

Colorado Chapter of The Wildlife Society
February Board Meeting Minutes
1 February 2018
Brues Alehouse, Pueblo

Attending: Pat Magee, Jesse McCarty, Nathan Galloway, Nathan Seward, Mark Fletcher, Chase Taylor, April Estep, Kathy Griffin, Marcella Fremgen, Andrew Don Carlos, Rocky Spencer.

1. The annual conference went well. We had good attendance with approximately 170 in attendance.
2. **Business Meeting**
 - a. Pat Magee presented on news and updates regarding The Wildlife Society and the Colorado Chapter of The Wildlife Society (CCTWS).
 - b. Nathan Seward gave a report on the status of the CCTWS Treasury.
 - c. The presidents of the CSU, WCU, and CSU Pueblo student chapters gave presentations on the status of each student chapter.
 - d. Andrew Don Carlos gave a presentation on the results of the CCTWS member survey.
 - e. Pat Magee motioned to remove the language limiting the length of board member terms from the CCTWS bylaws. The motion was discussed and passed without opposition.
3. **Post Conference Meeting**
 - a. **Open Board Positions:** Several people have expressed interest in filling open board positions.
 - b. **Overall Status of the Annual Conference**

Positive	Possible Improvements
<ul style="list-style-type: none">• The stage, presentation screen, and classroom style arrangement worked well.• There were very few technical issues.• The hotel staff, convention center staff, and the caterers were excellent.• The food was good.• Early-bird conference registration was successful.• The Teddy Roosevelt impersonator was a hit.• The Wednesday night social was popular.• The Plenary Session topic was well received.	<ul style="list-style-type: none">• Consider more vegetarian/vegan snack options. Especially options that include protein.• There were some complaints that four days was too long.• The Facebook advertisement didn't have a noticeable effect on attendance.• Conference signup on the CCTWS website was clunky/confusing.• The Business Meeting a bit lengthy.

<ul style="list-style-type: none"> • The camera trapping workshop was a big hit. • Student attendance was great, and many posters were presented. • Backcountry Hunters and Anglers (BHA) was a good presence. 	
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c. Discussion About Next Year's Conference

- i. Traditionally the next conference would be held in Fort Collins. The attendance at this meeting location is usually excellent and helps to increase CCTWS membership. Several alternative locations were discussed including Durango, Steamboat, Salida, Montrose, and YMCA of the Rockies. Durango and Steamboat would be expensive options. Salida and Montrose lack proper facilities. YMCA of the Rockies could be a difficult location in the winter. Each of these locations could also be detrimental to attendance.
- ii. The hotel/conference center combination is convenient and worked well.
- iii. The camera trapping workshop should be offered again next year but should be open to more people. Several board members have experience with camera traps and could help accommodate more people.
- iv. More partnerships like BHA would be good. PARC is interested in collaborating at next year's conference. Nathan Galloway has contacts at PARC and can help with coordination.
- v. The Road Ecology from the 2018 conference resulted in high Colorado Department of Transportation (CDOT) attendance. A similar topic could help boost CDOT attendance in 2020.

Next Board Meeting – Wednesday, March 13, 2019 – conference call 9-11am

Colorado Chapter of The Wildlife Society
March Board Meeting
13 March 2019
Conference Call

Board members present: April Estep, Jesse McCarty, Marcella Tarantino, Patrick Magee, Nathan Seward, Aran Johnson, Andrew Don Carlos, Kendra Cross, Nathan Galloway, Kathy Griffin,
Guests: Michelle Cowardin, Emily Latta, Matt Rustand

1. Secretary's Report: Mark Fletcher
 - a. January Meeting Minutes: Pat Magee motioned to approve January meeting minutes. Kathy Griffin seconds the motion. The board voted unanimously to approve the motion.
 - b. February Meeting Minutes: April Estep motioned to approve February meeting minutes with revisions. Nathan Galloway seconds the motion. The board voted unanimously to approve the motion.
2. Treasurer's report: Nathan Seward
 - a. CCTWS received a \$2000 check from CPW for the Jim Olterman Scholarship Fund.
 - b. Preliminary estimate for the annual CCTWS conference: \$24075.35. This does not include certain expenses. Nathan Seward is working on an official total.
 - c. The goal for the CCTWS reserve (buffer) budget is \$35812.
 - d. Checking account balance: \$6852.45
Savings account balance: \$20007.96
Candace Taylor and Jim Olterman Fund: \$56829.06
PayPal account: \$9354.84
 - e. There was some discussion on how the Candace Taylor donation money should be spent. Pat, Nate S, and Jesse will meet to go over past meeting minutes and form a consensus on how this money was intended to be spent. This will need to be resolved before the next board meeting because April 1st is the start of the new fiscal year.
3. Awards Policy: Michelle Cowardin
 - a. Michelle has noticed a decrease in award nominations and has had to reject nominations that were submitted on "off" years because some of our awards are only offered every other year. For these reasons Michelle would like to suggest the following:
 - 1) To remove the requirement that a 'minimum of two nominations' must be received for the Douglas Gilbert Outstanding Achievement in Wildlife Science Award.
 - 2) The six Professional Achievement Awards are currently offered on alternating years (Administration, research & habitat mgt in odd years of annual meeting, and wildlife mgt, education and law enforcement in even years). Michelle recommends that we keep the Wildlife Research and Jim Olterman Wildlife Management awards on the alternating award schedule but that we offer the administration, education, habitat mgt, and law enforcement awards every year.

- b. The board will vote on whether to accept these recommendations in the April board meeting.
- 4. CCTWS Member Survey Results: Andrew Don Carlos
 - a. Andrew is preparing a report of the survey results and expects to have it ready for the June newsletter.
- 5. Annual Cycle of CCTWS
 - a. Budget – April 1 is start of new fiscal year
 - i. President to draft – due to Board Mar 1st;
 - ii. Board input due March 22nd
 - b. Newsletter (next up March 15, submission due March 1)
 - i. Please send all submissions to Aron @ ajohnson@southernute-nsn.gov
 - c. Travel grants (2 @ \$500 each) – June 15 call, August 1 deadline, paid by Sept 1
 - d. Travel grants (2 @ \$500 each) – Dec 15 call, Feb 1 deadline, paid by March 1
 - e. Annual meeting preparations (July – Feb) – ideas, location
- 6. Annual Meeting comments: Pat Magee
 - a. The pre-conference workshop was successful with approximately \$5000 in revenue and good feedback from members.
- 7. By-laws change – During the business meeting at the annual conference, Pat Magee motioned to remove the language limiting the length of board member terms from the CCTWS bylaws. The motion was discussed and passed without opposition. Pat will make the changes and send to TWS for approval.
- 8. Budget vs Spent – Nathan Seward keeps all budget numbers saved in an excel spreadsheet and will share with interested board members.
- 9. Vacant CCTWS positions:
 - a. A motion has been made to appoint Emily Latta to the vacant board position. The motion will be voted on at the April board meeting.
 - b. Emily will also take over the Small Grants and Travel Grants position and the auction duties for the next CCTWS conference.
 - c. Katie Gray will be taking over the Student Affairs and Mentoring position.
 - d. The treasurer is a large position with many duties. Pat has suggested creating an Assistant Treasurer position. This will also facilitate the transition when Nathan Seward decides to step down as Treasurer. Sylvia Ringer and Matt Rustand have expressed interest in this position. Nathan Seward will contact both parties and discuss their interest in this position.
- 10. Office of Surface Mining – input on Colorado’s coal mining regulations and reclamation of abandoned mine lands
 - a. Annual letter – Jesse will explore the merits of a CCTWS response.
- 11. Jim Olterman Scholarship Fund Raising Campaign
 - a. Done with fund raiser – Pat! to facilitate investing with Edward Jones – Rose Tocke.

- b. Jim Olterman Memorial Plaque: Pat would like help with development and placement. Emily suggested involving the student chapters of CCTWS for help. Kathy will coordinate this effort.

12. Corporate Sponsorship

- a. Kendra Cross will lead the Networking and Sponsorship Committee. Goal: develop mutually beneficial relationships where we connect partners to wildlife biologists and give them more exposure and they provide funding, products, expertise, exposure at meetings, on webpage or in newsletters.
- b. Corporate Sponsor Ideas:
 - i. Pat – Colorado Wildlife Employees Protection Association
 - ii. Emily – Wildlife Acoustics
- c. Pat will write thank you letters to last year's corporate sponsors.

13. Education Opportunities

- a. Jesse – Society for Wildlife Forensic Science Meeting
- b. Aran – Western States and Provinces Mule Deer and Elk Workshop
- c. Pat – TWS meeting in Reno. Pat and Jesse will be attending.

14. Web page updates –

- a. Jesse will update contact info and committee memberships.
- b. A suggestion was made to use & versus @ in emails posted on the CCTWS website to avoid spam and fishing emails.
- c. Meeting minutes will be posted on the CCTWS webpage for transparency/information sake. Secretary to send approved minutes to Aleshia.

