

MEETING MINUTES
NCC Board Meeting
December 3, 2003
Conference Call Format
10am ET/9am CT

Present:

Siobhan Fennessy, Paul Groell, Kurt Kowalski, Dave Merkey, Mike Miller, Beth Nixon, Blaine Watson

Absent:

Phil Gerla, Jesse Kurylo, Tim Skiver, Virginie Bouchard, Ron Brown, and Mitchel Strain

Recording Secretary: Blaine Watson

AGENDA
CALL TO ORDER

After allowing approximately 10 minutes for a majority of the anticipated attendees to come online, the meeting was called to order at approximately 9:10 AM, CST, by Beth Nixon, NCC Chapter President.

ROLE CALL

Presence/absence of attendees (as listed above) confirmed by Blaine Watson, NCC Chapter Secretary-Treasurer.

OLD BUSINESS

No old business presented

NEW BUSINESS

1. Election Procedures

- a. **Electronic process – advantages, disadvantages, should this be pursued?**
 - previous turnout for electronic election was fairly low (6-10 votes);
 - overall turnout was also low (~16 ballots total);
 - cost for website hosting through SWS main web site was \$60;
 - board consensus was that better and repeated notification, including through the chapter's now-updated e-mail listserv might improve turnout;
 - board agreed that electronic elections should be attempted again for a few cycles to see if any improvements are realized
- b. **SWS Bulletin – March issue advertise nominees for President-elect**

- February 1, 2004 deadline for nominees to be forwarded to SWS for printing in March issue;
- nominee biographies would need to be in by mid-January for review;
- Beth Nixon will again send out a request for nominees, as only one has been received at this time

2. The Annual Chapter Conference

a. Decisions on pursuing annual chapter conference locations

- discussed Columbus meeting attendance, length, and field trip-to-speaker ratio;
- also reviewed process used by Friends of Pleistocene (FOP), whereby their members know 1 year in advance the location of upcoming regional meetings

i. **March 2004: Nebraska Rainwater Basins**

- discussion summarized in item ii, below

ii. **Fall 2004, 2005, 2006 possibilities (cover different ecoregions):**

- discussed timing of the March 2004 meeting and desire of board to try for annual Fall meetings—do we plan to have a Fall 2004 meeting;
- consensus of board was such that, if we plan to make Fall meetings a regular occurrence, then we should attempt to schedule a Fall 2004 meeting;
- scheduling of the Fall 2004 meeting should be announced as early in 2004 as possible—this will give people more opportunity to plan for attendance, similar to the approach used by FOP

1. **Northern Prairie Wildlife Research Center (our webmaster Phil Gerla would love to highlight places on the TNC preserves he is working on – he is strapped for time in 2004) – this could be joint with Canadian Chapter**

- Beth Nixon mentioned this location might be a good possibility for the 2005 meeting, due to Phil's time constraints;
- several call participants felt this meeting location would have a good draw and would have a high level of interest in the chapter membership

2. **Upper peninsula – hydric sandy soils wetlands**

- no significant discussion of this location occurred; chapter input is welcome

3. **Somewhere in the south-central part of the chapter – great rivers floodplain wetlands?, farmed wetlands landscape?**

- Siobhan Fennessy mentioned a possible Ohio River/floodplain wetland trip in southern Ohio—she will research options for Fall 2004 or later;
- Mike Miller indicated that it has been difficult to find

members in the Illinois area willing to organize and spearhead something of this nature;

-Blaine Watson and Mike Miller discussed the location of several large mitigation banking sites on the Illinois River in central Illinois, including one the ISGS is studying, which might provide a good opportunity for in-the-field comparison of different bank restoration approaches— Blaine will contact another ISGS staff member to see about interest level in coordinating a field conference
-comments were made that TNC, Rock Island Corps and USF&W might also be interested in participating in something here

4. **Ontario/Michigan coastal wetlands**

-Kurt Kowalski will investigate setting up something here for the Fall 2006 timeframe

-Kurt also mentioned the Red Lake Peatlands (see below)

5. **Other, including joint conferences with other organizations**

-the board felt the chapter could be open to sponsoring several smaller, locally organized field trips or conferences throughout the year—a method to coordinate such a program should be discussed in upcoming board meetings;

-Kurt Kowalski mentioned a possible meeting location involving the Red Lake Peatlands; Beth Nixon will look into this;

-Kurt pointed out the different timing for the Society Annual Meeting in Seattle for 2004; the meeting will occur from 7/19 through 7/23—this may impact scheduling of a chapter conference, especially if it will be held in a more northern location;

-Siobhan Fennessy, Beth Nixon, Kurt Kowalski, and Blaine Watson will discuss via e-mail the planning for Red Lake Peatlands, the possibility of annual meetings of some sort in Ohio (a good overall level of interest and an existing facility in Columbus), and the possible Illinois or Ohio River wetland field trip sites

b. **The responsibility of board members to solicit conference leaders**

-discussion of this issue was limited to the section above

c. **Goals of the Annual Chapter Conference**

i. **Goal 1: Chapter viability**

-Beth mentioned the need to establish some goals for our annual chapter meetings

-the primary goal of the meetings would be to improve chapter viability while at the same time providing value to the membership

-Mike Miller commented that the increased level of activity and contact shown by the board is a good way to increase activity

within the chapter

-the chapter should seek a copy of the National Conference Guide currently in draft stage to use as reference in setting our own conference goals and methods for arranging conferences/meetings

1. **critical to education committee strategies? (Mitchel to address this question)**

-item to be discussed at more length when Mitchel Strain is available;

-Beth will contact Mitchel to see if he has any new input to be circulated back to the board (see attached notes of Mitchel's existing input)

2. **membership value - opportunity to members unable to attend national conferences**

-a Technology Workshop was suggested as a means to provide open discussion of instrument use, techniques, etc.

