

Meeting Minutes
OFWIM Annual Business Meeting
Minneapolis, MN
October 18, 2006

I. Call to order

- Meeting was called to order by Beth Stys, OFWIM President
- Beth was encouraged by the number of participants at the business meeting.

II. Determination of Quorum

- There are 26 members present at the meeting; we have 71 members in the database; quorum met

III. Old Business

- Presidents message, Beth Stys
 - Beth thanked the Executive Committee for all their help this year.
 - Beth encouraged members to sign up for committee posts.
 - Beth reminded everyone to renew their membership for 2007.

- Officer Reports

- i. 2006 Secretary's Report , Amy Martin (**Attachment A**)

- ii. 2005 Business Meeting Minutes, Amy Martin

- (**Attachment B, see www.ofwim.org**)

- This report requires action

Motion: Bruce Schmidt moved that the 2005 Business Meeting Minutes be accepted as presented on www.ofwim.org and in previous newsletters; Rick Lorenzen seconded the motion; Motion carries

- 2005 Business Meeting Minutes were accepted

- iii. 2006 Treasurer's Report, Daniel Vichitbandha

- (**Attachment C**)

- This report includes action since last meeting to date.

- Final summary report will be given by Daniel after all of the final meeting accounting.

- Daniel mentioned that we got our refund back from the IRS thanks to his and Kathy Graham's efforts.

- Daniel thanked Don for putting together the online registration application.

Motion: Sam Hall moved to accept the 2006 Treasurer's Report; Bruce Schmidt seconded the motion; Motion carried

- Committee Reports

- i. Elections, Nominations and Awards Committee, Don Schrupp read for Becky Gwynn (**Attachment D**)

- ii. Communications Committee, Robin Carlson
(Attachment E)
 - iii. Data Standards Committee, Shelaine Curd-Hetrick
(Attachment F)
 - iv. Outreach and Education/Membership Committee, Janet Hess-Herbert **(Attachment I)**
 - v. Technology Trends Committee, Bruce Schmidt read for Scott Anderson **(Attachment G)**
 - vi. Meeting Planning Committee, Vivian Hutchison
(Attachment H)
 - vii. Continuing Education and Vision and Goals were inactive this year, so reports were not available for these committees
 - Next years meeting (NCTC) would be a great place to push Continuing Ed opportunities/training etc.
 - We would love to get some ideas.
 - We need people to sign up for Vision and Goals
- Comments/Questions
 - Daniel Vichitbandha asked if anyone needed to register by paper rather than online.
- No one appears to be opposed to going totally online for registration.
Per Bruce Schmidt, as long as there is a receipt/invoice for each registration, that process should be fine.
Per Jeff Johnston, we should re-work the invoice/receipt to look more standard for agency submittal.

IV. Elections

- **(Slate of Candidates)**
 - President elect - Sabra Schwartz; Shelaine Curd-Hetrick
 - Secretary - Robin Carlson; Jennifer Pollock
 - Treasurer - Aliya Ercelawn; Jeff Johnston
 - Member-at-Large – Janet Hess-Herbert; Rick Lorenzen

V. Proposed changes to By-Laws

- Beth explained the proposed by-laws changes.
- This change is to clarify the duties of the treasurer to include filing of taxes with the IRS if necessary.

VI. New Business

- Officer Voting and Results
 - 50 % of members voted using the online voting application
 - Results:
 - President-elect – Sabra Schwartz
 - Secretary – Robin Carlson
 - Treasurer – Aliya Ercelawn
 - Member-at-Large – Janet Hess-Herbert
- Proposed By-Laws change Voting and Results

- changes passed

VI. New Presidents message, Vivian Hutchison

- Viv is honored to be the new OFWIM president.
- Viv thanked past-presidents.
- Introduced herself: Viv has been a member for past 4 years, works for NBII and has really enjoyed her experiences with OFWIM.
- Has held the position of OFWIM newsletter editor.
- Encourages everyone to sign up on committees and the newsletter editor position.
- Goals for OFWIM in 2007:
 - Growing the organization through networking: We are not an enormous organization and growing the organization would be a positive step forward.
 - Everyone should try to get one person they know involved with OFWIM.
 - Encourage larger participation in the 2007 meeting/conference: Next year should be great at the NCTC. Encourages everyone to get involved at that meeting. We should try to offer some training at the meeting.
 - Grow the relationship between OFWIM and AFWA: This could be a great partnership. Will continue to work with Jeff Johnston on this goal.

