

Executive Council Meeting Minutes

11/5/2008

Member present: David Shealer (P), Jeff Spendelow, Linda Wires, Patty Szczys, Susan Elbin, Chip Weseloh, Chris Custer, Bob Elnor, Becky Harris, BA Schreiber, Francie Cuthbert, Ricardo Zambrano, Jennifer Stucker, Emil Urban, Clay Green
John Coulson, Garry Donaldson (in absentia)

Meeting called to order: 9:03 am by David Shealer

Call for additions to agenda, Jeff Spendelow requests moving 6d up to 3 on agenda (Nom. comm. Report and election results).

MOTION: Susan Elbin moved to accept agenda, Jennifer Stucker seconded, passed unanimously.

Approval of 2007 minutes (Barcelona)

- Any discussion on 2007 minutes. *MOTION*: Chip Weseloh moved to accept, Susan Elbin seconded. Discussion: Get minutes posted on website, let committee chairs know about action items. Recommendation to put in policy that meeting minutes be posted within 60 days on website and distributed to council.
- Jennifer S. Call for vote: unanimous

Nomination Committee Report and election results (Jeff Spendelow, Susan Elbin, Ricardo Zambrano, Jennifer Arnold)

- Continued effort to recruit nominees from various countries, old/new members, etc
- Had drop in total number of ballots received, Chris Custer re-elected as treasurer
- Council members elected: John Ramos, Patty Szczys, Patrick Jodice, 4th on ballot (Gail Fraser) to fill Xavier's final year.
- For next election, need candidates for President-elect, Secretary, 3 members of council
- Discussion of electronic voting: OSNA can run elections.
- *MOTION*: Ricardo Zambrano made motion for WbS to use electronic voting and include paper ballot as option for those without e-mail, Becky Harris seconded. Discussion about multiple voting, cost of paper copy, possibly very few members don't have e-mail, any idea about how many vote from overseas, about 10% of OSNA members don't provide/have e-mails, use of international air mail stamp, Jennifer Stucker recommended to amend motion to "strongly consider", Amended motion to include paper copy as option too for those with no e-mail/internet. Chris Custer called the vote: 11 yeas, 2 nays, 0 absentia, motion passes.
- *ACTION ITEM*: Francie Cuthbert will work on election balloting format

2008 Meeting update: Clay gave update on 2008 meeting.

President's Report: 4 electronic votes by council.

- Iain Taylor requested WbS participated in waterbird society meeting in Australia, allocate up to \$1000, council approved but the meeting was subsequently postponed so no word on future meeting in Australia
- Editor vote: discussion of new editor, search for editor, council voted to approve \$10k for stipend, \$8k for expenses, \$8k for electronic submissions, tracking, etc
- Xavier Ruiz vacated seat (deceased), council looked at 4th place in most recent election, Patty Szycys was approved to fill the seat of Xavier Ruiz.
- Screening editor candidates, council voted unanimously to hire Bob Elnor as editor

Strategic Plan (David Shealer)

- Genesis of idea was now have enough in endowment for Wbs to decide how to move forward, reexamine our mission statement, goals, objectives, etc

- Vision 2020: Mike Erwin chaired the committee, primarily focused on pubs, international image (or are we really international?), increase membership, advocacy, outreach, etc .
- Goal of committee to put together strategic plan, 10-12 years looking forward, presented to council, come down to vote to ratify the 2020 plan; next phase will be implementation.

