

Meeting Minutes
OFWIM 2008 Annual Business Meeting
Albuquerque, NM
29 October, 2008

I. Call to Order

- a. Meeting was called to order by Sabra Schwartz, OFWIM President

II. Determination of Quorum

- a. There are 89 members in the database.
- b. There are 51 attendees at the business meeting: quorum is met.

III. Old Business

- a. President's message, Sabra Schwartz
 - i. Sabra welcomed everyone to the meeting.
 - ii. Sabra was glad that everyone was able to be at the OFWIM conference in light of budget cuts and travel restrictions at the agencies.
- b. Officer reports
 - i. 2008 President's report, Sabra Schwartz (**Attachment A**)
 1. Motion: Annie Simpson moved to accept the report; Aliya seconded; motion carried.
 - ii. 2008 Secretary's report, Lisa Zolly (**Attachment B**)
 1. Motion: Beth Stys moved to accept the report; Lila Wills seconded; motion carried.
 - iii. 2007 Business Meeting Minutes, Lisa Zolly (**available on www.ofwim.org**)
 1. Motion: Mark Brunner moved to accept last year's minutes; motion seconded by Keith Wethington; motion carried.
 - iv. 2008 Treasurer's report, Aliya Ercelawn (**Attachment D**)
 1. Treasurer's quiz: How well do you know OFWIM finances and your ExComm?
 2. Aliya reviewed the OFWIM finances for 2008
 3. Motion: Scott Story moved to accept 2008 Treasurer's report; motion seconded by Keith Wethington; motion carried.
- c. Committee Reports
 - i. Outreach Committee, Aliya Ercelawn (**Attachment E**)
 - ii. Awards and Nominations Committee, Viv Hutchison (**Attachment F**)
 - iii. Communications Committee, Shelaine Curd-Hetrick (**Attachment G**)
 - iv. Meeting Planning Committee, Robin Carlson (**Attachment H**)
 - v. Continuing Education Committee, Don Schrupp (**Attachment I**)
 - vi. Data Standards/Technology Trends, Scott Anderson (**Attachment J**)

IV. Elections

- a. Slate of Candidates
 - i. President Elect: Mark Brunner, Jennifer Pollock
 - ii. Treasurer: Michael Barbour, Kristen Rogers

- iii. Secretary: Lisa Zolly
- iv. Member-At-Large: Don Schrupp, Keith Wethington

V. New Business

- a. Election Results
 - i. President Elect: Jen Pollock
 - ii. Treasurer: Kristen Rogers
 - iii. Secretary: Lisa Zolly
 - iv. Member-At-Large: Don Schrupp

VI. New President's Message, Robin Carlson

- a. Thinking for the future: new technologies and efforts
 - i. Portal community
 - ii. Changes to the Web site
 - iii. Training and Education committee offerings
 - iv. Don's work on the forthcoming GIS site
 - v. Bylaws changes
 - 1. Adding a new membership category for students
 - 2. Clarifying committee participation: current members eligible
 - vi. Goals and Visions Committee: Mark Brunner has resurrected it and will be discussing some of the work they have done over the past year.
 - vii. Newsletter Editor: Shelaine Curd-Hetrick is willing to continue on in this role, but will be on maternity leave soon, and is willing to step aside if someone is interested in taking on editorial duties.
 - viii. We are looking for suggestions for locations for the 2010 and 2011 conferences.

VII. Awards

- a. Competitive awards were presented to the following:
 - i. Best GIS Web-based Technical Application was not presented this year, due to a lack of nominations.
 - ii. Best Non-GIS Web-based Technical Application was not presented this year due to a lack of nominations.
 - iii. Best Poster Award (2008 Conference) was presented to Beth Stys
 - iv. Best Presentation Award (2008 Conference), presented the next day
- b. Service Awards were presented to the following:
 - i. Sabra Schwartz for her service as OFWIM President Elect in 2006/2007 and OFWIM President in 2007/2008.
 - ii. Aliya Ercelawn for her service as OFWIM Treasurer from 2006-2008.
 - iii. Jen Pollock for her service as OFWIM Member at Large in 2007/2008.

VIII. Comments and Discussion

IX. Adjourn

- a. Motion: Sabra Schwartz moved that the 2008 Annual Business Meeting Adjourn; motion seconded by Scott ~~Anderson~~; motion carried; meeting was adjourned.

Deleted: Anderson ;

-- Minutes prepared by Lisa Zolly, OFWIM Secretary

Attachment A
2008 President's Report
Sabra Schwartz

Accomplishments:

- Outreach Efforts and Student Scholarship
- OFWIM web portal
- 2008 Conference Planning
- Support Letters/Cooperation
- Committee Activities

This year OFWIM continued to build on the work of 2007. Outreach was a main theme as was technology improvements for the organization. In our outreach efforts, OFWIM materials and posters were used at professional conferences by members in attendance. As a result, we have our first student scholarship awards and a suggested bylaws change to incorporate a new member category for students. Thanks to Mark Bruner and others who supported outreach efforts. OFWIM membership was up slightly for individuals and the organizational membership remained about the same.

