



Wyoming Section Society for Range Management

Council Meeting – Annual Meeting November 3, 2015
Secondary Council Meeting – Annual Meeting November 5, 2015

Those in attendance were: Windy Kelley, Blaine Horn, Katlyn Schade, Brian Sebade, Kassie Bales, John Likins, Tevin Balwin, BJ Bender, Mae Smith, Ray Gullion, Jessica Crowder, Brian Meador, Rachel Meador, Joe Hicks, Sara Kauer, Chuck Butterfield, Bryan Christensen (via Zoom video conference).

Meeting called to order at 8:40am. Introductions were made of all those present. Minutes were presented for approval. Windy moved to accept the minutes as submitted, Rachel seconded. Minutes were approved. Treasurer Report was then presented. It was noted that the dates need to be corrected. Discussion on the report followed.

The need to establish a line item in the budget for the ESD committee is needed to track and maintain the integrity of the donations received to host the Kemmerer Workshop.

The negative balance for WyRED was brought to concern, Marji explained the functions of the current treasurer's sheet and the negative balance is based on all income and expenses being tracked through the WyRED fund even though the last two years was based on general funds. Brian emphasized the need to come up with a fund raising strategy and the need for a long range plan. It is also necessary to keep the negative balance as it is as away to document the progress of the activity and to serve as further incentive to perpetuate the program without further harming the section financially.

Blaine emphasized the need to track what was budgeted and where those funds are for each committee, as well as having a complete budget with all information in detail before the Budget Committee can finalize the approval process.

Rachel and Windy brought forward the concerns of the website and the need to improve the connectivity with the membership. They presented Facebook as an option to reach out to the membership better. Concerns were voiced that this cannot be the soul location for connection, as many members are not "Facebookers" so there is a need to maintain the website. Need to consider and monitor the expenses of the website and see the best way to minimize costs.

A long range plan is essential to improve the financial integrity of the section, would assist with the connectivity issues and help focus the scope and tasks for the budget and fundraising committee.

With corrections made, Brian moved to accept the report as corrected, and Rachel seconded, Discussion further on the need to address WyRED pursued. WyRED was given 5 years to become self-sustaining and to overcome a negative balance (believed to have been set). But whether it was or not, WyRED needs to overcome the current negative balance and become self-sustaining. Brian made an amendment to the motion as follows: Move to accept the treasurer's report as presented with the stipulation in place that WyRED must bring forward a long-term plan to establish a working positive balance and to develop a fundraising strategy to maintain this balance. Mae seconds the amendment. Main Motion presented with amendments, report approved as amended.

Marji presented an update on the tax exempt status, working with the accountant to finalize the new 1023 form and then will submit. Must be finalized before 12/31/2015. The accountant funds/costs were discussed as well as the registration funds/fees. The state report is due shortly so committee reports need to be submitted.

Blaine presented the Budget as reviewed by the Budget Committee. It was determined that the council has line

incurred or income received. The council worked through the budget, suggestions and questions captured in the budget form attached to the 2015 Treasurers Workbook (excel file). Clarification was made on the fundraising functions. Live auction items, unless otherwise marked, are directed to the High School Youth Forum. Any outside fundraising completed by the Fundraising Committee (raffles, token auction items, etc) will go to the general fund. Annual Meeting income goes to the general fund, but is marked within the Meetings line item.

There needs to be a document or program established to track previous budget allocations, how much or little of these funds are used, what remains, and what the final treasurers report is before the budget committee and council can accurately act on the budget. This can be accomplished with accounting software (QuickBooks).

Brian S. presented concerns on the amount of bounces on email addresses. He asked if there was a way to be notified or sort out email address changes. He also needs to identify an easy way to track when new members join so he can get them added, as well as remove those who have dropped membership. Currently, there is no easy way to track this, but Chuck will assist as he can.

UW Range Club Banquet will be April 9th at the Albany County Fairgrounds. They would appreciate our continued support and attendance at this event. The council will strive to attend. They also reported that the fundraising efforts of the club are going well, and they will be sending students to Corpus Christi this year.

With no further time and with no items pressing, discussions are passed to the Business meeting and the closing council meeting. Motion to adjourn made by Katie, Kassie seconded. Meeting adjourned at 10:00 am

Marji Patz
Secretary/Treasurer

Secondary Council Meeting – November 5, 2015

Welcoming of new Council Members, finalize any tabled information.

Meeting called to order at 1:45 pm. Windy called the meeting to order and officially turned the business over to Jessica Crowder. Jessica reviewed briefly the handbook and the responsibility of the council members. Each council member is assigned a select set of committees that they are responsible for. They will be responsible to track each committee and ensure they are reporting the hosted activities or events, and that chairman are completing assigned tasks, meeting deadlines.

Terry Booth would like to submit updates/proposed changes to the nominations committee section of the By-Laws and Handbook. He has agreed to write a draft of the proposed changes and will submit to the council at the next meeting. The By-law changes will require a membership vote.