IX. Awards, Don Schrupp for Becky Gwynn

- Service Awards presented to the following:
 - Becky Gwynn (accepted by Amy Martin)
 - Beth Stys
 - Amy Martin
 - Daniel Vichitbandha
 - Janet Hess-Herbert
- Competitive Awards presented to the following:
 - Best Web-Based GIS Application: Find Game, VA Dept of Game and Inland Fisheries, Kendell Ryan accepted
 - Best Non-GIS Application: TeleCheck, Missouri Dept. of Conservation, Mark Brunner accepted
 - Best Poster: Southwest Regional GAP Analysis Project, Cooperative Project – USGS, New Mexico State University and Utah State University, Julie Prior-Magee accepted
 - Best Presentations (announced the next day): Remote Sensing Systems Overview for Fish and Wildlife Managers, USFWS, Brian Huberty accepted

X. Other:

- Viv Hutchison mentioned that we need to transition web/application management from Don Schrupp to Phillippe Damerval. The website is moving over to PSMFC. We need someone to help Phillippe. This would be a great learning opportunity for someone, please volunteer.

- It has been suggested that we combine tech Trends and Data Standards – we will have to look into exactly what has to happen to affect this. Per Bruce, is there even still a mission for data standards? Yes. Don gave some background on the Content Management Site (CMS). There are a number of options with respect to the CMS and the two committees in terms of how to resolve this.
- Regional Reps - Viv will do some research into this to see who is currently on that list and how we can move forward with motivating their input and help with recruiting members.
- 2007 Meeting will be held at the NCTC in September 2007. Please refer to the notice in the registration packet.
- 2008 meeting – We should plan a few years out. Any suggestions for 2008?
Albuquerque, NM
Eugene, OR (vendor)
San Antonio, TX

Comments:

Per Janet – it’s hard to do out of state travel. We need to think about location in terms of how easy it is for people to get to the meetings. We need to look into support form outside sources.

Per Bruce - Eugene and San Antonio have major airline service; smaller cities can have accommodations at better prices.

XI. Adjourn

Motion: Beth Stys moved that the 2006 annual business meeting adjourn; Jeff Johnston seconds; Motion carried, meeting was adjourned.

Attachment A

OFWIM 2006 Conference and Meeting Secretary's report

Secretary: Amy Martin

1. Executive Committee Conference Calls – Amy participated in, and took notes for, 12 conference calls throughout 2005 and 2006.
2. Member Registry – Amy entered new members and updated existing members in registry as requested by Daniel Vichitbandha, OFWIM treasurer.
3. Communications Committee – Amy participated as the Vice-chair of the Communications Committee as one of her duties as OFWIM Secretary
4. 2005 Business Meeting Notes – were prepared by Amy Martin. The membership will vote to accept these notes as prepared during the 2006 business meeting.

Attachment C

OFWIM Income Statement For the Period 1/1/2006 through 9/17/2006 (FY'06)

INCOME

Membership 2006 Dues	\$	850.00	
Membership 2007 Dues	\$	225.00	
Meeting Registrations	\$	17,500.00	
Proceeds From Field Trip	\$	379.00	
Proceeds From T-Shirts & Hats	\$	78.00	
Proceeds from Raffle	\$	250.00	
IRS Returned	\$	2,158.47	
Charity	\$	17.12	
Interest Income from Checking	\$	109.01	
Interest Income from Money Market	\$	108.14	
Total Income			<u>\$ 21,674.74</u>

EXPENSES

Refund of registration	\$	-	
Meeting Expenses	\$	13,787.02	
Office/Computer Supplies	\$	295.12	
Postage	\$	-	
Legal Expense	\$	440.00	
Organization Support	\$	2,250.00	
Buy T-Shirts & Hats	\$	441.50	
Total Expenses			<u>\$ 17,213.64</u>

Net Income \$ 4,461.10

Attachment D

Organization of Fish and Wildlife Information Managers Elections, Nominations and Awards Committee

Committee Report – October 2006

MEMBERS

Stan Allen, Scott Anderson, Robin Carlson, Becky Gwynn (chair), Susan Lanier

ACCOMPLISHMENTS

During the past year, the Committee has addressed the following items:

