

**MINUTES, RRF BOARD OF DIRECTORS MEETING
Wed. September 12, 2007**

Attendees

Board of Directors: Clint Boal, Michael Collopy, Carol McIntyre, Miguel Saggase, Gary Santolo, John Smallwood, Ruth Tingay, Dan Varland.

Officers and committee chairs: President Lenny Young, Vice President Ted Swem, Secretary Joan Morrison, Treasurer Angela Matz, Journal Editor Cheryl Dykstra, Education Kate Davis. Wingspan Editor and Awards Chair Petra Wood and David Bird arrived after lunch.

Absent Directors: .Fabrizio Sergio, Laurie Goodrich

Other members: Ed and Judy Henckel, Jim Fitzpatrick

The meeting opened at 8:10 AM.

I. Welcome: President Lenny Young gave call to order, opening remarks, and welcome. He introduced all Board members and committee chairs. Ellen Paul of the Ornithological Council is concerned about misconceptions of the OC by the RRF Board, so she will be available for a conference call after lunch.

II. Review of actions taken during 2007 including e-agendas:

E-agenda 2007-1: summary of several items

- RRF SECRETARY – Joan Morrison appointed
- SCIENTIFIC PROGRAM CHAIR – Jim Bednarz appointed
- FRESC QUESTIONNAIRE – request to release the list of RRF membership once to OSNA, one-time only – **Board voted for this**
- Investment in SORA? Board voted against this at the time of the e-agenda
- CONFERENCE COMMITTEE CHAIR – Dan Varland resigned effective after the 2008 RRF meeting

E-agenda 2007-2:

- Should RRF join BioOne? – **Board voted for this**
- Should we hold the RRF AGM on Saturday afternoon Oct 9, 2009? **Board voted for this**

There was no additional discussion on these e-agenda items.

III. Committee Reports

Treasurer's Report: Angela Matz

Jim Fitzpatrick was recognized for his 22 years of service as Treasurer of RRF. As new treasurer, Angela Matz is working with Jim to make the transition and get the information Jim has into her computer and organized. Cheryl has also assisted in transfer of financial transaction processes.

Angela provided the Treasurer's report.

1. Year to date numbers for 2006 are accurate
2. 2007 numbers to date are accurate but there are still minor balance discrepancies
3. RRF budgets on the calendar year so the FY begins on Jan 1 each year. However, our annual meeting is before the end of the CY, so some finances have to be reconciled after our meeting.

4. Most important item to reconcile is membership, which now also follows the same FY as our budget. Membership in 2006 was on track, this year numbers are slightly lower.
5. Membership dollars received from OSNA indicate that this year membership is 71% of this year's dollars and was 69% of last year's. Most of the monies come in during the last quarter each year for next year's membership.

Discussion Item: Backlog of old journal issues and publications

Jim Fitzpatrick still has many of these as he formerly stored, sold, and billed for these items. He now is working at organizing them. Currently he still stores and ships them and sends the bill to Angela. Table 4 in the Treasurer's report indicates income from publications for the past 7 years. #6 Ancestral Kestrel and #9 Burrowing Owl symposium reports continue to be requested regularly, old journals not so much. Angela responded to Cheryl's inquiry that 9 or 10 copies each of these popular reports are sent out each year.

Because we are now members of BioOne and may soon join SORA, we may have a period of a "fire sale" then donate old journal issues and other publications to Latin American countries or elsewhere. Board members felt there should be some discussion about whether we need another printing of popular reports and whether we should hire someone to help Jim, but no decisions were reached. At NAOC meeting in 2006 funds were allocated to help Jim organize these materials but nothing has happened. Board agreed to roll over these funds into next FY and to continue to pay the warehousing fee.

Clint asked whether we needed to keep hardcopies if we ultimately join SORA; this was discussed a bit but not resolved. Miguel suggested we sell what we have ASAP as once material goes on the internet no one will buy it any longer.

Action Items: Backlog of old journal issues and publications

- a. Cheryl will look into possible costs to reprint the most requested RRF publications.
- b. Cheryl suggested that information on available volumes should be put on website and that we should endeavor aggressively to sell these items.
- c. We need to improve the description and volume of this inventory. Jim is continuing to work at organizing these materials but this will likely continue throughout the upcoming year.
- d. Lenny has old copies of Wingspan; he will make pdf files and send them to Joan.

Conference receipts: Jim Fitzpatrick added a short narrative to the report regarding our conference receipts from the last couple of years (pg 4-5 of report).

- Profits from NAOC were only \$3540, less than expectations. Lenny noted that seed money was actually \$10K plus additional \$250 for student functions. Angela reported that final profit from NAOC was actually \$3210.
- There was some discussion as to whether we should continue with conference planners, given small profit for large input. Dan Varland said using planners continues to be a good idea, however, because quality of conferences is improved. Mike Collopy indicated that conference profits are often essential to carry us through the year, particularly to cover journal costs, so if we can't continue to profit from conferences RRF won't exist as an organization.

