

Organization of Fish and Wildlife Information Managers Annual Business Meeting
Baltimore, Maryland
November 3, 2002

Meeting Minutes

I. Call to Order

The meeting was called to order at 9:09 a.m., at the Radisson Lord Baltimore Hotel, Baltimore, Maryland. The president was in the chair.

II. Determination of Quorum

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

Mr. Art Smith moved to approve the minutes from last year's meeting. Ms. Becky Wajda seconded.

III. President's Message

Mr. Stan Allen delivered the President's message (Attachment A). The President discussed many of the positives from a year filled with negatives. He thanked several people who assisted with the funding and organizing of the meeting.

IV. The Treasurer's Report

The treasurer's report was submitted by Mr. Jeff Trollinger (Attachment B). Mr. Trollinger reported that the budget is in good shape this year. The Organization has an interest-bearing savings account. There was a total balance of \$24,445.58 (with \$7,320.00 in outstanding purchase orders) available November 1, 2002 in the OFWIM account. Mr. Don Fago made a motion to accept the treasurer's report. Ms. Becky Wajda seconded the motion. 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 November 2001 in Portland, Oregon were approved as written.

VI. Committee Reports

A. Outreach: Mr. Stan Allen reported that outreach through IAFWA, NBII, and regional representatives have been the main outreach effort this year. Outreach has been greater than any other year in the past.

B. Technical Trends: Mr. Don Schrupp noted that there was outreach in networking through the Hacker's Ball and the XML presentations.

C. Membership: Mr. Jeff Trollinger reported on the implementation of the regional representatives this year. The organization is still looking to fill positions for various regions. Membership is at all time high with 6 government memberships and 131 individual memberships at this point.

D. Communications: Ms. Karen Reay thanked Ms. Kathy Quindlen for filling the duty of Secretary at last year's meeting. Ms. Reay reported that Ms. Amy Martin, newsletter editor, published more than 3 regular newsletter issues, as well as various special publications this year in a very attractive electronic format. This newsletter was sent

to a much larger recipient list than in the past. It would be appreciated if articles could be sent in timely manner and “ready-to-roll” format since there is little time for Ms. Martin to edit content. Ms. Reay also mentioned that email is the main avenue of communication with members and to please keep their email addresses up-to-date. It takes much time trying to track down new email addresses.

- E. Subcommittee: Mr. Art Smith reported that the subcommittee is working on planning for the Rapid City, South Dakota meeting. Mr. Jake Faibisch is also an integral part of this group. They will be looking at various social and field trip activities in the area.
- F. Data Standards: Ms. Barb White reported on some online research regarding standards. She found that data standards are available internally, but that it is difficult to find them on the web. EPA is one of the best sources for standards examples. Ms. White requested a link to websites that might assist in this topic be posted on the OFWIM website.
- G. Continuing Education: Mr. Art Smith, reported on the use of XML as a data language. This topic was developed into a full session for the Baltimore meeting. He asked for interest on any topics that the members want to discuss. Mr. Kirk Keller played an important role in this effort. Mr. Jeff Waldon reported that CMI and NCTC would provide training at a reduced rate for OFWIM members. Courses can also be delivered on site. There continues to be opportunity for metadata training through USGS. Ms. Lila Wills is also involved in metadata training and is a point of contact for metadata training.

Ms. Becky Wajda motioned that we accept the committee reports. Mr. Jeff Trollinger seconded the motion. The committee reports were accepted as presented.

