



California Central Coast Chapter Board Meeting Minutes

April 15, 2019

6:00 pm - 8:00 pm

Board Meeting

Elected: Tiffany Whitsitt-Odell, President; *present*
 Sara Snyder, President-Elect; *present*
 Clint Scheuerman, Past-President / Section Rep; *not present*
 Michaela Robbins, Treasurer; *present for second half of meeting*
 John Perrine, Secretary *present*

Appointed: Leigh-Ann Tower, Professional Development Committee Chair; *present*
 Katelyn Nyberg, Media Manager; *not present*
 Natalie Rathjen-Gonzales, Membership Manager; *present*
 Andrea Dransfield, Newsletter Manager; *not present*
 Tara Schoenwetter, Conservation Affairs Committee Chair *not present*

Time	Item	Owner
6:00	Open Meeting, brief recap of what we have done since January <i>Meeting opened at 6:05pm.</i> <i>Activities since January include Board meeting in January, Members Meeting at TWS Western Section in February, a lecture in SLO and a campout in Lompoc.</i>	Tiffany
6:05	Last Meeting Minutes - approved through email vote <ul style="list-style-type: none"> ○ Posted on Website 	John
6:10	Membership Update <i>Current membership is approximately 310. Renewal reminders will be sent out in the next week or two, in association with announcement of Riparian Bird Workshop registration opening (probably Tuesday, April 23). Tiffany will work with Natalie on logistics of updating the membership list. Natalie will also coordinate with Michaela about PayPal logistics as related to managing membership.</i>	Natalie
6:15	Chapter Rep Update <i>tabled; Clint not present</i>	Clint
6:20	Conservation Affairs Committee Report <i>tabled; Tara not present</i>	Tara
6:30	Administrative <i>Review of Registration Policy: There was general discussion of revising our registration policy for workshops. There was a proposal to allow people to register without payment, then we would vet them to determine if they are members or not, then send them the appropriate invoice; they would then have a specific time limit (such as 2 weeks) to pay, using the card that is to be charged. However, Michaela noted that this approach might be more cumbersome than just establishing a</i>	Tiffany/All

discount code and sending it out to members to use as they enroll. The decision was made to not establish this as a new policy, but that it could be tried out on a case-by-case basis. We will probably try it out for this year's Kit Fox workshop, but not for Herps or Riparian Birds.

Review of Refund / Cancellation Policy:

The following policy (based on TWS Western Section policy) was proposed and approved by unanimous vote [6-0-0], with the caveat that the specific fees may change if costs change:

Cancellation and Refund Policy: To receive a refund of conference and workshop registration fees, we must receive your cancellation no later than 14 days before the first day of the event. There will be no refunds due to inclement weather, Federal budget issues, furloughs or other events beyond the control of TWS Central Coast Chapter. All refunds are subject to a \$50 processing fee. Requests for refunds must be submitted in writing, either by mail or e-mail. Refund requests received within 14 days of the start of the conference or workshop will not be processed regardless of personal or professional emergency, and no refund after that date is available. However, registration may be transferred to another individual for a \$25 transfer fee.

Other:

- Payments – Paypal *all OK*

- Registration - Eventbrite (can collect payment for events here too)
Michaela recommends we use EventBrite's Organizer app, which allows us to scan barcodes during registration and otherwise manage EventBrite events.

- Flyers - Paperless Post
Michaela and Leigh-Ann will coordinate on developing new templates for event flyers, such as the Symposium "Save The Date" announcement.

- Email/Newsletter - MailChimp
We need to update our membership list monthly; the specific date depends on the availability of the data. Michaela can do a download from PayPal and then transfer over to MailChimp; she will work with Natalie so Natalie can do this when Michaela is out on maternity leave.

- Membership - Google Sheets
*Michaela recommended we look into using JoinIt, which has a 30-day free trial, to help manage membership. The non-profit rate is \$220/yr, as compared to DonorView's \$1400/yr. Has live chat support, syncs with EventBrite, etc.
ACTION: Natalie and Michaela will look into this further.*

- Surveys - Google Forms *All OK. (Note that our SurveyMonkey account is due to expire shortly.)*

6:50

Treasurer Report

Michaela

- Status Overview of Budget

ACTION: Treasurer will prepare an annual Fiscal Summary that will be presented at yearly Members Meeting.

Western Section conclave 2019 got cancelled due to low enrollment, so those funds can be re-allocated.

- Review and propose to cover cost of Western Section Meeting for Board Members to attend

We have previously agreed to set aside \$ for Board Travel Scholarship, primarily related to Board Member travel to TWS Western Section or national conference, if not covered by employer. These funds would be primarily to offset registration, accommodation and travel costs; we may set a per-diem rate as well. Board Members wanting to use these funds should submit a preliminary estimate of expenses, then follow up with specific incurred costs. Board Members who receive such support will be expected to do Chapter business such as staff the booth, sell merchandise, promote Chapter events, etc. We will refine these guidelines in January in anticipation of the 2020 TWS Western Section meeting.

Related to this, there was brief discussion of who might be attending the TWS national meeting in Reno in late Sept / early Oct 2019. Currently, no one on the Board definitely plans to attend, though John might go.

7:10

Other Items

Sara

- Application for National Chapter of the Year (due May 1)

Sara is taking the lead on drafting this application.

ACTION: We are all urged to email her photos of our events to include in the application.

It was also noted that since our chapter has won this the previous 2 years, we are fairly unlikely to be selected again this coming year.

7:15

Professional Development Committee Report/Upcoming Events

Leigh-Ann

Workshops

- Declining Aquatic Herp Workshop (April 6-7) - Michaela

Logistics are shaping up well. Just some final logistics related to sweatshirts, final enrollment, and room logistics.

ACTION: Michaela and John will work to finalize room logistics at Cal Poly ASAP.

We will be using WildNote for the Red Legged Frog surveys; Michaela will coordinate with Nancy of WildNote on setup logistics.

- Riparian Bird Workshop (June 7-9) – Tiffany

Registration will likely open Apr 23. Arrangements are coming together.

- SJKF Workshop (Sept/Oct) – Sara

Registration will open in August. Dave Hacker is taking the lead on finalizing the instructors, field sites, and food. This workshop is a big draw for us and tends to fill within hours, so warrants discussion of our registration and refund policies (see above for details).

- Annual Symposium (November 9) – All
We will lay out specific tasks and duties in August.

Lecture Series/Social Hour

- Monterey -
- San Luis Obispo -
- Santa Barbara -

Other Events

- Whale Watching with Sanctuary Cruises –
Scheduled for May 25 (Saturday of Memorial Day weekend), departing from Moss Landing. Cost will likely be \$35 for CCC members. May have a social event locally afterwards. Leigh-Ann will set up an EventBrite for this.
- Campout - August at Bitter Creek NWR?
Still working out logistics. Will coordinate with Refuge Manager. If it's a "work party" we might be able to stay at the Refuge; if not, we'd stay at the Campground. Would probably stay 2 nights, to allow a full day on-site. Michaela will help guide Leigh-Ann to correct contacts, such as with Friends of the Condor.
- Volunteer Appreciation BBQ?

8:00

Adjourn *adjourned at 8:02 pm*