Editor search committee (John Coulson, Keith Hobson, Mike Gochfeld); Committee identified Bob Elner, as new editor of Waterbirds

Editor Report – By Bob Elner for Keith Hobson

- V31 is completed, printed, 503 pages total, 649 includes special issues
 - V31(4) goes to publisher in mid Dec
 - V32(1) already filled
 - Review editor report
 - Bob Elner and Keith Hobson in accord with what Keith already accepted for manuscripts
- V32(1)
- Xavier Ruiz memorial written, will come out in V32(1)
 - Stats on last 100 papers, overall acceptance rate of ~50%, ~80% for US; India, China, Korea, Brazil often rejected for poor quality of English BUT more content of science, research (confirm with Keith Hobson on definition of quality)
 - Papers taking longer and longer to get ms published (after acceptance date), recommends increasing rigor, increase rejection rate, building surplus is concern, increase of rejection rate will help this surplus.
 - Assoc Editors: revamp the slate of AEs, 2 have already resigned, Bob Elner has hired Edit Asst (Liz Campbell), has done this for many years. . .keeping track of reviewers, quality of reviewers and their effort in review, also workload sending to reviewers.
 - Discussion of rejection rate: content of ms, Bob Elner is in favor of “notes”, asked council if notes were acceptable in journal. Council agreed that “notes” were good for journal.
 - Linda Wires asked about editor oversight on special issues, Bob Elner stated that ms are reviewed in same capacity as any other ms submitted to journal, Editor has final say.
 - Concerns about load on editor, Bob Elner is retired CWS so should have more time than Keith Hobson did, special issues can tax the editor’s time
 - 7 AEs remain, several indicated wanted to be removed as AEs. Linda Wires asked about workload on AEs to lighten load on editor
 - Jeff Spendelow asked how would electronic submission affect workload, Bob Elner not sure if would decrease workload by much, has strong editorial asst.
 - *MOTION*: Jennifer Stucker made motion to approve editor’s report, Emil Urban seconded, passed unanimously.

Financial Report (BA Schreiber)

- report is long, due to great variation in stock market, 70% in S&P500 Index, 30% in bonds. Overall value has gone down, unknown for remainder of year. Recommendation for greater diversity (mid-cap, small cap, etc) to protect your investment. Because of the complexity of investments, Fin. Comm. recommends hiring of financial planner/investment professional to manage WbS funds.

- Examine risk level of our investments, BA Schreiber offered to send out to all comm. Members to assess risk level of council, currently operate in conservative manner that is appropriate for non-profit societies.
- F&I comm. Feels it is time we hire a management firm to handle our investments, most charge 1% but Parsec Financial incur 0.4% of funds
- F&I comm. reviewed endowments of other societies, managed separately between endowments and treasurer account; if we use financial planner, endowment is now managed by fin company and WbS money handled by treasurer
- All ornithological societies in N. Am that have an endowment have it overseen by a finance and Investment Committee, which also is charged with overseeing the Treasurer. This includes societies who hire an investment firm to manage their funds – they still use the F & I Comm. To work with the investment firm.
- Insurance company suggest we have better safeguards for fraud, less expensive to insure the society if safeguards in place. Need internal audit committee, like other societies do
- Table 1 & 2: errors in tables, 10 errors on Table 2, 1 error on table 1
 - o Table 1 – Kushlan Oct 2008, should be \$217,629
 - o Table 2 – rounding errors, see bold below

<u>Yr End</u>	<u>Society</u>	<u>Kushlan</u>	<u>Nisbet</u>
1997	63,864		
1998	88,199		
1999	112,346		
2000	102,001	47,369	
2001	90,227	164,525	4,624
2002	69,647	140,935	3,590
2003	93,757	163,769	15,306
2004	103,521	194,589	26,495
2005	112,239	197,850	26,443
2006	155,459	233,222	34,657
2007	170,107	266,120	46,180
10/08	Above		

