advantages | | | | Environmentally |
| Disadvantages | | | | We have to do a |
| Total Cost | 300 | 74.25 | 22,275.00 | |
| Revenue | | | | |
| book sales | 230 | 30.00 | 6,900.00 | assumes 70 grati |
| page charges | 100 | 30.00 | 3,000.00 | |
| | | | 12,375.00 | net amount func |

Attachment #2

Draft timeline for LeConte's Thrasher book

| | |
|--|----------------------|
| Manuscript submitted | 1 July 2017 |
| Peer review | completed mid-August |
| Author revisions | completed beg. Sept. |
| To copy-editing | early Sept. 2017 |
| Copy-editing complete | end Nov. 2017 |
| Layout (Tim) (2 months, probably less) | end Jan. 2018 |
| Proofs to author and return (1 month) | end Feb. 2018 |
| To printer (1 month) | beg. March 2018 |
| Finished book | beg. April 2018 |

Draft timeline for production of Trends and Traditions

| | |
|---|--------------------|
| Absolute deadline for all revised manuscripts to be in the hands of editors | Nov. 15, 2017 |
| Copy-editing, two months max. | end December, 2017 |
| Layout (Tim Brittain), two months | end February, 2018 |
| Proofs to authors and return, two weeks | mid-March, 2018 |
| Files to printer | mid-March, 2018 |
| Printing, one month | mid-April, 2018 |

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Attachment #4

CFO notes from Larry:

Jon, David Gillian, and I came up with this list of agreements to be carried out.

1. David will be the liaison person for CFO, and Jon Dunn will continue at WFO.
2. Jon will make the first draft of a website revision regarding the partnership statement, which will be the same on our respective websites. David will take a look and adjust or approve.
3. It makes sense for each organization to have the contact information for both organizations for all officers and directors, to be made available to individuals for their personal use only.
4. To be decided is whether some director and officer information would be available on the websites to the public.
5. We want to continue to encourage membership, and to plug each other's conferences and major publications.
6. CFO happily will include information supplied by WFO. It will include conference description, and other items of interest, such as information about the Avifaunal Change. This could be a regular item, such as "News from WFO."
7. WFO happily will include information supplied by CFO in their newsletters, which are published 2 or 3 times a year.
8. CFO also will give WFO folks the means by which they can post articles on COBirds.