- Carol cautioned that perhaps we shouldn't use conferences as money raising events because it makes or breaks our budget each year. But we will have to continue to do this until we find a better way to cover budget.

Discussion Item: Banking and Investments

About 1/2 of our liquid funds in are in a money market account, other half is in checking account with lower interest rate than money market. Our accounts have been transferred to Angela but not to Alaska. Angela is investigating getting an account in Alaska bank but noted possible difficulties with future transition of treasurers. Merchants Bank continues to work with us so we will continue with them at least for the short term. Board members agreed with this decision.

Angela requested assistance with the endowment. It did well during the first part of 2007 but has declined since the end of July. Last year 4.03% was moved from endowment to operating expenses; this will occur again by end of 2007. Angela responded to Lenny's inquiry that Jim is still managing the endowment but is transitioning this task to her. Ed Henckel suggested we pay someone to manage it. Angela will determine amount to be transferred by end of 2007 and then will take over management of endowment. Lenny responded to Mike's inquiry that up to 4.5% is typical for removal from endowment and we should stick to that figure but do it only if needed.

Lenny asked who manages our endowment and suggested we look more carefully at market benchmarks and how our endowment is doing, comparatively. We need to determine if our manager is doing a good job with respect to the overall market. Other Board members agreed. Carol suggested we investigate socially responsible investing and supported Angela's request for assistance with keeping track of the endowment.

Mike inquired about the status of the once present financial committee and suggested it be resurrected to help Angela with investments. Angela inquired as to how our investment firm was initially chosen -- apparently because it was local to Jim. Ed suggested we identify several companies and request a prospectus to aid in choosing investment allocations. Mike volunteered to help Angela with investments and Angela stated she would be more comfortable if Board advised on investment decisions and these were not just made by the Treasurer.

In 2006 Board had approved raising JRR editor's budget to \$19K (shown in Table 7 of report). Accountant has not charged us to do taxes over past years; should we change accountant to Alaska and apply for non-profit status there? There was some discussion about changing non-profit status; Joan Morrison indicated that applying for non-profit status in different states is not trivial. Perhaps we should look into a National bank or do our banking on the internet.

We discussed possible changes in how items are paid for, since we pay 4% of the purchase price when members pay membership dues by credit card. This amount was questioned by several Board members. Currently we are not accepting American express or Discover cards as their charges are even higher. Angela will investigate other methods of payment, including PayPal.

2008 proposed budget: Most is cut and pasted from last year and will be discussed later today, but responded to a few specific inquiries.

Ted asked whether we might be overestimating income derived from membership based on information on membership received from OSNA. Angela will continue to talk with Jim about these figures.

Angela has made excellent progress following up on deadbeats, those who have agreed to pay but have not followed through. Recent input to the account reflects her efforts to get delinquent people to pay page charges, reprints, shipping costs, , etc, but these amounts should not be counted on as regular budget input.

Clint noted that he has about \$24K of page charge funds from different sources but had difficulties getting these funds to Jim. We need to identify better ways to collect fees and other income. Angela said our current income comes from a variety of sources including credit cards, federal organizations, etc. and was a pain to process. Jim had done all this by hand but Angela is trying to move to electronic management. She will investigate using PayPal.

Some concern was expressed regarding timing of our meeting and our fiscal year, which currently coincides with the calendar year. There was some discussion about changing the FY to begin July 1 or other date rather than CY but nothing was decided at this time. There was also discussion about how Allen Press was billing for journal issues. Cheryl indicated that there is some overlap of when issues come in and when we are billed for them. There is one more issue to be billed for this year, bringing overall costs up to \$42K.

Angela indicated she would answer additional questions in the end of year report.

Summary of Treasurer's Report and Action Items - Lenny

- 1) We will retain Merchants bank for now; efforts will be taken to determine the status of our incorporation and as a non-profit organization.
- 2) We should ask the bank managing our endowment to provide its performance figures as compared to financial benchmarks.
- 3) We should investigate tax implications for Angela being in Alaska and Merchants Bank in Minnesota.
- 4) We should investigate more efficient ways to handle income, including PayPal.

JRR Editor's Report: Cheryl Dykstra

1. Cheryl thanked Angela for all her hard work this year as the new treasurer.
1. Cheryl started managing JRR in 2006, there are a few leftover items from 2005 floating around, and Jim Bednarz is handling these.
2. Submission rate in 2007 is about the same as it has been in past years
3. Typical rejection rate is around 35%; since Cheryl took over it is about 25%
4. Publication dates catch up with the 3rd issue of Vol. 41.
5. Manuscript quality continues to improve. During the summer of 2007 there was a batch of poor quality submissions, some were rejected without sending on for outside review. These were mostly compromised in subject material.
6. Cheryl indicated she hopes for 85-90% recovery rate for publication costs after negotiating waived fees. Actual recovery is much less, but Angela's efforts have

improved this. Volume 41 issues 1 and 2 are more representative of recovery but there are still a few deadbeats out there.

Discussion items: JRR

- Electronic submission via Allen Track

Cheryl indicated benefits are quicker time to publication and reviews are done online. Submission rate can also increase by 12-20%. This may be beneficial to our international members who would have easier access to submission and review. However this would cost us about \$2000 per year.