- Developed a slate of candidates for the four positions to be filled this year. Two candidates have been nominated for each position. In collaboration with the Communications Committee (which oversees the OFWIM Web site), the Committee updated and implemented a Web-based voting system. The Web-based voting system was used in conjunction with more traditional voting procedures through the newsletter and on-site at the annual meeting.
- Solicited applications for the OFWIM Student Scholarship. Information about the scholarship program was distributed on the OFWIM list-serve, in the newsletter, and via e-mail to all fisheries and wildlife college programs. Unfortunately, no applications were received, and the committee should place some emphasis next year in identifying new mechanisms for increasing the visibility of this program to likely candidates.
- Solicited nominations for the competitive “Best GIS Web-based Technical Application: and “Best Non-GIS Web-based Technical Application” awards initiated in 2005. Applications were received and independently scored by committee members, and the winners will be announced at the annual meeting.
- Prepared OFWIM Service Awards for the out-going officers, to be presented at the annual meeting.
- Prepared for the annual judging of the Best Presentation and Best Poster awards at the annual meeting. Winners will be announced at the end of the meeting (or in the follow-up newsletter, if needed).
- Committee members communicated on tasks by e-mail and teleconference calls to conduct work on behalf of the Organization.

Attachment E

OFWIM COMMUNICATIONS COMMITTEE

Annual Report 2005/2006

COMMITTEE MEMBERS

<i>Chair and Newsletter Editor</i>	Robin Carlson
<i>Vice Chair, OFWIM Secretary and ExComm Liaison</i>	Amy Martin
<i>Website Co-administrator</i>	Don Schrupp
<i>Website Co-administrator</i>	Becky Gwynn
<i>Committee Member and Future Website Administrator</i>	Philippe Damerval

SUMMARY

Communications Committee achievements for the 2005/2006 year include publishing a record number of newsletters, updating the OFWIM brochure, creating an OFWIM poster, and maintaining the OFWIM website and data management tools (including online registration, voting, and the membership database).

In addition, we have been planning and managing several website-related transitions:

In response to changes occurring with the servers at Virginia Tech's Conservation Management Institute (CMI), which was the previous host for the OFWIM website, we explored several alternatives for a new host. We decided to have the Pacific States Marine Fisheries Commission (PSMFC) host the website in the future, and are in the process of transferring the OFWIM website and content management system to PSMFC servers.

PSMFC is also now hosting the OFWIM email address, which will greatly reduce the amount of spam that makes it through the filters. Links to the email address on the OFWIM website have been updated.

Finally, our long-time web administrators (Don Schrupp and Becky Gwynn) are ready to pass on their responsibilities, and Philippe Damerval will be the website administrator in the coming year. We are still looking for a second person to assist Philippe.

2005/2006 ACCOMPLISHMENTS

Goal 1: Manage and communicate information to OFWIM members.

- a. *Produce a minimum of three newsletters during the year, with distribution schedules to capitalize on the availability of 2005 meeting materials; general topics of interest to members; and the availability of 2006 meeting materials.*

- i. We produced a total of five newsletters this year. The newsletters included six technical/informational articles submitted by members, announcements of events of interest to OFWIM members, two new contests, and lots of information about the annual meeting. The newsletters were reviewed by the Communications Committee and the Executive Committee prior to publication. All newsletters are available for download on the OFWIM website (www.ofwim.org).
 - ii. We also produced an updated version of the OFWIM brochure and a new OFWIM poster for display at conferences, meetings and workshops. Both are available for download at the OFWIM website (www.ofwim.org).
- b. *Distribute information to members via OFWIM-L (listserv), member e-mail lists, OFWIM public Web site, and other means as needed or directed.*
- i. The newsletter was distributed to members via OFWIM-L (listserv), the member e-mail list, and the OFWIM public Web site. Also distributed via these channels were various announcements and reminders regarding OFWIM membership and the annual meeting.
- c. *In collaboration with the Membership Committee, maintain current e-mail mailing lists of various classes of members, including the organizational membership, previous meeting participants, inactive members, Steering Committee, etc.*
- i. Working with the Membership Committee, we maintained up-to-date email mailing lists of OFWIM members, including individual and organizational memberships, previous meeting participants, and inactive members.

Goal 2: Develop, maintain and enhance effective communication tools to facilitate the distribution of exchange of information with members and non-members.