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 - Use Vanguard numbers off of website to know 5, 10-year return, although all financial companies show varying numbers based on how they report it.
 - BA Schreiber spoke with Jim Kushlan and he is happy with how WbS has managed money for Kushlan account
 - Ricardo Zambrano – comparison of numbers (figures), i.e. Parsec and Fidelity figures, request BA Schreiber to go back and request Fidelity to adjust numbers for risk
 - Discussion of using financial manager, con is loss of some \$\$ to management fee, pros are better mgmt of our money, someone who's full time job is managing our money. BA Schreiber can get figures from both companies adjusted the same. council to vote by mail on which management firm to use. Emil Urban recommended we have vote on going with professional or not, then decide on which company to use if we vote to hire financial manager, better management of paperwork, figures, etc.
 - Francie Cuthbert discussed AOU financial manager has personal contact with society, could WbS do this, Chris Custer agreed that first decision is whether or not we go with this – need to state goals, levels of risk, everybody is onboard with financial decisions. Also need to

ensure reporting is what we requested from financial company, logistics clearly spelled out on what the financial company will do

- David Shealer asked for clarification on how it operates now – check comes in, Chris Custer puts it in money market (operating fund), then F&I decides what to do next. For disbursement of awards, Chris Custer get sets of instructions from F&I committee (cc'd Pres/VP) and proceeds to disburse award checks

- BA Schreiber stated with Investment firm, we would have checkbook, would poll the F&I comm. on how to invest money when it comes in, Finan. company will work with us on when and how much money needs to be sent out, where, when in order to have cash available as needed. Chris Custer asked if investment firm sets allocation of funds, or do we. David Shealer reiterated that currently we are conservative in our investments, from that, a recipe of allocation follows. Main question is interpretation of what is conservative, discussion of bonds, stocks, to decide on how best to invest

- David Shealer poses question about allegation by J. Coulson concerning F&I mismanagement of funds, so do we go with firm or do we manage funds internally. Firm would give us advice based on our level of risk. What would role of F&I comm. be now if we go with firm. F&I would talk to firm, get reports, review actions of firm, decides to continue with firm.

- Ricardo Zambrano asked two questions – do we go with firm and what is our level of risk; Bob Elner asked if any evidence that firm would be better versus status quo. BA Schreiber said firm showed their investments would have yielded better return over past 10 years.

- Chip Weseloh stated that going to professional is best choice, more transparent and less work on F&I, Becky Harris mentioned our ability to go green and invest in green companies, for future possibilities.

- David Shealer expressed support for going with firm, good for donors especially (more transparency)

- *MOTION:* Chip Weseloh moved that WbS retain professional financial planner in performing the duties of managing our endowments, Francie Cuthbert seconded. F&I would monitor success of firm to give annual report to council. Call to question: Patty Sczcys, all in favor, motion passed unanimously.

- Discussion how to investigate which firm to go with, BA Schreiber found some companies that wont handle us b/c small amount of endowment. Could go with Financial Planning people versus firm as other option. Ricardo Zambrano asked for a 3rd company or financial planner person to compare with Fide and Parsec. Patty Sczcys asked on using local company versus big company, Jennifer Arnold asked if we could ask at business meeting for financial planner recommendations. What about financial planner that has worked with other societies? Parsec showed willingness to come to meeting, have conference call, generate additional reports, etc. Jennifer Stucker recommended financial planner person as option too, someone who makes recommendations but we still managed the funds. Pros and cons of going with financial advisor versus financial planning firm: could be cheaper, but our current stage is this now with F&I seeking advice from financial planning firms.

- F&I has \$5k from Nisbet fund, what to do with it? Leave in money market for now.

- Dave Shealer posed the question of council micro-management of funds. Jennifer Arnold recommends council not micro-managing funds and F&I decisions. Chris Custer stated council could review set of recommendations but not micro-manage all decisions.

- *MOTION:* Ricardo Zambrano made a motion that F&I committee investigate at least one more financial management firm, Chip Weseloh seconded. Motion passes unanimously

- Chip Weseloh asked what is timeline for decision? BA Schreiber said she could get this done by December. Chris Custer asked what all will be included in report, would like to see list

of firms, assessment of risk, our financial goals. David Shealer asked if council would like to take the risk quiz or have the F&I Committee take the quiz and report the results to Council.

