

Flathead Audubon BOD Meeting 1/6/2020

Prepared by: Pam Willison, Secretary

Board Members in attendance: Pam Willison, Joe Batts, David Manuwal, Bob Lee, Gael Bissell, Cory Davis, Kay Mitchell, Rod Walette, Jan Metzmaker, Jake Bramante, Will Beyer, Derrick Rathe

Others in attendance: Tom Roberts, Cindy Roberts, Denny Olson

Gael passed around a shoulder harness (Nyack Stance) made by a physical therapist (Scott) in Libby who designed it to reduce back strain. On line cost is \$88. Several people said they already have a similar one but said this one is very sturdy and well-made. The designer wanted to be able to give a short presentation at one of our meetings, but there wasn't any interest in this option. However, Pam suggested that if he wants to donate one to the silent auction in May that he would get some exposure for his product. Others discussed his donating a percentage of straps sold at one of our meetings. Not all members seemed to be on board with that idea. Gael will get back to him about May auction and either discount or contributions to FAS if he wants to come to one of our meetings. Final decision will be made at a later date.

Gael acknowledged contributions from: Jake Bramante (Website/member cards), Joe Batts (Financials), Rod Walette (Grants)

The meeting was called to order by President Gael Bissell at 6:08 pm.

**Administrative:**

Gael inquired about feedback on the information on bird eye disease - there hasn't been any.

Minutes: Two amendments were made to correct information. Jan motion to approve as corrected, Kay seconded, motion carried.

BOD changes: Bob Lopp has decided to retire from the Board. He was the MA alternate – Bob Lee said we were the only chapter with an alternate, so it's not an issue. Bob Lopp was an annual appointment as a Committee Chair so doesn't need a replacement to fulfill a term. It was noted that Gail Linne, an earlier retirement, was also an annual Chair appointment.

**Financial:**

- Treasurers Report for December activity: Kay mentioned that one \$3000 entry should be a grant (from Whitefish Community Foundation) rather than donations unrestricted – Joe will change it. Joe also mentioned some things to look for as signs of embezzlement (of which we have no issues). Kay made a motion to receive and file the Treasurers Report as corrected. Jan seconded it, and motion passed.

- The fiscal year 2019 Income/Expense report has been finalized and copies were distributed. This report will be used for the Great Fish application. Any comments about it should go to Joe.
- Membership: currently 199. 35% basic, 65% supporting. 29% pay with PayPal.
- Jan has worked on a Donor Policy. She said her goals are efficiency and professionalism. She feels like there needs to be a timeframe for sending the thank-you. She also feels we should get their membership card to them or send a message telling them to pick it up at a meeting. Jan feels that we need to do a better job of keeping a data base of our information so we can access it when there is a membership renewal or donation, or to use in fundraising. Jake says there are services we could purchase to use to better manage our data base and access to it for the various reasons. Jan feels this will improve our communication with our membership. Joe mentioned there are all variations of problems with membership renewals –check only with no form, multiple formats for renewal forms, unclear handwriting, checks not being received, etc.
- The second portion is the acknowledgment of donations. All EOY donations were acknowledged. We will continue to acknowledge all donations until we feel we need to make a change. Joe will send the list of donations to Jan for thank-you cards. For donations over \$200, the card will be prepared by the President. Gael reminded that for anything other than monetary donations, it must be discussed and approved by the Board, and has to be added to our assets. Jan will finalize the Donor Policy and Gael will distribute the final version.

Insurance: General Liability (should be about \$810 based on last year), and Directors and Officers Insurance (\$627) need to be renewed. Bob Lee made a motion to pay them, Kay seconded. Jan wondered if we have always used the same company or have looked for less expensive insurance. Joe said that if he tried to get a bid from another company last year and it was a very paper intensive process because of our unique situation. Then our current insurance company made some improvements in office staff and we received better service, so we stayed with the current company. Motion passed.