Mike indicated that people who don't want a paper copy of the journal should get a break in membership dues. Cheryl indicated that Allen Press said printing fewer issues would not result in significant cost savings. 1200 copies are \$7840, 800 copies are \$7550. She suggested no change to membership structure at this time.

Gary suggested keeping the same dues but providing an option for members not to get the paper copy. Clint noted a downside of electronic only is that people are not told when a new issue is available electronically but they have to seek it out. Others expressed dissatisfaction with getting issue indices by e-mail, for example Journal of Wildlife Management, but would rather have electronic access to abstracts.

Lenny said that 2 years ago the Board requested a proposal to change the journal to fully electronic but this is still an outstanding item. Many members submit manuscripts as an e-mail attachment these days. Ultimately, there was consensus among Board members that there would be minimal benefit to signing on with Allen Track at this time.

- BioOne Free Electronic Member Access – this would allow members to have access to all issues on BioOne with a secure login, would be free for RRF members. There is a cost of \$200-\$300 to setting up the secure website connection but this is a good investment. Board members concurred that we need to investigate allowing members' access to JRR through the RRF website.
- BioOne Secondary Rights Management Program. This is a pay per view option. Our relationship with BioOne has been very successful. Issues from 2006 through current will be available as of Jan 1 2008. Cheryl said there is no cost to us to sign up for the SRMP but we have to indicate to BioOne that we want to do it. Copyright issues are streamlined with this program as well, which would be useful for academic purposes, putting JRR material in course packs, for example. Cheryl recommended that BioOne choose pricing for articles through this service. Mike inquired as to how potential users find out about this access? Who would actually use these services?

Members agreed that since the service would cost us nothing, we should go ahead and sign on, perhaps we would get some small returns for copyright fees.

Motion made by Mike to sign up RRF for SRM program of BioOne. Second by John Smallwood, no discussion, vote unanimous 8-0.

- **Joining SORA**
SORA contains all archived issues since vol. 1 of many bird journals. Initial scanning costs \$8500 and cost of posting is free, as SORA maintains website. There may be small fees incurred for maintenance moving forward. Cheryl suggested putting all volumes through 2005 on SORA then BioOne takes everything from 2006 onward.
BioOne covers more journals than SORA but does not archive.
Miguel suggested we sell back journals to use money to pay for SORA but Angela indicated challenges with organizing back journals are not likely to allow this to happen any time soon.
Cheryl said there is no extra money for SORA this year because some printing costs for the current volume will still be incurred.
Additional discussion ensued about what to do with old hardcopy of journals. Eduardo Inigo-Elias may take some to Latin America, Judy Henckel suggested we seek other fundraising sources for SORA. Lenny suggested we have a 1-year period for members to buy old issues then they go to recycle or send to Latin America. There will be a vote on whether we should join SORA at the budget meeting Thursday afternoon.
- **Improving manuscript quality.** Clint suggested having invited papers on selected topics. Cheryl indicated most issues are hitting target size. Cheryl also indicated quality of cover artwork remains good and responses remains positive. She will look into cost differences between color cover issues and old style issues.

Action items: JRR

- a. Continue investigating conversion of journal to totally electronic
- b. Joining SORA
- c. Members' access to JRR through the RRF website
- d. More discussion on how to encourage submission of researchers' best material and improve the impact quality of journal.

Webmaster's Report: Lenny Young for Carl Marti

- Updates and corrections are needed - list new directors, e-mail addresses, etc.
- Ideas are welcome to improve image and impact of website. Links to other relevant websites, etc.
- A suggestion was made that cosmetic improvements could include members' photos and posting of journal cover art on the website

Conferences Committee: Dan Varland, Ruth Tingay

- The 2006 joint conference in Mexico was attended by 121 RRF members.
- Dan estimated that 220 members have registered so far for the 2007 meeting although no breakdown is available yet on the number of registered RRF members vs. HMANA members.
- Dan reported that the contractor for the 2007 conference was very efficient and very good, although the main contact went on vacation and was not available for help to Laurie at one point.
- The Board had some discussion about how to acknowledge hosts and host organization and others for help in organizing meeting and service to RRF.

Discussion Item: choosing of gifts to recognize contributions of host organization in planning meetings, and for special recognition of individuals.

- Lenny indicated that Jim Fitzpatrick will receive a plaque for his efforts along with an eagle painting commissioned from Dave Hughes, local artist. Lenny indicated that discussion was had last year about Jim's gift because of Jim's decision to resign. Lenny indicated he would come up with the funding.
- Hawk Mountain will get a thank you plaque and Laurie will get a painting of a Sharp-shinned Hawk and plaque thanking her for her efforts planning the meeting.

Several members asked why Hawk Mountain should receive a plaque. There was agreement that we should give the host organization some thank you gift as a nice gesture, but no decision was reached by the Board on this. Lenny indicated we needed Board discussion on this subject and asked whether \$200-\$300 should be built into the annual budget for these gifts. Dan suggested that one gift should be given to the host organization and one to a single individual who may have put in a lot of time with planning.