15. Newsletter submissions:

- a. Aran made a request for newsletter submissions.
- b. Aran made a request that we better adhere to submission deadlines.

16. President's final thoughts

- a. Vision Creation: How can we help Bios in CO? What is our mission? What are our values?
 - i. Jessie made a request for submissions at the April board meeting.
- b. Jessie led a discussion on the relevancy of CCTWS for its members. Professional development, networking, and learning opportunities were identified as important features of CCTWS.
- c. The focus of the April board meeting will be the CCTWS budget.

17. Adjourn 11:21am

Next Meeting – Wednesday 10 April 2019, 9am – 11am conference call

Access Number: 888-844-9904

Access Code: 6625387

Colorado Chapter of The Wildlife Society
April Board Meeting
10 April 2019
Conference Call

Board members present: Nathan Galloway, Nate Seward, Jesse McCarty, Mark Fletcher, Andrew Don Carlos, Aran Johnson, Marcella Tarantino, Pat Magee, Kathy Griffin

Guests: Emily Latta, Matt Rustand

1. March meeting minutes review
 - a. Pat has reviewed and made several revisions to the March meeting minutes.
 - b. Aran motions to approve meeting minutes with Pat's revisions. Nathan seconds the motion. Board votes and minutes are accepted.
2. Annual Cycle of CCTWS
 - a. Budget – April 1 is start of new fiscal year
 - b. Newsletter (next up June 15, submission due June 1)
 - c. Travel grants (2 @ \$500 each) – June 15 call, August 1 deadline, paid by Sept 1
 - d. Annual meeting preparations (July)
 - i. Jesse will coordinate with the Dillon Ranger Station to use their facilities for the meeting.
 - ii. The tentative meeting date is Wednesday, July 17th. The meeting usually starts around 10am and lasts until 3-4 pm.

3. Treasurer report

- a. CCTWS assets include:

Checking = \$15,736.29

Savings = \$20,008.13

Sub-total = \$35,744.42

Money Market (Candace Taylor) + Jim Olterman Scholarship donations = \$56,829.06

Total resources = \$93,048.31

Required funds to be left in the Money Market account = \$35,812 as directed by the Budget Prioritization Guidelines established by the CCTWS board on 12 November 2010.

Recommended 2019/20 Operating Budget = \$10,000.00

- b. Nate has prepared a proposed budget for the 2019-2020 fiscal year and distributed it to the board. Pat has suggested several revisions. Jesse and Nathan will review and follow up in May with any revisions made to the budget.

4. Decision of operating funds
 - a. Jesse, Nate, and Pat met to discuss financial options. Jesse is preparing a document to summarize the decisions made in this meeting and will distribute to the board for a discussion in May.
5. Candace Taylor investment funds
 - a. Pat and Jesse met with an investor from Edward Jones, Rose Tocke, to discuss investment strategies. Pat prepared a summary of this meeting. He will ask Rose to provide her own summary for the board to review. Jesse will distribute to the board prior to the May meeting. Rose will give a presentation on investment strategies at the May board meeting.
 - b. Nathan Galloway will investigate other investment options including Vanguard.
 - c. CCTWS invested with the Colorado Wildlife Heritage Foundation from 2000 to 2005 and experienced relatively good returns. Nate Seward will follow up on this to find out why CCTWS stopped investing through the foundation.
6. Jim Olterman plaque status
 - a. No updates to this item from the March meeting.
7. Update on by-laws changes
 - a. There have been changes to The Wildlife Society by-laws. These changes need to be incorporated into the Colorado Chapter's by-laws. Jesse will prepare a document to summarize these changes and will distribute to the board for review.
8. Vote on Michelle Cowardin's proposal for changes to awards
 - a. Marcella will summarize these changes and distribute to the board. Board to vote in May.
9. CCTWS board updates
 - a. Vacant board member status
 - i. Nathan motions to approve Emily to the Executive Board Member At Large position. Aran seconds the motion. Board votes and the motion is approved.
 - b. Discussion of the treasurer transition
 - i. An informal position as assistant treasurer has been created to help with the extensive duties of the treasurer and facilitate the transition when Nate steps down at the end of this fiscal year. Matt Rustand has been appointed to this position.
10. Corporate sponsorship status update
 - a. Emily will coordinate with Kendra Cross about creating a document to assist in reaching out to corporate sponsors. This document should stress the value of long term, mutually beneficial relationships and provide details on the benefits that CCTWS can provide to its corporate sponsors.
11. CCTWS member survey - summary status
 - a. Andrew expects to have the summary completed in late May for incorporation into the June CCTWS newsletter.
 - b. The board should review the summary and incorporate the results into a discussion about the 2020 CCTWS annual meeting.
12. Office of Surface Mining letter response

- a. Jesse has drafted a letter in support of the Colorado Department of Natural Resources, Division of Reclamation Mining and Safety (DRMS). Jesse will distribute this letter for board review.
13. Summary of action items from the April meeting
- a. Jesse - coordinate with the Dillon Ranger Station to use their facilities for the July meeting (item 2-d).
 - b. Jesse and Nathan Seward - review Pat's suggested changes to the budget and follow up in May (Item 3-b).
 - c. Jesse – Summary of decisions on operating funds (item 4-a).
 - d. Jesse - prepare and distribute a summary of the meeting with Rose Locke (item 5-a).
 - e. Nathan Galloway - look into other investment options including Vanguard (item 5-b).
 - f. Nate Seward – try to find out why CCTWS stopped investing through the Colorado Wildlife Heritage Foundation (item 5-c).
 - g. Kathy - follow up regarding the Jim Olterman plaque (item 6-a).
 - h. Jesse - prepare a document to summarize TWS by-law changes (item 7-a).
 - i. Emily - coordinate with Kendra Cross about creating a document to assist in marketing/corporate sponsors (item 10-a).
 - j. Jesse – distribute DRMS support letter (item 12-a).

Next Meeting – Wednesday May 8, 2019
9am – 11am conference call

**Colorado Chapter of The Wildlife Society
May Board Meeting
8 May 2019
Conference Call**

Board members present: Nathan Galloway, Nate Seward, Jesse McCarty, Andrew Don Carlos, Aran Johnson, Marcella Tarantino, Pat Magee, Kathy Griffin, Emily Latta, Matt Rustand, Mark Fletcher

Guest: Rose Tocke

1. Secretary's Report: April minutes
 - a. **Pat motions to approve meeting minutes with revisions. Aran seconds the motion. Board votes and minutes are accepted (10-0-0).**
2. Rose's Presentation – Refer to "CCTWS_Investments_Rose_Tocke_28_April_2019_revised" 5/3/2019 email attachment from Pat.
3. Nathan - Vanguard comparison
 - a. Vanguard strives to keep investment expenses down. Their annual fee is closer to 0.1% vs 1.2% with Edward Jones.
 - b. Vanguard offers less flexibility in investment strategies. Their investment strategies will likely be less compatible with the CCTWS ethics/values.
 - c. Their actively managed funds require a minimum \$50,000 investment. The CCTWS has approximately \$46,000 to invest.
4. Nate - Colorado Wildlife Heritage Foundation investment history
 - a. CCTWS invested with the Colorado Wildlife Heritage Foundation from 2000 to 2005 and experienced returns of approximately 7%. The initial investment was not large enough for this strategy to be sustainable (based on the scholarship amount that was annually awarded).
5. Board to vote on investment action items
 - a. Do we want to pursue a relationship with Rose Tocke and Edward Jones?
 - i. April motions to table this item and investigate other investment strategies/options. Motion is not seconded.
 - ii. There is some discussion of the advantages to investing with Edward Jones.
 1. Rose Tocke/Edward Jones investment strategies can be tailored to be more compatible with the CCTWS ethics/values.
 2. Timely investment is in the best interest of the CCTWS.
 - iii. **Aran Johnson motions to invest with Rose Tocke/Edward Jones. Nathan Galloway seconds the motion. The board votes in favor of the motion with April in opposition. The motion is approved (9-1-0).**
 - b. Other investment decision items:
 - i. Is the board comfortable with Rose's investment risk portfolio of 30-40% conservative (bonds and cds) and 60-70% more risky stocks?
 - ii. Which pricing structure do we want to use if going with Edward Jones?
 - c. **Nathan motions to table the other investment decisions until the board can review an investment proposal from Rose Tocke. Kathy seconds the motion and the discussion is tabled.**

