

## NM TWS Board Meeting - 2/24/2014

Meeting attendees: Brian Hanson, Ginny Seamster, Jimmy Cain, Kristin Madden, Krysten Zummo

### 1. Joint Annual Meeting (JAM):

- The board often starts thinking about JAM in the summer. Jimmy is the busiest in the fall. Announcements can be sent out and registration can be done in the fall but it is good to get volunteers for the different committees and look into potential locations now.
  - Location: locations that have big enough venues seem to be further than the 100 mile limit beyond which AZGF employees have to get special permission for travel. This didn't seem to stop them from attending JAMs in Albuquerque in the past, so Albuquerque is still an option. What about Las Cruces? We can ask the membership and have them do a vote on the location. Lots of the biologists in the chapter are in Albuquerque or Santa Fe. Historically the JAM tends to be in northern New Mexico. Jimmy is not sure that there is a conference facility with hotels nearby that would be large enough to host the JAM in Las Cruces.
  - Awards provided by NM TWS at JAM: At JAM 2014 AZ TWS had 7-8 awards; fisheries has multiple awards. Do we want to develop additional award categories? Maybe have two professional awards and one student award? We have always struggled with getting nominations. And we don't want to take up a lot of time at the banquet- presentations of awards at the 2014 JAM banquet took quite a bit of time. We obviously want to recognize the accomplishments/contributions of the awardees- but we also need to keep the time spent on this manageable. There was a discussion a while ago of keeping award presentations to 3 minutes max per award during the JAM banquet.
  - Speaker at banquet: We could also think about having a nationally recognized speaker at the banquet – then presenting the awards. We used to have speakers at the banquet; lately we've just been doing awards. It's up to officers/board members what you want at banquet.
- a. Committee Chairs
- i. Annual Meeting Coordinator -- Overall responsibility for the Annual Meeting. **Jimmy & ??**
  - ii. Program ??
    - 1. Program Layout and Printing
  - iii. Facility Arrangement: **Jimmy & ??**
  - iv. Announcement ??
    - 1. Publicity
  - v. Registration—**Elise Goldstein**

- Elise has volunteered to deal with the registration website, printing up name tags, organizing registration packets. She can probably use some help with all of that.
- vi. Plenary/General Session ??
- vii. Technical Session **Ginny Seamster**
  1. Fisheries Session – AFS Chapter
  2. Wildlife Session – TWS Chapter
- viii. Poster Session ??
- ix. Photo Contest **Ginny Seamster (Kristin will check with Mark Watson and Jim Stuart with NMDGF – if they say yes then Ginny will volunteer to help Elise with registration)**
- x. Audio-Visual Equipment ??
- xi. Commercial Exhibits & Vendor Sales ??
- xii. Raffle/Auction ??
- xiii. Student Paper Judging **Ginny Seamster**
  1. Fisheries Papers – AFS Chapter
  2. Wildlife Papers – TWS Chapter
  - Ginny volunteering to get a list of volunteers to be judges and assign judges to sessions, making sure there are no conflicts of interest in terms of student presentation co-authors also being judges
- xiv. Student Volunteer??
- xv. Awards??
  1. Photo Contest – Host Chapter
  2. Fisheries Posters & Papers – AFS Chapter
  3. Wildlife Posters & Papers – TWS Chapter
- xvi. Job Board & Message Board??
- xvii. Quiz Bowl **Krysten Zummo (Krysten has prior experience with Quiz Bowls)**
- xviii. Workshops ??

## 2. Student Rep from ENMU-Ruidoso Student chapter—add now or wait for changes in bylaws?

- Bylaws specifically say that the NMSU chapter should have a representative on the NM TWS board. The current leadership of the NMSU student chapter had no idea of this. Jimmy told the student chapter to identify a representative to serve on the board within two weeks.
- NMSU is probably the only student chapter listed in the bylaws just because it was the only chapter in existence at the time the bylaws were written. Is it appropriate to ID a student representative for the Eastern NM University Ruidoso

student chapter now or do we need to get the bylaws updated to include both student chapters first?

- Brian suggests getting started on identifying a student representative for ENMU Ruidoso now. We can't be sure how long it will take for the bylaws to be approved but we can try to get bylaws changed as fast as we can. If we frame this particular change in terms of NMSU already having a seat at the table and we are simply making sure that all student chapters are represented equally – then it is likely that the membership will support the change.
- NMSU student chapter hasn't ever provided input on things going on in the chapter and it would be good for them to. Jimmy = faculty advisor to student chapter at NMSU, so that should help.

### **3. Website:**

- Do we want to redesign/update the NM TWS website?
- Arizona has a nice example website- it seems possible that someone with lots of experience in web design was involved with the AZ chapter website.
- The current site has the support of national TWS but we are not required to use their standard chapter site. Chapter Officers are the ones who should drive what happens with the website.
- We'll have to identify someone who can make the changes and then maintain it if we want to redesign the site. Originally the chapter had a student it paid to keep the website maintained. The website disappeared when that student left. NMSU offers courses where students are required to revamp a website for free as part of the course- we can see whether there are students at NMSU that would be willing to/capable of doing something like that. We can certainly do more than we are doing within the existing website- we just need to get ideas from a programmer on how to do it/frame those changes.
- Would be nice to "spruce up" the website while keeping it in roughly the same format as the national site...for example, we can add photos to the current site.
- One good aspect of the current site is that we post new information every few weeks.
- One thing we could do within the current website framework would be to clean up the home page and move older materials so they are just available on the appropriate tabs/associated pages. We could have a link to the most current announcements/newsletter/board meeting minutes on the home page and then archive all the older meeting minutes/announcements/newsletters, etc to the appropriate tabs/pages. This could help us highlight a few current things on the home page and keep it from getting cluttered while still allowing the website to serve as an archive/maintain its function in preserving the chapter's records.

