



TWS Board Meeting Minutes

San Francisco Bay Area Chapter

6:30 – 7:30 PM on March 17, 2020

- Meeting called to order at 6:35 by President, Secretary taking Minutes

Attendees:

Call-In

Voting Members: Natalie R. (President), Rachel (President-Elect), Ricka (Treasurer), Carli (Secretary), Kathleen (Section Rep), Hailey (Diversity Chair), Natalie G. (Past President), Halia (Student Affairs Chair)

Non-voting Members: Leslie (Professional Development Co-Chair), Meghan (Media Director), Mary (Historian)

Absent

Laura (Public Outreach Chair), Joe (Newsletter Editor), Patricia (Conservation Affairs Chair), Molly (Professional Development Co-Chair),

Agenda:

Old Business

1. Motion to Vote: Approval of the February Minutes- called by **Natalie R.**
 - Aye- Carli, Halia, Ricka
 - Abstain- Rachel
 - Minutes Approved
2. Last Meeting's Action Item Progress
 - **Canceled** - Schedule dates for Wildlife Wednesdays - **Nat R**
 - **Canceled** - Set up Adopt-a-Creek project - **Rachel**
 - Work on merch budget - **Rachel**
 - i. Merchandise purchasing will be on hold as we assess needs due to COVID-19
 - **In progress** - Ideas for board gifts for longer serving members - **All**
 - CD for \$10k of our money? - **Ricka**
 - i. Will do more research into this but will hold off moving money due to current financial instability
 - **Canceled** - Membership email advertising workshops - **Nat R**

- **Completed** - Monthly CAC email forwarded to board - **Patricia**
- **Will do** - Add call to join CAC in membership email - **Nat R**

New Business

1. President Updates
 - Hailey introduced as new Diversity Chair
 - Addressing COVID-19
 - i. All Programs will be canceled through October 2020 per TWS Headquarters
 - ii. All registrants will receive refunds and the Professional Development Chairs will explore options for digital events or recorded workshops
 - iii. We will continue to monitor the situation with TWS Headquarters and the Western Section and will reassess as we learn more
 - President will send an immediate email to membership regarding event cancellations, refunds
 - i. Board agrees that email will include information on CAC membership for members to stay involved digitally during this time
 - Monthly Meetings
 - i. Due to COVID-19 Shelter-In-Place Order for the Bay Area, all TWS SF Bay Board Meetings will be call-in until further notice
2. Re-vamped 2020 Goal - Get all admin in order
 - Complete By-laws - **Nat R, Natalie G, Ricka**
 - Complete position SOPs - **Nat R, Natalie G**
 - Membership Tracking and Updated Strategy - **Carli, Ricka, Nat R**
 - Try to invest in CD? - **Ricka**
 - i. will explore options but will wait
 - Non-profit status - **Ricka**
 - Document Storage and Organization Taskforce - **Carli, Natalie R., Rachel, Mary**
 - Organization of Scholarship Applications and Data - **Halia and Carli**
3. President-Elect Updates
 - Field trip work is halted
 - Merchandise purchasing is halted, but there is interest in a shirt order in the future
4. Past-President Updates
 - Working to connect with the Board about the Member Survey that may lead to more online goals for 2020 moving forward
5. Treasurer Updates - **No updates**
6. Secretary Updates
 - Working on adding new/renewed members to listserv and updating listserv information to aid in member tracking
7. Western Section Updates

- Western Section is also working on canceling events and working towards a strategy to plan for future events given the current uncertainty
8. Workshop Updates
- Will work with President and Media Director to cancel events and will work with event partners to assess how to get SF Bay Chapter refunded for event spaces
 - Will begin working on programming from 20-21
 - Will begin to strategize around digital opportunities
9. Conservation Affairs Updates - **Absent**
10. Student Affairs Updates
- SFSU TWS Chapter is up and running
 - Working with Hailey to do digital outreach to students
 - Working to create a resource for students to receive information about scholarships and internships
11. Diversity Chair Updates - **No Updates**
12. Website Updates
- Working with Secretary to update Meeting Minutes on website, which is a large component of non-profit status
 - Photos of past events are being added to the website, Board members should send photos of past events
 - Updating merchandise inventory on the webstore
 - Jobs are updated on the website regularly, will be deleted every 3-6 months
13. Public Outreach Updates - **Absent**
14. Historian Updates
- Oral History Project will change to adapt to current public gathering restrictions, will be conducted over the phone, which may affect the quality
 - Interesting interviews would be a great resource for social media, through our chapter and the Western Section
15. Newsletter Updates - **Absent**

Meeting Adjourned by President at 7:38 PM