VII. Old Business

- A. Ballots were handed out for the election of President-Elect, Secretary, Treasurer, and Member-At-Large. A motion was made to take a short break while ballots were being counted.
- B. OFWIM Award: Ms. Becky Wajda reported on the OFWIM Award (Attachment C). This award recognizes excellence and outstanding contribution in the dissemination and delivery of wildlife, habitat, and related information via the Internet. This award differs from many other Internet awards. The nominated site should be under the direction and control of a governmental entity. The nominated site does not have to be under direction or control of the OFWIM organization. There needs to be clear goals and objectives with the intended audience. Nominations are accepted from April 1 through June 15 annually. The Organization is positioned to make its first award presentation. Recognition would include a framed plaque, a formal letter to the Agency’s director, and news releases to professional organizations. Mr. Kirk Keller asked a question regarding the difference of this award from others. Ms. Wajda explained that this award focuses on biological and habitat information. Ms. Trina Innes asked why there was the focus on government agencies. Ms. Wajda said it is because the organization is made up of mainly governmental organizations. There were no motions related to this business item.
- C. OFWIM Budget: Mr. Stan Allen reported that OFWIM is considering having a formal planning budget since it is now beginning to accumulate funds. This first OFWIM operating budget will probably take effect next year. No discussion was made regarding this topic.

D. OFWIM Student Scholarship: Ms. Becky Wajda reported on this information. This would be a travel scholarship to support student attendance at the OFWIM meeting. Actual expenses up to \$1,000 would be reimbursed after the meeting. The student should be in pursuit of a career in information management and GIS. This award would be funded by an interest bearing account. The total balance at this point is \$600 so we will probably have enough for a student award for next year. Mr. Jeff Trollinger asked about a financial hardship of the student having to provide the money up front and should there be a waiver of registration fee? Mr. Leo Rose asked if recipients would need to be full-time students? Ms. Lila Wills asked if the funding is for college or graduate students? Mr. Wayne Richter asked about the money being submitted up-front and the student doesn't attend the meeting. Ms. Samantha Horn-Olsen suggested we make payment during the conference. Travel could be arranged to pay the hotel bill and then the student could submit a reimbursement form. Ms. Kathy Quindlen suggested a per-diem per meal.

E. Professional Development Scholarship: Ms. Wajda continued on the same topic with an opportunity for the professional scholarship. This is beneficial because out of state travel is being cut for many members. The member should be involved in a career in implementing information management, GIS and actual expenses would be made up to \$1,000. Ms. Samantha Horn-Olsen asked about transfer of funds. Mr. Tom Lupo suggested that the June 1 date was a bit awkward for some. Ms. Wajda explained the timing of the meeting forces us to make the June 1 date so that they have ample time to make the travel plans. Ms. Quindlen asked about the selection process. The awards committee would handle all awards on a case-by-case basis. Mr. Don Fago suggested that a date for notification be made firm (i.e. July 1).

Mr. Don Fago made a motion to accept development of these scholarships with the amended wording and Ms. Lila Wills seconded. A question was asked regarding the additional \$25 membership fee not to exceed the last year by \$25. Mr. Jake Faibish asked if there could be several applicants and what was the evaluation process. Mr. Bruce Schmidt suggested that this might lock it in tightly but the hotel bill could be handled on site as well as other expenses. There needs to be approval of the concept and have the committee report back. However, we will go to 2004 without this being passed. Current motion was tabled, Don Fago made the motion to table, Mr. Eric Hainey seconded.

F. Wildlife Capture and Transport Meeting: Ms. Lila Wills gave a report of this meeting with about 10-12 people in attendance. Dr. Mark Johnson is the director of the World Wildlife Resources group in Montana. This project creates databases on wildlife capture and transport. This was a planning meeting to see if there was interest in this topic. NBII, IAFWA, USGS, CMI and various states were represented. A prototype was developed.

G. OFWIM Logo: Mr. Kirk Keller suggested that OFWIM investigate a new logo with more than one color and in a file format that could be used in multiple media. An open contest was suggested and the approval of the chair and outreach committee would be needed. This would need to be developed before the web award. Ms. Trina Innes volunteered to assist with this. Entries would be the actual logo and in the file format that is appropriate. We could make it open to anyone or starving undergraduate art student. This would need to be approved by the Executive Committee. A call for submissions should be run through the Ex Comm. Submissions would be made after this approval. Ms. Becky Wajda made a motion to proceed with development but with ExComm approval with solicitation from the members. Mr. Art Smith seconded the motion. The motion carried.

