

NEVADA SECTION – SOCIETY FOR RANGE MANAGEMENT
SUMMER BUSINESS MEETING
BLM / USFWS STATE OFFICE
RENO, NEVADA
JUNE 29, 2012

MINUTES

Present:

Ann Bollinger, Secretary

Kathryn Dyer

Erica Freese, Treasurer

Mark Freese, Zone 4 Council Repr.

Chris Jasmine, President

Ryan Leary, President-Elect

Jim Linebaugh

Maria Ryan

Sherm Swanson

Bo Wagner

The meeting was called to order at 8:30 a.m. by President Chris Jasmine. A quorum was present.

Introductions

Led by Chris Jasmine.

Approval of Minutes

Chris made a motion, seconded by Ryan for approval of the minutes as written. Motion carried.

Treasurers Report

- Erica reviewed account balances, not yet including range camp income and expenditures. The savings account has earned interest.
- Investments: Jack Meadows will be the advisor at Wells Fargo. There are no annual fees, nor any charges for withdrawals or liquidation of investments. Commission rates for purchases will vary by investment / fund type. The rates generally decrease with increasing quantity purchased, ranging from 1.5% to 5%. Jack has advised a more conservative investment strategy compared to the current investment in government-backed bonds earning 2-4% interest. In recent years, the accounts have lost a lot of money. Jim referenced the last meeting and follow-up conversation with John McLain who would be glad to assist with advising the Finance Committee. Sherm also agreed to assist the committee.

Erica reiterated one significant advantage of Wells Fargo is the ability to have all accounts in a single location. Jim expressed concern that Wells Fargo will charge higher fees. Maria suggested web research to compare banks and fees. Erica explained a preference of personal contact, and others agreed. Chris made the motion, seconded by

Sherm recommending acceptance of Wells Fargo to the Finance Committee, and if not accepted, to move accounts elsewhere.

In reference to the handbook, "Manage investment fund to preserve principal and produce dependent income," Erica inquired what percentage, if any, should be placed in "riskier" investments i.e. equities. She explained that 2010 expenditures equaled \$18,000 and 2011 expenditures equaled \$8,200. Sherm agreed on the concept to increase risk / income but reminded that some cash needs to remain available. Maria suggested a 70/30 split for investments. Ann made a motion, seconded by Sherm to send a 70/30 recommendation to the Finance Committee.

- Corporate Resolution. Erica recommended that others, in addition to the Treasurer, have authority to access banking and investment accounts. After each election, the corporate resolution will need to be updated with exact names. Maria made a motion, seconded by Sherm to approve the President, President-Elect, and Treasurer for each to have authority to access banking and investment accounts.

Additionally, Jim reminded members regarding the annual requirement to file with Secretary of State. Traditionally, the Executive Vice President is responsible for various state and/or federal filings and fees; however the position is currently vacant. The basic fee is \$25 and the deadline to file is September 30th of each year. Jim suggested Ann to follow-up.

- The PayPal account has been set up and should be active by the next section meeting. Maria inquired whether donations can be accepted through PayPal. Erica agreed and responded that various options will be provided.
- Financial audit assistance from UNR's College of Agriculture, Biotechnology and Natural Resources has not been forthcoming, as proposed by Tamzen Stringham at the last business meeting. Jim read draft language for the revised handbook. Chris will appoint a section member to review.
- 2012 and 2013 Budgets: Chris emphasized the need to be more accountable for the upcoming calendar year. He had sent an email to Committee Chairs requesting budget proposals and received only three replies.

Jim read draft language for the revised handbook. Sherm commented that new Committee Chairs may not be aware of projected expenses, the Executive Committee can set a limit, and the President sets the vision for the upcoming year. An approved budget doesn't need to be spent. Jim reminded that if budgets / expenses have been previously approved, it's much easier for the Treasurer to pay accordingly.

Jim inquired about his \$5,000 donation to the Nevada Section. Erica said it remains in a specific account. Jim suggested moving it into the endowment fund.

