

WRNC Board Meeting 2/19/2017
Teleconference
9:30 am till 11:15 am

Present: Cathy Burns (president), Kelley Odell (vice-president), Ann Rogers (secretary/treasurer), Carla Johnson, Toni O'Neil, Jean Chamberlain, Linda Bergman-Althouse, , Mathias Engelmann, Amanda Falk, Amber McNamara, Lou Mitchell, Savannah Trantham, Mischa Trinks, Nicole Himebaugh (VSL).

Cathy called the meeting to order and the roll was taken.

The minutes from the January meeting were approved: Moved to approve by Kelley, seconded by Carla.

We cannot do a full accounting of our symposium finances until we receive our statement from the Vet School, which takes an awfully long time. Some years we do not receive it until June. John Cole is checking into why it takes so long.

The spreadsheet of symposium cash transferred was sent to the Board with the agenda. The receipts from the raffle were \$2,082. The receipts from the book sale were \$1,989.50.

Ann reported a balance in our checking account of \$6,737.80. Our \$10,000 CD comes due in early April. Jean will check different banks for rates and will email the Board with what she finds. We will continue with one-year CD's.

OLD BUSINESS

Symposium 2017

- Carla reviewed and summarized the Evaluation and Comment sheets that were turned in. These reports were sent to the Board along with the agenda. Most comments were very favorable, but there are always some complaints.
- Bathroom complaints:
 - We ran out of toilet paper in ladies room. We need to ask for extra supplies that we can have access to instead of hiring an attendant. We need access to a plunger since apparently there was a clogged toilet.
 - We could have volunteers assigned to check the bathrooms several times a day to check the supplies.
 - We should have a sign posted in the bathrooms to notify the sales table of any problems, so that we know if there is one.
- Coffee:

- We have been using a Starbucks that supplied all the coffee, creamer (with cooler) and sweeteners and we sometimes run out.
- Lou will check with another Raleigh location or another coffee place to see if they can supply coffee for Sunday.
- It would be nice to supply hot water for tea
- Kelley offered to pick up creamers at Costco so we don't run out.
- We can see if can have our VSL's can work with coffee setup.
- Snacks
 - Some people wanted access to snacks
 - Turtle team used to sell them. We can mention this to them as part of their fundraiser.
 - We can have signs (whiteboard?) that tells where cafeteria snack machines are.
 - We cannot provide free food all day! This is not a spa!
- Hotel
 - There are no other hotels closer to the Vet School that have meeting rooms for our banquet and ice-breaker. We also need one that serves breakfast.
 - Our room rates have gone up to \$99 for a king and \$109 for two queens. The Hampton went up \$5/night after we contracted with them and may go up again before next year.
 - If we book more than 70 nights, we get 2 speaker room-nights free. In the past we have booked 35-45 rooms per night.
 - More rooms can be added at the contract rates - up to a certain date.
 - This room rate does not depend on the banquet being held there.

Ann moved that we go ahead and lock in this rate for at least 70 rooms (or more if we had more last year) to get the current rate and the two free rooms. Carla seconded. Motion passed.

- Banquet/Ice breaker
 - We paid \$400 for our ice breaker room. If they provide food & non-alcoholic beverages it would cost about \$2,000. A bar attendant would cost \$50/hour (cash bar).
 - The Hampton cannot seat over 130 people for a banquet and costs about \$33 per person, including tax and tips.
 - The Hilton can seat more than 130 people and cost \$38 per person.
 - The bar wasn't used much in past years and is also a liability.
 - The NSCU University Club is around the corner from the Vet School and can handle the banquet at either \$31 or \$33 per person (including tax & tips), depending on the menu. Menus can be seen on their website. It requires an \$800 deposit to hold the date.
 - Lou will investigate details at the University Club and the Board will make choices by email.

Vitrine (display cases) at Raleigh Convention Center

We have two 10-foot long glass display cases set up at the Raleigh Convention Center for the next year. These were coordinated by Lou and Kelley with help from the NC Museum of Natural Sciences. There is information about what to do with wildlife in need, information about the state wildlife rehab organizations along with a map, some vendor displays, and general information about what a wildlife rehabber does. The rehab organization map is on our website. Kelley will send us pictures although they are hard to take because of the glare from the windows.

Chimney Swift Grants

We awarded 4 grants at \$500 each, and all are working on them. Tom Tribble would like to put the WRNC logo on his tower and Kelley will send him a copy of the one that was used on the vitrine.