- H. Professional Development was revised: (see attachment C). Ms. Becky Wajda explained if we purchased airfare prior to the meeting and the person did not attend, it would be a loss for the organization. Is there a sense that the recipient would accept this? Mr. Wayne Richter thought it was dangerous to hand out money ahead of time. Mr. Jim Hirsch said he had experienced this and suggested they submit a receipt and then have the Treasurer present a check before the award recipient left the meeting. We have to assume they are a professional and have a credit card so if they have time to get reimbursed. Mr. Bruce Schmidt suggested they make a claim at the end of the meeting. Mr. Don Fago was concerned about \$1,500 cost. The purpose was to cover 100% of the participant's meeting. Mr. Kirk Keller asked if we have someone spending much less, could we have more than one recipient and what is the limiting factor? The money is the limiting factor. Ms. Trina Innes proposes that we accept the \$1,500 scholarship at no more an increase per year of \$25 per delegate and let the committee decide. Ms. Kathy Quindlen seconded the motion. Motion was modified to drop the \$25 increase per delegate.

VIII. New Business

- A. New Officers: Mr. Art Smith assumed the position of OFWIM President as outlined in the Organization bylaws and received the official Robert's Rules of Order. Mr. Smith thanked everyone for their support and the ExComm. Ms. Kathy Quindlen was installed as President-Elect, Mr. Jake Faibish was installed as Treasurer, Ms. Trina Innes as Member-at Large and Ms. Barb White was installed as Secretary.
- B. OFWIM Regional Members: Southeast Region, Sue Marden; Great Lakes and Mid-East, up for position; Northwest, Stan Allen; Don Schrupp, Southeast; New England, Samantha Horn-Olsen; Mid-Atlantic, Becky Wajda; and Canada, Trina Innes.
- C. Suggested Change to the OFWIM Charter: Mr. Art Smith explained that the membership begins at the beginning of the meeting and goes until the next meeting. Mr. Smith suggested that we suspend the decision until the whole group was in attendance.
- D. Rapid City 2004: Sept 25-29, 2004. These dates don't conflict with other major fish and wildlife meetings. Mr. Jack Erickson and Mr. Art Smith will be working on this program in addition to the planning committees. Results of this meeting are from comments from last year's meeting. Ownership of data and privacy issues are going to be major issues. Data standardization is also a concern among members and is a potential topic. This is a good time to be a part of OFWIM since there will be a real budget and the meeting location is already established.
- E. 2004 Annual Meeting. Mr. Stan Allen presented some information about this. The location of the 2004 meeting will be in the west in California or Denver as potential meeting sites. These places were chosen because of the facilities and affordability to fly into these locations. Regionalized hosting of the meetings, good accessibility, and low cost were a priority. This information will be submitted for an upcoming newsletter.
- F. Awards Committee: Mr. Art Smith opened the floor for forming a recognized committee that will require a by-laws change so it will remain an ad-hoc committee for now. Any volunteers for the awards committee? Ms. Barb White volunteered. Ms. Wajda mentioned transferring money from the general treasury to the scholarship fund and recognized that the amount will be based on what the treasury supports. We would like to support a transfer of \$1,000 from the general fund to the scholarship

fund. Mr. Don Schrupp made the motion to transfer this money and Mr. Stan Allen seconded. Mr. Schrupp suggested we transfer \$1,500.

Mr. Don Fago suggested we submit more however; the funds have not been transferred to cover the cost of this meeting. Mr. Allen reminded everyone that we also have the raffle funds. This would cover \$500 per year. The motion was amended to \$1,500 by Mr. Schrupp and seconded by Mr. Allen. The motion carried.

- G. Mr. Don Fago was recognized for his contributions to OFWIM and congratulations on his retirement.
- H. People who are interested in discussing the 2004 meeting will meet at the end of this meeting.

The meeting was temporarily suspended to reconvene later with all members to vote on a change for the by-laws regarding change in date of membership from the first day of the conference until the first day of the next year's conference. Members were distributed ballots to vote on this measure. Ballots were collected and tallied.