- d. *Manage the OFWIM public Web site, ensuring currency of information based on input provided by other OFWIM committees and/or members.*
- i. *Finalize guidelines to facilitate the delivery of information on the OFWIM Web site by May 31, 2006.*
 - i. We have postponed development of guidelines for website management until the new web host and web management system is in place.
 - ii. *Establish timeline for ongoing updates to the OFWIM Web site by February 28, 2006, and distribute to OFWIM committees.*
 - i. A formal timeline for updates was not developed, given the state of flux that the website was in this year.
- e. *Evaluate opportunities for new data gathering tools and/or information dissemination techniques on the OFWIM Web site, including electronic voting.*
- i. *Coordinate with Elections, Awards and Nominations Committee to implement the electronic voting system for bylaws changes and officer*

elections, and to announce 2006 awards. Establish timeline by April 30, 2006. Have voting system in place by September 1, 2006.

- i. The voting system was up and running by September 8, 2006. The slate of candidates for the 2006 elections (developed by the Elections, Nominations and Awards Committee) and the proposed bylaws change were announced via the September newsletter, the OFWIM website, and an email to the membership.
 - ii. *Coordinate with other committees to update existing content on the OFWIM Web site, for example, the Data Standards Committee to update the Data Standards (Resources Gateway) page. Establish timeline by April 30, 2006.*
 - i. General existing content on the website was updated, including officers, committees, and materials from the 2005 annual meeting.
 - ii. Online registration for the 2006 annual meeting was implemented, and functioned in the same manner as for the 2005 meeting.
 - iii. *In collaboration with the Membership and Outreach Committees, identify additional means for communicating effectively with others likely to be interested in OFWIM that may not be familiar with the organization.*
 - i. This item was not addressed this year.
 - iv. *Contact all other committees to explore opportunities to develop further content on the OFWIM Web site by May 31, 2006.*
 - i. This item was not addressed this year.
- f. *Support the communication aspects of other OFWIM Committees through regular contact with those groups.*
 - i. We communicated regularly with the ExComm through our Vice Chair (Amy Martin), and carried out all of their requests for information dissemination throughout the year. We also worked directly with the Membership Committee to manage the membership lists, and the Elections, Nominations and Awards Committee to announce

Goal 3: Professionally complete the duties of the committee as efficiently as possible by:

- g. *Convening conference calls to conduct committee business;*
 - i. The Communications Committee met regularly throughout the year, with a total of 10 conference calls. Meeting minutes were distributed to the members after each call.
- h. *Participating in Executive Committee (ExComm) conference calls, as requested, to provide updates about committee activities;*
 - i. The Vice Chair (Amy Martin) participated in all ExComm meetings, and maintained communication between the two committees.
- i. *Preparing an annual written report of committee accomplishments for submission to the ExComm and distribution at the annual meeting; and*

- i. This report summarizes the activities of the Communications Committee for the 2005/2006 year.
- j. *Presenting an oral report of accomplishments at the annual business meeting.*
 - i. The accomplishments summarized in this report will be reported during the annual business meeting.

Attachment F

OFWIM Data Standards Committee – 2006 Report

This committee did not meet regularly through out the year. Recall the Data Standards Survey results (2005) and follow up survey at the 2006 meeting, most respondents (15 of 22) somewhat to strongly agreed with the statement that "no *one* data standard is used consistently unless the standard is externally maintained."

During 2005 (and previous) a list of standards that were collected and referenced (where possible) was developed. It was to be hosted on www.ofwim.org/content. However, due to several changes in the hosting/server/software the status of this content is not active. However, OFWIM ExComm has approved the purchase of a content management software that should allow the 'upload'/'download'/repository capabilities needed to post this information.

We did meet to discuss the purpose and potentially continuing need for a Data Standards Committee and the importance to leverage what time we have available effectively within this organization. We discussed the need to look at the by-laws to understand the purpose and potential future need of a Data committee.

OFWIM ByLaws Section 16. The president shall appoint committees which shall, under the direction of the president, have general charge and supervision over matters of the Organization entrusted to their care. The president may also appoint temporary committees as shall be deemed necessary. This committee was formed: "The purpose of the Data Standards Committee is to develop and maintain a data standards online resource for fish and wildlife database and information system developers"

Two questions arise regarding the continuing of this committee

- (1) Should we have a committee or just a point of contact to maintain information about 'externally maintained' and 'internally enforced' data standards?
- (2) If so, what is lost by not having a representative sample that meets regularly to discuss 'new' standards that are being used within the agencies?

