

Organization of Fish and Wildlife Information Managers Annual Business Meeting
November 7, 2001
Portland, Oregon

Meeting Minutes

I. Call to Order

The meeting was called to order at 9:10 a.m., at the Doubletree Columbia River Hotel, Portland, Oregon. The president was in the chair. The newsletter editor acted in the place of the secretary, who was not present.

II. Determination of Quorum

It was determined that there was a quorum of Organization members.

III. President's Message

Mr. Don Schrupp delivered his President's message (Attachment A). The president presented books as gifts of appreciation to the conference planning committee members and executive committee.

IV. Treasurer's Report

The treasurer's report was submitted by Mr. Jeff Trollinger (Attachment B). Mr. Trollinger also presented the results of his inquiries into the cost of an audit, as suggested at the last business meeting. He found that Virginia passed a law that disallows Certified Public Accountants (CPAs) employed by the Commonwealth to do work for any organization that is associated with the Commonwealth. This precludes OFWIM from using a CPA who works for the VA Dept. of Game & Inland Fisheries. Mr. Trollinger found that CPAs in private practice charge \$3,500 - \$5,000 for a full audit and \$1,500 for a consultatory review. Discussion ensued regarding finding a CPA who would do it for a lower fee. Mr. Stan Allen offered to check with Pacific Marine Fisheries Commission (PMFC) regarding whether a CPA employed by the state of Oregon could do work for an organization like OFWIM. Mr. Allen also suggested we look at how other professional organizations conduct their audits. Ms. Barb White offered to check with the Society of Wetland Scientists, Mr. Don Schrupp with The Wildlife Society, and Mr. Art Smith with a subcommittee of The Wildlife Society that he is involved with. Mr. Jake Faibisch offered to look into whether there is an organization that provides accounting support or advice to nonprofit organizations. Mr. Allen made a motion to table this discussion until the members come back with more information. The motion was seconded by Ms. Becky Wajda. Motion carried.

The treasurer's report was approved as presented.

V. The Secretary's Report

The minutes of the Organization's annual meeting held in August 2000 in Silver Creek, Colorado, Nevada, were approved as written.

The secretary's report was given by Ms. Kathy Quindlen for Ms. Karen Reay, who was not present. Ms. Quindlen stated that Ms. Reay had been maintaining the OFWIM mailing and membership lists and that all attendees of this meeting are now OFWIM members. A summary of the numbers of individual and organizational members and final numbers of attendees for the conference are in Attachment C. These minutes will be published in the OFWIM newsletter and posted on the OFWIM web site.

VII. Committee Reports

- A. Outreach: Mr. Don Schrupp noted that OFWIM's coordination with Jake Faibisch of the International Association of Fish and Wildlife Agencies (IAFWA) has been the main outreach effort this year.
- B. Technical Trends: Nothing to report.
- C. Membership: Mr. Jeff Trollinger noted that a slate of nominees for the positions of President-Elect and Member-At-Large has been prepared. Currently, OFWIM has 89 members—5 government agency memberships and 84 individual memberships representing 20 states. Publication of the online newsletter and the development and filling of the regional contact positions have been the major membership efforts this year.
- D. Communications: Ms. Kathy Quindlen stated that the OFWIM Newsletter was published twice this year in a very attractive format, and sent to a much larger recipient list than in the past. This was due to the use of email and list-serv, in addition to regular mail, to distribute the newsletter. Newsletter: Ms. Karen Reay noted that submissions are needed for the next issue of the newsletter. The next issue will include these meeting minutes.
- E. Data Standards: Mr. Don Fago, chair, handed out and discussed the summary of the data standards survey conducted by this committee over the past year (Attachment D). The OFWIM web site has Excel and .pdf files of the data set of 37 responses. Mr. Fago requested that OFWIM membership provide suggestions to him regarding how to improve the survey form to encourage more responses.
- F. Continuing Education: Mr. Jeff Waldon, chair, discussed continuing education projects that have been conducted in cooperation with the U.S. Fish and Wildlife Service, National Conservation Training Center (NCTC) and the National Spatial Data Infrastructure (NSDI). NCTC helped to fund the "Introduction to GIS" course that was offered to Virginia Department of Game & Inland Fisheries (VDGIF) this past year. Three 3-day training classes were held for a total of 20 participants. A new cooperative agreement funding mechanism in the USFWS prevented OFWIM from getting funded this year. However, if there are states that are interested in receiving training through OFWIM, the Conservation Management Institute (CMI) will work with the states to deliver this. Any member who is interested in becoming a trainer for courses that OFWIM offers, such as New Technologies for Information Managers or Aerial Videography, should contact Mr. Waldon. Mr. Schrupp noted that the regional contacts could be instrumental in identifying and pursuing continuing education opportunities. Mr. Jerry Farringer asked if educational opportunities are posted on the web site. They have not been. It was agreed that courses should be posted on the web site.