There have been even more delays with the 2015 grant to Erin Laskowich at Lincoln Heights Elementary School with the renovations to the building. Linda moved that we waive the time constraint on their tower. Ann seconded the motion and the motion passed.

T-Shirts

Linda gave her report on how many t-shirts and sweatshirts were sold at the symposium and how many are left. This report was attached to our agenda. We think we would have sold more sweatshirts if the weather had been colder. We are out of the green, red, and Galapagos blue shirts. All we have left are the chestnut brown t-shirts and the blue sweatshirts. There was a discussion as to whether we should buy more shirts this year, since it's usually an every-two-year purchase. The price will be around \$568 for another purchase. Kelley moved that we authorize Linda to buy another round of shirts. Toni seconded the motion and it passed. Linda will again send out the color chart for choices.

Cage Grants

One grant was awarded but we have not yet received any feedback on it. No board members applied for the other one before the deadline, and we will not extend it. Cathy has dismantled Elizabeth's cage and will pick up the sections. (If anyone needs to contact Elizabeth, you should call her home phone number.)

Newsletter

We just sent out the link to our latest newsletter. Please look at it! We need stories for the next issue. If someone sees a good printed article, let Mathias know so he can try to get permission to re-print. The deadline is the end of May, but the end of April is preferred.

Credit card sales

Ann looked up use of the Square device, but Toni's organization has used both of the two available devices, so she could give much more information on them. There is a PayPal device, but it cannot accept a card with a chip. The Square device for swiped cards is free, but the chip reader has a one-time \$30 charge for the device. After that, the company charges 2.75% of the sale. We will probably want one, but will wait until closer to the symposium...probably November.

More on the banquet

There was more discussion on the charges for the banquet. The University Club offers twice the food for less money than the Hilton. We need to go ahead and pay \$800 to hold it. Lou mentioned finding sponsors for the banquet, but we don't want to jeopardize the donations to our raffle.

We discussed charging for the banquet....possibly \$15. We often have a lot of no-shows since people don't feel obligated to attend, and this wastes a lot of food and money. The Board will exchange emails with ideas on this proposal.

Website

Lou spoke to Ann Goodnight, wife of the CEO of SAS about having someone re-write our website and has not heard back from her. She has also spoken with the Dean of the School of Communications at NCSU. Jean will be in touch with which one responds to tell them what we have and what we need. The latter would give us another good connection with NCSU. We could find someone to pay for the service, but it might cost \$2,000-\$4,000. Lou will check with Ann Goodnight before long to find out whether SAS can help us.

NEW BUSINESS

Hall of Fame

Linda has written a proposal to create a WRNC Hall of Fame, and this was included in an attachment with the agenda. Recipients will be people who have been very active and instrumental in the organization. They will receive a laminated plaque and lifetime membership in WRNC at the banquet. The website will include a description of the person and their contributions.

A committee needs to be created to handle the process.

Lou moved that we initiate this process and Linda seconded the motion. Motion passed.

Mary and Ed Weiss were suggested as the first recipients since they were instrumental in the creation of the organization and were workers at all the early symposiums.

Continuing Education Committee

Amber will work on posting CE opportunities provided by our organization and its associated organizations. The first will be a symposium to be held at Lees McRae College on July 28. There will be 7 hours of credit for vets and vet techs. There is a link on their website giving information.

Rehabber of the Year/Quarter

We quickly discussed setting up an award for rehabbers of the quarter, from which will be chosen the rehabber of the year....who will receive the "Golden Syringe Award". Nominations can be made from WRNC members. Cathy will send out more information on this.

Board replacement

Mary Weiss is stepping down from the board, but we agreed that we do not need a replacement until the next election at the symposium.

WRNC brochure

Kelley has worked up a new tri-fold brochure for WRNC and has sent it out to the Board as an attachment. It is against state policy for the Wildlife Commission to include it in their rehabilitation permit mailings.

Budget

Any committees needing money need to let Cathy know so she can work on a budget. Please give Ann receipts for any more symposium expenses right away.

Dues

Board members who have not yet paid for dues need to mail a check to Ann ASAP.

The next meeting will be at the end of April or early May and will mostly cover symposium wrap-up.

Linda moved to adjourn the meeting. Everyone seconded! Motion passed.

Minutes submitted by Ann Rogers, secretary