Discussion about goal of taking the risk quiz, use risk quiz to respond to firm and give them our financial goals, Chris Custer stated we need to agree upon a level of risk for the council and that each council member's level of risk and comfort level may differ. David Shealer also stated we need to ensure we are all calibrated on what is acceptable level of risk.

- Chris Custer discussed level of risk, council needs to come to acceptable level, calibrate the level of risk, assured all on same page, different levels of comfort. Full understanding of risk, come to agreement as council.

ACTION ITEM: BA Schreiber will compile information for 1 more financial investment firm with recommendations about which firm to hire. This will be provided to council for a vote. The F & I Comm. will provide answers of the F & I comm. to a risk assessment quiz) to council.

MOTION: Clay Green made a motion to accept the F&I committee report, Jennifer Stucker seconded, Motion passed unanimously.

Discussion: Internal audit, table the discussion for later in meeting. BA Schreiber discussed that withdrawals were structured to be under ½ of 10% S&P 500, should our withdrawals be less now that S&P500 10 year annualized return is down to about 2.5%? Made suggestion that we redo the way we use S&P500 as metric. For example, use 5-year versus 10-year return of S&P. Chris Custer stated this may be decided with when we go with financial planner. BA Schreiber said firm will ask us how much we would need to withdraw each year. Chris Custer would like all decisions regarding our financial decisions made once Council has decided on financial firm.

MOTION: Chip Weseloh made a motion that withdrawal percentage should be 0.5-1% less than half of the average annual returns from DOW for past 10 years. Patty Sczycs seconded. Linda Wires called to question, Motion carries unanimously.

BREAK FOR LUNCH AT 12:00 PM

Francie Cuthbert e-mailed OSNA during lunch about electronic voting. SG provides electronic voting, cost is \$500, as of next year (2010), no cost associated with electronic voting. Ballots are mailed to members without e-mail, SG needs 30 days to get up and running. Discussion about how to properly notified members, including meeting announcement, ballots, e-mail bounce backs, need to make decision about mailout, should it be electronic and paper, or exclusively paper.

MOTION: Francie Cuthbert made motion that for next meeting announcement and election ballot that WbS uses SG to electronically send out ballots, count votes, and send out paper copies to those who request paper ballots or don't have e-mail address. Becky Harris seconded. Discussion: do we make it an option for paper copy, or just paper copy people that don't have e-mail address. Goal is to increase voting turnout, not necessarily reduce paper or costs. Why don't people vote: timing, not know anybody on the ballot, other factors. Call to question (Chip Weseloh): Motion passes unanimously.

Treasurer's report

- Projected to close nicely in the black, have been in black since 2005. Summarized report, sources of revenue – memberships, page charges, biggest increase in revenue is BioOne and JSTOR, approx ~\$18k; source of expenses – print/mail journal, have save some with electronic or at least stable costs since postage has been increasing, also increased # of pages,

discussion on collection of page charges, roughly 50% collection rate, should bring up at business meeting

- 2009 budget – membership forecasted to be stable, page charges conservative, editor expenses increased, student travel awards and international awards (need input from council), listen to tape

MOTION: Jennifer Stucker made motion to accept the treasurer's report for 2008, Emil Urban seconded, motion carried unanimously.

- BA Schreiber discussed insurance for officer coverage, liability, found quote for ~\$1k less for same coverage for officers and 2 million (versus 1 million) in liability. Chris Custer said she did not want to change insurance firms as they often do not communicate well or pay claims. Schreiber asked if we had made any claims. Custer said no.
- ACTION ITEM: Need to look at insurance options, Jennifer Stucker and Chris Custer will gather info and look into. worth saving \$1k.

2009 budget – discussed loss of membership (potential), estimate loss of ~100 members and therefore estimated \$3500 loss in membership revenue. Also, lunch for council not included in budget (paid by meeting budget), so reduced \$500 in officer expenses. Insurance change could reduce costs more; also estimate is conservative for page charge revenue. Close to balanced budget, estimate ~1.5k in red, but Chris Custer feels confident that we have a balanced budget. Put page charge collections at \$17k, \$450 for officer expenses.