Mike suggested if we want to give separate gifts the decision should come from the entire RRF with the Board's concurrence. He felt it was inappropriate for individuals to pay for gifts without knowledge of Board members.

Although we used to offer a resolution to thank the host organization, Dan felt this is not sufficient since hosting a conference is a lot of work so should be recognized accordingly.

Lenny stated that we are prepared to recognize Hawk Mountain as host organization and Laurie specifically, and asked the Board if they concurred. Carol noted there should have been discussion on how to recognize Jim; she and others felt that operating in isolation without input from the Board set a bad precedent. Other members also felt that something coming from the organization should not be paid for out of an individual's pocket.

Motion by Mike to present the painting and plaque to Jim at the banquet and cost should be taken out of the operating budget. Second by Clint, vote unanimous 8-0.

Carol expressed concern that a plaque would be appropriate recognition for Laurie but not a painting. Clint suggested we give a nice certificate, with RRF logo, stating recognition. This would standardize our recognition of the host organization.

Lenny suggested we give Laurie the painting personally and in private and not as from RRF. Further suggestions were made that Board should discuss how to make recognitions, in advance of the meeting.

Motion by Gary to present a plaque with RRF logo on it to Hawk Mountain at the banquet and RRF pay cost of the plaque this year. Dan will make personal gift to Laurie of the painting. **Second by Carol,** but she cautioned that Board should not be left out of future such decisions. **Vote unanimous 8-0.** In the future, we will recognize the host organization with a plaque with RRF logo but nothing further.

There was some additional discussion on what services and assistance are needed for future conferences. Should we use planning services and if we use them, we need better assurance of the financial agreement between them and us.

Also, we need to know the number of meeting attendees who are HMANA members but not RRF members - can we get these folks to become members of RRF? Does cohosting with another organization provide RRF with new members?

2008 meeting in Missoula: Kate Davis

Kate reported that flyers announcing this meeting were put in all tote bags of 2007 meeting registrants. The meeting is being cohosted by Raptors of the Rockies and the Dept. of Biology and USFWS Coop Research Unit at the University of Montana. The local organizer will donate considerable time and effort to planning the meeting and is friends with the Craigheads, who are based in Missoula, John is 91.

The conference theme will be "The legacy lives on" in honor of the Craigheads, who will be honored at the conference.

- Meeting will begin with dedication to John and Frank (deceased).
- Board meeting will be held on Wed, workshop on raptor field methods Thursday.
- Film that Craigheads made will be shown
- Art opening
- Picnic
- Symposium on raptors in education
- Presentation to John Craighead, and his entire family will be present
- Kate indicated all funding should be in place by end of 2007.

Dan provided budget breakdown estimates, requesting profits from 2006 NAOC meeting be corrected to \$3210. Paid staff for 2008 meeting is estimated at \$5k.

Lenny inquired about role of continuing education at the meeting? Planning organization is charging 12% overhead even though some are donating time. What does this cover? Kate indicated these costs should not be part of RRF's budget but they will be paid for locally. She has not made a request to the Board to provide RRF money for conference services at this time but is confident money can be raised.

Mike indicated we still need a spreadsheet so we can understand what budget and fundraising efforts will be for meetings. Such a sheet should show all revenue and costs then show how difference is split.

Judy Henckel noted that we need a manual about conferences outlining proper procedures. Dan said that annual reports after each conference show all expenditures, except NAOC in 2006. There is also a conference planning manual that can be downloaded off the RRF website. We should put in writing a contract with the continuing education folks at UM so cost limits are identified.

Board members indicated they wanted to review such a contract when available and this was proposed as an e-agenda item for 2008.

Some members asked if we should offer \$1500 seed money as we have for past conferences? Kate said it would be appreciated but is not needed at this time.

2009 conference in Scotland: Ruth Tingay

Conference dates are 29 Sept through 4 Oct

Registration will be available through conference website beginning in Dec 2007.

Registration will be limited to 300 delegates because of the conference venue.

- At least 7 Board members must be there for quorum, spaces will be held for Board members
- Additional 120 places will be reserved for paper speakers and officers and planning committee
- The other 180 places will be available for general attendees. Members of RRF or the Scottish raptor group will get preference for registration.

Cancellation of 2007 conference in Georgia: Ruth Tingay

- Cancellation occurred because of changes in organizing personnel and lack of interest and effort on part of local planners. Original support personnel resigned from support group, other interest subsequently dropped.
- Advertising was not sufficient and facilities were not acceptable.
- Cancellation reflects badly on RRF in Europe where we don't have all that good a reputation anyway. We would like to work more with Eastern European venues because there are many researchers there, but venues and organizations that are able to put together a conference suitable for our needs are limited, so the future outlook for similar meetings is slim.
- Ruth reported on the status of the Eurasian committee - not much is happening; more input from members is needed and greater efforts need to be made to make connections with Eurasian researchers and venues, but venues must be carefully scrutinized. It is difficult to build local capacity in eastern Europe
- The Eurasian committee is dormant, Ruth asked for help with the 2009 meeting but got little response. Mike suggested we need more effort to get European folks involved in the committee; currently Keith Bildstein, David Bird, and Bob Kenward are members.

