

**Organization of Fish and Wildlife Information Managers Annual Business  
Meeting  
Rapid City, South Dakota  
September 29, 2003**

**Meeting Minutes**

**I. Call to Order**

The meeting was called to order at 9:06 a.m., at the Holiday Inn-Mount Rushmore Hotel, Rapid City, South Dakota. The President presided as the meeting chair.

**II. Determination of Quorum**

It was determined that a quorum (10% of registered individuals) of Organization members was met.

**III. President's Message**

Mr. Art Smith delivered the President's message (Attachment A). The President acknowledged the continuing effects of 9/11, as well the many uncertainties that surround us both at home and abroad. He thanked the U.S. Geological Survey (USGS) National Gap Analysis Program (GAP) and U.S. Fish and Wildlife Service (FWS) National Conservation Training Center for sponsoring the one-day GAP training course and specifically mentioned the efforts of Kathy Graham and Jack Erickson in organizing the 2003 workshop/meeting. The President also mentioned the assistance and support provided by several members of the Executive Committee and Planning Committee.

**IV. Treasurer's Report**

Mr. Jacob Faibisch presented the annual Treasurer's report (Attachment B). Mr. Faibisch noted that OFWIM's fiscal year (FY) is July 1 through June 30.

**FY 2003 Year End Report:**

|                            |                      |
|----------------------------|----------------------|
| FY 2003 Total Revenue:     | \$ 30,530.36         |
| FY 2003 Total Expenses:    | <u>- 33,914.91</u>   |
| FY 2003 Expected Net Loss: | <b>- \$ 3,384.55</b> |

|  |                        |
|--|------------------------|
| FY 2003 Opening Balance (as of July 1, 2002):  | \$ 6,677.89            |
| FY 2003 Closing Balance (as of June 30, 2003): | <u>- 3,284.67</u>      |
| FY 2003 Actual Loss (as of June 30, 2003):     | <b>- \$ 3,393.22 *</b> |

\* Actual Loss is \$8.67 more than the expected Net Loss.

**FY 2004 Report** (July 1, 2003 - June 30, 2004)

Fiscal situation is much different from FY 2003. Current account includes revenues from OFWIM 2003 workshop registration fees (\$1,245) and raffle proceeds (\$ 417). The FWS sponsorship payment of \$10,000 for the OFWIM 2002 Annual Meeting and National Fish and Wildlife Data Summit held in November 2002 was not received until September 2003, almost 10 months after the Summit took place.

**Funds in Transit:**

|  |                   |
|--|-------------------|
| Current Assets (as of September 25, 2003)      | \$ 26,345.10      |
| <b>Incoming:</b>                               |                   |
| 2003 Raffle Income                             | + 450.00          |
| 2003 Registrations Paid                        | <u>+ 1,245.00</u> |
| Total Assets                                   | \$ 28,040.10      |
| <b>Outgoing:</b>                               |                   |
| 2002 Travel Assistance                         | - 1,999.00        |
| 2003 Travel Assistance                         | - 800.00          |
| 2003 Registration Refund                       | - 295.00 *        |
| 2003 Field Trip Expenses                       | <u>- 1,275.00</u> |
| YTD Account Balance (as of September 29, 2003) | \$ 23,671.10      |

\* One paid registration (Donald Schrupp) was refunded. Three registration fees were waived (i.e., never charged) for Jeff Lerner, Defenders of Wildlife; Mike Sweet, U.S. Fish and Wildlife Service; and Nan Hong, North Carolina State University.

|  |                   |
|--|-------------------|
| YTD Account Balance (as of September 29, 2003) | \$ 23,671.10      |
| 2003 Registrations Outstanding                 | + 6,495.00        |
| Less 2003 Workshop Expenses (hotel cost)       | - 9,119.77        |
| Less 2004 Workshop Expenses (hotel deposit)    | <u>- 1,000.00</u> |
| Net Account Balance:                           | \$ 20,046.33      |

**OFWIM Student Scholarship Fund**

|   |                 |
|---|-----------------|
| 2001 Fund Carryover                                     | \$ 298.00       |
| 2002 Highlights:  |                 |
| General Fund Transfer                                   | 1,500.00        |
| November 2002 Raffle Proceeds                           | 342.00          |
| 2003 Highlights:  |                 |
| September 2003 Raffle Proceeds                          | 450.00          |
| % of Registrations (based on 80 paid registration fees) | <u>1,600.00</u> |
| Total Fund Balance (as of September 29, 2003)           | \$ 4,190.00     |

A motion was made by Ms. Shelaine Curd-Hetrick to accept the Treasurer's report with one correction: \$15000.00 should be changed to \$1500.00. Motion was seconded by Ms. Becky Wajda. Motion carried.