- Funding Requests: Erica will work with the Finance Committee to develop a proposed budget. Chris reported that neither Maggie Orr nor Rick Orr anticipated expenses for the current year, and Tracy Shane requested \$100.00 for mailings. Mark requested a small budget for zone representatives for mailings as well. Sherm made a motion to budget \$2,000 to the High School Youth Forum. Others agreed with the concept but a written request needs to be submitted for review / approval at the next section meeting. It's anticipated that Cub will need funds to purchase awards. Maria suggested if anyone requests a substantial increase from previous years, a written rationale should be provided.

Around October 1, 2012, an email to Committee Chairs requesting budget proposals will be sent again. Maria volunteered to follow-up to with those who don't respond.

- Chris reported the cost of repairs to the Sonoma kitchen totaled \$841.00. He found a repair option in Utah, so saved money compared to the purchase of new equipment. Erica recommended reimbursement to Chris for driving his personal vehicle on two trips of 920 miles each. Using the current state rate, Jim made a motion, seconded by Sherm for reimbursement of \$255.30 to Chris Jasmine. Everyone shared their thanks and appreciation.

Hope on the Range Booth

The annual convention of the Nevada Cattlemen's Association (NCA) will be held at Winnemucca Convention Center on November 14-16, 2012. A booth at the Trade Show costs \$450 (non-member fee). Maria commented that NVSRM participation also supports their organization. Mark suggested expanding our outreach; but currently, no one seems interested in traveling with the exhibit. Erica recommended general locations which could recruit students for range camp. Maria offered to assist Sherm (Public Affairs Committee Chair) to identify expenses and a budget. Maria made a motion, seconded by Ryan to approve expenses for a booth at the NCA Trade Show. Motion carried.

2017 or 2018 National Meeting

Chris introduced Bo Wagner from Vintage 5, a private company who manages events, marketing and production. The parent society has been working with Vintage 5 to discuss event management and outline various responsibilities. Bo attended the 2012 SRM in Spokane, Washington and anticipates an executed contract soon, with renewal options every two years. Ryan advised that prior to submitting a bid, the section should identify specific individuals and responsibilities. Jim suggested meeting co-chairs. Ann recommended sharing the new event management outline with section members then ask for thoughts / comments.

**** Erica Freese and Mark Freese departed, and there was not a quorum. No decisions were made after this point ****

Range Camp Report

Kathryn reported participation from 28 students, with only a few students from the eastern Nevada. She stated that a few others had registered but didn't show. Two students, one from Las Vegas and the other from Pahrump, were selected to attend the high school youth forum. For planning and logistical purposes, Kathryn recommended camp applications – and payment – have a deadline of June 1st. Maria suggested an agenda item at the next section meeting and information to assist with student recruitment. In 2012 Carol and Russ Dyer were “hired” for cooking and meal preparation. Chris will send a thank-you letter and \$500. Carol and Russ will not be available to assist next year, so another cook(s) will need to be recruited. Likewise, a \$500 stipend has been budgeted.

The current fee of \$180 covers the cost of range camp, but doesn't provide much to pay for repairs or new supplies. Chris received a list of improvements from Gary McCuin totaling \$20,000. A funding request to Nevada Bighorns could pay for a new sanitary hand washing station. Additional needs include a new awning over the dining area, repairs to two other awnings, repairs to the Sonoma kitchen, and a new trailer for the water buffalo (for improved safety).

High School Youth Forum

Chris, reporting for Maggie Orr, recommended the appointment of one individual to manage the many tasks associated with the high school youth forum. Ann suggested the zone representatives, due to their close(r) proximity to the students. Sherm stated that the same person should be responsible from year-to-year, thus becoming familiar with the student activities and various needs. Doug Merkler was mentioned as a potential contact. Chris asked Kathryn to follow-up with James Gatzke to inquire about his interest to continue.