- Request to delay vote of treasurer's report till other reports heard

Pubs Committee report

- Manuscript central, EBSCO, color covers for waterbirds
- Investigated several electronic services/pros & cons; recommends Manuscript Central.
- EBSCO: could join up and maintain relationship with BioOne. Articles widely used, but could reduce membership subscriptions; income from EBSCO smaller than BioOne. Abstracts already available through EBSCO.
- Recommends tabling EBSCO for now
- Contacted several companies about quotes for color pages/photographs.

Future meetings report

- Presented 2009, 2010, 2011, 2012 tentative locations.
- 2009 Cape May report by Nellie Tsipoura
 - o Good location, attract regional folks, close to multiple airports
 - o Grand Hotel, full conference hotel, located in heart of Cape May
 - o Wide range of hotels, motels, B&Bs,
 - o Hosted by NJAS, education outreach, conservation, involved in research too (Nellie's group)
 - o Plethora of field trip opportunities, social activities,
 - o Some concern about budget, need to break even at 250 folks, NJAS is committed to meeting
 - o *MOTION:* Chris Custer made motion to have 2009 meeting in Cape May, Susan Elbin seconded, motion passes unanimously
- Concerns with meeting on far west coast, must meet jointly with PSG, would we recruit new members?

- European meeting – where best to attract new members, target England (membership indicates no increase in UK members)

Membership Committee report (Susan Elbin)

- Membership increased 20%, society has always been international, but not always so in membership. Barcelona meeting, upped European membership greatly, not just Spain.
- Need to look at recruiting/retention of students and students becoming members. Getting students involved with committees, e-mail directed to students encouraging staying in society, renewing their membership.
- *ACTION ITEM:* David Shealer will e-mail students and new members about renewing memberships
- How to better engage students, more social activities, job fair, workshops, meet with bigwigs, also discussed how to deal with lapsed members (send out questionnaire, reasons for dropping membership)
- Chris Custer – send out an e-mail after first journal sent, check to see membership went thru, reminder to sign up if not already done so.
- *ACTION ITEM:* Membership committee should look at lapsed member list, find out why, send reminder, etc.

Research Awards Report (Mike Erwin)

- Increased number of applications for both Kushlan and Nisbet, both had proposals worthy of consideration. 1 recipient for Nisbet, 3 recipient for Kushlan.
- Wide range of recipients in terms of education background, conservation science and research, Kushlan and Nisbet both pleased with awards by research committee.

Outreach Committee (Jennifer Arnold)

- Brochure, brought to meeting, prepared by Andy Bernick, concerns of costs of printing brochure versus professional quality. Jenn Arnold canvassed different companies (and inhouse) to look at costs and quality, questions on who to use, how many to print, Penn State can do approx 500 for ~\$30-40
- Post copy of brochure on web, or at least the content of brochure
- *ACTION ITEM:* Need to check mission statement in brochure with what's written in bylaws.
- *MOTION:* Patty Sczcys made motion that we include in 2009 budget for in-house (Penn State) printing of 500 brochures, Chip Weseloh seconded. Emil Urban called to vote, motion passes unanimously.
- Do we want brochures in foreign languages, perhaps wait to translate for future meetings
- Giving to society (Jenn Arnold handed out document on ways to give to society). Jennifer Arnold requested input from council on documentation (that will go on webpage) that promotes remembering WbS in wills. Info on types of giving: three types (annual, legacy, endowed giving). Idea is to proposed different levels of giving, could list names in journal based on level of money given.
- *ACTION ITEM:* Jennifer Arnold requested guidance from council about 1) whether or not we want to record names in *Waterbirds* of donors, 2) does a certain level of giving warrant a membership to the society, 3) do we give 'legacy donors' any sort of gift, thank-you, etc. Also, need to consider how much money left by legacy donor constitutes significant amount to

receive plaque, gift, etc. Jennifer Arnold will compile info/feedback and circulate among council.