The committee reports were accepted as presented.

VIII. Old Business

- A. Ballots were handed out for the election of President-Elect and Member-At-Large.
- B. OFWIM Award: Ms. Wajda presented a proposed procedure developed by herself and Mr. Schrupp for nominating and selecting award recipients. The award will recognize outstanding state agency internet-accessible database systems. The proposal used a framework developed by the Association for Conservation Information (ACI), a professional association of information and education staff of fish and wildlife

agencies. There was discussion about the fact that there are many excellent database systems for which recognition is overdue, and it was suggested that more than one award be given for the first few years in order to recognize these sites. After a number of years, it would be preferable to restrict the award to new sites (developed within the past year or so). It was suggested that a graphic be developed that the award-winners could put on their web site that would link back to the OFWIM web page. There was discussion of the development of a subcommittee of the Outreach Committee that would be tasked with developing the criteria and process for this award. Mr. Schrupp made a motion that the proposal be accepted. Ms. Kathy Quindlen proposed an amendment that a subcommittee of the Outreach Committee be established to solicit nominations for the award and that a group be established by the President to review and amend the criteria and process. Mr. Allen seconded the motion as amended. The motion carried as amended.

- C. OFWIM.ORG: OFWIM purchased this domain name, which needs to be renewed annually.

IX. New Business

- A. New Officers: Mr. Stan Allen assumed the position of president as outlined in the Organization bylaws. Mr. Art Smith was installed as President-Elect and Ms. Barb White was installed as Member-At-Large. Mr. Allen thanked Mr. Schrupp for his leadership during the 15 months of his presidency.
- B. Other Offices: Ms. Amy Martin was installed as newsletter editor.
- C. OFWIM Committees: Outreach Committee - Awards Subcommittee. Ms. Becky Wajda and Mr. Jeff Waldon offered to be co-chairs of this committee. Mr. Randy Meissner, Mr. Don Fago, and Ms. Barb White offered to participate as committee members.
- D. Student and Professional Scholarship Fund: Ms. Wajda initiated a discussion about a fund that would give developing professionals the opportunity to mingle with professionals in the field by providing travel funds to attend OFWIM meetings. The fund would be a separate interest-bearing account with some minimum principal so that the accumulated interest would be used to provide scholarships. Mr. Jeff Waldon suggested that we could budget some amount into the annual meeting registration fee for deposit into this fund. Proceeds from the raffle would go into the fund. Mr. Jeff Trollinger made a motion that OFWIM establish a student scholarship award fund using raffle monies and to be managed by the awards subcommittee. Mr. Art Smith seconded the motion. Motion carried.
- E. OFWIM Logo: Mr. Kirk Keller made a motion that OFWIM investigate development of a new logo and that the logo be in a file format that can be used in multiple ways and in more than one color. Mr. Don Schrupp seconded the motion. Motion carried.
- F. 2002 Annual Meeting: Mr. Jeff Waldon discussed his ideas regarding the 2002 meeting. Co-locating the meeting with the American Fisheries Society (AFS) is intended to increase cross-pollination and attract more attendees from the other group. AFS Computer User's Section, which is chaired by OFWIM past-president Doug Beard, has agreed to work with OFWIM on this meeting. There is no agenda yet for the AFS meeting. Mr. Waldon agreed to do an open call for papers and symposia (not restricted to any specific topic or theme) in the next few weeks. If we do not receive papers on a topic that we feel should be addressed, then the planning committee should pursue papers for that topic area. An example is a GIS workshop or

symposium. It was agreed that the 2002 meeting would be discussed in a separate meeting after lunch. Mr. Schrupp made a motion that we proceed with planning the 2002 meeting with AFS in Baltimore, MD. Ms. Wajda seconded the motion. Motion carried. The minutes of the 2002 conference planning meeting is Attachment E.

