

WRNC Board Meeting Agenda

Sunday March 20, 2016

TeleConference

Time: 9:00am

Meeting called to order by Mathias at 9:00am

Attendance Call

P Mathias Engelmann (Pres)
P Mary Weiss
P Linda Bergman-Althouse
P Cathy Burns (VP)
P Carla Johnson
P Kelley Odell
P Savannah Trantham (Sec)
P Kathy Lillard
P Elizabeth Hanrahan
P Jean Chamberlin (Tres until 4/30/16)
P Joni Gnyp
P Toni O'Neil
P Ann Rogers (Tres starting 5/1/16)
P Christina Hildreth
P Mischa Trinks
X Casey Colicchio (VSL)
X Rebekah Harp (VSL)

Approval of January board meeting minutes

Kelley motions to approve. Elizabeth seconds. Vote unanimous to approve.

Old Business:

- **Symposium Follow-up - 2016**
 - 2 hour board meeting - the only time we are all together
 - Board members not speakers/moderators directly prior and after meeting

Jean - It's a good idea, could be costs associated - would need to have moderators lined up for speakers during this time to allow board members to be present

Carla motions to vote for having the board meeting at the symposium during lunch and for the hour after for a total of 2 hours. Kelley seconds. Vote unanimous to hold meeting for 2 hours during the symposium

- Organization for Vet Student Liaisons - what are their responsibilities?

There is nothing written down as of currently. It would be something beneficial. Should have a VSL create and submit to the board. A few questions: LB-A: What exactly will this list be? TO: Should Dr. Lewbart be involved in helping to create? EH: Can we have or suggest previous VSL helping? LB-A suggests that since Jean has been so involved with VSL's in the past can she be a point person? TO: Liz Hyde was upset at the beginning of the symposium. It would be good to figure out what was going on there. This might be something that would have helped that situation.

- Guidelines for any animal cadavers being used

There were some issues with animals that were not appropriate for the labs. We should work with Dr. Lewbart to create guidelines as to what is appropriate and not. ME will work with Dr. Lewbart to create something.

- Symposium Committee?
- All specimens label - rehabilitator
- No infectious disease suspected
- Signs and disclaimers in labs - no pictures

KO: We should ask John if he can take pictures of the happenings in the labs. Maybe create a no phones or cameras in labs policy. ST: Saying no phones or cameras may not be ideal - many people take photos and videos to reference and use later.

- Attendance Certificates - create our own
 - Better quality
 - Ability to list names

Many folks need names on their certificates for credit purposes (CE, professional develop, etc). Vet school have put names on in the past - need to talk to them about it. Jean and Ann will work on finding out what we need to do to get names put on them

- Provide bottled water for speakers - 2 cases at \$10 total

ME thinks this is reasonable

- Add the county and/or state on name tags

Jean and Ann will work on finding out what we would need to do to make this happen

- Wildlife officer speak each year - address different topics each year

Carla - very entertaining! Attendees wanted them back. ME: Who got them out there?

Jean and Elizabeth got the ball rolling. EH: willing to talk to the folks on Ocracoke KO:

Wondering if possible to get someone from the permitting/licensing office. JC: Have had them before

- Keynote speaker
 - Guidelines for...
 - Symposium Committee?

Carla took on, will work on again for 2017

- Choosing speakers
- Covering travel fees
- Stipend amount

Jean: covering fees and offering stipends would be bad to start unless we have to.

- Deadline for choosing
- Options as back ups if speaker can't make it

- Dr. Degernes?

Mathias suggested - she is retiring from the vet school, she might have more free time.

- Picture of entire board

During the lunch meeting or raffle. Yes! Good idea

- Scholarship Program

Committee to work on

- Change dates - deadlines earlier

Linda motions to change the deadline to 12/15 of each year. Mathias seconds. Vote unanimous to change the deadline date to 12/15

- Current dates don't allow much time for anyone turned down to make arrangements
- Thank You to John for his photography work - what is appropriate?

There will be an article in the newsletter. ME and CJ are working on a letter

- Guidelines for symposium etiquette - board, VSL, speakers, moderators, participants,...

Ann takes lead with moderators. She will put it into their guidelines as well as sending an email to them

- Small Committee

This committee will be Mathias, Ann, and Kelley

- Dr. Lewbart/VSL/someone from NCSCVM

- **Shirts**

- More T-shirts

Linda ordered the shirts in the Chestnut color. As of now people can buy year round, they just need to let Linda know. She keeps the shirts at her house and she can mail out or folks can pick-up. She keeps a running tally of anything she sells - typically sell 5-6 per year (not during the symposium). Spread the word and let people know we do have them if they want them.

- Ability to purchase year-round
- Website changes?

Mischa: Have you considered putting the shirts online to give people the option to purchase online if they choose to? Jean: concerned this would become too much of a hassle and work for LB-A.

Kelley motions to only sell them at the symposium instead of offering for sale through the year. Carla seconds. Vote unanimous to sell the shirts at the symposium as we have been.

- Sweatshirts?
 - More costly
 - Linda B-A look into

Will look into what costs would look like to acquire and re-sell

- Survey members
- **Chimney Swift Tower and Cage Grants**

Chimney Swift Tower - Haven't heard back from the school. Karin's is up and complete. LB-A sent email with information and photos. **Cage Grants** - Carolina Waterfowl Rescue is progressing. Mathias will follow up with Jennifer Gordon to get photos. Julie had to decline - we didn't award a 2nd grant.