**V. Secretary's Report**

The minutes from the OFWIM 2002 Annual Meeting and National Fish and Wildlife Data Summit, held in Baltimore, MD on November 2-5, 2002, were summarized by Ms. Barb White, OFWIM Secretary.

Ms. Becky Wajda moved to approve the minutes from last year's meeting. Jake Faibisch seconded. Motion carried.

**V. Committee Reports**

1. **Outreach**: Mr. Art Smith, Vice-Chair, reported that OFWIM participated with State Wildlife Agency on the 2003 Workshop and completed the 2002 National

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Fish and Wildlife Data Summit report for the USGS National Biological Information Infrastructure (NBII) Program.

2. **Technical Trends**: Stan Allen, Vice-Chair, had no major items to report. A lot of what OFWIM does is in the area technical trends - especially at the annual workshop (e.g., Hacker's Ball and training classes). Focus of 2002 training was XML and ArcIMS.
3. **Membership**: As Vice-Chair, Mr. Jacob Faibisch reported a total of 82 members this fiscal year, which includes two mail-in registrations and one institutional (Virginia Department of Game and Inland Fisheries). Mr. Faibisch encouraged members to request institutional membership (\$200/year).
4. **Communications**: Ms. Barbara White, Vice-Chair, thanked Ms. Karen Reay for providing complete notes from the 2002 Annual Business Meeting. Ms. White reported that Ms. Amy Martin, newsletter editor, published two regular issues of the newsletter, and at least two special issues related to the 2003 workshop. The two regular newsletters were sent to all persons in the OFWIM Membership list as of October 31, 2002, as well as those who attended the 2002 Data Summit. Ms. White reminded members that there is still a problem getting articles submitted in a timely manner and reported that she completed editing names and associated information in the Membership Registry developed by Mr. Donald Schrupp. She will enter the names of new persons who registered and attended the 2003 Workshop, and modify existing records for members with new mailing/email addresses and phone numbers (using the 2003 registration forms submitted to Mr. Jacob Faibisch).
5. **Planning Committee**: Ms. Kathy Graham wants to send out a survey to all attendees to evaluate the meeting this year. How can we improve the conference (length, cost, location, etc.)? The Executive Committee wants/needs more membership involvement in the annual meeting/workshop.
6. **Data Standards**: Chaired by Ms. Trina Innes, Member-at-Large. A report was not presented since Ms. Innes was unable to attend the annual meeting.
7. **Continuing Education**: Mr. Jeff Waldon, Chair of this Committee, was not present at the meeting. Ms. Kathy Graham, Vice Chair, reported that this committee overlaps with Technical Trends. In addition to the XML and ArcIMS training workshop in 2002, the GAP training class was provided at the 2003 workshop. On behalf of Mr. Jeff Waldon, Ms. Lila Wills reported the CMI can deliver the following training classes:
  - Introduction to GIS for Natural Resource Professionals
  - Advanced GIS for Natural Resource Professionals
  - Aerial Videography for Natural Resource Professionals
  - New Technologies for Natural Resource Professionals
  - Vegetation Mapping for Natural Resource Professionals
  - Metadata Development for Natural Resource Professionals

For information on curricula, scheduling dates and costs, contact Mr. Andy Rosenberger at CMI. CMI will send an email to the OFWIM list with links to course information.

The one-day GAP training class was sponsored by the USGS National GAP Program and FWS National Conservation Training Center (NCTC). On behalf of the CMI, Ms. Lila Wills requested that OFWIM send a letter of appreciation to Glenn Gravatt, FWS NCTC.

A motion was made by Ms. Becky Wajda to accept the committee reports as read. Mr. Stan Allen seconded the motion. Motion carried.

## **VI. Nominations for New Officers**

### **Treasurer:**

Art has appointed Mr. Daniel Vichitbandha to serve as Treasurer, replacing Mr. Jacob Faibisch for the second year of a two-year term.

Nominations were taken from the floor for the following Officer positions:

### **President-Elect:**

- ✓ Mr. Stan Allen nominated Mr. Bruce Schmidt.

### **Member-at-Large:**

- ✓ Ms. Kathy Graham nominated Ms. Beth Stys.
- ✓ Ms. Barbara White nominated Ms. Amy Martin.
- ✓ Mr. Jack Erickson nominated Mr. Mike Barbour.

