

Minutes for the Western Bat Working Group Officers Conference Call January 17, 2008

Attending:

Pat Ormsbee - President
Toni Piaggio - Vice President
Brad Phillips – Treasurer
Michelle Caviness - Secretary
Cori Lausen - Member at large
Tim Snow – Member at large
Erinn Shirley - webmaster
Pat Brown – Member at large
Jason Williams – Member at large

Agenda:

Grey lit and the website
Conference 2009
Forums
Other business

Grey literature and website:

Would be useful to have on web. The resources should be reviewed by the Science Advisory Committee. They will decide how often to review depending on how many articles are submitted. **Erinn** will send a copy of the recent article submitted to Cori and Toni for review. When reviewing the committee will develop standards to use for each review and will consider whether each document aligns with the WBWG mission. The committee will attach a disclaimer stating that the document was reviewed by WBWG for adherence to our mission and the review process was not a formal peer review process.

Conference 2009:

Pat O., Brad and Angie will work on getting a contract in place with the hotel. The conference will be held during the first week of April. We will get the dates set up with the hotel soon and announce so that vendors can begin to plan on attending.

Michelle and Mike Herder will put together the program. **Pat** will call Ted to see if he is willing to assist on the program for the conference.

Pat B., Jason and Brad will work on the Raffle and Auction. The raffle and auction will be held at night during the banquet. We will have a luncheon business meeting and awards ceremony.

A spreadsheet will be created upfront to include auction items and what they went for.

We need someone to deal with Registration. **Brad and Erinn** are going to work on getting paypal set up on the website so that we will be ready to take money by the time of the conference.

Erinn will work with BCI to set up electronic registration. Some people may need to pay with multiple credit cards. **Erinn** will work on this. She will also set the system up to generate a receipt automatically and have a confirmation email sent. We will need a tally of who registered and their information for name tags.

Field Trips: We will have a field trip to Bracken Cave and to the Congress Ave Bridge

Jason will work on recruiting moderators and a lead to deal with the vendors. That person will need to coordinate with BCI. **Nyta** will help and serve as the local connection with WBWG and BCI.

We need to be thinking about the things we need and bring up during the next board conf call and assign names.

Some things for the list include:

- Printing the program
- A registration desk and folks to run it
- AV person and equipment (BCI personnel??)
- Conference goodies-tote bags, T-shirts (BCI??) (We need to do a pre-order so we don't end up with extra T-shirts or bags). We need a logo for the T-shirts. We need to separate purchase of these items from registration costs on the website because some folks will be using government cards to pay for registration and a separate card for T-shirts. We need to put on note on registration page explaining that registration can be paid separately from the purchase of the T-shirts.

The election committee (Michelle and Derek Hall) needs to get together and develop a handbook to define positions (time spent and what they do) and provide to folks running for positions.

We need to decide on a topic for the last day workshop for the conference. During the next conference call, officers will ask the board to brainstorm ideas with their state members. We could also pool members using a survey and ask what kind of workshop or product they would like to see come out of the conference. In the survey we could include a question asking members how much folks are willing to pay for registration.

Suggestions were made that in addition to the workshop we should report on old issues from previous workshops and have a session for folks to come forward and discuss any issues we didn't cover during the conference.

During the next board call we will ask the state reps if they or any of their constituents would be interested in helping out on the conference planning committee. Nyta is willing

to help. **Pat O.** is going to talk to her and find out what she can do and where she will need help.

Tim is going to send an outline that they used to organize the Tucson meeting. This will help us identify what we need to do to cover the planning for the conference.

Forums:

Erinn will open the forum up to the state reps so that we could discuss the 2009 conference.

Opening the forum up to the state reps will help to get the topics focused. We will get the forum going and then review topics to decide which ones we want to keep and which ones to get rid of. Erinn can also add new topics. Moderators will be selected for each forum and their information will be provided to users. We would like to get feedback from the board on the forum so **Erinn** is going to set up a “forum” forum. This will need to be done by Jan. 31st.

We would like these forums to be a somewhat formal exchange of information with someone that is knowledgeable on each topic acting as a moderator and also facilitate discussion. Universal moderators will help to control the SPAM.

Next Call is February 20th 1:30 PST