TWS Board Meeting Agenda

*San Francisco Bay Area Chapter*

*6:30 – 8:30 PM on September 15, 2020*

Rachel Roberts, taking notes

# Attendees:

## Call-In

Board Members: Natalie R, Kathleen, Mary, Hailey, Joe, Carli, Patricia, Molly, Natalie G., Leslie, Rachel, Halia, Hailey

Guests/ Chapter Members: N/A

## Absent

Kathleen, Patricia, Meghan

# Agenda:

## Old Business

* Vote to approve September minutes
	+ Abstain. Moving to December meeting (to catch up)
* Review of action items from August meeting
	+ Complete position SOPs - **action item for everyone before 2021**
		- Is everyone able to access their folder?
			* Check-in with Natalie if you can’t!
		- Review SOP for any board positions you have held by next meeting **11/17/20**
		- Reminder that it is a living document and we can continue to add as needed, but we should have some good information
	+ Member Tracking **(Completed)**

## New Business

### President Updates

* 2020 Goal - Get Admin in Order
	+ Add all old meeting minutes to Secetary GDrive **(Carli- Completed)**
* Monthly membership email
	+ Items to address in monthly email to membership
		- Send items to include in email to Nat R ASAP
		- How to announce Professional Development workshop?
			* flyer will be sent out
		- WS Conference Call for Papers and registration
		- Gauge interest in a book club from membership
		- SFSU looking for speakers/volunteers for their meetings (more info in Halias updates)
* 2021 Planning - Who’s with us?!
	+ We have all positions filled; except for treasurer

### President-Elect Updates

* Merch!
	+ Multiple choices for gaiter merch, more details to come over email between Board meetings
		- Hoorag: $350 for 30; sell for $15 + shipping
	+ Motion to give $350 to sell neck gaiters through Hoorag- Rachel
		- Seconded: Molly
		- Aye: Carli, Natalie, Halia, Hailey
		- Motion passes

### Past-President Updates

* Nothing to Report

### Treasurer Updates

* Absent

### Secretary Updates

* Membership upgrades are going well. Will be complete by end of 2020

### Western Section Updates

* Western Section Conference Updates
	+ Registration is open!
	+ Recruitment to help with 2021 Planning Committee. Contact candance.renger@gmail.com if you’re interested
	+ Chapter Meeting is scheduled for Wednesday evening
		- Will include voting for President and President-elect
	+ We could host a “virtual field trip” to be played during breaks. Is a fun, enagement tool for membership and to show off the Bay Area. Contact Kathleen if you want to contribute

### Professional Development Updates

* Online workshop update - Career Development
	+ Signed contract with *The Every Person LLC*.
	+ Board approved budget between board meetings
	+ Dates: Two consecutive Mondays, November 9 & 16
	+ Leslie created a flyer for distribution; Up on website
* Advertising workshop
	+ Board members should advertise
	+ Send to partner organizations, friends (limit is 250 participants)
	+ Offer membership for the event
	+ Refunds?
		- 100% if given within 48 hours

### Conservation Affairs Updates

* Nutria Eradication and Control Act revision sent to TWS president for signing

### **S**tudent Affairs Updates

* SFSU chapter back in action-need volunteers for speakers
	+ They have a Board and are excited for virtual events through the year
* Animex scholarship? WS conference student registration will be $81
	+ We can sponsor ~12 students if we just pay conference fees
	+ Application might need some TLC, especially if we want to envourage a lot of applicants
		- Try to simplify application, but we also want to make sure that people are still attending
		- normally we get a very variable number of applicants: 2019(4-6) 2018(14)

### Diversity Chair Updates

* Western Section is still looking for a DEI consultant. May need to create objectives for DEI before being ready to hire a consultant.
* Currently working with WS to create an upcoming Diversity Forum

### Website Updates

* Membership button coming to the website, as are public meeting minutes

### Public affairs Updates

* Absent

### Historian Update

* Absent

### Newsletter Updates

* Absent

President ended meeting at 7:42 PM