



Midwest Bat Working Group

Board of Directors

Meeting Minutes
Columbus, OH
21 April 2016

Attendees:

Rob Mies, President	Kari Kirschbaum
Jennifer Norris, Vice President	Vanessa Rojas
Brianne Walters, Treasurer	Joe Kath
Marne Titchenell, Secretary	Brian Heeringa
Tim Carter	J. Paul White
Megan Caylor (absent)	Tim Divoll (Student)

Action Items:

- 1. We need someone to take the lead on submitting paperwork for non-profit status. Goal is to submit paperwork by Sept. 1, 2016. Tim will send SBDN paperwork to lead person for comparison.***
- 2. Website & List-serve committee:***
 - 1) Update BoD and Committee assignments.***
 - 2) Post save the date and send email for 2017 meeting.***
 - 3) Post the 2016 meeting program and past meetings' programs***
 - 4) Improve membership links (Katrina will send Paul info)***
 - 5) Tim will change over the list-serve before May 2nd.***
 - 6) Keep sending Megan items to post on FB.***
- 3. Membership committee & Awards committee: Work together to develop new student awards.***
- 4. Annual Meeting Committee: Put BoD meeting on the agenda of future meetings. Tim will share SBDN's Hosting Guide when it is completed. He will also working on including a policy statement on advertisements.***
- 5. History Committee: Katrina will set up a Google Drive***

The regular meeting of the Board of Directors of the Midwest Bat Working Group was called to order at 8:03 am on April 21, 2016 in Columbus, Ohio by Rob Mies.

New Board Members and Committee Assignments:

Vice President – outgoing Scott Johnson, incoming Jennifer Norris
Secretary – outgoing Katrina Schultes, incoming Marne Titchenell
Student Rep. – outgoing Vanessa Rojas (remained on board), incoming Tim Divoll
Directors – outgoing Kevin Murray, incoming Joe Kath, Brian Heeringa, Vanessa Rojas

Annual Meeting Planning - Brianne Walters, Tim Carter, Rob Mies
Nominations & Elections - Rob Mies, Jennifer Norris
Awards - Kari Kirschbaum, Marne Titchenell, Joe Kath
History/Bylaws - Katrina Schultes, Brian Heeringa
Website - Paul White, Brian Heeringa, Megan Caylor
Membership - Brianne Walters, Marne Titchenell, Tim Divoll, Joe Kath

New Business:

- Encourage attendance at Board Meetings: It was decided that if MWBWG members want to come to the meeting they are able to as long as we aren't discussing anything confidential. This would also be a good way to increase involvement on committees. *Action item: Put BoD meeting on the agenda of future meetings.*
- Who holds dominion over the membership list: Bylaws say the secretary, however Brianne (the treasurer) has always kept it. The bylaws were written this way to prevent the treasurer having a very heavy workload. Brianne is comfortable keeping the list for now and keeps accurate records (number and names of members for every year).
- MWBWG non-profit status: Currently, our account sits at ISU, but it can only be accessed by an ISU member. Brianne may be leaving after next summer (Nooooo!), therefore we should look into non-profit status in order to get our own account.
 - To get non-profit status: Fill out Incorporation Document (easy to do because we already have up-to-date bylaws). Will need a static address and lead person (Rob). Include several other on application (Vice President and Treasurer). Fill out additional paperwork to include our acronym (MWBWG) so we can use that when writing checks.
 - Forms are available online. They are state-specific. After they are completed, we can get federal approval.
 - *Action Item: We need someone to take the lead on this. Goal is to submit paperwork by Sept. 1, 2016. Tim will send SBDN paperwork to lead person for comparison.*
- Election positions: Questions – What happens when you run for a higher position (i.e. secretary or vp) and you don't get elected? Can you automatically go to a board member? Or should you run for multiple positions? According to the bylaws, we can tally all the votes, then assign roles (so if someone runs for vp and the board, tally the vp first, then the board).
- Low voter turn-out for elected board members: Discussion included voting at the meeting with members receiving a ballot when they register. It was decided that it is better to know in advance if you have an elected positions in order to justify attending the meeting. So voting will still occur electronically before the meeting, but with bios of those running for a position. We had 8 of 12 positions up for election this year, next year will be 4 positions. Action Item: Be sure to include bios for each person running.