- Facebook pages: NMSU and ENMU student chapters have Facebook pages they maintain. Ken Boykin had set up a Facebook page for the Chapter – Krysten offered to take that over if Ken is still the one keeping that up to date. Does everyone go to Facebook rather than using the regular TWS website? Professional use of Facebook is different than personal use (some professionals don't like using Facebook). A lot of students do use Facebook- they are more likely to see something that is posted on the Facebook page.
- Do we want a simple site that has only basic information on the chapter and how to join NM TWS or do we want something that is updated regularly and otherwise makes people stay longer on the site?

#### **4. Revision of bylaws:**

- The chapter has been in the process of revising the bylaws for 2-3 years. Jimmy wants to get them done this year- or at the very least voted on by the membership and submitted to National by the end of 2014.

#### **5. Status of Travel grant and Scholarship Checks?**

- Checks have been cut (this was something Quentin had asked about).

#### **6. Newsletter and NM TWS Announcements**

- Ryan Walker- temporarily will be the new Newsletter Editor.
- One thing Renae struggled with was getting enough content together to put out the newsletter- we need to try to get more participation from the membership regarding content for the newsletter.
- One thing that was done in the past –Board Members were responsible for getting updates from different agencies. In the past (and it is still largely the case), Board Members represented different agencies so they could get updates together pretty easily. We could also have certain topics assigned to Board Members. Updates from USFWS and NMDGF and BLM - Dan and Kristin and Pam could hopefully help with these. We could probably check in with former board member Esther Nelson to get information from USFS.
- We can get information from the SW Section (e.g., Leland Pierce).
- One comment from Renae was that some newsletter information duplicated stuff already on the website. This doesn't seem like too big of a problem- could make sure information in the website links to the newsletter were appropriate/or visa versa.
- Need to get more information from the student chapters to include in the newsletter – maybe get an update on what they do quarterly
- Do we want quarterly or semi-annual newsletters? Last year we only had two but previously they were sent out quarterly...

- Announcements- Do we want to keep doing them? Do people read them? Do we need to change them in any way to keep them from overlapping too much with the newsletter? Are there other sources of information that would be better to check out (currently information comes from Leland Pierce and the announcements sent out by National TWS)? They are a good way of getting information out quickly; they help to keep people focused on the chapter. Kristin and Jimmy do read them. Kristin recommended checking out the wildlife disease newsletter - or Kristin might be able to send Ginny information from there to include in the announcements.

## 7. Other business

- Brian pointed out that there are reporting requirements for national listed in the operations plan on the NM TWS website and wanted to make sure that these requirements were being met. For example, secretary is supposed to send names and addresses of the new board members to National within 10 days of an election.

### Action items:

- **All Officers/Board Members:** Contact Jimmy in the next month or so to sign up for what you want to help out with at the JAM. Volunteer yourself or talk to others about signing up.
- **All Officers/Board Members:** If you have any articles to include in the spring newsletter, or you have ideas for general types of articles/information to include in the newsletter, please send those articles/ideas to Jimmy. He'll pass the information along to Ryan Walker.
- **Brian:** Develop timeline/cheat sheet of information for the incoming president. Will include information regarding requirements for reporting to national and guidelines for elections.
- **Brian:** Update hyperlink for NM TWS Facebook so that it works when you click on the link (not just when you copy and paste the complete link into your web-browser). Put Facebook link for NM TWS chapter on contact page on the website; put Facebook links to student chapters on home page.
- **Ginny:** Look in operations manual and see what needs to be submitted to National TWS (specifically regarding the election/new board members). Send Jimmy and/or National any required information.
- **Ginny:** Get articles from wildlife disease newsletter for NM TWS Announcements- or gather relevant articles from Kristin.

- **Jimmy:** Ask Bob what was involved/required last year in terms of communicating with National after a new board was elected. Let Ginny know if there is other information they need/things that need to be done.
- **Jimmy:** Look into whether students in NMSU student chapter have experience with web design; also ask Computer Science department and determine whether someone there can help.
- **Jimmy:** Talk to Arizona TWS- How did they make the changes to their website? Can we do what they did through the national site?
- **Jimmy:** Talk to Bob regarding bylaw revisions. Get a copy of the current set of revisions, add in additional revisions in terms of adding a student representative from Eastern New Mexico University at Ruidoso to the board, and then get the revisions submitted for a vote by the membership.
- **Jimmy:** Look at newsletters produced by other chapters; see what kind of information they are including.
- **Kristin:** Check with Mark Watson and Jim Stuart regarding whether they want to run the photo contest again for JAM 2015.
- **Krysten:** There are two Facebook pages for NM TWS. Ask Ken Boykin about this- see if he is aware that there are two pages; figure out if we can just have one page since having two is confusing.