

Organization of Fish and Wildlife Information Managers Annual Business Meeting  
August 6, 2000

Meeting Minutes

I. Call to Order

The meeting was called to order at 8:10 a.m., at The Inn at Silver Creek in Silver Creek, Colorado. The president was not in the chair. The president -elect took the chair. The secretary was present.

II. Determination of Quorum

It was determined that there was a quorum of Organization members.

III. President's Message

Due to a scheduling conflict, the President was not present at the meeting. President-elect Mr. Don Schrupp read the President's message (Attachment A) submitted by Ms. Lila B. Wills.

IV. President-Elect's Message

President-Elect

V. Treasurer's Report

The treasurer's report (Attachment B) was submitted by Ms. Becky Wajda for Mr. Jeff Trollinger, who was not present. For the fiscal year August 1, 1999 through July 31, 2000, OFWIM's revenues and expenditures were primarily related to the 4<sup>th</sup> Microcomputer Applications in Fish and Wildlife Conference held in October 1999 in Stateline, Nevada. An additional \$600 to \$700 will be received for overhead paid to OFWIM for continuing education programs. This will be added to future treasurer's reports.

The treasurer's report was approved as presented.

VI. The Secretary's Report

The minutes of the Organization's annual meeting held in October, 1999, in Stateline, Nevada, were approved as written.

The secretary's report was given by Ms. Kathy Quindlen. Ms. Quindlen stated that we received 13 individual memberships and 2 agency memberships prior to the business meeting. There were 25 total registrants for this annual meeting. These minutes will be published in the OFWIM newsletter and posted on the OFWIM web site.

## VII. Committee Reports

- A. Outreach: Ms. Becky Wajda announced that **OFWIM has been recognized by the National Association of Fish and Wildlife Agencies (NAFWA) as an affiliated member.**
- B. Technical Trends: Nothing to report.
- C. Membership: Ms. Becky Wajda noted that a slate of nominees for the executive committee and regional contact positions has been prepared by contacting individuals to determine their willingness to run for office or accept a position.
- D. Communications: Ms. Kathy Quindlen stated that the OFWIM Newsletter was published twice this year in a very attractive format, and sent to a much larger recipient list than in the past. This was due to the use of email and list-serv, in addition to regular mail, to distribute the newsletter. Newsletter: Ms. Karen Reay noted that submissions are needed for the next issue of the newsletter. The next issue will include these meeting minutes.
- E. Annual Meeting: Mr. Don Schrupp thanked the planning committee for their work on this meeting. He also thanked Ms. Becky Wajda for her work to develop, post, and compile the responses to the Online Survey Form used to develop the workshop materials. Ms. Becky Wajda asked those in attendance if they felt that the survey form was a useful tool to identify what others are doing. There was agreement among the group that this was a useful tool.
- F. Data Standards: Mr. Don Schrupp noted that while each committee, including data standards, has a vice-chair (a member of the executive committee), he would encourage other members to volunteer to chair a committee. Mr. Jeff Waldon announced that he and Ms. Anne Frondorf are members of the Federal Geographic Data Committee (FGDC) taxonomy database standards committee. Mr. Waldon offered to forward comments to the committee from OFWIM. Mr. Don Fago asked if any states other than Wisconsin were developing statewide standards for procedures for data collection and reporting. Mr. Don Schrupp stated that Colorado is doing this. Mr. David McKenna noted that Canada is working on this, and that he will be attending a data standards conference in Toronto that addresses country-wide data standards issues. Ms. Becky Wajda stated that Virginia is developing data standards as database applications are developed. Mr. Stan Allen noted that the Streamnet system deals with data dissemination efforts. **The group recommended that the Data Standards Committee do some research on and summarize the data standards work being conducted by the state fish and wildlife agencies.**
- G. Continuing Education: Mr. Jeff Waldon discussed three cooperators: U.S. Fish and Wildlife Service, National Conservation Training Center (NCTC); the American Fisheries Society (AFS); and the National Spatial Data Infrastructure (NSDI). NCTC helped fund the meeting last year in Stateline, Nevada. They also helped to fund the air videography course held last February in Lafayette, LA; the "New Technologies for Fish and Wildlife Managers" course (renamed from what it was formerly called) held last week in Shepherdstown, WV; and the "Introduction to GIS" course currently being developed and which will be offered initially in Virginia. NCTC has entered into a cooperative agreement with OFWIM and OFWIM has contracted with CMI to conduct courses and charges a percentage overhead. OFWIM members can also be paid a stipend plus travel to teach courses for OFWIM.

Mr. Schrupp mentioned that the **Continuing Education Committee should forward information regarding classes to the regional contacts.**

Mr. Waldon noted that NCTC currently is not able to initiate any new cooperative agreements due to an audit of USFWS, but that Mr. Glenn Gravatt of NCTC has communicated that NCTC is looking to organizations like OFWIM to conduct training classes that NCTC does not have the staff or the facilities to do themselves.

Mr. Waldon stated that "New Technologies is Fish and Wildlife" is not currently being offered anywhere, but that he will work with the AFS to promote this class.

The NSDI has given OFWIM a grant again recently to conduct metadata training. CMI will conduct the training and OFWIM will earn overhead.