- G. 2003 Annual Meeting. Mr. Art Smith presented some information about Rapid City, South Dakota, as a potential meeting site. He has already met with some hotels to discuss rates and availability. It was suggested that South Dakota would be a good central location if OFWIM is trying to rotate meetings between the east coast, the midwest or central U.S., and the west coast.
 - H. Conference Calls: Mr. Waldon noted that the executive committee has been working together well since holding regular conference calls. The Conservation Management Institute (CMI) has been paying for these calls, which can be costly, and they are looking for ways to reduce costs on these.
 - I. Montana wildlife capture and transport effort: Mr. Waldon passed along a letter to the OFWIM membership from Wildlife Veterinary Resources, Inc., requesting comments and suggestions regarding their proposal to develop an information clearinghouse on wildlife capture, handling, and transport (Attachment F). Mr. Waldon asked members to comment directly to WVR Inc.
 - J. VA Tech Biodiversity and Ecosystem Informatics Program: VA Tech University is considering developing this type of program. OFWIM members that are interested in becoming involved by providing guidance to the University, please notify Mr. Waldon and the Continuing Education Committee.
 - K. OFWIM Budget: Mr. Trollinger brought up the question of whether OFWIM should develop a budget for the coming year. Mr. Allen suggested that our discussion concerning paying for conference calls, scholarships, and OFWIM business costs indicates the need for a budget. Mr. Schrupp offered to obtain a copy of the Colorado Division of Wildlife's business plan for use as an example. Ms. Wajda made a motion that a budget be developed; Mr. Trollinger seconded the motion; the motion carried.
- X. Adjourn
- Mr. Don Schrupp made a motion to adjourn the meeting. Ms. Becky Wajda seconded the motion. The motion was adopted. Mr. Stan Allen adjourned the meeting at 11:28 a.m. PST.

Kathy Quindlen for Karen Reay
Secretary

Stan Allen
President

Attachment G
OFWIM Planning Committee Meeting for the 2002 Annual Meeting
Baltimore, MD

The meeting began at 11:42 am in the Columbia River Doubletree Hotel in Portland, Oregon.

Jeff Waldon led the discussion about the meeting and what the membership would like to see. He stated that we currently do not have a theme for the meeting but that computer applications are usually our focus.

Don Schrupp suggested that since we are co-locating with AFS, topics that might be of interest to both organizations are the national hydrography standards development and the NBII working groups. NBII has regional information servers that are information nodes to facilitate data-sharing with various groups (aquatic, wildlife, etc.) Since NBII is holding regional all-node meetings, it was suggested that they may want to have their meeting with ours. Jake Faibisch said that this might cause the meeting to be too long. Don Schrupp suggested that Aquatic GAP prototypes are something that could be shared. Discussion revolved around looking for ways to channel AFS and OFWIM interests.

OFWIM planning committee members will need to discuss details of the meeting with Doug Beard of AFS-CUS to ensure that if/when OFWIM overlaps with AFS, members of both organizations will not miss parts of either meeting that are critical. There was discussion about whether to hold registration the night before the last day of the AFS meeting or the morning of the last day. If the CUS meets the last morning, that might help encourage more people from the AFS meeting to attend at least part of the OFWIM meeting.

The Open Call for Papers would make a statement about OFWIM's mission statement and point readers to the OFWIM web site for more information about OFWIM and past meetings. Jeff Waldon noted that we do not need to accept all papers. Barb White suggested that she would be interested in seeing someone give a collaborative GIS-Fisheries presentation. Typically, we have required presenters to pay registration. One-day fee would cover their costs but encourage presenters to attend, especially since Baltimore is so close to Reston and there are many NGOs and private companies in the area that may attend for one day.

The principle duty of president-elect is to coordinate the annual meeting (as written in the bylaws). However, Art Smith is in South Dakota, the site of the 2003 meeting rather than the 2002 meeting. There was discussion about whether we wanted to amend the bylaws shifting the responsibility of the president-elect to the following year's meeting? Art Smith suggested that he simply assign a coordinator for the 2002 meeting, and that coordinator is Jeff Waldon. We agreed to work within the current bylaws.