In 2008, we also tried to re-establish a means for members to share ideas, have open discussions, and view documents. The "network" functionality of organizations like OFWIM is what I find to be most rewarding. It allows for the open exchange of information and thus reduces cost to research and development of programs. The new OFWIM web portal, hosted by NBII is still in its infancy, but has great potential. Thanks to Viv Hutchison and Lisa Zolly for all of their hard work and for providing training at the 2008 conference.

The planning and execution of the annual conference and meeting takes a substantial amount of effort. The 2008 conference in Albuquerque, New Mexico was no exception. The exception was the meeting planning committee, which helped president-elect Robin Carlson plan and conduct site visits to ensure a successful conference. Thanks to Mike Friggens for the private tour of Sevilleta National Wildlife Refuge. Even in times of severe budget cuts and travel restrictions, OFWIM managed to have over 60 registrants for the conference. That is dedication!

The final efforts of the executive committee included writing and offering support to other cooperators, such as the Association of Fish and Wildlife Agencies. OFWIM continues to offer support and partnership to AFWA for technology trends. OFWIM also sent letters to federal legislators in support of the 2008 federal budget.

The committees were very active this year and quarterly committee chair meetings were even held. It was gratifying to see the number of people active with committees and the work that was both accomplished this year and outlined for the next year. With the new vision statement and goals, OFWIM will continue to grow and flourish with the dedicated (and completely volunteer) membership.

Attachment B
OFWIM Annual Business Meeting 2008
Secretary's Report

Secretary: Lisa Zolly

1. Executive Committee Conference Calls
 - a. Took notes and prepared minutes for 11 calls between December 2007 and October 2008
2. Member Registry
 - a. Entered new members and updated information for continuing members as requested by Aliya Ercelawn, OFWIM Treasurer.
3. Communications Committee
 - a. Participated as Vice-Chair of the Communications Committee.
 - b. Served as liaison between the Executive Committee and Communications Committee.
4. OFWIM Website
 - a. Directed the cleanup of the website and further content development, in coordination with the Communications Committee and Greg Wilke, OFWIM Website Manager.

2008 AFWA Membership Dues (250.00)
 2009 Conference Deposit (5,000.00) Deposit for Talaris Conference Center in Seattle
 Treasurer's Report
 2008 Business Meeting
Current Balance (10/23/2008) **33,888.48** **\$28,355.36 (Checking) + \$5,533.12 (Savings)**
 Jan 2007-Dec 2007

Category	Amount	Comment
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Initial Balance (1/1/2007) **27,256.27** **\$21,897.60 (Checking) + \$5,358.67 (Money Market)**

INCOME **16,622.81**

Interest (Checking & Money Market) 371.21 \$208.75 (Checking) + \$162.46 (Money Market)
 IRS Interest Reimbursement 80.02
 2006 Conference Registration Payments 275.00 One late conference fee payment
 2007 Conference Registration Payments 13,505.58
 2007 Field Trip Payments 366.00
 2007 Conference Raffle 257.00 Funds raised for student travel grants
 2007 Merchandise Sales 93.00 4 shirts, 3 hats
 2007 Individual Membership Dues 175.00 7 memberships
 2007 Organizational Membership Dues 1,300.00 13 memberships
 2008 Individual Membership Dues 200.00 8 memberships

EXPENSES **(4,734.53)**

OFWIM Brochures (350.34)
 Professional Travel Grants (3,279.60)
 2007 NCTC Conference-Related (1,054.40) Van rental + tote bags + FedEx shipping (Does not include NCTC charges)
 Deposit Slips Purchase (50.19)

Year End Balance (12/31/2007) **39,144.55** **\$33,623.42 (Checking) + \$5,521.13 (Money Market)**

Jan 2008-Oct 2008

Category	Amount	Comment
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Initial Balance (1/1/2007) **39,144.55** **\$33,623.42 (Checking) + \$5,521.13 (Savings)**

INCOME **5,483.30**

Interest (Checking & Money Market) 23.30 \$11.31 (Checking) + \$11.99 (Savings)
 2008 Conference Registration Payments 3,860.00 Only includes payments received and deposited
 2008 Individual Membership Dues 275.00 11 memberships
 2008 Organizational Membership Dues 1,300.00 13 memberships
 2009 Individual Membership Dues 25.00 1 membership

EXPENSES **(10,739.37)**

2007 Conference Payment (4,006.50) Total bill from NCTC
 2008 Student Travel Grants (1,422.87) Partial advance reimbursement
 2008 Cash for Conference (60.00) Change for raffle, field trips, etc; Temporary expense

Attachment E
**OFWIM Membership and Outreach Committee
2008 Business Meeting Report**

Chair: Aliya Ercelawn

Vice-Chair: Vacant

Members: Kirk Keller, Jennifer (Jen) Pollock, Lila Borge Wills

Goal 1: Maintain and increase memberships for 2008.