The comments received from committee members considered linking/collaborating with other partners and organizations that are working on standards (such as Association of Fish and Wildlife Agencies) and maintaining a web-location where the greater OFWIM community could house standards that they would like to share (including the previously developed list). The monitoring/maintenance content of this web location does not require a committee but it is suggested that two individuals be responsible with alternate years rotating from this duty.

Attachment G

OFWIM

Technology Trends Committee Report

Committee Members:

Scott Anderson, Chair

Bruce Schmidt, Vice Chair

Goal: This committee is responsible for reviewing trends in information technology and reporting their findings and recommendations to the Organization.

The Technology Trends Committee was inactive this year, and currently there are only two active members.

However, the 2007 goals of the Technology Trends committee will be to produce 1 article per OFWIM newsletter highlighting promising technologies, and their application (or potential application) to fish and wildlife information management. If you are interested in participating this year, please contact Scott Anderson (scott.anderson@ncwildlife.org).

Attachment H

OFWIM Planning Committee Report: 2006

Much of the planning of the 2006 annual conference in Minneapolis was conducted by Viv Hutchison, the president-elect, with assistance from the ExCom. The hotel contract at the Hyatt Regency had already been signed by the 2005 ExCom, which was a great help in the planning process. The ExCom worked as a team to accomplish many of the details of planning the conference, particularly when the conference dates were approaching.

Planning consisted of two main areas – Program and Logistics

Program:

Development of conference theme

Coordination of Presentations – Contacting speakers, developing an agenda, collecting abstracts, requesting speaker contact information, etc

Program planning was also accomplished by help from several OFWIM members outside of the ExCom. These members participated in conference calls to brainstorm potential speaker names, who were later contacted by email as a way to diversify the agenda. Participating on the conference call were Jen Pollock, Lisa Zolly, Lila Borge Wills, Rick Lorenzen and Janet Hess-Herbert.

Logistics:

Field Trip – locations, transportation, fees, etc

General Conference logistics with the Hotel – room availability, food selection, supplies, Internet, etc

Welcome Social – food, location, registration

Banquet – Logistics with the Minneapolis Queen, food, transportation to the launch point, etc

Hackers Ball – Internet, food, poster set-up, etc

Budget

The need for a local contact was evident by the amount of time that Rick Lorenzen spent with the OFWIM planning committee. He provided a great deal of help by offering ideas, researching local resources, and providing supplies for the conference. He was also an immense help at the conference with transportation needs and other logistics.

Attachment I

OFWIM Outreach Committee Report

Prepared by Janet Hess-Herbert
October 16, 2006

- Association of Fish and Wildlife Association
 - Assisted in establishing connection with AFWA and using OFWIM as an affiliate
 - AFWA March 2006 meeting Dave Chadwick gave presentation on OFWIM and value to AFWA
 - Committee determined that formalizing the relationship between the two groups was in order
 - Jeff Johnston, staff for TDUC, gave opening remarks at 2006 OFWIM annual meeting to this effect
 - Annual meeting
 - Attended AFWA annual meeting in Snowmass in September; attended the TDUC meeting, discussed OFWIM, distributed newsletter and brochures
 - Comprehensive Fish and Wildlife Strategy
 - Established Data Coordinators Group – solicited response to email about forming group and invited to OFWIM meeting as a kick off to the group
 - Created PowerPoint presentation in 2004 to inform MFWP about OFWIM; provided PowerPoint to rest of ExComm and AFWA staff
- Drafted letter to be sent by MFWP Director to all other state fish and wildlife agencies informing them about OFWIM and encouraging them to consider joining at an organizational member level
 - How many states joined
 - How many are here as a result of that communication – 2 new states
- Suggested brochure and poster be revamped
 - Robin Carlson completed in 2006
 - Provided at meetings – shall we list?
 - National Fisheries Data Summit
 - AFWA regional meetings
- Discussion items
 - Goals for next year:
 - 12 state fish and wildlife agencies participated in 2006 meeting; double that for next year.
 - Reinvigorating regional OFWIM reps to do further outreach?
 - Further formalized AFWA –TDUC and OFWIM connection
 - Serve technical role to AFWA on data and standard issues and provide recommendations to TDUC
 - Further invigorating CFWCS information managers using OFWIM as forum for those activities? Communicate with Plan Coordinators in AFWA?