

## **ACI Board Meeting**

Conference Call

03/14/14

### **Attending**

Robin Cahoon, Micah Holmes, Randy Zellers, Rachel Piancenza, Judy Stokes Weber, Judy Hosafros, Don King, Tom Cadden, Scott Ball, Regina Knauer, Jane Gustafson, Kim Nix, Mark Martinez, Kathy Garza-Behr, Craig Reiben and Phil Bloom.

### **Approval of the Minutes**

Scott Ball made a motion to approve the minutes from the 10/24/13 meeting. Mark Martinez seconded the motion. The motion passed unanimously.

### **2014 Conference Report**

Jane Gustafson

Planning for this summer's conference is going well and theme is "The Communications Revolution." Again, the conference will be held July 7-10 in Nebraska City, Nebraska. A draft agenda and registration information should be available in 2-3 weeks.

### **Increasing Conference Attendance**

Once all the information up and running, Jane plans to 1) e-mail past attendants, 2) send a letter from the Nebraska Game and Parks Director to all of the state wildlife agency directors encouraging them to send at least two individuals to the conference, and 3) send a letter to all the directors from agencies who will be getting an award asking to please send someone to accept the award.

Rachel Piancenza volunteered to distribute a conference promotion email to RBFF's state marketing workshop group.

### **Travel Scholarship Report**

*Robin Cahoon*

Nine travel scholarships were available for the 2013 conference in Midway, Utah. The number of scholarships available for the 2014 conference depends on the amount budget for scholarships this year and the costs associated with the conference (per night lodging and registration). The scholarship covers the registration fee and four nights lodging. Scholarships are allocated on a first-come, first-served basis (limit one scholarship per member agency/organization). Details will be finalized by mid-April.

### **Awards Committee Report**

*Kim Nix*

The deadline for the awards has passed and all category chairs should be getting the entries to their judges. Finding category chairs to volunteer is still a challenge. Several new people stepped up this year and it was much appreciated. In addition to the regular email blasts calling

for entries, a letter was sent from Kim Nix to several state directors notifying them of the awards process. These were states such as New Jersey, Michigan, Georgia and Oregon who are long-time ACI members but don't traditionally enter the awards competition. The deadline for all score sheets to be returned to Kim Nix is April 30. The suggestion from last year to notify states if they won an award will be done again this year as it seemed to increase conference attendance. An effort will be made to do it as early as possible this year. Entries will once again be displayed at the conference and Kim will work with Jane to make this happen.

### **Balance Wheel Report**

*Randy Zellers*

The Balance Wheel is plugging along fairly well. The scholarship recipients that have been contacted for an article have come through well, and Randy would really like to continue the requirement of contributing an article if you receive a travel scholarship. The next issue will have a reminder for agencies to update their ACI website directory listings. Also expect to see more updates on the upcoming conference coming from Nebraska.

### **Treasurers Report**

*Judy Stokes Weber*

Judy reported that the transition between Treasurers took place in January. Since that time the following activities have taken place: Registered to do business as a foreign corporation in New Hampshire, purchased insurance as per the ByLaws to protect ACI, Changed the business address and responsible party for the ACI Pay Pal (one small step left), Opened an account, interviewed accountants to seek advice from after their busy tax season, Set up Quick Books software to run our finances in the new fiscal year, created a membership application and sent out Delaware encouraging membership, Filed 1099s for contractors, and will send one more certified bill as per the Bylaws.

Judy noted that we describe a 9-month period of time to collect dues, which has postage costs associated with it. A number of states have changed their vendor registration system and payments to an electronic format. Chuck alerted Judy to past history and we are up-to-date with those programs in changing from SD to NH bank information. We may not have an up-to-date list of state contacts since address correction was not sought on mailings. There may be more work to be done on the contact list updates and our billing process. This reminded Micah that a discussion of the levels of membership would be a good addition to the next agenda.

The ACI budget passed at the July meeting needs to be accessed and a current statement prepared. Judy will see if it is contained in the material Chuck sent her and if not will call him for guidance.

Judy inquired as to whether or not there are states who have requested an exemption from dues to compare with the unpaid states list. Don indicated there are none. At this time we have 32 state agency members, 6 organizations and 5 individual members. Balance in the check book, including the \$60,000 CD that matured at the end of 2013, is \$85,162.11. Actions needed at an upcoming board meeting include a decision about investing some of the balance in the checking account in a CD or two with different maturity dates while identifying and leaving

sufficient funding in the checking account to cover any financial difficulties related to a conference in addition to ongoing expenses.

### **Future Conferences**

Kay Ellerhoff was unable to participate in the conference call.

### **Miscellaneous Business**

Don King said that he had not had touched base with Cindy Delany about providing hosting services for ACI conference. He will gather up the information that she gave him and share that with the group.

Craig Rieben announced that he is retiring and that Laury Parramore will serve as the USFWS contact for ACI - on at least an interim basis. Laury can be reached at (703) 358-2521 or laury\_parramore@fws.gov. Robin Cahoon will work with ACI's webmaster to update the website to reflect that change.

Tom Cadden said that the 2015 conference will be held in Flagstaff, Arizona, at either the Little America or High Country Conference Center. The exact dates of the conference haven't been decided, but will mostly likely be July 13-17 OR July 20-24.

### **Next Meeting**

The next meeting is scheduled for 05/20/14 at 10:00 a.m. (Mountain Time). The dial-in number is (877)820-7831 and the code is 413778.

### **Meeting Adjourned**