Executive Vice President

Chris expressed need to fill this position. During the absence of an EVP, Jim offered to assist officers and/or committee chairs.

Committee and Officer Reports

Bylaws and Handbook

Jim reported the committee continues to work, as busy schedules and time allows, on revisions to the handbook.

Historian

Ann reported previous discussion with Trina Johnson who is willing to accept the position as Committee Chair and keep the files. Jim offered the support and knowledge of older members regarding any historic matters.

Membership

Chris, reporting for Tracy Shane, recommended a special recognition for those who have been section members for 50 years.

Nominations

Chris will follow-up with a reminder to Heather Mobley (as Past President and Committee Chair) to solicit requests for nominations.

Public Affairs

Sherm updated members regarding a Proper Functioning Condition (PFC) workshop held at Meadow Valley Wash and topics related to the sage grouse including the Governor's meetings and a request by Congressman Amodei for proposals to read into Congress.

Scholarships

Sherm reported that he and Tamzen Stringham reviewed scholarship applications. One student was eligible but the committee's final recommendation was not to award the scholarship.

Winter Meeting

Ryan introduced a proposal by Cub Wolfe to host a symposium on the greater sage grouse of the bi-state area in conjunction with the next winter meeting. The symposium would be held in Minden on October 30-31, 2012 followed by a dinner and awards presentation. The NVSRM Business Meeting would be held on the morning of November 1st. Sherm approved of the timeliness of the subject and the opportunity to learn about the latest research, reports, etc. The subject matter would be relevant for a joint meeting with the Wildlife Society. The symposium could also provide a revenue opportunity to NVSRM. Ryan expressed concern regarding potential commitments because she hasn't communicated with Cub since March when she requested a budget. There were several unanswered questions – how much work has been done; how much work is Cub willing to do; who will be the speakers, etc? After further discussion, Chris requested Ryan to follow-up with Cub and plan accordingly.

Additional Items

Jim thanked Ryan for a great field tour.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Ann Bollinger
September 14, 2012

SRM Event Management Overview

Overview:

SRM Headquarters will be the producer of the Annual Meeting event. This is due to the fact that it is their financial responsibility, staff and resources. In conjunction with those, the SRM section will be the host. They will provide volunteers and oversee the details and activation for speakers, breakouts and additional meeting elements.

SRM Headquarters:

Responsible for:

- Hotel / Lodging
 - Oversee hotel negotiator
- Convention space
 - Establish space arrangements
- Audio / Visual
 - Negotiate contract
 - Execute fulfillment
- Food & Beverage
 - Negotiate contract
 - Execute fulfillment
 - Work with local section on needs and requests
- Entertainment
 - Negotiate contract
 - Execute fulfillment
 - Work with local section
- Marketing
 - Oversee
 - Design
 - Branding
 - PR & Advertising
 - Execute fulfillment
- National Sponsors
- Trade Show
 - Work with local section on booking booths
 - Oversee layout
- Budget
 - Work with section on local budget items
 - Establish an overall line item budget
- Registration
 - Oversee registration process

SRM Section:

SRM Event Management Overview

Responsible for:

- Finance
 - Work with SRM Headquarters to establish, maintain and fulfill budget
- Programs / Speakers
 - Booking
 - Scheduling
 - Fulfill execution
- Breakouts
 - Topics
 - Scheduling
 - Fulfill execution
- Student Activities
 - Topics
 - Scheduling
 - Fulfill execution
- Meetings & Functions
 - Scheduling
 - Fulfill execution
- Program Sessions
 - Scheduling
 - Fulfill execution
- Poster Sessions
 - Scheduling
 - Fulfill execution
- Site Tours
 - Locations
 - Cost
 - Scheduling
 - Fulfill execution
- Transportation
 - Scheduling
- Local & Regional Sponsors
 - Works with SRM HQ to ensure consistent packages & branding
- Silent Auction
 - Secure items
 - Fulfill execution
- Daily Trail Boss
 - Layout
 - Printing