- d. Kathy has suggested performing a risk tolerance evaluation available through Edward Jones. Kathy has distributed a risk tolerance questionnaire. Board members should complete the questionnaire and return it to Kathy by May 22, 2019. The questionnaire should be completed with the goal of gaining money for the scholarship fund. Kathy will evaluate the responses to help determine the board's comfort level with investment risk.
- 6. Decisions regarding Operating Funds
 - a. The Budget Prioritization Guidelines established by the CCTWS board on 12 November 2010 require that approximately \$35,000 be left available for emergency expenses; however not all of this money needs to be immediately available and the interest rate in the money market account is relatively low. The board has decided to leave approximately \$10,000 in the money market account to be immediately available and invest approximately \$25,000 into Certificates of Deposit (CDs) or an account with a higher interest rate. This will help grow CCTWS funds with low risk while keeping the funds readily available. Nate and Matt will explore the best way to achieve this goal.
 - b. The CCTWS may need to switch banks in anticipation of Nate stepping down as treasurer. We currently use Bank of The West, but this chain is not available in all areas of Colorado. Matt will investigate other banking options, as well as on-line banking for investment of the \$25,000 of our reserve fund.
- 7. CCTWS by-laws changes
 - a. The CCTWS by-laws have been amended and approved by The Wildlife Society.
 - b. Over the last three years, the by-laws have been amended every year. Pat encourages the board to continuously monitor the CCTWS by-laws to ensure that we maintain compliance or to operate in alignment with the bylaws make changes.
- 8. Office of Surface Mining
 - a. Jesse has drafted a letter in support of the Colorado Department of Natural Resources, Division of Reclamation Mining and Safety (DRMS). The board has reviewed the letter and Jesse will submit it to the Office of Surface Mining Reclamation and Enforcement.
- 9. Jim Olterman plaque decision items
 - a. Location for the plaque:
 - i. Jim Olterman / Lone Cone State Wildlife Area
 - ii. CPW main office (Denver)
 - iii. CSU (Jim's alma mater)
 - b. Type of plaque.
 - i. Wall plaque
 - ii. Rock or other decorative fixture
 - iii. Bench with plaque
 - c. Budget for the plaque:
 - i. Kathy has reached out to several businesses requesting price quotes.
 - ii. Kathy also suggested that CPW may be able to help with construction or rock costs
 - d. Plan for long-term maintenance of the plaque.
 - e. Kathy will prepare and distribute a document to help with the decision process.
- 10. CCTWS newsletter
 - a. Aron will send out an email to clarify each board member's responsibilities regarding the newsletter.

11. Items carried over from the April meeting

- a. Nate has prepared a proposed budget for the 2019-2020 fiscal year and distributed it to the board. Pat has suggested several revisions (email from Pat – 4/8/2019). Jesse, Nate, and Matt will review and follow up in June with any revisions made to the budget.
- b. Vote on Michelle Cowardin's proposal for changes to awards.

12. President's final thoughts

- a. Jesse has been asking wildlife professionals around the state: "Why is CCTWS relevant to me?"
- b. Jesse would like the rest of the board to do the same in preparation for a discussion at the in-person meeting in July.

13. Summary of action items from the May meeting

- a. Board - complete the risk tolerance questionnaire and return it to Kathy by May 22, 2019 (item 5-d).
- b. Kathy - evaluate responses to the risk tolerance questionnaire (item 5-d).
- c. Nate and Matt - explore the best way to invest a portion of the emergency funds (item 6-a)
- d. Matt - investigate other banking options (item 6-b).
- e. Board - monitor the CCTWS by-laws to ensure that we maintain compliance (item 7-b).
- f. Jesse – submit the letter to the Office of Surface Mining Reclamation and Enforcement (item 8-a)
- g. Kathy - prepare and distribute a document to help with Jim Olterman plaque decisions (item 9-e).
- h. Aron - send out an email to clarify each board member's responsibilities regarding the newsletter (item 10-a). Board members submit newsletter contents by June 1.
- i. Jesse, Nate, and Matt - review and follow up in June with any revisions made to the budget (item 11-a).

Next Meeting – Wednesday 12 June 2019, 9 am conference call

**Colorado Chapter of The Wildlife Society
June Board Meeting
12 June 2019
Conference Call**

Board members present: Nathan Galloway, Nate Seward, Jesse McCarty, Aran Johnson, Marcella Tarantino, Kathy Griffin, Emily Latta, Mark Fletcher, Kendra Cross

1. Secretary's Report: May minutes
 - a. **Aran motions to approve meeting minutes with revisions. Nathan seconds the motion. Marcella abstains from the vote. Board votes and minutes are accepted (7-0-1).**
 - b. The meeting minutes need to be posted on the CCTWS website. Jesse will get Mark in touch with Aleshia Fremgen and Mark will forward the approved minutes.
2. Treasurer's report
 - a. Checking account balance: \$16626.29
Savings account balance: \$20008.26
Money market account: \$56646.33
 - b. Approximately \$10,000 should be kept available for the CCTWS operating budget. The board plans to invest approximately \$47,000 with Edward Jones. The remaining funds will be split between a money market account and CD investments.
3. June Newsletter needs - Aran
 - a. Aran has most of the items needed for the upcoming newsletter including a President's Column and Treasurer's Report.
 - b. Jesse would like to include a document explaining investment strategies and what the plan is for other funds.
 - c. New board members should prepare a biography to include on the CCTWS website and in the September newsletter.
4. Board vote on Award changes proposal (Michelle Cowardin's request)
 - a. Michelle has noticed a decrease in award nominations and has had to reject nominations that were submitted on "off" years because some of our awards are only offered every other year. For these reasons Michelle would like to suggest the following:
 - 1) To remove the requirement that a 'minimum of two nominations' must be received for the Douglas Gilbert Outstanding Achievement in Wildlife Science Award.
 - 2) The six Professional Achievement Awards are currently offered on alternating years (Administration, research & habitat mgt in odd years of annual meeting, and wildlife mgt, education and law enforcement in even years). Michelle recommends that we keep the Wildlife Research and Jim Olterman Wildlife Management awards on the alternating award schedule but that we offer the administration, education, habitat mgt, and law enforcement awards every year.
 - b. **Jesse moves to accept the proposed changes to the CCTSW awards. Kendra seconds the motion. The board votes unanimously to approve the motion.**

5. Risk Tolerance Survey Results – Kathy

- a. Kathy received five responses to the risk tolerance survey. The responses indicated an average risk tolerance of medium.
 - i. 3 – medium risk
 - 1 – medium to low risk
 - 1 – medium to high risk

6. Jim Olterman plaque – Kathy

- a. Kathy needs a budget to move forward with decisions for the plaque. Memorial plaques can range from \$50 to \$4,000.
 - i. Jesse will look into past discussions and meeting minutes regarding this subject to see if there was any discussion on budget.
 - ii. This was not a line item in the 2019 budget; however, honoring Jim Olterman is very important to the CCTWS and the focus should be on a quality product.
 - iii. **Jesse proposes to pull money from the CCTWS reserve fund for the plaque budget. Aran moves to accept the budget proposal for the Jim Olterman plaque. Kathy seconds the motion. The board votes unanimously to approve the motion.**
- b. Location: Jim Olterman / Lone Cone State Wildlife Area. This seems to be the board's preferred location. Other possible locations include: CPW main office (Denver) and CSU (Jim's alma mater).
- c. Type of plaque: The board prefers an engraved rock (or other decorative fixture) or a bench with a plaque on it. It would be too easy for a wall plaque to be taken down and forgotten about.
- d. Items to be included in the plaque:
 - i. A commemoration of Jim's contributions to Colorado wildlife.
 - ii. A photo of Jim.
 - iii. Species that Jim worked with.
 - iv. Names of donors.
- e. Kathy will look into what commitments/requirements the board has set regarding this plaque.
- f. **The board has set a goal to have this plaque installed before the CCTWS annual meeting.**

7. Rose Tocke/Edward Jones investments – Jesse

- a. Jesse will move forward with Edward Jones investments utilizing a medium risk profile as identified in Kathy's risk tolerance survey.

8. Member database (Mindy's idea) – Jesse

- a. There is interest in investing in membership database software to help with membership tracking.
- b. **Jesse proposes to set a \$500 budget for membership database software. Nathan moves to accept the budget proposal. Marcella seconds the motion. The board votes unanimously to approve the motion.**
- c. Jesse and Nathan will look into purchasing this software.

9. Corporate Partnerships – Emily/Kendra

- a. Kendra and Emily would like to have a discussion regarding next steps at the July meeting.

10. July Board meeting at Dillon Ranger Station in Silverthorn, CO

- a. Dillon Ranger District
 - i. Address: 680 Blue River Pkwy, Silverthorne, CO 80498
 - ii. Phone: (970) 468-5400
- b. Jesse will coordinate lunch for the meeting.
- c. Jesse requests that each board member present 2-3 ideas regarding theme, workshops, symposium, organization, etc.
- d. Kendra and Emily will look into location options for the CCTWS annual meeting and present their findings at the July board meeting.

