

**Missouri Chapter of The Wildlife Society  
Executive Board Meeting  
Sept. 13, 2005**

Meeting via Conference Call started at 5:15 pm

Present:

Warrensburg, CMSU

Vicki Jackson

Tim Russell

T.J. Layne - President CMSU Student Chapter TWS

Columbia MDC Research Center

Larry Mechlin

Chris Newbold

Margie Mitchell

Rosemary Heinen

Tom Kulowiec

Minutes from the 13 July 2005 meeting were accepted and approved as written.

**Online Voting for MOTWS Officers**

Discussion

Tom Kulowiec provided the Board with 4 options he thought were viable Online Voting procedures. The attached document outlines those options. After discussing the pros and cons of each option, and with the additional input from Tom, the Board decided to pursue Option 4 (see attached document titled "Operational Options for On-line Voting – Possibilities for Discussion".) Margie motioned to approve adoption of this on-line voting development. Rosemary seconded it. The Board voted unanimously to approve.

Tom Kulowiec was asked to oversee the development of this on-line voting procedure and he agreed to do this. Tom will develop a test page first and provide this page to the Board for review and testing before opening to the entire membership.

Tom suggested, and the Board agreed, that other voting options be available. The general voting procedure adopted was:

- 1.) Send out an electronic notice to all members with email announcing the Dec. Newsletter and Electronic voting instructions.
- 2.) Send out a postcard to the remaining members without email, along with a copy of the December Newsletter.
- 3.) Allow on-site voting at MNRC.

All voting will be checked against the membership database to ensure each member only gets one vote.

Plans are to have this available and ready for use by the publication date of the December Newsletter.

### Action Items

Since the Nominating Committee Chair has stepped down, Vicki encouraged the current Board to find nominations for Board officers in the upcoming 2006 Elections. Vacant positions will be President-Elect, Treasurer, and Board Member-at-Large.

### **Spring Workshop**

#### Discussion

Vicki told the Board that she was unable to convince the Superintendent at University Forest to reduce the facility costs for the Spring Workshop. Chris was also unable to have any influence of the cost of University Forest facilities through the University of Missouri's School of Natural Resources.

As it stands now cost would be \$51/person/day for full services.

Itemized costs would be:

\$15/person for lodging only (individuals bring their own bedding)

\$20/person for 2 breakfasts & 1 lunch

\$5.90/person for breakfast;

\$7.90/person for lunch;

\$50/day for facility use.

The Board agreed this was too high and decided to look for additional money (i.e., grants) to cover some of the cost and/or look for a new site to use for the Spring Workshop if costs can not be reduced.

### Action Items

All Board members should look for opportunities to pursue grants to help pay for this event. It is an educational event geared toward professional development and student mentoring. Grants may be available for these types of activities.

Chris will call Harriet Weger with MDC to see if she has any ideas on how to hold the workshop in SE Missouri and also keep costs down. A suggestion was made to check out Wappapello State Park in southeast Missouri for accommodations.

### **Travel Assistance for Members Application**

#### Discussion

Vicki has worked on completing this Travel Assistant Application. She has completed several elements of this application, but has not compiled everything. She will be doing this and will send out via email a draft for review by the Executive Board in the near future.

Margie suggested that an element regarding how the recipient participates/will participate in MOTWS-sponsored activities be included on the application for review and evaluation. The rest of the Board agreed this should be included in the application process. An element of how the recipient will share the gained knowledge from the attended meeting will also be included in the application.

#### Action Items

Vicki will email a draft of the Travel Assistance Application to all Board Members.

#### **Executive Board Job Descriptions**

##### Discussion

Vicki and Margie reminded the Executive Board to review and revise the job duties for each Executive Board Officer. These job duty descriptions need to be updated for the Operations Manual and for clarification for future candidates for Executive Board Officers.

#### Action Items

All members will provide a review and revision of their respective job descriptions to Margie.

#### **Proposed 2006 Budget**

##### Discussion

Larry presented a draft budget for review by the Executive Board. He summarized the past 6 year's expenses and income, and developed a draft 2006 budget. The Board discussed this draft, suggesting that it be included in the December Newsletter for review by the membership. This will be useful in preparing the membership for financial discussions at the Annual Meeting, and will highlight emphasis areas for MOTWS in 2006. This Budget should be voted on by the membership at the Annual Meeting.

Discussion then moved toward ways of increasing income. It was decided that high ticket items for the MNRC raffle will be needed to encourage fund-raising. Firearms and other larger items should be pursued. Dean Stucker will be asked to contact Bass Pro Shops and other retail outfits to get donations for use in the raffle. The MOTWS are

willing to advertise any cooperators who provide donations used for MOTWS fund raising.

Margie requested the Board approve a change in expense accounting procedures from a hardcopy paper ledger to an electronic ledger in Microsoft Excel (with hard copy summaries for backup). The Board unanimously voted to have the Treasurer maintain electronic accounting with Microsoft Excel if copies (both electronic backup and paper) are maintained.

### Actions Items

Tim will work on the proposed budget for the December Newsletter.

### **Student Chapter Issues**

#### Discussion

The MOTWS website only has a web link to the University of Missouri Chapter's web site. We should link to the Central Missouri State University Chapter's and Missouri Western Chapter's websites.

Northwest Missouri State University students have indicated a strong interest in forming a TWS Student Chapter, and may be looking for a Faculty Sponsor. The Board supports their efforts in wanting to formalize into a Student Chapter.

#### Action Items

Chris will pass the web page addresses for CMSU and MWSU to Tom Kulowiec for inclusion on the MOTWWS web page.

Vicki will contact NWMSU to see if the University could help the students locate a willing sponsor to work with them.

### **MNRC Planning**

The MOTWS should reserve our space and tables for the 2006 MNRC.

Margie will reserve two spaces and two tables for MOTWS and two tables for the student chapters.

Adjourn. 7:10 pm