2010 conference: Dan Varland

- Dan is still looking for a venue. He has had some positive discussions with Bill Mannan at Univ. of AZ in Tucson, however dates are not clear because there are benefits to both spring and fall. Scheduling issues will be important in this decision, also profits should go to RRF not University of AZ and this could be problematic.
- Some discussion was had about pros and cons of fall vs. spring meeting in AZ. With few people going to Scotland in 2009, a spring 2010 meeting might be good, but this time may conflict with many people's field work.
- No other leads are available for 2010; Padre Island in Texas was offered as a suggestion but Clint indicated he did not know who should be approached to organize the meeting. Perhaps Mary Gustafson or Bill Clark could help out, also Caesar Kleiberg Wildlife Institute.

Dan will be resigning as committee chair at end of 2008 meeting.

Board had some additional discussion on why it has become more challenging to find venues for conferences when in years past potential host groups came to us and asked us to have meetings with them. Miguel inquired whether every conference needed a host organization and whether we could do without since many profits go back to them?

Mike reiterated how much work is involved in organizing a conference. In the past many small groups wanted to showcase their organization so they wanted to host a meeting and many volunteers were available. This frequently led to multiple bids for each year, but this is not the case so much now.

Several agreed that we would like to move away from the professional model but the trade off is that we need revenue generation from conferences to balance our budget. We also need to know the background of potential conference organizers.

Gary reiterated that we need to involve more students so we should try and find groups where students can become involved.

Dan will open this topic for additional discussion at business meeting.

2013 conference: Dan Varland

Dan has investigated Norway as potential venue for 2013. During summer 2006 he spent time with 2 RRF members in Norway and talked with them about hosting a meeting. A possible host organization would be the Institute for Nature Research, with colleagues who are working on white tailed sea eagles, Ural owls, Eurasian kestrels, etc. This is a large and appropriate venue but would be expensive. There was little discussion and no decision was reached at the Board meeting.

Membership Committee: Ted Swem

Ted noted the updated membership brochure, these are available at our table in the vendor area

The poster advertising RRF has been updated and is available as a pdf file. Members should print and post this at their home institutions in hopes of recruiting new members.

We need to interact more with other bird groups and draw new members from these. Laurie will be running a table at the meeting with RRF membership information.

There is a need for brochure in Spanish, Miguel offered to help translate the poster into Spanish.

Schneider group has recently provided list of active members and lapsed members. Board identified specific tasks to boost membership

- How do we get lapsed members to renew membership? People should work on individuals they know whose membership have lapsed.
- Geographic directors should contact all lapsed members in their region.
- Ted suggested we get feedback from lapsed members as to why they let it go.
- We need to identify which authors of JRR papers are not members and work on them.
- Ted will coordinate membership lists and contacts with OSNA. We need to finalize a letter to send to lapsed members.
- Board members agreed to divide up the list and have directors contact these people via personal call or e-mail

- We do not have a mechanism to identify people who dropped before 2005, when Schneider group took over managing our membership.

Miguel gave a presentation on the potential pool of membership in Latin America. He conducted a survey to assess the following questions.

1. Why are so few raptor biologists in Latin America members of RRF?
2. What are main problems or limitations to becoming a member?
3. What would they expect from membership?
 - He obtained responses from 86 from people who work with BOP. Most don't know about RRF, some don't know what we do. Now after the survey they know about RRF and would like to become members.
 - Limitations – most important was **annual conference access/travel costs**. **Cost** of membership is 2nd most important, **language** is also important - availability of publications in Spanish would be very helpful. Also, potential members are not necessarily researchers or academics but others are in the medical field – vets, those studying disease, etc. We need better efforts to attract a diversity of members.
 - What would they expect from membership? To learn about raptors. Many in Latin America lack mentors, advisors, etc. 2nd important issue is opportunities for collaboration on projects.

Suggestions

- Spanish version of website and other materials
- Sponsorships of student memberships
- Expand availability of information to other professionals, etc.

Conservation Committee: Lenny; chair Steve Sheffield was absent

- In the absence of the committee chair, Board reaffirmed that the conservation committee should continue in current non-advocate mode. Committee has been pretty quiet
- Recent issues involving committee responses on certain issues necessitated Board to recommend a shift in committee chair, several Board members agreed.
- Also, Board agreed RRF needs to get more involved with European and LA conservation issues.
- **Motion by Carol that we identify a new chair for this committee. Second by Ruth, vote unanimous 8-0.**

RRF's Membership in Other Organizations: Lenny Young

- We evaluated 3 organizations that RRF has contributed funds to over the past year.

Ornithological Council – Ellen Paul

- Board had a conference call with her after lunch and she explained OC. The scope of their operations includes
 1. applying scientific information to conservation issues but they do not do conservation advocacy. OC strictly represents scientists
 2. more commonly they become involved in conservation issues by helping their membership societies.
- OC is a consortium of 11 scientific societies in western hemisphere. They work with organizations to get translations of banding manuals, etc.