11. Summary of action items from the June meeting

- a. Jesse and Mark – Coordinate with Aleshia for webpage updates and links to the meeting minutes (item 1-b).
- b. Jesse – Follow up with Aron regarding what should be included in the treasurer's report for the upcoming newsletter (item 3-b).
- c. New board members – Prepare a personal biography and send it to Aran for inclusion in the website and September's newsletter (item 3-c).
- d. Jesse – Look into past meeting minutes and other board discussions to find information on the requirements and proposed budget for the Jim Olterman plaque (item 6-a).
- e. Kathy – Prepare and distribute a document regarding placement, type of plaque, and a list of commitments for the plaque (item 6-e).
- f. Board – Review Kathy's document and be prepared to give feedback at July's meeting. We have set a goal to have this plaque installed before the annual meeting (item 6-e).
- g. Jesse – Move forward with investment with Rose/Edward Jones (item 7-a).
- h. Jesse and Nathan – Look into membership database software (item 8-c).
- i. Jesse – Coordinate lunch for July's meeting (item 10-b).
- j. Board – Come up with 2-3 ideas regarding the annual meeting (theme, workshops, symposium, organization, etc.). We will present these ideas at July's meeting (item 10-c).
- k. Kendra and Emily – Look into options for the annual meeting in Ft Collins (item 10-d).

Next Meeting – Wednesday 17 July 2019, 10 am in person at Dillon Ranger Station

Colorado Chapter of The Wildlife Society
July Board Meeting
17 July 2019

Board members present: Nathan Galloway, Nate Seward, Jesse McCarty, Aran Johnson, Marcella Tarantino, Kathy Griffin, Emily Latta, Mark Fletcher, April Estep, Pat Magee, Matt Rustand, John Hughes, Andrew Don Carlos, Katie Grey

Guests: Rose Tocke

1. Member Survey – Andrew Don Carlos

- a. Andrew plans to create an executive summary of the member survey to include in the September newsletter and post on website.
- b. The survey was sent out to approximately 302 members and approximately 130 responses were received. The responses likely represent a sample of our more active members. Location, theme, and workshops were identified as the most important factors influencing annual meeting attendance.
- c. The results indicate that active members are most interested in field-based topics.
- d. Future workshops/topics identified in the member survey include: advanced GIS/spatial analysis skills, bat call analysis, disease ecology, and policy.
- e. Winter (December to February) was the preferred season for meetings in 68.9% of responses.

2. Edward Jones Investments – Rose Tocke

- a. Rose has prepared a hypothetical analysis that demonstrates the performance of a similar investment from 2009 to 2019. This analysis shows an average annual return of 9.82 percent. Nathan is concerned that this analysis only includes years after the recession when the market saw strong growth. Several board members, including Nathan and April, are skeptical of the future performance in the stock market. Rose has done a similar analysis that includes the 2008 recession year that shows a similar return of approximately 7 percent.
- b. Nathan has pointed out that the board has decided to invest with Edward Jones but has not decided which investment strategy to use (Managed vs Transactional). Rose suggests using a managed account as the board has decided to make environmentally conscious investment a priority. Managed accounts make this more feasible as investments can be moved around without a commission if a company is not properly aligned with the CCTWS ethos. Rose will reevaluate a managed account quarterly.
- c. Kathy has asked how companies/stocks are rated in terms of sustainability and ethics. Rose uses Environmental, Social, and Governance (ESG) based evaluations. ESG refers to three central factors used to measure the sustainability and ethical impact of a company or business. Criteria used in evaluating ESG include: how companies treat their employees, where they do business, and who they do business with. Companies with strong ESG profiles are more likely to be aligned with the CCTWS ethos.
- d. Nate – we have the CCTWS budget and buffer in addition to the investment money. CCTWS operations are independent of the investment money and the performance of the investment account.

- e. Kathy has expressed concerns about what this investment could mean for Capital Gains Tax. Rose suggests that CCTWS consults with a certified public accountant (CPA) and can give the board recommendations for a CPA.
- f. Rose has suggested a dollar cost averaging investment strategy, rather than investing all funds upfront. This strategy allows a progressive investment in the face of a likely market downturn. This will allow money to be invested as smaller parcels over time and allow CCTWS to “tiptoe” into the market. This can reduce risk but can also reduce potential returns. Jesse and Pat will have a discussion with Rose to get more information about dollar cost average investing.
- g. Rose left the meeting to allow the board to discuss investment options.
- h. Pat – Investment will be a long-term process. With the turnover of the CCTWS board, it could be advantageous to have a managed account where Rose will continue to monitor investment and advise new board members.
- i. Jesse has suggested the possibility of creating a committee chair position to handle investing.
- j. Jesse – Moral/ethical investment is a priority.
- k. John – If we started with a managed account and it is too much of a pain, we could switch to transactional (where we only pay the up-front costs one time rather than annual fees for a managed account).
- l. Nate – It says a lot about Rose that she has spent so much of her own time teaching the board about investing. She doesn’t get paid for this.
- m. Kathy has asked about a fiduciary agreement. Pat or Jesse will ask Rose about the details of this.
- n. Nathan – was skeptical at first but has been swayed by the board’s discussion (particularly Pat’s comment that Rose will manage the CCTWS account through turnover of board members). **Nathan motions to invest with Rose in a managed account. John seconds the motion and it passes without opposition.**

3. CCTWS Annual Meeting

- a. Theme ideas: Alternative funding, emergent issues (weeds, disease, fire, drones, genetics), climate.
- b. Workshop ideas: GIS, habitat assessment tools, bat call analysis/bio acoustics, Migration GIS, camera trap, camera trap level 2
- c. Other meeting ideas (some of these come from the CCTWS survey responses)
 - i. Separate the banquet fees from the registration
 - ii. Avoid conflicting timing with the annual tamarisk meeting
 - iii. Have a social event every evening
 - iv. Have more field trips
 - v. Facilitate times for breakout meetings
 - vi. Continue the geographic rotation
- d. Location
 - i. Several different locations were discussed including: Denver, Loveland, Longmont, and Fort Collins.
 - ii. Fort Collins continually results in the biggest member turnout. Student participation is also a very important aspect of CCTWS meetings, and the Hilton in Fort Collins has proven to provide the largest student turnout.

- iii. **Andrew motions to have the meeting at the Hilton in Fort Collins. Nathan seconds the motion and it passes without opposition.**
- e. Meeting date
 - i. Available dates at the Fort Collins Hilton: January 20th-24th, February 3rd-7th, February 10th-14th.
 - ii. February 5th-7th has been chosen as the meeting date as it will have the least conflicts for students and other members.
- f. Camera trap workshop discussion
 - i. This could also work as a presentation that could accommodate many more people.
 - ii. As a workshop it should be a three-hour classroom commitment, limited to 25 people, and have an extra fee associated.
 - iii. There should be another workshop to go along with the camera trap workshop.
 - iv. Camera manufacturing companies would make good sponsors for the meeting.
 - v. A camera trap level two workshop would probably be a popular option.
- g. Theme decision – “Do you hear what I hear” - Emergent Challenges and Opportunities in the Field of Wildlife Management.
- h. Topic ideas
 - i. Genetics
 - ii. GPS
 - iii. GIS
 - iv. Bio acoustics - bat call analysis
 - v. Disease – White nose syndrome
 - vi. Climate
 - vii. Invasive species
 - viii. Policy/Politics/Human dimensions/Alternative funding – Recovering Americas Wildlife Act and Pittman Robertson Funds
- i. Annual meeting duties
 - i. Jesse – plenary session
 - ii. Marcella – ignite presentations, agenda poster, scheduling
 - iii. Pat – assist Nathan in meeting management, breakout meetings
 - iv. Aran – ignite presentations, photo contest, contributing papers
 - v. Emily – sponsorships, auction, find auctioneer
 - vi. Mark – meeting announcement, graphic contest
 - vii. Matt – bat acoustics presentation, Wednesday event
 - viii. April – registration (take lead on managing on-line registration and PayPal account)
 - ix. Kathy – registration
 - x. Nathan – Manage meeting (hotels, food, etc.)
 - xi. Nate – camera trap workshop
 - xii. John – registration table, wildlife disease workshop, Wednesday event
 - xiii. Andrew – Adult beverage sponsor(s)

- a. CSU and CPW do not have a specific process for the placement of a memorial plaque. The easiest location for the plaque will be the Jim Olterman/Lone Cone State Wildlife Area, but there have been vandalism issues in this area.
- b. Pat – We have committed to having donor names on the plaque.

- c. Some companies will take 5-6 months to create the plaque.

5. Summary of action items

- a. All board members – gather a few items for the auction.
- b. Pat or Jesse – ask Rose about the possibility of signing a fiduciary agreement.
- c. Jesse and Pat – have a discussion with Rose to get more information about dollar cost average investing.
- d. Jesse, Nate, or Matt – look into consultation with a CPA. Rose can give recommendations.
- e. Andrew – membership survey summary to include in the September newsletter.

