

## WRNC Board Meeting Agenda

Saturday July 30, 2016

TeleConference

Time: 11:03am-12:20pm

Meeting called to order by Mathias at 11:03am

### **Decisions Made**

- Carla motions to approve March minutes. Linda seconds. Vote unanimous to approve minutes from March meeting
- Mathias moves to approve \$100 to be spent on advertising via Facebook for the symposium 2017. Elizabeth seconds. Vote unanimous to approve \$100 for Facebook advertising for the symposium.
- Mathias motions to increase the amount of money offered in the Cage Grants and the Chimney Swift Tower Grants to be increased to \$500 per grant. Kelley seconds. Vote unanimous to increase the amount given in grants to \$500 per grant.
- Carla motions to offer 3 scholarships for the symposium. Mathias seconds. Vote is unanimous to offer 3 scholarships for the symposium each year.

### **Attendance Call**

\_P\_ Mathias Engelmann (Pres)

\_X\_ 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

\_X\_ Ann Rogers (Tres)

\_X\_ Joni Gnyp

\_P\_ Toni O'Neil

\_P\_ Jean Chamberlin

\_P\_ Christina Hildreth

\_X\_ Mischa Trinks

\_X\_ Casey Colicchio (VSL)

\_X\_ Rebekah Harp (VSL)

### **Approval of March board meeting minutes**

Carla motions to approve March minutes. Linda seconds. Vote unanimous to approve minutes from March meeting

### **Old Business:**

- **Items left from March agenda -**

- 

**Facebook:**

- o Member Drive?

- o Budget - \$200/year?

Mathias: haven't worked on a budget yet, waiting on the end of year and reports. CB: last year I had requested \$100 for advertising on Facebook for the symposium - I didn't use all of that. It was used just for the symposium and the ads ran from Nov-Jan. KO: are these the ads that I see pop up on the side of Facebook? CB: Yes and others that come up throughout Facebook. We can fine tune and be as specific as we want to be as to who and what areas (city/states) we want to reach. Last year targeted Raleigh, NC statewide, and some in Virginia, Tennessee, and South Carolina. One exhibitor came from PA because of an ad that she saw on Facebook when she was looking for something related. ME: we should promote them statewide as well as into other states. CB: These ads can be

used year round for anything that we have happening like trainings. TO/JC: Didn't do any trainings in 2015, did do at least 1 in 2014. KO: Facebook is good when it's good, but not the only advertising platform out there. KO works with several marketing staff and will check with them to see what other platforms are out there and are useful - will follow up on that. JC: Do we have the ability to target key people (like animal folks) through these ads? CB: Yes, there are specific fields to choose what types of people or interests you want to target (vets, wildlife, animal, etc) - some ads pop up on people's Facebook feeds because of their interests and other things within their own pages - some are connected with things that they search for on Google. We can be as specific as we want to be. CJ: Thinks we should at least approve the \$100 for use on symposium advertising because November will be here before long - can always go back and approve adding more if needed/wanted. Mathias moves to approve \$100 to be spent on advertising via Facebook for the symposium 2017. Elizabeth seconds. Vote unanimous to approve \$100 for Facebook advertising for the symposium.

- posts/....
  - advertising/sponsoring
  - Line item on annual budget



**Documents:**

Jean: we have all the documents (at least lots of them) in the board area of the website - may should move them to the public area. There are minutes, letters we have written, financial information, proposals, etc. It would be easy to move them and/or set-up a spot for them. ME: Are there things that shouldn't be in the public area? TO: In the past there has been some disciplinary things - those should not be public. ME: willing to help look over items and decide what needs to go to the public area and what needs to stay on board area

- 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

ST: When got the CD from Ann when started as secretary placed everything on Google Drive to organize. The Drive makes it all very accessible and easy to share with others or onto next person. There are a lot of holes in the documents that were on the CD - several dates missing or long periods of time between minutes/meetings/etc. LB-A: I have a lot of hard copy information that I have been storing - some of what is missing could be in that. Will work to connect with ST to get her the hard copies. ST willing to make all a digital file and save onto Drive together. JC: everything should be on the board area of the website - we should compare what is there to what ST has. ME: Let's get together and try to see what everyone has and what's the best plan to compile all in one area (ME/ST/JC/LB-A) KO: Think it's a good idea to use Google Drive to store those documents - it's easy and works well! ME: the Drive might work well as a back-up for what is on the website.



**Committee Updates:**

- Are committee members always board members? - should they be?
 

No and we do have folks now on committees that are not board members. We try to encourage.
- Non-board members on a committee would be a good way to gauge how active/involved they would be as a potential board member
- Anyone not contributing?
  - By-laws

Hasn't been a problem as of now.

- Guidelines for non-board members being on committees?

KO: Is there a chair to the committee...all committees? What are the committees? JC: the committees and members are listed on the website

- **Call for other Old Business**

## ***New Business:***

- Symposium 2017

Committee just really getting started

- Keynote Speaker - any ideas? Dr. Degernes?