- RRF's representatives to the OC Board are Steve Sheffield and Paul Napeer. Does OC have other connections to organizations? They do their own lobbying, they are classified as a 501c3 organization and thus are permitted to lobby, but there are restrictions on amount, who, and when.
- OC includes groups concerned with animal welfare issues and also with groups related to funding issues. Active lobby issues include duplicate regulation of research involving birds. Now bird research is regulated by the Animal Welfare Act, opposite from what congress had intended. Bird research is already covered by a different law so duplication is not needed. OC lobbies for federal funding for biological research; this is a standing effort. Most of their work is at the regulatory level, for animal welfare and bird research.
- Ruth inquired about how OC benefits RRF as a society rather than just individual researchers. Ellen replied that OC's role is to help us keep up to date on policy issues that affect raptors. OC helps AOU and other bird groups respond to policy issues.

Discussion:

Ted suggested that since RRF is a member of larger ornithological community, we allow OC to speak for us within this community. We don't want them to play a big role (we only pay \$500) but we also aren't comfortable with not contributing since other groups were.

Petra inquired about what our representatives do? She knows Paul, who apparently is in the DC area but no one knows if he is an RRF member. Ted thought he might now be at Cape May? We need to find out what our OC reps do.

Ted suggested we get a new representative to replace Steve who can talk more regularly with Paul. If Paul actually represents RRF's Board at OC meetings, we should continue with our participation. But he needs to re up his RRF membership and communicate meeting activities.

Joan volunteered to receive quarterly report information from OC and distribute to Board members.

American Bird Conservancy

- This is a conservation organization, they distribute a regular magazine and maintain a website.
- John Smallwood indicated that they listed WOS as a member organization on their website but WOS had not paid dues. Angela indicated we have paid dues to them in the past but not yet for 2007. Nobody seems to know what they do. Dan indicated they represent many issues but not necessarily raptors.
- Mike suggested that if we can't articulate benefits to us from them we should stop paying them. **Motion by Mike to remove RRF from this organization, second by Dan, vote unanimous 8-0.**

North American Banding Council

- NABC is moving in direction of developing banding regulations and are getting strict about this via a banding certification program.
- John noted that concern existed among several bird groups that USGS might adopt what NABC was doing as part of their banding regulations, but OC stepped in and said this was improper. The banding council still exists but main focus is on educational materials.

- Mike noted that OC is on advisory committee of the bird banding lab. Maybe we should use OC to watch over BBL, to watch procedures on behalf of banders. BBL sits in on NABC meetings.
- An action item from the NAOC meeting was that David Bird and Lenny were going to talk with Pete Bloom and Buzz Hull, our primary rep to NABC, about adding a third representative. Pete has resigned; who appointed Buzz? Do we have issues with how he is operating?
- Ed Henckel said there are no required tests or certifications for raptor banding whereas certification for banding passerines has been around for along time. RRF needs oversight on a raptor certification program and so we need to advise the BBL and NABC on raptor banding and certification.

Action items: NABC

- a. There was no decision from the Board on whether RRF should support banding certification. We need to revisit this next year.
- b. Look into the report that was supposed to be prepared and presented to the Board by Buzz Hull and find out what Buzz is doing regarding NABC.
- c. Someone should contact NABC directly and find out what are latest developments regarding banding certification, who is our latest representative, what is he/she doing, are they (NABC) getting from us what they need? Ed Henckel volunteered to do this.

General question was put forth as to whether there are any other organizations who purport to represent RRF or are getting money from us but none were identified.

Miguel suggested we need to identify other raptor organizations and strengthen our relationship with them. There was general concurrence from the Board although there was no vote on this.

Resolutions Committee: chair vacant, Lenny led discussion

- Not very important, might be unnecessary as important items are usually sent around as letters anyway.
- Mike inquired as to whether by-laws bind us to this committee? He recommended not disbanding the committee in case we might want to make a resolution at some future time. Just leave it and ignore it.
- Decision was made to leave committee in place but no vote was taken.

Nominations Committee: Judy Henckel

We need to identify a new chair as Judy is stepping down after this meeting.

Collecting nominations is easier these days because our membership is managed by the Schneider group. The main issue is timing, and getting people to be nominated.

- Election results were presented. Next year the President and Vice president are chosen, this is done every other year. Some Director elections are held every year. Judy works with Susan Jones at OSNA to get member names and information
- Directors take office Jan 1, 2008. Officers take effect right after this Board meeting. Directors work on calendar year.
- Lenny indicated that next call for nominations should go out in February.
- He introduced directors: Miguel Saggase is the Director from the southern hemisphere replacing Nick Mooney; Petra is North American #1 replacing Steve

Hoffman; Gary is North American #2, Laurie is NA #3 Jim Bednarz is Director at Large #1 replacing Jemima Parry-Jones, Clint is DAL #2, Mike, Carol, John, Dan are DAL #3, #4, #5, #6 respectively. Ruth is a Director at Large outside North America, Frabrizio Sergio is the Eurasian director.