Next Meeting – Wednesday, August 14th, 9:30 am Conference Call

Colorado Chapter of The Wildlife Society
August Board Meeting
14 August 2019
Conference Call

Board members present: Jesse McCarty, Nathan Galloway, Andrew Don Carlos, Marcella Tarantino, Pat Magee, Emily Latta, Mark Fletcher

Guest: Matt Rustand

1. Secretary's Report:
 - a. June minutes
 - i. Matt has pointed out that the actual investment amount is \$47K rather than \$46K
 - ii. **Pat motions to approve the June meeting minutes with Matt's revision. Nathan seconds the motion. Board votes and minutes are accepted (7-0-0).**
 - b. July minutes
 - i. Jesse and Pat have revised the July minutes. The board has discussed the revisions.
 - ii. **Nathan motions to approve the July meeting minutes with revisions. Pat seconds the motion. Board votes and minutes are accepted (7-0-0).**
2. New Chair Position: CCTWS Investment Liaison
 - a. During the last meeting Jesse suggested creating a chair position to help coordinate CCTWS investments. The Investment Liaison can serve as a point of contact with Rose Tocke. The Investment Liaison would meet with Rose quarterly to discuss investment health and recommendations. The Investment Liaison would report to the board with updates and decision items.
 - b. **Nathan motions to create the chair position of CCTWS Investment Liaison. The board votes and the motion passed without opposition (7-0-0).**
 - c. Pat has volunteered to serve as the CCTWS Investment Liaison after he relinquishes his role as past president at the end of the year.
 - d. Jesse plans to appoint Pat as the CCTWS Investment Liaison at the end of the year.
3. Treasurer Elect Board Position
 - a. There has been some discussion of creating a board position to facilitate turnover of the CCTWS Treasurer.
 - b. Pat – This is a very important position and turnover in this position is very difficult; however, creating a new board position would require a change in the CCTWS bylaws which would not take effect until next year. Board positions are also difficult to fill.
 - c. Matt –For the time being, Matt is happy to fulfill the duties of Treasurer Elect as an informal position. Matt has pointed out that because his position is informal, he is not able to vote at board meetings.
4. Travel Grants
 - a. The deadline for travel grants has been extended to August 16th.
 - b. Emily has two submissions and will submit them to the board for approval after August 16th.

- c. Pat – we should send out more membership emails regarding travel grants to increase interest.
- d. Nathan – we should contact the presidents of the student chapters to increase student submissions.
- e. Pat – the travel grants are open to all members. This could be highlighted in membership emails.
- f. Andrew – Travel grants were identified as the least important aspect of CCTWS membership in the member survey.
- g. Emily has suggested the possibility of decreasing the travel grants to once per year.
- h. Pat is open to decreasing the frequency of the grants but does not want to give out less money.

5. CCTWS Communications to Members

- a. Mindy Rice handles the distribution of emails to members. She would like one point of contact for email distributions to members. Jesse will be the point of contact. Please send membership emails to Jesse for approval and he will forward them to Mindy.
- b. When sending membership emails to Jesse, please mark them as urgent and send Jesse a text message incase he is in the field.
- c. Mindy and Jesse are working on a membership database to streamline this process.

6. Annual meeting items for the September Newsletter

- a. Pat – We need to get moving to make sure these items make it into the September newsletter.
 - i. Save the date and meeting details.
 - ii. Call for abstracts.
 - iii. Photo contest Info.

7. Annual Meeting Duties

- a. Marcella is working on getting the call for abstracts into the September newsletter.
- b. Nathan
 - i. Nathan and Pat have negotiated and finalized a contract with the Fort Collins Hilton to hold the event.
 - ii. BHA is interested in partnering for the annual meeting again this year. They are also interested in presenting at the plenary session. Nathan will initiate communication with BHA and will coordinate contact with Emily (sponsorships), Andrew (Wednesday night event), and Jesse (plenary presentation).
- c. Pat has highlighted several urgent items to address regarding the meeting:
 - i. There should be a goal of having registration open by October 1st. There needs to be coordination with Chris Mettenbrink and Aleshia Fremgen. April is leading this effort and Pat will help with the process.
 - ii. We need a more solid plan for workshops.
 - iii. We need a plan for the Wednesday night event.
- d. Andrew will look into having a Wednesday night event at New Belgium. BHA has done events there and may be interested in partnering for the event.

- i. Andrew has suggested that having a theme for the event might increase New Belgium's interest. Andrew has suggested: "Celebration of Public Lands and Public Wildlife"
 - e. Matt has compiled a list of potential presenters for bat acoustics and is going to contact them.
 - f. Emily is contacting Wildlife Acoustics (and others) for sponsorship.
 - g. Mark is going to reach out to Katie Grey to make sure that students have been made aware of the graphic contest. Mark will get the CCTWS annual meeting announcement posted on the website.
8. Summary of action items.
- a. Emily - distribute travel grant submissions for board approval.
 - b. All board members: continue with assigned annual meeting duties (see July meeting minutes).
 - c. Mark and Pat? - save the date, meeting details, and graphic contest for September newsletter.
 - d. Marcella - call for abstracts and submission form for September newsletter.
 - e. Aran - photo contest Info and submission form for September newsletter.
 - f. Nathan – initiate contact with BHA. Coordinate contact with Emily (sponsorships), Andrew (Wednesday night event), and Jesse (plenary presentation).
 - g. Andrew – look into Wednesday night event at New Belgium.
 - h. Mark - reach out to Katie Grey to make sure that students have been made aware of the graphic contest.
 - i. Mark - get the CCTWS annual meeting announcement posted on the website.

Next Meeting – Wednesday September 11, 2019
9 am conference call

**Colorado Chapter of The Wildlife Society
September Board Meeting
18 September 2019
Conference Call**

Board members present: Nathan Galloway, Marcella Tarantino, Pat Magee, Kathy Griffin, April Estep, Aran Johnson, Mark Fletcher

1. Annual Meeting

a. Meeting Costs – Nathan

- i. Food costs per person are approximately \$136. This includes Thursday AM break, lunch, PM break, banquet dinner, and Friday AM break. This also includes the 25% service charge.
- ii. Other conference costs:
 - Keg tap fees: \$375 (for 4 kegs)
 - A/V Patch Fees: \$125
 - Internet: \$200
- iii. Other Costs - Pat
 1. A/V costs at past meetings have been \$500 or more.
 2. We may need another screen and/or projector for the workshops.
 3. There are always miscellaneous costs that can be significant.

b. Registration Fee

- i. Pat – Registration fees for the last Fort Collins meeting were \$220 for professionals and \$130 for students and retirees. There were 309 attendees, although some people were only there for the wolf symposium. CCTWS generated \$43,680 at the meeting. The venue costs were around \$31,000 and this doesn't include speaker travel costs, award cost, etc. The venue costs have increased since the last meeting in Fort Collins and our registration fees will need to reflect that. We also need to keep in mind that the excess funds from the meeting are the only source for the CCTWS yearly operating budget.
- ii. Registration Fee Decisions
 1. Student/retiree: \$125 early bird, \$150 regular
 2. Professionals: \$225 early bird, \$250 regular
 3. Banquet: Our cost is \$48, but we will charge \$45 to keep it affordable.
- iii. Salesforce is what TWS uses for registration and payment. They also offer membership database software. Marcella will contact someone at TWS for information on using Salesforce.

c. Meeting Structure

- i. The setup at the conference is a stage with a podium and a screen on either side.
 1. We may need extra screens and/or projectors for the workshops.
 2. CCTWS owns one screen and Kathy can get at least one more if needed.
- ii. Wednesday
 1. Camera Trap Workshop
 - a. Nate Seward is organizing this workshop. Pat will talk to Nate about costs and capacity. There will likely be a fee for this workshop.
 2. Bat Bioacoustics Workshop

- a. Matt Rustand is organizing this workshop. Pat will talk to Matt about costs and capacity. There will likely be a fee for this workshop.
 - b. Nathan and Mark have equipment and possible speakers for this workshop.
 - 3. Lunch
 - a. There will be an hour-long lunch between the workshops and symposium to allow participants to get lunch on their own.
 - 4. Wildlife Disease Symposium
 - a. John Hughes is organizing. There is no fee planned for the symposium.
 - 5. Wednesday Night: Opening Night Networking Reception
 - a. We haven't heard back from Backcountry Hunters and Anglers but hope to partner with them for the networking reception.
 - b. The location has not been determined, but we are looking for a location outside of the Fort Collins Hilton.
 - c. We should plan for heavy appetizers to keep costs down and reduce the need for a full dinner.
 - d. The networking reception costs should be included in registration.
 - iii. Thursday
 - 1. Plenary Session
 - a. Morning: Emerging Topics in Wildlife Management.
 - i. Possible Topics: Wildfire, beetles, climate change, corridors, species invasions, policy and funding issues.
 - b. Lunch/Business Meeting
 - i. Jesse McCarty is organizing.
 - c. Afternoon: Emerging Wildlife Management Technologies.
 - i. Possible Topics: Genetics, GPS/GIS, bioacoustics, drones, cameras.
 - 2. IGNITE Session
 - a. Marcella and Aran are organizing.
 - 3. Poster Presentations
 - a. Aran and Marcella are organizing.
 - 4. Banquet
 - a. Jesse is organizing.
 - iv. Friday
 - 1. Contributed Papers
 - a. Aran and Marcella are organizing.
 - 2. Awards presentation
2. Jim Olterman Plaque – Kathy
- a. In past meetings, the board had decided to place the plaque at the Jim Olterman / Lone Cone State Wildlife Area. Kathy recently had a chance to visit the site. The meeting house where the plaque would be placed is behind a locked gate and vandalism would likely be an issue in other areas. This is probably not an ideal place to put the plaque.