ME: Need to move forward on picking someone so they can start planning and be prepared. Should we still consider Dr. Degernes? KO: Have 2 people that might be good - Tierney Farrell - photographer that does work to bring attention to poaching in Africa - <http://www.tierneyfarrell.com/>. And Robert 'Bob' Dunn - a biologist and professor at NC State. Listened to him talk at one of the Turtle Team gatherings - very entertaining. Did a talk on different bacterias and how they all link together. JC: could bring in these speakers to do other talks, not just the Keynote. LB-A: Shouldn't ask all 3, could get troublesome. Committee should feel them out and see who might be best fit. CJ and KO will work together to get information for the folks she mentioned.

- Recruiting new speakers
- Need new topics

CB put info on Facebook asking what folks wanted to see at the symposium. Have gotten a lot of response - it's a long list. Will send out so folks can see what members are asking to have. These ideas are straight from our members so it's good input.

- Photo policy for all labs
- New guidelines for all animal carcasses used at symposium
  - Contact the usual donors
  - Labels on the animal, not on the bag

ME: sent an email to Dr. Lewbart to start the conversation about setting up a policy. When start this we will work with the symposium committee

- Scholarship Program - advertise
- Cage Gant - advertise

ME: the scholarship/cage grant/chimney swift tower grants will go in the next newsletter (comes out Sept) - should do something on Facebook. Folks can start applying anytime. Deadline for the scholarships is Dec 15 and the cage grant and chimney swift tower is still Jan 5. We will plan to announce the winners of the cage and chimney swift tower grants at the symposium.

- Rabies Vector Species date - NCWRC vet (Maria Palamar)

JC: Sent old proposals to Alex Zachmann because the commission didn't have a copy of what we had sent previously. Alex offered to try and arrange a meeting with WRNC and the commission and possibly public health to discuss. CB: Talked with Alex 7/29/16 in length. The commission is having a meeting with NC public health in the next 2 weeks to discuss RVS. Alex will then share the information from that meeting. We can then share the information further and try to set up other meetings as needed. Brought up that they need to at least settle on some kind of 'middle of the road' guidance for situations that arise. EH: shared feedback on recent situations with raccoons and not getting any assistance from the commission folks on the mainland. Folks making the decisions need clarification as to what the officers need to do. ST: has had the opportunity to talk with Alex and Maria several times now when they have been in Asheville about the RVS situation as we are faced with the public have a RVS animal upwards of 3-4 times a week during the busy season. Expressed to them that we at least need a plan to

help the people when no one else is willing to get involved (Animal Control, Animal Shelter, Commission, Etc). They seem to be on the same page of at least needing a plan. ME: Definitely need some clarification and what we can expect from the officials in these situations. We will await information from Alex and Maria and move forward from there.

- New Regulations

CB: From what Alex said the open public comment period will be sometime in Dec/Jan. It is out of their normal pattern because they are not wanting to get a lot of comments and feedback from hunters. Alex will share with us when the comment period is open so we can share with folks. Alex shared that regulations are something the commission wants to last for at least 10 years. Regulations tend to be more vague and then they write policies for the regulations that are more detailed. Policies can change within 30-60 days if needed where as it takes a lot more to change regulations. Any vague regulations that come out of this will be made more clarified in the policies. CB asked him specifically about housing requirements, etc. he said that when an officer comes to inspect they will be looking at what you need to care for what you have at that time. I.E. if you have pinky squirrels they will look at what you need for pinky squirrels, not a large outdoor pre-release enclosure. They are looking at Washington State regulations to closely mimic. Have a copy of the regulation inspection report - it's lengthy, 6 pages - most seems reasonable, but there could be some areas of concern. ME: from what has seen most seem like common sense things. CB: Alex is willing to speak at the symposium, but the committee needs to send him an official request via email and copy Maria on it. He is very willing to explain anything to anyone. KO: are the 'rules' the same as statute and law? Yes. Should we put something in the newsletter? ME: can do something to share some of the information - might help prepare folks for the public comment period. CB has had a lot of contact with Alex, might be a good person to write a short something. CB will work on.

- 2 productive meetings with NCWRC

- Other meetings and visits in WNC

ST: Maria and Alex (as well as a couple of others) came up to Asheville last week and held the same type of forum/meeting with the local rehabilitators. Had a good turnout and some good information and questions came out of it. They seem very open to discussions and finding what rehabilitators really like and dislike. They also visited Nina's facility on Banner Elk and came back to the WNC Nature Center while in the area.

- Thank you to everybody who could attend - small number of attendees probably better
- We may want to write a letter of support to NCWRC/Daron Barnes

Should still follow up with a letter of support from the board

- WRNC email account - update

Voted on at the last meeting, but hasn't happened. KO had volunteered to help answer emails - is this still true? KO: Yes. JC: will setup and get with KO. ME: need some kind of system for this because it is representing WRNC. Need a way to keep copies and track. KO: need to check with policy at work to see how that will be since will be answering at work. ME: Should have a committee for this - will be ME/CB/JC/KO - will get together and work out a plan.