- We must be sure to have directors from Eurasia and the southern hemisphere so these positions should be specifically identified rather than just calling them "international" directors.
- There are 12 directors; they have 3-year terms. Four are replaced each year. Next year we vote for president elect, who holds this office for 1 year then holds the presidency for 2 years. President elect begins this term January 2009 then the presidency term is 2010-2011.
- We usually send out around 900 ballots and membership seems stable but overall return rate for ballots is dropping. Schneider group sends ballots by snail mail if e-mail doesn't work or if someone requests a paper ballot.
- Clint asked if reminders are sent out and Ruth indicated there is usually one. Lenny indicated the secretary conducts balloting if there is no nomination committee.
- Judy indicated we may be losing contact with our membership because Schneider group manages the ballots. She will help someone become familiar with election procedures.
- Carol volunteered to be nominating committee chair (yeah Carol!), she takes the position today as Judy's resignation is effective as of today.
- **Motion by Mike that Carol be retained as nominating committee chair, second by Gary, vote unanimous 8-0.**

Education Committee Report: Kate Davis

- For the 2008 Conference in Missoula, she is organizing a special session on raptors in education similar to one she conducted in 2005.
- She has talked to Carl about posting a PowerPoint presentation on the website, this idea has been percolating since last year at NAOC.
- She attended the IAATE (?) conference in Tacoma and presented a PowerPoint on birds and us, which received good response. She proposed that these presentations may get us new members.
- IAATE will be present at the 2008 meeting, so members will help her organize the special education on Saturday and it will be open to local teachers and students, for training.
- She will put an announcement for the 2008 meeting in the IAATE newsletter.

RRF Strategic Plan: Lenny Young

- Not much progress on this during the past year as he got involved with the controversial recovery plan for SPOW. He needs more time for the plan but will work on it.
- Dan inquired as to the general plan. Lenny responded that over the past year he has considered developing a broader plan with strategies of membership, goals, operational plans, etc., that is more like an action plan identifying things to do directly. He feels this strategic plan should have aspects of both an operations plan and action plan.

- Dan expressed concern that we make sure we focus beyond typical professionals in our field to others who have interest in raptor biology and target them for membership. We should refrain from defining ourselves too narrowly.
- Lenny noted that over the past 2 years he has had one-on-one conversations with each Board member and would like to continue this.

Development Committee: chair vacant

- New directions should be based on the strategic plan, so this will come along eventually.

Wingspan Editor's Report: Petra Wood

- Wingspan is going well, Petra has good input of submitted material and gets issues out near the 1st of each publication month. Then it takes about a week for Schneider group to email the publication out to members.
- It would be useful for Board members and officers to submit highlights of what they are working on throughout the year
- People are requesting back issues. Petra has worked with Carl to put past issues on the Wingspan page and the current issues on the website; it is there now.
- Joan volunteered to scan old Wingspan hardcopy and put into pdf files.

Awards Committee: Petra Wood

- Petra will be stepping down so welcomes suggestions for new chair.
- She inquired as to whether we can do a fund raising event some year to boost award grant amounts? We did this in 1998 with some success, maybe we should do it again.
- Lenny said that the strategic plan should identify what we would like to do with awards and that will help identify how much we need to raise.
- Clint has been chair for the Cade and Hamerstrom awards for 7 years, and would be willing to take on Petra's position and resigning the other duty. (Yeah Clint!)
- **Motion by Carol that Clint be appointed Awards committee chair, second by Ruth, vote unanimous 8-0.**
- The William C. Andersen Student Presentation Award needs a new chair; this should be someone who regularly attends meetings and gives a good presentation.
- The James R. Koplín Student Travel Award needs a new chair as Pat Hall is stepping down. How about Jim Harper? He just retired, Dan and Lenny will ask him. Should we increase the amount for this award?
- A question was raised about how the endowment is doing and whether we could increase grant funding.. Dan asked where information could be obtained about these grants and awards. Petra said they are on the website and in the journal.
- Amadon and Tully Grants were increased a bit when they were redone a couple of years ago. We received 8 applications for each of these this year
- Leslie Brown Grant - we only received 2 applications this year
- Hamerstrom and Cade Awards: no information was provided.

IV. Raptor Techniques Manual: David Bird

David reported on status and marketing plans. The manual is at the printer, Keith Bildstein will have a copy for us to look at. We have 2 choices regarding royalties:

- a) Hancock publishing house will award 10% royalty (15% for hardcover) to RRF on every volume sold
- b) Hancock would provide 50% discount copies to RRF members and we retain the difference. If cover price is \$70 US and we sell to members at half price, we would make \$28 per book.

If we take 10% royalty off every book sold, we make an additional \$18 per book, which is worth it. Downside of b) is that we have to purchase a lot of books up front.

We have about 960 members. If we sell 500, which is optimistic, plan b) is probably not worth it. If Dave at Hancock is willing, it would be much easier for us to adopt plan a) and take the straight royalty. Dave is interested in helping RRF out.