- b. The other possible locations include: the CPW main office (Denver) and CSU (Jim's alma mater). Kathy has not been able to make much headway in getting information on placing the plaque in these areas and has even received pushback from some contacts.
 - c. Kathy has suggested sending a letter from the President of the CCTWS. This could be a more official way to present the idea, help get the attention of the right people, and expedite the process. Mark will coordinate with Pat on drafting a letter.
 - d. The letter will probably need to include more specific details like what the plaque will include and the form the plaque will take. The board should plan to solidify some of these details at the next meeting.
 - e. At the June 2019 board meeting, the board decided that honoring Jim Olterman is very important to the CCTWS and that a quality product should be the focus. The board voted to pull money from the CCTWS reserve fund for the plaque budget. Using this information, Kathy will try to gather some plaque options.
3. September Newsletter
- a. Aran has everything he needs for the newsletter and will follow up on getting everything finalized.
4. Summary of action items from the June meeting
- a. All board members: continue with assigned annual meeting duties.
 - b. Marcella – Contact TWS for information on using Salesforce.
 - c. Pat – Talk with Nate and Matt about workshop costs and capacity.
 - d. Mark – Coordinate with Pat on drafting a letter for the Jim Olterman plaque.

Next Meeting – Wednesday October 9, 2019
9 am conference call

**Colorado Chapter of The Wildlife Society
October Board Meeting
9 October 2019
Conference Call**

Board members present: Jesse McCarty, Nathan Galloway, Marcella Tarantino, Pat Magee, Kathy Griffin, April Estep, Aran Johnson, Nate Seward, Matt Rustand, John Hughes, Mark Fletcher

1. Annual Meeting

a. Wildlife Disease Symposium – John

- i. John sent out a rough draft of the agenda on 10/7/2019.
- ii. Please review the agenda and provide any comments on content.
- iii. John is still looking for speakers for white nose syndrome, chronic wasting disease and several others (see the to be determined [TBD] sections in the agenda)
- iv. Epizootic hemorrhagic disease has been suggested as another possible topic.
- v. April has a speaker in mind for chytrid fungus and will contact them.
- vi. Nathan will help with speakers for white nose syndrome, chronic wasting disease, and possibly some other topics. Nathan and John will coordinate

b. Wednesday Night Networking Reception - Nathan

- i. Backcountry Hunters and Anglers (BHA) has expressed interest in being involved in the meeting in a similar capacity as last year but has not responded to partnering for the networking reception.
- ii. The original plan was to have the reception at a brewery in Fort Collins, but that may be too small of a venue.
- iii. Nathan has been in contact with Katie Grey regarding using the Lory Student Center on the Colorado State University (CSU) campus.
 1. The Colorado Chapter of The Wildlife Society (CCTWS) may not be able to rent this venue. We may need to involve the CSU student chapter and possibly the BHA student chapter for reservations.
 2. Nathan is looking into costs for the venue, food, and alcohol.
- iv. This will be a separate event from the Thursday morning Student and Professional Mentoring Event.

c. Student and Professional Mentoring Event – Jesse

- i. A light breakfast will be included.
- ii. We should try to keep the ratio of students to professionals low. Less than three students to each professional would be ideal.
- iii. We need at least ten professionals to make this work. Jesse has asked the board to help with suggesting professionals to invite.
- iv. This event will be invitation only, but if we have enough interest from professionals, we could open it up to all students.
- v. Nathan – We will need to wait until we have a better idea on attendance before we book a restaurant or other venue. Nathan will try to put together some cost estimates. If there is enough space, we could think about inviting the BHA student chapter to this event too.

d. Plenary Session – Jesse

- i. Bill Gaines will be the keynote speaker. He was a wildlife biologist for the Forest Service. He now works for the Conservation Science Institute and does work all over the country that is related to the topics being presented in the plenary session.
- ii. Marcella has sent out a list of topics with possible speakers. The board should review this document, give feedback on the suggested speakers, and suggest other speakers. Jesse and Marcella will narrow down the list based on available speakers.
- iii. The plan is to have a panel discussion at the end of the plenary session, but we have to find a way to engage all panelists and keep the discussion from becoming one sided. Jesse and Marcella will work on stimulating questions for the panel.
- iv. Pat has suggested gathering a panel of District Wildlife Managers (DWM) for the human and wildlife conflicts topic. The board members in attendance are in general agreement that this is a good idea.
 1. Pat has a DWM from Gunnison in mind.
 2. Kathy, Nathan and April will try to find DWMs in their areas.

e. Registration – April

- i. Registration is up and running. Board members should all sign up and provide feedback to April regarding any issues they encounter.
- ii. Kathy ran into an issue where she was able to sign up for the camera trap and bat acoustics workshop. April is working to fix this.

f. Bat Acoustics Workshop - Matt

- i. Matt has contacted four speakers for the workshop and plans to have representation from national, state and local levels.
- ii. There will not be a capacity limit for this workshop.
- iii. Matt has contacted Wildlife Acoustics. They are interested in sponsoring the meeting and are also interested in holding their own bat acoustics workshop on Wednesday afternoon. The board is in general agreement that this is a good idea.
 1. Matt will work on solidifying this as we will need to add it to the website as soon as possible.

g. Camera Trap Workshop – Nate

- i. The workshop will have a 25-person limit and a fifty-dollar registration fee.
- ii. It would be nice to wrap this up around noon so that everyone can participate in the disease workshop.
- iii. There is some discussion of holding a second camera trap workshop because of the low capacity. The board is in general agreement that this would be too much.
- iv. Nate would like to provide airfare for a speaker from Montana. The fee for the workshop should cover the costs. The board is in general agreement that this will be good for the workshop.

h. Federal Tax Number – Nate

- i. This will allow donators to write off expenses.
 - ii. In the past, the person who secured the donation would provide the number to the donator.
 - iii. Kathy would like to write a personal thank you letter for donations that will include the federal tax number.
 - iv. Jesse will work with Emily Latta to get a list of other donors and draft a more general thank you letter for other donors. Jesse may enlist the help of the student chapters.
- i. Additional Meeting Items - Pat
 - i. Breakout Meetings - We have already had one request for a breakout meeting and need to make sure that the venue has capacity for this. Nathan is looking into additional rooms.
 - ii. We need to plan a pre-conference board meeting.
 - iii. Business Meeting (Thursday Lunch)
 - 1. This usually goes over one hour and we need to plan for the following:
 - a. Student chapter presentations
 - b. TWS presentation
 - c. Treasurer's report
 - d. President's update
 - 2. Jesse is arranging the business meeting.
 - iv. Nathan will follow up with Andrew Don Carlos regarding beverage donations.
- 2. There has been interest in creating another student chapter at Colorado Mesa University.
 - a. Pat will invite the students to the annual meeting and look into creating another student chapter.
- 3. Jim Olterman Plaque - Kathy
 - a. Kathy has gotten in contact with the Assistant Director of Parks and Trails at Colorado Parks and Wildlife.
 - i. They would like to place the plaque outside of the front entrance at the Denver office.
 - ii. They really like the idea of a bench.
 - b. Kathy is planning to go look at the office and pick out a site for the plaque sometime in October or November.
 - c. We may have to find a plaque maker in the Denver area.
- 4. August and September Meeting Minutes – Mark
 - a. **Nathan motions to approve the August meeting minutes with revisions. John seconds the motion. Board votes and minutes are accepted (11-0-0).**
 - b. **Nathan motions to approve the September meeting minutes with revisions. Kathy seconds the motion. Board votes and minutes are accepted (11-0-0).**
 - c. Mark will coordinate getting the August and September minutes posted to the CCTWS website.
- 5. Sponsor Letter – Jesse
 - a. Kendra Cross, Emily, and Jesse are working on a standard sponsor letter format.
- 6. Salesforce
 - a. Jesse and Marcella are continuing to look into using Salesforce software.