## **VII. OFWIM Logo**

Mr. Keith Wethington offered to have a graphic artist in his organization look at ideas and concepts (verbal or graphic) for a new logo design. Two requirements for the new logo are: it has to be in color and readily identifiable. Ms. Trina Innes volunteered to lead this effort last year, and she is not present at this meeting. However, her idea is similar to Mr. Wethington's--appoint a committee to come up with a concept and identify the budget in advance. The new logo should be simplified so it is easily recognized at a smaller scale. Mr. Stan Allen suggested that general logo ideas be sent to Mr. Wethington and asked if ideas or draft graphics can be posted on the OFWIM web site for member review before they are sent to Mr. Wethington. After further discussion, the following decisions were made: (1) Ms. Karen Reay will coordinate the logo effort; (2) members will send their ideas and draft sketches to Ms. Reay, who will forward them to Mr. Wethington; (3) Mr. Wethington's graphic artist will develop a draft logo design; (4) the draft logo will be posted on the OFWIM web site for member review and comment; and (5) Ms. Reay will coordinate posting with Mr. Donald Schrupp. Members were asked to send their ideas to Ms. Reay by October 31, 2003. The final logo design will be approved by the OFWIM membership.

### VIII. OFWIM Budget

Mr. Stan Allen reported that OFWIM has the opportunity to develop a formal planning budget in the coming year. The new Treasurer, Mr. Daniel Vichitbandha, will work on this with Mr. Jacob Faibisch.

### IX. OFWIM Student Scholarship

Ms. Becky Wajda reported on the status of the student scholarship award. Ms. Wajda has developed a final draft plan that will be forwarded to the OFWIM Executive Committee following this meeting. This will be a travel scholarship to support student attendance at the OFWIM meeting. The student will be reimbursed for actual expenses (up to \$1,000) after attending the annual workshop/meeting and presenting a poster and/or paper that relates to the primary theme.

The student should be in pursuit of an advanced degree in an area related to information management and/or geographic information systems (GIS). This award will be funded by an interest-bearing account. Based on the Treasurer's report, we will have enough funding for one student award next year. The plan proposes the creation of a Scholarship Committee comprised of three members for a one-year term. To prevent bias in approving scholarship applications, Committee members shall not be affiliated with the student's educational institution. Ms. Wajda proposed that the total amount of the student scholarship should not exceed 50% of the total amount available in the scholarship account.

### X. Professional Development Scholarship

Ms. Wajda volunteered to work on a draft plan for a professional scholarship in 2003 – 2004, and gave a summary of the purpose.

### XI. New Business

Elections: Mr. Bruce Schmidt and Ms. Beth Stys were elected by private ballot during the business meeting.

New Officers: Ms. Kathy Graham assumed the position of OFWIM President as outlined in the Organization bylaws and received the official Robert's Rules of Order. Mr. Bruce Schmidt was installed as President-Elect, Ms. Beth Stys was installed as Member-at Large, and Mr. Art Smith is now the Past President.

#### OFWIM Regional Contacts:

- Northwest/West Coast – Mr. Stan Allen
- New England/Mid-Atlantic – Ms. Samantha Horn-Olsen
- Mideast/Great Lakes – Ms. Becky Wajda
- Midwest – Mr. Jack Erickson
- Southwest – Mr. Donald Schrupp
- Southeast – Ms. Susan Marden
- Canada – Ms. Trina Innes

**Summary of Focus Group III, Recommendations to IAFWA:** Ms. Becky Wajda presented a summary of the recommendations to the group. The deadlines are 10/10/03 for distribution to members and 10/22 deadline for comments. The final draft will be sent to members by 10/28/03 and to IAFWA by 10/31/03. Mr. Keith Wethington volunteered to review the final draft.

**OFWIM Committees:** Ms. Graham, President, made the point that Committees will be more active and focused on specific goals in 2003, and that OFWIM liaisons are needed to interact with key organizations, such as the NBII Program Office and non-Government organizations (NatureServe, Defenders of Wildlife [DOW], The Nature Conservancy, etc.). Liaisons could be members of the Outreach or Communications Committees. Ms. Graham proposed that the Outreach Committee evaluate this and report to the Executive Committee. Several members have signed up for the Outreach Committee. The Chairs of these Committees are not on the Executive Committee. This means that these individuals have leadership roles without being on the Executive Committee. Ms. Graham asked members present to let her know if they are interested in serving as a Chair on one of these committees.