Accomplishments: The number of individual memberships for 2008 is at the highest level since 2005. The number of organizational memberships dropped slightly from last year, but is still higher than 2005-2006. See table below.

Year	2008	2007	2006	2005
<i># of Individual Memberships</i>	21	17	12	24
<i># of Organizational Memberships</i>	15	16	13	11

Thanks go to Lisa Zolly for maintaining the membership database and to Greg Wilke for creating the membership database for OFWIM.

Goal 2: Award travel grants to assist current and retired professionals in attending the 2008 OFWIM Conference.

Accomplishments: Eight travel grants were awarded this year. The recipients come from a wide range of states, and all will present a paper or poster at the conference.

Other highlights:

Thanks to Mark Brunner for his outreach efforts at the Missouri Natural Resources Conference in January 2008. Our OFWIM poster was on display at the conference, and Mark also handed out brochures. Opportunities like this always help generate interest in OFWIM, so please let the Executive Committee know if you have a similar event where you'd like to help promote OFWIM.

Attachment F

**2007-2008 Elections, Nominations and Awards Committee
Final Report**

The Awards and Nominations Committee is responsible for developing and implementing various awards and recognition programs for OFWIM, and for developing a slate of candidates for the annual elections. Included in this work is implementation of the student scholarship application, in which university students studying in wildlife biology fields can attend an OFWIM conference to gain experience in the professional world.

Accomplishments:

- **Student Scholarship:** This year we had 4 applications for the Student Scholarship and we awarded two. Marketing the award led to a record number of applications for the Scholarship in recent years. This year's recipients were Tana Beus from Western Washington University and Andrew Whittle from University of Kentucky.
- **Conference Awards:** Awards given out at the annual conference were re-arranged this year, and a new award was added. The result was an award called "Web Based Technical Application Award" and a new award was added called the "Collaborative Project Award". Both awards were advertised by newsletter, website and email before the conference, but no applications were submitted.
- **Best Poster and Best Presentation Awards** are awarded during the conference – the committee made preparations for those awards to be distributed by arranging for volunteers to help judge, and preparing plaques for winners.
- **New Officers:** The committee formed a slate of nominees for the 4 positions open on the ExCom in 2009, and oversaw online and paper voting.
- **Plaques:** Service Awards plaques were arranged by the Committee
- **Conference Calls:** 5 total (February, April, June, August and September)

This year's participants on the Elections, Nominations and Awards Committee included Viv Hutchison, Robin Carlson, Sabra Schwartz, Beth Stys, and Becky Gwynn.

Attachment G
**OFWIM Communications Committee
2008 Business Meeting Report**

Chair: Shelaine Curd Hetrick

Members: Robin Carlson, Jen Pollock, Lisa Zolly and Greg Wilke

The OFWIM communications committee provided general communications support, newsletter production and website development (www.ofwim.org).

Website: Credit and thanks need to be given to the team for maintaining the information on the website.

Newsletters: Production of four OFWIM newsletters since the 2007 Annual meeting.

December 2007 focus: Post meeting information from MN annual meeting

March 2008 focus: Informational articles and first call for papers

June 2008 focus: Informational articles and committee reports

September 2008 focus: Informational articles and pre-meeting information

General Communications: We provided communication assistance to the OFWIM executive staff by sharing announcements and newsletters through the OFWIM membership lists and web site services.

2008 Communication Committee Goals: Committee approved and outlined on next page.

2008 COMMUNICATION COMMITTEE GOALS

Goal 1: Manage and communicate information to OFWIM members.