- Chris Custer expressed concern about giving donors a membership due to logistics of working with OSNA, treasurer, secretary, etc. Jennifer Arnold would like donors to receive something based on level of giving (i.e. lifetime membership for \$5000 donation). Continued discussion about donors receiving some sort of membership based on their level of donations. Perhaps smaller donations would be recognized by gift, not noted on webpage though.
- Recognition of donors in journal and/or webpage: Bob Elner mentioned we could find a place to recognize them in journal (and include lifetime members, etc), also put on webpage.
- Wording on endowed giving, don't restrict to 20k initially, but leave greater flexibility in order to increase interest in endowed giving.
- *ACTION ITEM*: check with Kushlan and Nisbet to see if okay for someone else to donate money to their endowment (Jeff Spendelow is going to ask Ian Nisbet)

Distinguished Service Award – did not submit a nomination since candidate wasn't attending this year's meeting, will do so next year

Student Awards

- Gave out 9 travel awards, strategy is to spread the amount around to encourage as many students as possible to come. Spent \$1800
- Local committee from Barcelona funded European students, WbS only funded non-European students.
- 83 student presentations last year in Barcelona, had 13 judges, encouraged judges to attend as many as possible, not just the ones judging
- Gave 4 awards – offer 2 “books” to top winners, and free membership to all awardees (2 years worth)
- *MOTION*: Chip Weseloh made a motion that all students who receive presentation awards are awarded student memberships for the following year, Emil Urban seconded, Motion called to question by Clay Green, motion passes unanimously
- *ACTION ITEM*: reminder to renew their membership one-year later for student awardees
- Modified judging criteria (Jorge Saliva), still needs to be streamlined, still not ready for this year's students.
- Raised \$3200 for 15 travel awards, ranked on how far they're traveling, merit of research, how far traveling, 14 of 15 accepted including international students
- Ways to encourage students, discussed giving back judging forms, would students want to get them back???

OSNA Update – newsletter (paper copy), concerns that folks are not reading newsletter, important info posted on OSNA is not being reviewed/read. . .

Ornithological Council Report (Jeff Spendelow)

- Two main items: use of OSNA electronic notification about timely responses that are needed
- Role of OC to preserve data that may be lost thru retirement of biologists, big issue in govt agencies, but could potentially be bottomless problem
- Archives set up for this (i.e. avian knowledge by Cornell), societies could play role of facilitator, ID datasets needing archiving, facilitate role between biologist and archival

- Review 2008 annual report of OC

MOTION: Chris Custer motioned that WbS recommend to OC be able to use OSNA emergency notification list and we support OC's desire to gather info on preserving legacy data sets and associated issues. Chip Weseloh seconded, Emil Urban called to question, motion passed unanimously

BioOne update – allows for presentation on BioOne to be more jazzed up, by early Dec the new site will be up, chance to participation (web demo), check with Jennifer Wheeler, Chris Custer will look at this more with Jennifer Wheeler.

Website update – Patty Sczcys for Alex Wilke

- Potential to allow comm. chairs to update their own part of society's webpage, web-based support, explore varying options (~\$50/year)
- Revised, bring up to date the website, current site is fixed, not dynamic, cannot update very easily. Patty Sczcys and Alex Wilke recommend WordPress as option
- Council encourage Patty Sczcys to pursue this

Budget - +250 in black, added expenses for brochure, student gift awards, total expense \$81,050; total income \$81,300

MOTION: Ricardo Zambrano made motion to approved the 2009 budget, Jennifer Stucker seconded, Emil Urban called to question, motion passed unanimously.

What to do about Australia meeting? David Shealer will contact Ian Taylor to find out status of waterbird meeting in Australia.

MOTION: Jennifer Stucker made motion to adjourn meeting, meeting adjourned at 17:41