Several individuals volunteered to chair committees:

- **Data Standards** - Ms. Lila Borge Wills
- **Outreach** - Mr. Keith Wethington
- **Communications** - Ms. Amy Martin
- **Continuing Education** - Mr. Art Smith

Other comments and suggestions:

- ✓ OFWIM web site should have its own committee.
- ✓ List server falls under the Outreach Committee.
- ✓ OFWIM could work with CMI and Regional Contacts to conduct regional training. OFWIM might consider underwriting travel for CMI personnel to provide Regional training.
- ✓ Goal setting will be a focus in 2004. Ms. Lila Borge Wills and Mr. Jacob Faibisch are interested in participating on a committee that establishes OFWIM goals and objectives.

**OFWIM Leadership Training Process:** The Executive Committee needs to provide mentoring and educational opportunities for members to develop leadership skills. For example, members can pair with Executive Committee members and Committee chairs to learn what's involved in organizing the annual workshop/meeting, performing treasurer and secretarial duties, etc. This phase will be initiated during the coming year.

**OFWIM Web Site:** One of members present stated that Jeff Lerner, DOW, asked if OFWIM would be open to building links to other sites with relevant information and tools (as a Clearinghouse). Jeff also said he would develop a link to the OFWIM web site. Mr. Donald Schrupp remarked that he would develop a prototype page that would meet this need. The Communications Committee needs to develop this further.

**2004 Annual Meeting:** Mr. Stan Allen presented information about the proposed site for the 2004 meeting. The proposed resort, Paradise Point ([www.paradisepoint.com](http://www.paradisepoint.com)), has agreed to a Government rate of \$119 per night.

Mr. Allen needs to confirm dates and proposed agenda as soon as possible. The resort was just rewired and has T-1 lines. Tentative meeting dates: Thursday, September 23 - 26, 2004.

**Proposed meeting schedule:** Mr. Allen proposed that the Hacker's Ball be held on the first night, and the business meeting and field trip be scheduled in the middle, i.e., between formal sessions. This will ensure better attendance. Members present suggested moving field trip to the last day, even though there is a disadvantage in losing members for an organized field trip. A decision was made to move the field trip to the last day and the banquet to Saturday night. Concurrent sessions will depend on agenda, and committees can meet outside the regular meeting sessions.

Concurrent sessions could include state reports on the CWP effort, hands-on training, web content tools for information managers, and federal/national efforts that are in progress - are federal agencies working with states? Field trip could be Sunday afternoon (Sea World or San Diego Zoo), and evening field trip on Friday night might be a good idea. Marine focus might pull in some people that we would normally not get. Mr. Allen noted that Paradise Point will extend rate for two nights after the meeting.

The following decisions were made by the members present:

- ✓ Mr. Allen will make hotel arrangements.
- ✓ Mr. Schmidt, President-Elect, will plan the program.
- ✓ Mr. Allen will chair the Planning Committee, and Ms. Reay will serve as the co-chair.
- ✓ Mr. Allen will include Wednesday night when requesting rooms, as Committees will want to meet on Wednesday night or Thursday morning.

**Tentative Agenda:**

- Thursday - AM Arrival, PM Opening Session, Hackers Ball
- Friday – AM and PM Sessions
- Saturday – AM Business Meeting, PM Sessions
- Sunday - AM Sessions, PM Field Trip(s)

**The 2005 should be held in the Southeast.** Lexington, KY, Duluth, MN, and San Antonio, TX, were identified as potential locations. Due to the CWP deadline, the 2005 meeting should be scheduled in October. Ms. Aliya Ercelawn volunteered to work on the 2005 Planning Committee.

**OFWIM needs a representative for Central America and Mexico.** Imedas is a fish and wildlife organization in Senora, MX, that has a heritage program and is heavily involved in ecoregional planning and GIS.

On behalf of Mr. Jeff Waldon, CMI, Ms. Lila Wills requested that **OFWIM establish an ad hoc committee to serve as the steering committee for a proposal to reorganize and re-engineer the Fish and Wildlife Reference Service** (Federal Aid reports). A motion to establish a committee was made by Mr. Stan Allen. The motion was seconded by Mr. Keith Wethington. Motion carried by all members present.

**XII. Adjournment**

A motion was made by Ms. Becky Wajda to adjourn the annual business meeting. The motion seconded by Mr. Stan Allen. Motion carried by all members present.

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Ms. Barbara White  
OFWIM Secretary

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Ms. Kathy Graham  
OFWIM President