Past membership ran from August 1 – July 31 causing a problem since actual members did not attend the annual meeting since their membership had expired. A proposed change in the by-laws was recommended to change membership to run from the beginning of the OFWIM Annual Meeting of one year to the day before the OFWIM Annual Meeting of the following year. There was 11 over 2/3 majority needed to pass this proposal. The change to the by-law was passed.

- IX. Mr. Don Fago motioned to adjourn. Ms. Trina Innes seconded the motion. The business meeting was officially closed at 9:14am.

Karen Reay
Secretary

Art Smith
President

Attachment A President's Message

It has definitely been an interesting twelve months since we held last year's annual meeting in Portland, Oregon. It has been a year basically full of negatives. Cleanup and rebuilding physically and emotionally from the 9/11 disaster, the war on terrorism, significant economic, stock market and budget downturns, layoffs, hiring and travel freezes, and most recently, snipers. What these negatives have caused however, are some positives. There has been an awakening realization that we really do have to work together, which in many ways is what this year's OFWIM meeting and Data Summit is all about.

I want to personally and formally thank NBII and US Fish and Wildlife Service for their financial support in pulling this meeting together. Many of us very likely would not have been in attendance without the assistance provided.

As usual, the OFWIM Executive Committee and Program/Data Summit Committee have been instrumental in pulling this meeting together. Jake Faibisch, International Association of Fish and Wildlife Agencies, deserves special thanks for facilitating and coordinating between us all, and laying much of the groundwork for this year's meeting. Jeff Waldon, Andy Loftus, and Doug Beard have done an outstanding job in organizing the Data Summit portion of this meeting. Lila Borge-Wills and the Conservation Management Institute handled the coordination of the travel grant process, which was no small feat. Amy Martin very professionally produced and distributed the OFWIM newsletters that we all receive. Don Schrupp continued to handle most of the "technical" stuff with his usual flair and expertise, in addition to his Regional Representative and Past-President duties. Barb White did all the work on pulling together the OFWIM raffle items, facilitated many of our conference calls, and served as your Member-At-Large during this past year. Jack Ericson assisted greatly in meeting planning and served as one of your Regional Representatives. Trina Innes has done an excellent job of representing OFWIM in Canada and assisting in meeting planning. Art Smith, well I will talk about him later.

It is with many thanks and some sadness that I also have to report some of OFWIM's most active and hard working members over the years (including this past year) are either leaving, or greatly curtailing their involvement in the organization. Don Fago has announced his retirement at the end of this year and this will possibly be his last OFWIM function (even though we are trying to convince him that he will now have more time on his hands). Don pulled together the poster session and proceedings for this meeting, in addition to being a Regional Representative. Jeff Trollinger, a key behind the scene figure in OFWIM for many years, has accepted a new position and says that this past year has to be his last as Treasurer. The "books" and registration will never be the same. Karen Reay, the most outstanding meeting note taker that I have ever seen, is stepping down as Secretary. Thank you Karen for taking care of the world's worst note taker (me), and for your creativity in everything you do.

Last but most certainly not least, Becky Wajda. Becky has been an integral part of this organization since its inception. She has held just about all of the ExCom positions, handled hotel and meeting arrangements for all of our meetings (including this one), held many OFWIM President's hands and led them through their terms without any fatalities, and set up and managed the OFWIM web site. Becky is the glue that has held this organization together. In my opinion, Becky truly is what OFWIM is all about. Because of changing job duties and responsibilities, Becky has indicated that she can no longer remain as involved on a formal basis as she has been. Hopefully we can continue to get her wisdom and advice, and maybe a little of her time. Thank you Becky!

Art Smith brings enthusiasm, communication and organization skills, and an excellent ability to plan ahead to this organization. I look forward to working with Art (about to be your new President) on continuing to make this a better organization for us all.

You will be hearing more about next year's plans for OFWIM during committee reports and discussion of old and new business during the next hour or so. Becky told me that I should not ramble on, so I will stop here.

I am truly grateful to you all for allowing me to serve as President of this organization during the past year.

Stan T. Allen
November 3, 2002