Committee Structure: Cory has reviewed the Committee Structure, and the related by-laws. There are currently 9 committees listed in the by-laws, plus an additional 6 working committees. He has reorganized them to combine some and formulated 9 total committees. Hawkwatch and Birds of Prey don't fit under any of the committees, so would exist as an adhoc committees (or would that be "add hawk" committee?). We won't take action on this but would like to approve the new structure and any related by-law changes at the same time should we decide to proceed. Any by-law changes would need to be included in the agenda for the May general meeting.

United Way: Gael updated us on the changes at United Way and how it will work. We will be receiving a letter telling us what the rental fees will be and we will be charged per use. Joe said we currently donate \$500 and pay \$200 for rentals.

Quick Books upgrade: Joe noted that we will need to change our Quick Books to the version for a non-profit and the cost will be about \$300 for the license, and he asked for approval for the purchase. This change was recommended by the CPA who is mentoring us through SCORE, and will make our financial records more accurate and functional. David made a motion to make the purchase, Jake seconded, motion carried.

Archives of PP: There are packets of old Pileated Posts that need to be scanned in to add to our archives. They were distributed to Board members for scanning. Send scan to Linda Winnie and return originals in packet to Gael.

### **Committee/Program Reports:**

Education Committee: Gael has talked with Tom and Cindy Roberts about helping with the Education Committee, and they are attending the meeting. Denny needs input for prioritizing his work and time. He suggested that people should send input via an email. The Education Committee meets January 16 and will try to address some of this and then report back at a future meeting.

Pending additional feedback and guidance, Denny is going to try to increase the number of school programs. He clarified that his work on invasives at OSNA is volunteer time on his part. He will also continue to work to complete the Sandhill Crane and Osprey education trunks. The existing trunks seem to be stalled and not being used, so his work this winter will be directed toward promoting the trunks. He will also work with the ambassadors and getting them ready to go into the school with their designated trunks.

Derrick is a new member of our Education Committee and attends the CORE meetings with Denny. He is going to work on consolidating access to educational trunks available from many different agencies, which should improve their accessibility and use. Jake will be working with them because FAS is the only organization who currently have a good and functional on-line system for trunk check-out.

Denny will be doing a January field trip in OSNA and will be using the field guide he has created, to take them through the new north trail. He will also venture onto some of the other trails.

Gael opened the subject of putting the Birds of Prey Festival on alternating years, which would mean skipping 2020. She feels if we plan to do it in 2020 that it needs to get rolling in the spring and be all set up before Denny gets busy for the summer because last year required too much last-minute work. Bob commented that he would hesitate to skip a year because you lose the momentum. It was decided to keep it annually and do early planning.

There was discussion of the need to redo our display and that should get started soon. Denny needs the contact information for Susie Waldron, who offered to do the design work on it.

There was also discussion of pairing with activities being held through Lone Pine State Park, because of our connection through Derrick. Lone Pine is getting good turnout for their birding events. There are times when FAS could have space for a display at some of these events. Derrick and Denny will continue to work together to coordinate this.

Field Trips: Cory and Bob would like to go ahead with the fund-raising field trip they had mentioned several months ago. Cory will prepare an outline of it and distribute. Cory feels we should check to be sure the insurance coverage is adequate for an activity such as this. Joe said there are times when we have purchased a short-term coverage specific to a special event, and we could do that for the field trip if existing coverage isn't adequate.

Bob will be doing the Freeze Out Lake trip and reminds us that it's on a Thursday and Friday instead. He is already getting inquiries.

Pileated Post: Kathy Ross is doing an on-going series on how we can help birds. Next month she will do safety with windows. David will help her with the following month when the topic deals with the impact of pets. This topic needs to be handled judiciously so people don't get offended, as has happened in the past.

Gael would like to see some of the articles be a little shorter, if possible, and needed to make room for everything (ie. Bird of the month, Conservation Corner).

Will reminded that back in September new Board members were asked to write a short story. He wondered if that was still needed and was told yes, so he will work to prepare one.

David motion to adjourn, Derrick seconded. Adjourned at 7:53.