#### VIII. Old Business

- A. 1999 Annual Meeting Summary (Attachment C): In this document, Ms. Wills summarized the comments received from attendees to the 4<sup>th</sup> Microcomputer Applications in Fish and Wildlife Conference in Stateline, Nevada. There was a 10-year lapse between the 3<sup>rd</sup> and 4<sup>th</sup> conferences of this type. Ms. Wajda noted that there were approximately 100 attendees and a half-day course on metadata, given by NBII, was included.
- B. Regional Contacts: Mr. Schrupp noted that having the names of the regional contacts posted on the OFWIM web site will help OFWIM to make new contacts and increase membership. Ms. Karen Reay suggested that the New England region contains many states and perhaps should be subdivided or split among additional regions. Ms. Wajda responded that our regions are the same as those delineated by IAFWA so that we could better coordinate with the national organizations. Ms. Kathy Quindlen suggested that OFWIM add a new region to include Canada, and possibly other countries, to better reflect the membership. **Mr. Schrupp recommended that the membership committee look into expanding our regions to include Canada and Central America.**
- C. Other items: Ms. Wajda handed out the OFWIM bylaws for those new to the organization.

#### IX. Election of New Officers

Ms. Becky Wajda asked for nominations for the 4 positions up for election: Treasurer, Secretary, President-Elect, and Member-At-Large. Mr. Jeff Trollinger was nominated for Treasurer (this would be his second consecutive term in this position), Ms. Karen Reay was nominated for Secretary, Mr. Stan Allen was nominated for President-Elect, and Ms. Wajda was nominated for Member-at-Large. No other nominations were received. Mr. Jeff Waldon moved to elect all 4 candidates by acclamation. Mr. Don Fago seconded the motion. The motion was carried.

#### X. New Business

- A. New Officers: Mr. Don Schrupp assumed the position of president as outlined in the Organization bylaws. Mr. Trollinger was installed as Treasurer, Ms. Reay was installed as Secretary, Mr. Allen was installed as President-Elect, and Ms. Wajda was installed as Member-At-Large.

- B. Other Offices: Ms. Kathy Quindlen was installed as newsletter editor. Mr. Jeff Waldon suggested that **OFWIM consider developing two new positions: List-Serv Editor and Web Page Manager. The Ex-Com agreed to consider this.**
- C. OFWIM Award: Mr. Jeff Waldon offered to head up an awards committee. The first award would be for Fish and Wildlife web sites. Committee could come up with the rules for achieving the award. It is difficult to get recognition for all the hard work on fish and wildlife applications and web sites, and this is one way to provide recognition. The award would include a framed certificate to a winner once each year. Mr. Kirk Keller suggested that OFWIM review the Association of Conservation Information (ACI) award category for web sites. Mr. Kirk Keller suggested that the committee include someone from the web industry to lend more credibility to the award. **Mr. Waldon made a motion that OFWIM establish an award for Fish and Wildlife web sites and establish an ad hoc committee to set up the award. Mr. Don Fago seconded the motion. The motion was carried.**
- D. OFWIM.org domain name: Ms. Wajda suggested that OFWIM purchase a domain name such as OFWIM.org to replace the very long URL to get to the OFWIM web site. It would cost approximately \$30/year. Mr. Kirk Keller noted that if the domain name is registered through a company like Network Solutions for a specific IP address it would cost \$35.00/year. **Ms. Wajda made a motion that OFWIM purchase a domain name such as OFWIM.org or something comparable. Mr. Don Fago seconded the motion. The motion was carried.**
- E. OFWIM Committees: Mr. Don Schrupp led a discussion of their function and asked if anyone present was interested in chairing or participating in any of the committees. **Mr. Don Fago volunteered to chair the Data Standards Committee. Mr. Jeff Waldon will chair the Continuing Education Committee.** The regional contacts will constitute the Outreach Committee and the vice-chair is the President. Mr. Kirk Keller offered to participate in the Technical Trends Committee. The past president is the vice-chair of this committee.
- F. Financial Audits: Mr. Jeff Waldon suggested that the Treasurer may need someone to conduct an annual audit of the treasury. It was suggested that the past president could serve this function. Mr. Kirk Keller recommended paying a CPA to do this, and noted that the fee could be as low as \$100. This would provide extra protection. **Mr. Schrupp suggested that the past president look into hiring a CPA and report to the Ex-Com, which would make the decision about whether or not to hire one.**
- G. Other Items: Mr. Kirk Keller noted that one of the reasons he attended this meeting was the focus on the web applications. Is there a plan to continue pursuing web-related topics in future meetings? Mr. Don Schrupp suggested that we could encourage more web-design topics and solicit input from experts by offering stipends to web experts to attend future meetings.
- H. 2001 Annual Meeting: Mr. Don Schrupp announced that the planning meeting for the 2001 and 2002 meetings would take place following the business meeting. He gave an overview of the three proposed options for the 2001 meeting: an aquatic summit, a general microcomputer applications meeting like last year's meeting at Stateline, Nevada, and a GIS-related meeting.

XI. Adjourn

Mr. Stan Allen made a motion to adjourn the meeting. Mr. Don Fago seconded the motion. The motion was adopted. Mr. Schrupp adjourned the meeting at 12:30 p.m.

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Kathy Quindlen  
Secretary

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Don Schrupp  
President