- a. *Produce a minimum of three newsletters during the year.*
- b. *Distribute information to members via member e-mail lists, OFWIM public Web site, and other means as needed or directed. We will coordinate with the membership committee to assure that we have updated information and correct emails.*
- c. *In collaboration with the Membership Committee, maintain current e-mail mailing distribution list.*

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

- a. *Manage the OFWIM public Web site, ensuring currency of information based on input provided by other OFWIM committees and/or members.*
- b. *Support the communication aspects of other OFWIM Committees through regular contact with those groups and facilitate use of the NBII collaboration community.*

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

- a. *Convening conference calls to conduct committee business;*
- b. *Participating in Executive Committee (ExComm) conference calls, as requested, to provide updates about committee activities;*
- c. *Preparing an annual written report of committee accomplishments for submission to the ExComm and distribution at the annual meeting; and*
- d. *Presenting an oral report of accomplishments at the annual business meeting.*

Attachment H
OFWIM Meeting Planning Committee
Annual Report 2007-2008

Chair: Robin Carlson
Vice-chair: Julie Prior-Magee
Members: Jennifer Pollock, Inigo San-Gil, Sabra Schwartz, Keith Wethington, Lila Wills

Accomplishments

1. Communication
 - a. The meeting planning committee held regularly scheduled conference calls, for a total of eight calls.
 - b. All recommendations made by the committee were reviewed and approved by the Executive Committee.
2. Conference Theme and Agenda
 - a. The committee selected a theme and title for the 2008 OFWIM Conference: Using Innovative Technology to Move from Planning to Implementation.
 - b. The committee also developed the suggested presentation topics that were listed on the Call for Papers.
 - c. The committee developed, reviewed and updated the conference agenda and proceedings.
3. Conference Speakers
 - a. The committee suggested and invited the following speakers:
 - i. Welcome to New Mexico
 - ii. Keynote Address
 - iii. Banquet Speaker
 - b. The committee also helped to find additional speakers to fill important sessions at the conference.
4. Field Trips
 - a. Early in the year, the committee created a list of potential field trips in the Albuquerque area.
 - b. The committee investigated the logistics and costs for each of the trips, and these concerns, combined with voting for field trip options via the online registration process, were used to select the final field trip destination: Sevilleta National Wildlife Refuge.
 - c. The committee finalized guide, transportation, and lunch details for the trip.
5. General Logistics
 - a. The committee organized printing and collating all conference paper materials and name badges.
 - b. The committee finalized the menu for the conference, including breaks, evening socials, the business meeting lunch, and the banquet.
 - c. Finally, the committee organized the room set-up, sound system, computer/projector, internet connections, and sundries such as power cords and thumbtacks.

Attachment I
OFWIM Training and Education Committee
Annual Report – 2008

Committee:

Chair: Don Schrupp

Co-chair: Saba Schwartz

Members: Lila BorgeWills, Don Katnik, Robin Carlson

Accomplishments:

- Developed Training and Education Committee (TEC) Goals and Objects
- Defined TEC Targeted Tasks for 2008
- Developed DRAFT List of Training Topics to Pursue

Progress on Tasks Identified:

- Seek input regarding training need from OFWIM membership
 - Posted request in newsletter; no response
- Seek input regarding 3rd party training opportunities
 - Identified training available through Conservation Management Institute
 - Did not get catalog developed – ongoing for next year
- Explore OFWIM Community Portal capabilities for Distance Learning
 - Helped initiate Portal Training of OFWIM Committee Chairs /w USGS/NBII WebEx-based training (07/11/08)
 - Discussed WebEx-based training with Brunner; did not realize for 2008
- Work with OFWIM Program Planning Committee to Offer Education/Training opportunities at OFWIM Annual Meeting
 - Metadata presentation was scheduled; not realized – unfunded travel
 - OFWIM Community/NBII Portal presentation scheduled and 'hands-on' experience set for Hacker's Ball at OFWIM 2008
 - Vegetation Analysis for Land Management Applications materials; digital slide presentation and 'Workshop' CDs (courtesy ITTVIS) to be made available at the Hacker's Ball (of OFWIM 2008)
- General Activities
 - Convened committee meetings via conference calls and email exchanges – 5 in the year
 - Provided input to OFWIM Executive Committee (and Program Planning Committee)
 - Participated on two 'Committee Chairs' conference calls
 - TEC committee chair participated in 2 OFWIM Executive Committee conference calls
 - Posted committee documents to OFWIM Community/NBII Portal
 - Prepared committee update for the Newsletter
 - Prepared Annual Report of TEC Endeavors for OFWIM 2008 business meeting

Attachment J
OFWIM Technology Trends/ Data Standards Committee

2008 Committee Activity

This year, the Technology Trends/Data Standards Committee began using the NBII portal to organize activities, and found it useful for posting documents for other committee members to review.

Accomplishments:

- Agreed on a definition of a data standard, and fleshed out some preliminary categories of data standards.
- Published one article in the newsletter (Google Maps API Experience by Meghan Hines).
- Began building a searchable webpage for listing Data Standards on the website.
- Solicited a list of Google Maps applications developed by OFWIM folks to be posted on the website (in conjunction with the Education Committee).

In the coming year, we hope to complete posting of data standards to the website, further refine categories for the data standard types, and complete posting the Google Maps API examples gathered. We expect these lists to be dynamic, so we will be adding to them as more standards and applications are submitted.