- Treasurer's report - new treasurer

- Budget?

Mathias: will talk to Ann and Jean and work on a budget. Will get Ann to send info to all once complete. ME: is there ever a concern to have too much money in an account? Should we do more grants to disperse some? KO: adding more money to the grants we give would be very helpful to the people who get them - \$300 is not really enough for most cages. ME: should we increase the grants to \$400-\$500 per grant - 3 Chimney Swift Tower Grants and 2 Cage Grants. Discussion seems to be in favor. ME motions to increase the amount of money offered in the Cage Grants and the Chimney Swift Tower Grants to be increased to \$500 per grant. Kelley seconds. Vote unanimous to increase the amount given in grants to \$500 per grant. Linda: Should we offer more scholarships to the symposium as well? JC: we offer 2 now between \$250 and \$300 each. They usually cover the registration,

meals, and hotel costs. Some years we have more than 2 people qualify and some years not enough. Carla motions to offer 3 scholarships for the symposium. Mathias seconds. Vote is unanimous to offer 3 scholarships for the symposium each year.

- Year-end Statement?

Jean: The year end balance is \$15,047.94. The Fiscal Year net gain was \$46.13. We also have a CD that has approximately \$10,500

- Facebook report

Cathy: traffic comes and goes on the Facebook site. I do think we are helping rehabilitators and the public connect with people. Had someone use the Facebook site to network with Nina's center to place a bobcat. If you know of any trainings or happenings please pass them my way so I can add them. CJ: Think Cathy is doing a great job!

- Newsletter Update - next deadline is Aug 20th

ME: Send anything you have - would like to use one of Linda's articles, will let her know as closer to deadline what we still need. EH: There's a fawn rehabilitator on Ocracoke, will see if she is interested in writing something. KO: put me down for something. CB: should we put something on this newsletter for new board members? ME: Yes, sooner rather than later

- Website Update
  - Volunteers

Jean: Always looking for volunteers. Cathy: talked with Jean about terminology - she needs help with uploading context not re-writing, coding, etc. Looking for volunteers to help with uploading stuff. ME: Glad to help with uploading stuff!

- Need to add minutes and board member information
- Committee Updates
  - Need job descriptions for each committee and what the members of each committee are responsible for - Need to set a deadline to get these back to Savannah

Jean: Website has brief descriptions already for each committee. ME: Need to look at those and see if they are sufficient. CB: Something needs to be in the public area of the website. JC: It is in the public area now, just maybe not the best place to be easily accessible. Can look at moving.

- Anyone not contributing?
- Nominations for new board members
  - Rotating off in January - Christina, Elizabeth
  - ?? - Cathy Burns, Joni Gnyp, Mathias Engelmann

Need to start sharing info and looking for new board members sooner rather than later. TO and KL are on the nominating committee. Please send info to them

- By-laws/code of ethics/Board member responsibilities
  - Everyone needs to sign and we need on file
  - Need to set a deadline to get these back to Savannah

Cathy: The by-laws have a code of ethics for the board members - should we be requiring board members to read and sign these? Meeting at the symposium may be a good time to go over these and sign them (By-laws, Code of Ethics, Responsibilities). I found one that was updated in 2009. I know I never saw these when I joined the board - I had questions and just happened to stumble onto them. KO: can we get them ahead of time to read over prior to signing in case we don't feel comfortable signing? CB: They are on the website in the board area - password to access is networking. ME: Everyone please look at these documents and be ready to discuss them at our next meeting.

***Call for other New Business:***

Savannah: Had been thinking about volunteer hours and tracking those hours with WRNC. Not sure if this is something that has ever been done before. A lot of people track volunteer hours on their own. Not sure if it is a requirement for non-profits or just highly recommended, but thought it was worth talking about. All of the board members are volunteers as well as anyone that helps on committees, at the symposium, at training classes, etc. There are several free volunteer time tracking platforms out there that are super easy and very efficient for non-profits. Might would encourage having a volunteer coordinator for WRNC to help set up and keep things rolling with tracking hours as well as coordinating new (and established) volunteers for events. I would be happy to fill this role if it was something the board wanted to do. JC: Think it is a good idea. Think most tracking is done for grants and such. KO: Think it is a great idea, though some people may forget. Even if we aren't doing now it would be good to think ahead. Volunteer hours can be used for people's taxes as well. ME: ST send information to everyone so we can look it all over and we can go from there. Think it could come in handy in the future. We should talk about it.

### **Next Meeting:**

- Schedule next board meeting
  - October/November

Mathias: thinking November for next meeting. Will try to plan a little earlier.

Carla motions to end meeting. Kelley Seconds.

Meeting adjourned at 12:20pm

Minutes respectfully submitted by Savannah Trantham