7. Awards – Pat
 - a. We need nominations. Pat strongly encourages the board to supply nominees.
8. Jim Olterman Scholarship – Pat
 - a. Jesse had talked to Rose Tocke and the CCTWS investments have not gained enough interest to cover the scholarship yet.
 - b. In the past, Robin Olterman has expressed interest in donating money to the scholarship fund. Pat will follow up with Robin and see if this could be a possibility for funding the Jim Olterman Scholarship this year.
9. Board Elections – Pat
 - a. Normally we send out a call for elections in September newsletter, announce the candidates in December, and hold on-line elections in January before the annual meeting.
 - b. The board should be looking for volunteers to fill open positions.
 - c. Jesse will reach out to board members to see who is planning to step down this year and who would like to stay on.
 - d. Nathan Galloway agreed to manage the elections including gathering the candidate profiles and organizing and implementing the on-line election
 - e. Nathan asked if only one candidate is up for the office do we need to have an election. Pat is sharing the bylaws with Nathan to clarify this.
10. Action items
 - a. All board members - we need auction items for the annual meeting.
 - b. All board members - please review John's agenda for the wildlife disease symposium and provide any comments on content or suggestions for speakers.
 - i. April has a speaker in mind for chytrid fungus and will contact them.
 - ii. Nathan will help with speakers for white nose syndrome, chronic wasting disease, and possibly some other topics. Nathan and John will coordinate.
 - c. Nathan – research costs for the Wednesday night networking reception at the Lory Student Center.
 - d. All board members – come up with some suggestions for professionals that might be interested in attending the Student and Professional Mentoring Event.
 - e. Nathan - put together some cost estimates for the Student and Professional Mentoring Event.
 - f. All board members – review Marcella's agenda for the plenary session and provide feedback or other speakers.
 - g. Jesse and Marcella - work on stimulating questions for the plenary session panel.
 - h. Pat, Kathy, Nathan and April - try to find DWMs for the plenary session.
 - i. All board members - register for the annual meeting and provide feedback to April regarding any issues encountered.
 - j. April – will look to fix the registration issue that Kathy ran into where she was able to sign up for the camera trap and bat acoustics workshop.
 - k. Matt - solidifying Wildlife Acoustics workshop.
 - l. Jesse - work on a thank you letter for sponsors and donations.
 - m. Nathan - look into additional rooms for breakout meetings.
 - n. Nathan - follow up with Andrew on beverage donations.

- o. Pat - invite Colorado Mesa University students to the annual meeting and look into creating a new student chapter.
- p. Pat – Follow up with Robin Olterman regarding the Jim Olterman Scholarship
- q. Jesse - reach out to board members to see who is planning to step down this year and who would like to stay on.

Colorado Chapter of The Wildlife Society
November Board Meeting
13 November 2019
Conference Call

Present: Jesse McCarty, Nathan Galloway, Marcella Tarantino, Pat Magee, Kathy Griffin, April Estep, Aran Johnson, Nate Seward, Matt Rustand, John Hughes, Emily Latta, Andrew Don Carlos, Mark Fletcher

1. Secretary's Report: October Minutes – Mark
 - a. **Nathan motions to approve meeting minutes with revisions. Nate seconds the motion. The board votes and the minutes are accepted (13-0-0).**
2. Annual Meeting: General Updates – Nathan
 - a. Student Networking Breakfast and Wednesday Evening Social
 - i. Katie Grey and the Colorado State University (CSU) Student Chapter are moving forward with the student networking breakfast and Wednesday evening networking event.
 1. They are working on finalizing pricing at the Lory Student Center.
 2. April has pointed out that last time there the Wednesday evening social was held at the Lory Student Center there were only about 60 people in attendance. Nate checked the records and this venue cost \$2,325.80 in the past.
 3. The Lory Student Center is a large venue and is relatively expensive for such a small turnout. Nathan will investigate pricing at the stadium and at the hotel. Andrew will help in this effort with the assumption that the head count for the social will be around 75-100.
 - ii. Student Networking Breakfast
 1. We should move forward with choosing the professionals for the breakfast.
 2. We should buy breakfast for the professionals.
 3. This breakfast will be exclusive to student members of the Colorado chapter as this is one of their membership benefits.
 - b. Backcountry Hunters and Anglers
 - i. Backcountry Hunters and Anglers (BHA) is not able to be as financially involved as at the 2019. They would like to sponsor the meeting for \$500 and have a booth at the meeting. Nate has looked up numbers from the 2019 meeting showing that BHA donated \$750.
 - c. Front Range Community College
 - i. Front Range Community College has requested guest passes to attend the annual meeting.
 - ii. There is some discussion over the topic. The consensus seems to be that we should offer guest passes to students of Front Range Community College.
 1. The passes will be discounted.
 2. The passes should be for either the symposium or the plenary session.
 3. The passes should not include lunch, evening events, or workshops.

3. Camera Trap Workshop – Nate
 - a. Nate is still waiting to see if Eric Newkirk will be able to present. If he is able to come, we will need to reimburse him for his flight and provide a stipend of \$200-250.
 - b. Jake Ivan will be heading up the Microsoft features portion of the workshop.
4. Contributed Papers, Posters, IGNITE – Marcella
 - a. Marcella has received submissions for 1 contributed paper, 0 IGNITE presentations, and 0 posters. This is fairly typical for this stage in the meeting planning, but Marcella would still like for board members to reach out to students and colleagues who might be interested in submitting.
5. Bioacoustics Workshop – Matt
 - a. All speakers have been lined up and the agenda has been prepared.
 - b. The Wildlife Acoustics sponsorship has been finalized.
 - i. They will be holding an afternoon workshop.
 - ii. We need an option for this workshop on the meeting registration on our website. April is looking into making this workshop available for registration.
 - iii. Matt has asked the hotel about setting up a booth for Wildlife Acoustics. They gave him a price of \$60/day. Pat will work with Nathan to reduce this cost.
6. Wildlife Disease Symposium – John
 - a. John has finalized a list of speakers and topics.
 - b. Many of the speakers are local to the Fort Collins area.
 - c. There are no anticipated costs (airfare, stipend, etc.)
 - d. John hopes to have everything finalized by the end of November.
7. Plenary Session – Jesse and Marcella
 - a. Jesse and Marcella have put together a list of presenters and are working on filling a few holes.
 - b. They are looking for speakers for accelerometers and genetics.
 - c. Jesse is looking into having David Bird as a speaker for using drones in wildlife management. We would need to provide flights and a hotel room (approximately \$500). Pat has pointed out that we get a free hotel room for each block of rooms that we fill. Jesse is going to reach out to the Animal and Plant Health Inspection Service and CSU to see if they would be interested in sponsoring some of the costs to have David Bird come present. Andrew will assist in coordinating with CSU. Pat has a contact at the Rocky Mountain Biological Laboratory that does drone work, if we are not able to secure David Bird as a speaker.
8. Banquet – Jesse
 - a. Jesse would like input from the board on whether there should be a presenter during the banquet. Pat has pointed out that banquet speakers are rare at our meetings. There is general agreement that not having a speaker leaves room for networking and there should not be a speaker during the banquet.
 - b. Mark is going to look through old meeting minutes to find info on meal costs.
 - c. Jesse has secured 6 duck stamp prints for the silent auction.
9. Sponsor Details – Emily

- a. Emily has sent out a link for a spreadsheet with contact ideas for auction items and sponsors. Board members should sign up for a contact and get in touch with that possible sponsor.
- b. The board has decided to hold a donation fundraiser/giveaway for a Yeti cooler again this year. Jesse will look into getting a license to hold an official raffle.
- c. Nate will follow up with Vectronics as a sponsor.

10. Tracking Commitments

- a. We need a spreadsheet to track commitments (hotel rooms, flights, student volunteers, sponsors, etc.). Matt and Emily will work together to create this spreadsheet.

11. Jim Olterman Plaque – Kathy

- a. Kathy has been in contact with monument makers for the plaque.
- b. Kathy has a meeting with the Denver Colorado Parks and Wildlife staff during the second week of December where she will discuss what the plaque should look like and where it will be placed.
- c. After the meeting Kathy will send an email to the board to facilitate decision making.
- d. Pat has been in contact with Robin Olterman. She has requested that the plaque be somewhat subtle.

12. Jim Olterman Scholarship – Pat

- a. Pat has had a chance to speak with Robin Olterman about helping fund the Jim Olterman Scholarship while we are waiting on the investment revenue to grow.
 - i. Robin is excited to donate \$500 and a banquet ticket.
 - ii. She would like to make this donation annually, for a few years, in the hopes of seeing the scholarship grow and become more generous.
 - iii. In future years, she would like her donation to be in addition to the investment revenue that will be used for the scholarship.
- b. We have budgeted \$750 for the scholarship this year. **Nate motions that we match Robin's donation of \$500 for a scholarship of \$1000 and invest the extra \$250 towards growing the scholarship in future years. Kathy seconds the motion. The board votes and the motion is accepted (12-0-0).**

13. Membership Database

- a. Jesse would like help in creating a membership database. As the chapter grows, the need for this tool is becoming more necessary.
- b. Pat will look into creating a committee to address this need.