Treasurer's Report:

Dues account is the highest it has ever been at \$7829.56. 2015/16 spending included website annual fee and domain registration fee (\$129.35), Student Mixer at 2016 annual meeting (\$412.50), and membership hats (~\$945.00).

The amount of sponsorships (\$10,600) for this year's meeting was the highest of all years, except last year, which was a joint meeting. The sponsorships and registration fees will go towards the

cost of the meeting, with residual funds from the registration account to cover the balance (~\$1033.50). The balance for the registration account is \$2551.03.

The board agreed to keep the meeting registration fees low, but said it was ok for Paul to raise another \$5 for the 2017 if he needed to. Fees were \$55 (professionals) and \$25 (students) for the 2016 meeting, however they were raised \$10 each for late registrants (a week before and at-the-door).

Membership Committee Report:

Current membership: 76 professional & 22 students = 98 total (this was prior to the meeting, and there were quite a few attendees that became members during the meeting). The committee achieved all their actions items – swag, flier, and student mixer – great job! *Action Item: tally attendees that became members at the meeting that didn't get hats, order more, and send them out.*

History Committee Report:

Katrina will remain on this committee and keep a running tally of what we are doing. She will also work with the Website Committee to keep our history updated on the website. She has done a great job collecting information. *Action Item: Katrina will set up a Google Drive (using the MWBWG gmail account) and post the history document and other important documents the board may need access to (i.e. committee member list).*

Awards Committee Report:

Kari worked hard to get the student awards in line and ready to go. No nominations for the Redell Award were received this year.

Website & List-serve Committee Report:

Scott Johnson did an excellent job but now a new point person is needed, as this approach worked best. Paul will be the new point person, and will send out materials to be reviewed to the rest of the committee before posting.

What other information should be on the website? The final program for the annual meetings and past meetings. We also need to improve the membership links. Should we include information on upcoming events? Facebook is likely the better avenue for this.

Facebook report from Megan Caylor: We have 721 total likes, and about 650 of them are active FB users. There were 369 views for the t-shirt, and 356 views for the student mixer (these posts were also the ones that were the most shared). We average 150-200 views per post and probably 5 shares per post. We usually get a lot of views when I share a post from a large bat group like BCI, OBC/Savethebats, or White Nose Syndrome in Bats, but it is best when our original content gets the views.

Ball State currently hosts the MWBWG list-serve, but will no longer be doing list-serves. Our options are to use a private company and pay, or use Google Groups, which is free. It was decided to try Google Groups. Tim has tested it out and so far, it works well.

Tim is getting requests from companies wanting him to send an advertisement out to the list-serve. We need to develop a policy on advertising. The board agreed to continue sending out advertising for bat-related jobs. No decision was made on product advertisements. Ideas were: (1) If they are a sponsor they receive a certain # of advertisements emails with no charge. (2) Charge them. When it comes to companies giving talks at the meeting, we have to be cautious about who presents. We could have a dedicated presentation spot for companies in future agendas. The 2016 Ohio meeting planning committee allowed one presentation by a company, but they were presenting research in regards to their product. No decision was made on company talks, beyond that the company must be a sponsor if they want to present.

Action Items: Post the 2016 meeting program and past meetings' programs. Improve membership links (Katrina will send Paul info). Tim will change over the list-serve before May 2nd. Keep sending Megan items to post on FB.

Annual Meeting Committee Report:

2017 – early April (possibly the 6-7th) in Madison, Wisconsin – Paul White the lead organizer
2018 – Springfield, Illinois – Joe Kath lead (if 2018 is a joint meeting, then 2019 will be in Illinois)

It would be very helpful to have a guide for hosting meetings. *Action Item: Tim is working on a Hosting Guide for SBDN and will kindly share when it is completed. He will also working on including a policy statement on advertisements.*

Open Issues/Old Business:

None.

Meeting was adjourned at 9:36 PM by Rob Mies.