There was some interest expressed in having a workshop based on manual at meeting next year. Might attract membership. David Bird will talk to authors to gauge interest.

Motion by Mike that we adopt the 15% model (plan a) contingent upon Dave sending us the monies quarterly and this must be specified to him, second by Gary, vote unanimous 9-0.

The editors wish to dedicate the manual to Butch Olendorff and Fran Hamerstrom. Board members concurred.

V. Archives

What is the status of our archives? Judy Henckel has a box from Betsy Hancock and one from Pat Hall of old stuff, what should be done with it? This is mostly historic stuff -- past minutes, conservation committee white papers, key correspondence, information from past meetings, etc. Should it stay in MN? This was not resolved.

There was some discussion that we perhaps need a historian. Mike said this has been discussed in the past. We could

1. go to past presidents and ask whether they have any records worth keeping. Mike said he had some, so does David. These include decision documents, key correspondence, etc. Perhaps these could be scanned and saved.
2. Where should the archives be located? Snake river BOP center in Idaho was suggested.

Clint suggested we compile the materials and determine what it is.

Joan should send out e-mails requesting what people have, to Board members and past presidents.

VI. 2008 Budget: Angela Matz

Income

- Perhaps we should be more realistic and drop our expectations of membership income
- Reduce conference receipts based on results from NAOC. Dan said conference receipts might be \$2500
- No change in income from JRR publications
- Increase income from other publication costs, maybe for new techniques book (\$4500)
- Other income – add \$1K to reflect deadbeats

Expenses

- We have paid for 4 issues of the journal this year costing \$30K so far; maybe we should drop publications (Allen Press) costs to \$32K for 4 issues per year. This better reflects costs from past 2 years.
- Mike inquired as to why costs went down? Press runs are same, but paper costs have gone up,
- Editor's fund – \$300 was added to reflect cost for secure website, per year.
- Officers' travel should be dropped to \$2K
- Postage and shipping is not used, should be dropped to \$400
- Copies - this is \$400 to \$600 we don't spend, should be dropped?
- Other miscellaneous costs are shown as up to \$2500, these are additional mailing costs, costs for Jim Fitzpatrick to manage back journals etc. Lenny suggested we leave this amount here as it might be needed into 2008.
- Election costs - based on billing from the Schneider group for electronic voting this can be dropped to \$1000
- Any net gain should go into a savings account.

John Smallwood reiterated that we should make our fiscal year different from the calendar year. Maybe we should begin FY on July 1. Angela agreed this might be easier because of membership fees but might be more difficult with regards to tax reporting.

Angela thinks we will be in the black for FY 07. Lenny asked if we could pay for SORA and put \$20K into the endowment? Several Board members wondered why there was so much money in the checking account. Angela said we should retain about \$50K in the checking account to pay bills, the rest can go to endowment and perhaps should be invested in the money market, which is currently earning 4.5%.

Ted noted that if we can already pay for SORA, the budget should be constructed without considering windfalls; for example, from the techniques manual. But Lenny said if we know funds are coming in then this is not a windfall so should be included in the budget.

Mike noted that we can balance the budget without counting the windfall dollars, so when they come in they can just be added to endowment.

Angela offered to add a line item for allocation to endowment, specifically so identified.

Board decided to keep contribution to endowment as shown so if we expend over in some other category we can use this extra instead of moving more funds to the endowment.

Ted asked if we are required by law to conduct audits. To get money from foundations we are required to have certain audit requirement above what we already have. To meet these higher standards, we might incur higher costs. This audit has been done recently and Angela will keep track of upcoming audit scheduling. Our CPA does an annual review for taxes but doesn't necessarily review for the higher level.

Motion by Clint to approve expenditure of \$8500 to SORA. Second Dan, but we cannot vote until after first of the year. Some discussion was had about talking with Jim about what we have been making from selling old publications.

Friendly amendment by Dan to do a fire sale first but approve up to \$10K payment to SORA just in case. Time needed for scanning and posting of articles is not known.

Motion by Gary to move up to \$20K into endowment. Second by Dan, vote unanimous 9-0.

VII. Other Business

- Petra inquired about when awards will increase and how will this occur. In particular, increase in Koplin award would be useful.
- Funds are pulled from the interest on the endowment fund because nothing is budgeted for awards. The allocation for each award is a proportion of interest available and was determined based on to the funds in each award before they were commingled. The only way to increase Koplin more than others would be by Board decision to add funds. Petra suggested that since the amount of interest on the endowment fund has increased, then the awards could be increased.
- Mike suggested that before we make a decision to increase awards we need to determine these percentages. Perhaps decision could be made via an e-agenda once information is available about proportional distribution out of endowment for awards. Generally, they are all weighted according to the awards' original contributions, but should we keep doing this or change procedure?
- **Motion by Carol, second by Mike, to give Jim Fitzpatrick a lifetime RRF membership. Vote unanimous 9-0.**

Meeting adjourned 1712

Respectfully Submitted, Joan L. Morrison
Secretary, Raptor Research Foundation