14. December Newsletter – Aran

- a. The goal is to have the newsletter ready by the first week of December.
- b. Aran has some of the submissions already.
- c. The focus of this newsletter will be the annual meeting. Each board member should have a submission for their portion of the meeting.
- d. Aran will send out an email with his needs for the newsletter.
- e. Board elections should go in this newsletter.
 - i. Jesse has asked all board members to contact him if they plan on stepping down from their position.
- f. Greg Davidson will be stepping down as of this newsletter. Alex will replace him after they work together on the Winter newsletter.

15. Summary of action items from the November meeting

- a. Nathan and Andrew - investigate pricing at the stadium and at the hotel for the Wednesday night networking event. Assume 75-100 for the headcount. (item 2-a)
- b. Pat and Nathan – look into reducing or eliminating the cost for the Wildlife Acoustics booth. (item 5-b)
- c. Jesse and Andrew - reach out to the Animal and Plant Health Inspection Service and CSU to see if they would be interested in sponsoring some of the costs to have David Bird come present. (item 7-c)
- d. Mark - look through old meeting minutes to find info on meal costs. (item 8-b)
- e. All board members - Emily has sent out a link for a spreadsheet with contact ideas for auction items and sponsors. Board members should sign up for a contact and get in touch with that contact. (item 9-a)
- f. Jesse - look into getting a license to hold an official raffle. (item 9-b)
- g. Nate - follow up with Vectronics as a sponsor. (item 9-c)
- h. Matt and Emily - work together to create a spreadsheet for tracking meeting commitments. (item 10-a)
- i. Kathy – after your meeting, send an email to the board to facilitate decision making on the Jim Olterman plaque. (item 11-c)
- j. Pat - look into creating a committee to address creating a membership database. (item 13-b)
- k. All board members should have a newsletter submission for their portion of the meeting. (item 14-c)
- l. Aran - send out an email with your needs for the December newsletter. (item 14-d)
- m. All board members should contact Jesse if they plan on stepping down from their board position. (item 14-e)

**Colorado Chapter of The Wildlife Society
December Board Meeting
11 December 2019
Conference Call**

Present: Jesse McCarty, Nathan Galloway, Marcella Tarantino, Pat Magee, Aran Johnson, Nate Seward, Matt Rustand, Emily Latta, Andrew Don Carlos, Mark Fletcher

1. Secretary's Report: November Minutes – Mark
 - a. **Pat motions to approve meeting minutes with revisions. Nathan seconds the motion. The board votes and the minutes are accepted (9-0-0).**
2. Treasurers Report (as of December 3, 2019)– Nate
 - a. Checking: \$9,326.77
 - b. Savings: \$508.83
 - c. Money Market: \$35,711.06
 - d. Edward Jones Investments: \$47,559.96
 - e. Total: \$93,160.62
3. December Newsletter – Aran
 - a. Aran has received everything for the December newsletter. The materials have been sent off to be published.
4. 2020 CCTWS Board Elections – Nathan
 - a. Current Board members – if you would like to step down from your position, please contact Nathan.
 - b. April and Aran will be stepping down after the annual meeting. There has not been confirmation on if Kendra Cross would like to continue her board position.
 - c. Nathan has found three volunteers to fill board positions in 2020.
 - d. Marcella will be running for Southwest Representative.
 - e. We are still in need of a candidate for President Elect. Previous experience serving on the CCTWS board is very valuable for this position. Current board members are encouraged to volunteer.
 - f. There is some discussion on whether there should be a vote for all positions or just open positions. There is general agreement that we should hold elections for all positions. Nathan will set up a survey/election for 2020 CCTWS board positions.
5. Jim Olterman Plaque – Pat
 - a. Kathy Griffin is looking for the board's input on the Jim Olterman plaque. She has gotten a quote for \$4,600 for a granite bench. This includes delivery and installation. Kathy is meeting with CPW to determine a good location for the plaque.
 - b. The money for the plaque would have to come from CCTWS reserve funds.
 - c. In June of 2019, the board decided that a quality product should be the focus of the plaque. The board voted unanimously to pull funds from the CCTWS reserve funds for the plaque. An exact budget was not determined at the time, but Kathy's research had indicated that memorial plaques can range from \$50 to \$4000.
 - d. The board needs to decide if \$4,600 is acceptable or if we should look into other options.
6. Membership Database Software
 - a. Kourtney King is the new Membership Coordinator Chair.
 - b. Kourtney, Pat, and Marcella formed a subcommittee to address the need for purchasing membership database software. They compared the features and prices of several

brands of membership database software. Wild Apricot (\$90-100/month) and Member Planet (\$50/month) were the top competitors. Both companies offer the features that that CCTWS will require.

- c. There is some discussion on whether this is an acceptable cost. There has not been a membership cost increase in a very long time. A small increase in membership dues could completely fund the membership database.
 - d. **Pat motions to increase the CCTWS membership dues from \$15 to \$20, effective April 1st, for the purpose of funding membership database software. Nathan seconds the motion. The board votes unanimously to approve the motion.**
 - e. Mark will follow up and make sure this change is announced in the spring newsletter.
 - f. Nate will contact the appropriate people to make this change.
 - g. The subcommittee will select a software provider and present it at the January meeting.
7. Annual Meeting
- a. Workshops
 - i. The planning for the workshops has been wrapped up.
 - b. Plenary Session
 - i. The plenary is missing one speaker.
 - ii. Michael Crawford from LOTEK will be presenting on telemetry.
 - iii. Dr. George Wittemyer of Colorado State University will be presenting on Collar-Based Biologging.
 - c. Meeting Agenda
 - i. Mark will work on updating the agenda and will reach out to the organizers if he is missing information for their section.
 - d. Sponsors
 - i. Nate has reached out to Vectronics for sponsorship. They are interested but will not be able to commit until next year.
 - ii. Andrew is working on a beer sponsor for the networking social and banquet.
 - e. Student Networking Breakfast
 - i. The CSU student chapter is looking into locations and food donations.
 - ii. 30-40 students have committed to the event.
 - iii. Nathan will ask Katie Grey to put together an announcement to send out to the Student Chapter Liaisons.
 - f. Networking Social
 - i. A room at the stadium would cost \$1,000. This does not include food.
 - ii. There is some discussion on the location for the event. There is a general consensus that an on-site location (the Fort Collins Hilton) would be more cost effective and have a higher turnout.
 - iii. Last year food costs for the networking social were \$4,930
 - iv. Andrew and Nathan will look into having the networking reception on-site.
 - g. IGNITE, Posters, Oral Presentations
 - i. Marcella has received 1 IGNITE presentation (needs 6-8), 4 Posters, and 3 oral presentations (needs 10)
 - h. Jesse will prepare an annual meeting announcement to send out to members. Jesse plans to send out the email twice in December and another in mid-January. Mark will send a reminder to Jesse for this email. The announcement will include:
 - i. The meeting agenda
 - ii. Encouragement/requests for the photo contest, ignite presentations, poster submissions, and oral presentations

- iii. Request for professionals for the student networking breakfast
 - iv. Request for award nominations
 - v. Encouragement to register for the annual meeting. Early bird registration ends December 20.
 - vi. Encouragement to book a hotel room. The deadline to reserve a room in the CCTWS block is January 15.
 - vii. Announcement for an opening for the President Elect board position
8. Student Chapter Funding
- a. Jesse has received a request for funding from each student chapter. Western requested \$1,200 and CSU and CSU Pueblo did not specify an amount.
 - b. In the future we should encourage the student chapters to specify an amount when requesting funding.
 - c. Last year, CSU Pueblo was not able to accept funding from CCTWS. April will follow up to see if this issue has been resolved.
 - d. Nate will draft checks for Western and CSU and possibly CSU Pueblo.
9. Summary of action items from the November meeting
- a. Nathan - set up a survey/election for 2020 CCTWS board positions. (item 4-f)
 - b. Mark - follow up and make sure the change to membership dues is announced in the spring newsletter. (item 6-e)
 - c. Nate - contact the appropriate people to make the change in membership dues. (item 6-f)
 - d. Membership software subcommittee - select a software provider and present it at the January meeting. (item 6-g)
 - e. Mark - work on updating the agenda. (item 7-c)
 - f. Andrew and Nathan - look into having the networking reception on-site. (item 7-f)
 - g. Jesse- prepare an annual meeting announcement to send out to members. Send out the email twice in December and another in mid-January. (item 7-h)
 - h. Mark - send a reminder to Jesse for this email. (item 7-h)
 - i. April - Follow up with CSU Pueblo to see if they can accept funding. (item 8-c)
 - j. Nate - draft checks for Western and CSU and possibly CSU Pueblo. (item 8-d)

Next Meeting – Wednesday, January 8th, 2020

9 am conference call