**The Wildlife Society®**

**Wildlife and Habitat Restoration Working Group**

**MINUTES**

**MONDAY, AUGUST 29, 2016**

**ATTENDEES**

 Michelle Ford Ben Wishnek Paul Santavy

 Rachel Williams Bryan Kluever Sandra Patrick

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1. Call to Order:
	1. Paul Santavy called the meeting to order at 14:03 MT/16:03 EST
2. Call for new agenda items
	1. No new items
3. Treasurer Report
	1. Received the final balance transfer checks from Jessie and the check for dues from Mariah and our total balance is $3,117.49
4. SOP for accepting meeting minutes and distribution
	1. Paul would like to have final minutes within 2 weeks of the meeting to send to the group. Michelle to draft minutes and email the group within one week for comments and edits. Michelle to make any final edits based on comments and submit to the group. Paul made motion to accept SOP as described, seconded by Bryan. Passes unanimously.
5. Vacant Board Seats:
	1. Person interested in signing up for North-central board seat. Paul asked that she hold on until the next elections and that she self-nominate and start at the beginning of the year.
	2. Joseph Bauer (SW Section Representative) emailed Paul and stated his involvement will likely be limited until his term expires at the end of the year and that he would not be seeking reappointment.
6. 2017 Elections
	1. Paul sent out language regarding elections and will be calling for interested candidates starting in October, will hold elections in December, and have newly elected board members take on their roles on January 1, 2017. Would need to post call for nominations to Facebook and through the TWS newsletter. Rachel noted it will take at least 2 months between call for nominations and the election. 14 days is the minimum amount of time for voting. Bryan asked if all WHRWG members can vote and not just the board members. Need to clarify that members can vote for any section rep. as long as they are a member of the working group in good standing. Asked if someone would like to take on running the elections or if Paul should just do it. Bryan would like to shadow Paul and Paul will run the elections.
7. Update – National Conference
	1. Sandy and Ben will be attending and will try to attend the Business Meeting. Sandy needs to figure out when the business meeting will be held.
	2. Travel Grants: Bryan explains that there was one applicant and, with the Board’s consent, offered the grant to the applicant. Is it as simple as treasurer sends a check or do we need to do an electronic transfer?
		* 1. Michelle states we would just need a vote on the amount and to whom the grant is being awarded and that we could award him a travel grant and just send a check from the working group’s account.
			2. Bryan makes a motion to award John Severson $500 for a travel grant. Paul seconds, passes unanimously.
			3. Do we want proof of attendance? Rachel would like to see some receipts or something to prove attendance.
			4. Bryan motions to inform John Severson that we would like to send him a check for $500 with the provision that he provide proof of TWS conference registration. Michelle and Sandy second the motion. Motion passes unanimously. Bryan asks how we can improve our advertising for travel grants. Ben mentions coordinating w/ Early Professional working group to post through other groups. Michelle asks that Bryan send her the address for mailing the check.
	3. Symposium: No updates
8. Contact from Forestry and Wildlife Working Group:
9. Sandy has been in contact with Greg regarding mutual interest in working together. Sandy will meet him at the conference to further coordinate and generate ideas for 2017/2018. Bryan is happy to help.
10. Website/Social Media/Email Group:
	1. Paul states that emailing the large group from the google site has been very easy. TWS updates the roster list every month and there’s a process to download the roster list. Bryan will send out the.ppt presentation on how to do download the roster.
	2. Paul mentioned that a working group member is interested in volunteering to do a member spotlight and would like to get the roster. Paul would like to give him a list of the names and states for the working group members without the addresses, contact info, etc. Paul will check with Mariah as to what we can do and if she’s okay with it, Paul will send the list of names. Bryan reminds the board that we have the social media sites for such purposes.
11. Member Spotlight:
	1. We don’t have a template, but Rachel sent that member a bunch of info and previous spotlights and is awaiting a response.
12. Ideas for other value-added projects and services for the Working Group:
	1. We can touch back at a later time on this topic.
13. Additional Items:
	1. Paul needs to submit the Annual Council Report. Rachel states it’s usually less than a page or so summarizing activities of the working group.
	2. Paul will send out call for nominations for officers in early October and we’ll set up for another call in November – at least one week before Thanksgiving.

13. Adjournment: All in favor of adjourning at 15:01 MT/17:01 EST