3. **can play into future fundraising strategies**

-the board realizes that the money made at the Chicago annual meeting will not last indefinitely and we need to stay active in fundraising;

-local conferences and meetings should have a goal of sponsorship through entities sponsoring certain activities or workshops, etc.;

-the number of attendees anticipated for an event will drive booth space rental/occupation by consultants or other possible vendors/exhibitors;

-the best sources of funds at the Chicago meeting were resource agencies;

-meeting locations that could make use of existing university facilities could provide some opportunity for cost savings

ii. **Goal 2: Highlighting regional wetlands resources**

1. **The venues for national/international meetings are limited and miss many significant wetland resources, e.g. rainwater basins**

-discussion was limited to that summarized above

iii. **Other goals?**

-no other goals were identified at this time, further input is welcome

iv. **Volunteer or appointee to draft the Conference Goals description and propose where to have chapter goals in writing (Bylaws? Committee description?)**

-noted information about National Conference Guide above, this should be our approach in the short term;

-no volunteers were available at this time, Beth will contact Mitchel Strain to see if this might be consolidated with his education committee work

3. Formalizing Operations of the Board

a. **Description of board as Executive Committee (EC) and Full Board (EC plus committee chairs and geographic representatives)**

-board consensus was that the EC and Full Board approach provides a good model for being able to make quick decisions when needed, as well as involving greater input whenever possible

b. **NCC board representation at meetings (refer to text below, drafted by Kurt for the business meeting last June)**

-this proposed amendment must be made in accordance with the chapter Bylaws, as such, the board can make a recommendation and the chapter must be involved through the chapter business meeting procedure,

-a question was posed about the listing of Past-president at the end of alternate attendees; Kurt responded that this was based on the perception that a Past-president might wish to have a 'break' period after their active term, board discussion followed;

-discussion points suggested the following changes:

1. remove reference to chapter member selection and substitute provision for requesting a written report of the meeting
2. the same procedure should be used with reference to chapter business meeting attendance

-Kurt will revise the proposal (revision attached) and we will proceed according to the Bylaws

a. **Conference call format formalized as a midyear meeting: yes/no? board only or can other members request participation?**

-call participants felt that the conference call method was working well this time, no problems reported

-board consensus was that a midyear conference call meeting should continue to be the preferred approach

-some discussion occurred about the ability to hold chapter business meetings at some of the local or annual chapter conferences, this issue could be considered, but it may add unnecessary complexity to the board meeting procedure since there will always be some board members who cannot attend local field trips, or even the annual chapter conference, logistics of holding a chapter meeting at a field trip location are also problematic

-chapter members should be notified of upcoming board meetings and asked to forward their input to the regional contact prior to the meeting/call

b. **Committee reporting: annual report required for SWS conference in June; informal update required for the midyear national board meeting in late January**

-board consensus was that annual reporting by committee chairs is sufficient

c. **Other?**

-Blaine Watson will compile meeting minutes for review by Beth Nixon, then board, then chapter web-posting

-Beth will review committee chair status to address any vacancies

-Dave Merkey will be involved in reporting amended Bylaws as this situation proceeds

-meeting minutes should be included as rich-text in an e-mail sent to the chapter listserv, the e-mail will open with a link to the chapter website where the actual meeting minutes document will be posted

d. **Kurt and Beth will draft the written description of operations; any of you are invited to participate; proposal to amend by-laws will be presented at the Nebraska meeting and will then be presented at the June SWS conference for discussion and voting**

MEETING ADJOURNMENT

Motion to adjourn made by Blaine Watson, seconded by Paul Groell. Motion was unanimous and meeting was adjourned at approximately 10:45 AM, CST.

Attachment 1: summary of existing education committee goal discussions (September 2003)

- 1) Promote project/paper for university and high school level students at a state or regional meeting with the possibility of awarding a scholarship at some point;
- 2) consider an "adopt-a-wetland" program in each member state;
- 3) create a learning module for education based on Bloom's Taxonomy with the National Science Teacher Association input. This could also be tied back into the "adopt-a-wetland" program;
- 4) will be investigating other chapter activities as it relates to education outreach;
- 5) will meet again in one month to follow-up on all of the above.

Attachment 2: 12/10/03 board-approved text of proposed amendment to NCC Chapter By-laws regarding Board Representation at meetings

Guidelines for use of SWS chapter funds: Travel

Revised 12/10/03

Society Board of Directors Meetings

According to the by-laws, the President will serve as the North Central Chapter (NCC) representative at all Society Board of Directors (BOD) Meetings. Chapter funds may be used to pay for all travel costs for the President to attend the BOD meetings if non-society funds are not available. If the President is not able to attend a Society BOD meeting, then the other NCC Executive Committee (EC) members will be asked to attend in the President's place. The request to represent the NCC at the BOD meeting will be offered, in this order, to the following people: President-Elect, Secretary-Treasurer, immediate Past-President, Board Member-at-Large with the most time in their position, and the Board Member-at-Large with the least time in their position. If none of the people name above can attend the meeting, then a written report will be prepared by the President and distributed to the Society Board of Directors.

NCC Business Meetings

When a chapter business meeting does not occur in conjunction with the Society Annual Meeting (e.g., regional node meetings), the President will have the discretion to authorize use of chapter funds to pay for all travel costs for one NCC EC member to attend and conduct the meeting. Selection of that person will follow the order outlined above.

Other Events

Unless there is a specific and valid need for the President or another NCC EC member to attend an event and officially represent the chapter's interests, chapter funds may not be used to pay for travel costs of EC members attending professional events (e.g., meetings, conferences, workshops, training, field trips) or any non-professional activities.