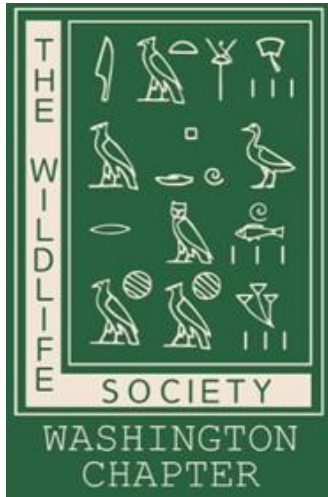


Washington Chapter of The Wildlife Society

Executive Board (EB) Meeting Minutes

May 9, 2023, 4:00 – 5:00 p.m.

Google Meet Conference Call



Board Members Present

Matt Wilson, President (new Past President)
Alex Pavlinovic, President Elect (new President)
George Ritchotte, Vice President (new President Elect)
Claudine Reynolds, Vice President (new)
Bruce Thompson, Treasurer (out-going)
James Butch, Treasurer (new)
Candace Bennett, Secretary
Kris Ernest, Board Member at Large
Merci Clinton, Board Member at Large (out-going)
Jake Verschuyt, Board Member at Large (new)

Regrets

Sara Hansen, Past President (out-going)
Jen Syrowitz, Board Member at Large
Wendy Arjo, Board Member at Large (out-going)
Kathryn Soltysiak, Board Member at Large (new)

Attendees

Tony Fuchs (Grants Committee Chair)

Action Items

1. Agenda
 - a. **Alex P.** will add a topic to June EB meeting to finalize next steps on the Audit Committee and audit.
2. Members Email
 - a. **Candace B.** will send an email to members reminding them about parent TWS abstract deadline this week.
3. New Members
 - a. **Candace B.** will add James Butch to the AffiniPay and WildApricot in the coming weeks.
 - b. **New EB Members** will provide **Candace B.** with bios, pronouns, and location for website.
4. EB Meetings
 - a. **Candace B.** will send out a poll to identify upcoming WA-TWS EB meetings.

Agenda

1. April Action Items (items in blue completed)
 - a. Agenda
 - i. **Matt W.** will add a topic to April's EB meeting to discuss the WildApricot subscription.
 - b. Grants

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- i. Tony F. will have Research Grant recipient reach out to Bruce. Research Grant has been paid.
 - c. Joint Annual Meetings
 - i. The Executive Board will provide edits to the JAM 2023 Program to George R. by April 17th.
 - ii. The Executive Board will provide edits to the JAM 2024 MOU with Idaho to George R. by April 18th.
2. DEI & IDEA
 - a. JAM Icebreaker went well
 - b. Matt W. spoke with Amy (Deputy Director, WDFW) about more support from WDFW in the future.
 - c. Kris E. was appointed by Alex to the WA-TWS DEI Committee Chair
 - i. George R. volunteered to assist with the Committee.
 - ii. Bruce T. pointed out that the bylaws indicate how the Chair of a Committee is selected, other EB members can choose to join. The Chair of the Committee chooses members.
3. Northwest Section (NWS) Updates
 - a. The Past President will be the NWS representative moving forward.
 - b. Matt W. has reached out to the NWS and is awaiting the agenda for the next meeting time.
 - i. Will discuss possibly combining WildApricot sites to offset costs.
4. JAM Updates
 - a. We had 251 registrants plus 14 sponsored students, which, combined with sponsorships, put us well in the black financially.
 - b. We will have a final JAM meeting 5/15/2023 to assess what went well and what needs to be revised.
 - c. Should we send a survey to attendees?
 - i. Yes.
 - ii. Will be discussed at May 15, 2023 final JAM meeting
5. Welcome new Executive Board members.
 - a. On-Boarding meeting is being scheduled soon to assist new EB members on duties, bylaws, etc.
 - b. When to transfer emails?
 - i. New EB members have been assigned name.name@watws.org emails already.
 - ii. Fully transfer emails by July 1, 2023.
 - c. Website updates
 - i. New EB bios, pronouns, location
 - ii. Committee seats/assignments
 1. Can discuss during on-boarding meeting for new EB members.
 - d. Schedule EB meetings
 - e. Outgoing WA-TWS Executive Board Members
 - i. Sara Hansen, Past President
 - ii. Bruce Thompson, Treasurer

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- iii. Merci Clinton, Board Member at Large
 - iv. Wendy Arjo, Board Member at Large
 - f. In-Coming WA-TWS Executive Board Members
 - i. Claudine Reynolds, Vice President
 - ii. James Butch, Treasurer
 - iii. Jake Verschuy1, Board Member at Large
 - iv. Kathryn Soltysiak, Board Member at Large
 - g. Changing WA-TWS Executive Board Members
 - i. Matt Wilson, moving from President to Past President
 - ii. Alex Pavlinovic, moving from President Elect to President
 - iii. George Richotte, moving from Vice President to President Elect
- 6. Incorporation
 - a. Bruce T., George R., Alex P., and Matt W. met prior to EB meeting for process.
 - b. Directive from parent TWS for Chapters to incorporate.
 - c. Working on identifying who will be on this Committee.
 - i. Cost is ~ \$140/year through WA state for incorporation status.
 - ii. We will need a permanent address.
 - d. Incorporation anticipated before the end of calendar year 2023.
- 7. Forming Audit Committee
 - a. James B. will be the WA-TWS Audit Committee Chair
 - i. Possibly Alex P.
 - b. An audit is required to happen at the transition from one Treasurer to the next
 - c. Committee members cannot be anyone being audited (i.e., auditors need to be an independent group)
 - d. Use of Elizabeth R's work from the last audit and parent for guiding information.
 - i. Candace B. added Google Docs access for the Audit Committee Folder into chat.
- 8. National TWS Meeting
 - a. May 16 Abstracts due.
- 9. WildApricot
 - a. Shared with new EB members process of downgrading to a community plan before our June 9, 2023, 2-year subscription change.
 - b. Working on exporting contracts around June 1st.
 - c. Will update domain name invoice through Google.
- 10. Newsletter
 - a. Summer Newsletter
 - i. Content
 - 1. New EB member bios
 - ii. Starting in June
- 11. General Discussion
 - a. Next steps
 - i. rebuilding student chapters
 - ii. many options on projects

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Next Meeting: TBA

Adjourned at 4:58pm