- Processed
- Checks Sent
- **Call for other Old Business**

New Business:

- **Cage Grant Applications:**
 - Change deadlines

Current deadline is Jan 5 each year. Could keep the same deadline and just get votes prior to symposium via email. All agree yes! Good idea.

- Submission by November 1st - vote at Nov/~~Dec~~ meeting - announce winner(s) at banquet

Will leave deadline as is. All agree Yes! Good idea to announce at banquet!

- Other options to advertise?

Will work to do a newsletter push each year Can push on Facebook

- Annual updates

Mathias will work with previous winners to get information and maybe pictures.

- Information station at symposium
 - Cage Grant Committee?

This might be a great way to more interest and energy back about the grants - many people don't know we offer them

- **Chimney Swift Tower Grant:**
 - Consider same changes as Cage Grants
 - Annual updates
 - Information station at symposium
 - Chimney Swift Tower Committee?

Will follow all the same ideas and changes as the Cage Grants.

- **Newsletter:**
 - Update

Jean: the current issue is complete, but has not been posted yet. In the process of changing the server and cannot post until that is complete. Cathy: If you have an interesting case try and document with good photos and information - those are always great to share. Mary: I have lots of items that need to be picked up and used by someone - could list that in newsletter - ST will follow-up with Mary, can help to collect and distribute to local folks. CB: If no one in that area can use or needs we can put something on Facebook.

- **WRNC Email Account:**
 - Not a hotline
 - Advertise on newsletter, website,
 - Answered by

Jean: we do have emails at the symposium and vet areas on the website. Mathias: Should we try to have a general email for folks to refer to? Kelley: volunteers to take on answering emails that are needed - Just set me up, happy to help! Cathy: We get all kinds of questions on Facebook, which is what prompted this conversation. LB-A: questions on if we really need this? Do we really see enough of a need? CB: we are getting a lot of questions fielded through Facebook because people don't have other contact info. ST: probably a good way for folks to get assistance. So many people are really hard to reach on their phones. S: Should come up with a policy on how it will work - who is responsible for answering emails, who has access to the account, what guidelines are going to be followed to ensure accuracy with information being given, etc. - should most definitely keep a record of any correspondences for liability purposes. Kelley motions to try it out for a bit. Ann seconds. Vote is unanimous to try a general email for a bit.

Treasurer's Report:

- Symposium Update

Jean: Don't usually hear until April. Did just hear from the vet school - will follow up in a few days with information. Mathias: Having a symposium financial report would be a good start - can then make changes. Would like to have a budget to vote on by next board meeting.

- Grant Checks
- Annual Budget

Good idea to make it transparent

- Annual Dues from BoD?

Jean: Yes, believe so.

- **NCWRC Vet:**
 - Cathy - Visit

Also visited WNC Nature Center and Savannah in Asheville as well as the NC Zoo facility. Cathy: Seems like they are relying on and willing to get input from rehabilitators. CB is willing to stay in touch with Dr. Maria to stay up to date. Maybe having her at the symposium next year would be a really good thing. Kelley: in Raleigh. Always willing to tag along and get to know people. AR and CJ also willing to be available.

- Setup Future Interview
- WRNC help to educate members with changes
 - Symposium 2017 could be a great way to start

Changes will be taking effect by next fiscal year (July/August). Jean: Tammy Rundle called and said the commission wanted to schedule a meeting, but she hasn't heard back. Will follow-up.

- **RVS Rehab:**
 - Alex Zachman (Policy Analyst for NCWRC) should be setting up a meeting with us (Jean...) in the next few weeks

Seems that there are some things on the table to discuss

- **Website:**
 - Makeover?

Jean has already made some changes. Anything else we want/need? Follow-up with Jean.

- What do we want the website to accomplish?
 - Pay for memberships

Already does this

- Post pictures and videos
- List members - map?

Mathias: have something similar already set up at the Raptor Center

- Ask members - survey?
- Need a temporary committee to work on this
- More folks to help with website?

Kelley is very willing to help. Needs to be trained. CB: could be worth while to reach out to community colleges. There is a wealth of knowledge at these places - folks might could take courses - WRNC could consider reimbursing - possible students willing to help. AR: Jean wrote it/created it. Anyone willing to help will need to learn Jean's 'language'. JC: willing to show anyone however, that is very hard to do over the phone.

- Expense?
 - Jean's time now
 - Having someone else help?
 - Expense line in budget?

~~~~~  
~~~~~

Did not go over the following items in the agenda:

- **Facebook:**
 - Member Drive?
 - Budget - \$200/year?
 - advertising/sponsoring posts/....
 - Line item on annual budget
- **Documents:**
 - Information passed from secretary to secretary
 - dates/years missing
 - Consolidate into one spot
 - Savannah using Google Drive right now
 - Ability to give access to files to others
 - Willing to organize all into one location - needs missing pieces
- **Committee Updates:**
 - Are committee members always board members? - should they be?
 - Non-board members on a committee would be a good way to gage how active/involved they would be as a potential board member
 - Anyone not contributing?
 - By-laws
 - Guidelines for non-board members being on committees?
 - Executive Committee

Call for other New Business:

Seems that there is an abundance of mammals needing placement in Charlotte. Ann heard from Michelle and Emily about being overwhelmed. ARC is not accepting animals right now. Ann can get in touch with folks willing to help.

Next Meeting:

- Schedule next 2 board meetings to get them on calendars
 - July/August
 - November

Carla makes a motion to cover the last few agenda items via email and adjourn the meeting. Elizabeth seconds.

Meeting adjourns at 10:30am.

Minutes respectfully submitted by Savannah Trantham.