Budget was brought back to the table, moved through each item. The following were accepted as presented with no further discussion: Meetings, Awards, ESD's, Fundraising, and Membership

I&E/Newsletter/Website: the reductions are approvable, but need items to keep up with promoting the section and SRM. Need to keep website current and newsletter is still important. Need to establish an internal ceiling or budget for website costs.

Student Activities: This item needs to be established with a working budget, fundraising needs to occur to build funding to host and organize activities and awards for the students during the annual meeting. Currently these costs are accepted as part of the meeting budget, but this can be adjusted to be a stand-alone item.

Discussion continued on the need to establish a cleaner line item for each of the activities/committees that operate within the section. This line item needs to provide away to show the budget funds, the used funds/remaining funds, and the proposed budget.

The budget as a whole is in need of serious consideration. Some activities are able and should be generating funds, but others should try to break even, and if not be efficient with the funds for the best application. As the budget stands currently, there are accounts that are carrying a negative balance. Rather than zeroing these accounts out, these areas need to be addressed with a fund raising strategy and a long range plan. A zero budget is not a “must” or necessary, just need to ensure that the section can persist financially.

The possibility of commissioner tags was brought forward, and we have had tags previously, and with the internet options for auctioning the tags, this is an excellent fund raising source. Clay will work with others to determine how to or work to try to get a commissioner tag, it was discussed that the youth would be a great venue to possibly gain a commissioners license.

After discussion, Kassie moves to accept the budget as it is discussed and documented in the 2015 Treasurer’s Report. Windy seconded. Budget is approved.

The council established priorities to address for the new year:

- Need to finalize and publish all edits to the Handbook.
- Need to get the WyRED handbook updated and published, as well as establish a fundraising strategy.
- Need to establish a long range plan and fundraising strategy and budget plan.
- Need to ensure that the Tax-Exempt status is regained and maintained.
- Need to establish the discussed line-items for accounting
- Need to purchase / implement an accounting software program to track the finances of the section.

Marji discussed the need for the accounting program, and the knowledge of how QuickBooks or Quicken would be an excellent program. It is expensive up front, and there are minimal costs to update and maintain, but it would provide an easy way to share and track and transfer the responsibilities of the Treasurer’s position. Windy moved that the purchase of QuickBooks be made for the section. Bryan seconded. Motion passed.

Further Priorities brought forward:

- The option or opportunity to host the Annual International Meeting is still on the table. Alaska planning has been in progress, so much of the planning has been completed already. Jessica voiced the concern that with the small membership numbers that the section currently has is it possible for the section to handle the work load? Joe and Chuck mentioned that with the changes in the Annual Meeting framework, a lot of the work is not on the section as it was on the past. Joe stated that the worry is that we don’t have the agencies on board to make sure we can have the agency folks in attendance to support the meeting. The council overall was interested if there was a strong section to partner within the process. It would present a possible sizable financial boost to the section. The next three annual meetings should be low cost. By using hubs to keep the costs down on travel will assist the attendance. Next three are Corpus Christi, Reno, Saint George, and Wichita.
- The question was posed: since Alaska is not a section, why doesn’t the parent society do it themselves?
- Planning these meetings is a three to five year commitment.
- Canada and Colorado are willing. “The Ranch” in Loveland
- Need to improve connection with membership. Social media provides a wide range of opportunities to reach out to a variety of people. Sarah and Brenda Younkin brought up the need to create a Facebook and or Twitter account. Sarah would be a good Liaison and member to test the waters of social media. Brian S does not want to try to maintain a Facebook account along with providing the Newsletter and so is glad to pass this responsibility on to Sarah.

As the International meeting approaches, the section needs to ensure that they have full representation at the Advisory Council. At this time Mae, Jessica, and Windy believe they will be there to serve in this capacity. If they are unable, they will need to transfer their vote to someone else to ensure have a full delegation.

It was clarified that all committee reports should be sent through (ran through) the designated council representative.

The next council meeting will be a teleconference call the first part of January focusing on the committee discussions. The council will have a face to face meeting during the UW Range Club Banquet on April 9th in Laramie.

Mae presented her plans for the annual meeting. She is looking at hosting this year in Northwestern Wyoming, and is considering the options of co-hosting with WACD in Thermopolis or possibly Wildlife Society. The positives of co-hosting is the boost in attendance and helps to balance the costs better. Students can make it easier and provides a stronger opportunity to interact with more professionals. One concern is that it is easy to get lost, and SRM has faded into WACD at times, so need to ensure we keep the face front for SRM as well. Other ideas of possible co-host possibilities would be the Native Plant Society, the Wildlife society which is generally the first week in December, and the Weed Council. Colorado and Montana are still willing or interested in co-hosting as well (Colorado is a concern this year as being too far south. But it would be easier for UW students possibly.) Topics she is considering are: Rangeland Hydrology, Climate Change, ESD's, and Policy Issues – President's Executive Order.

With no further items of business on the table Mae moves to adjourn the meeting, Sarah seconds it. Meeting adjourned at 3:35 pm.

Marji Patz
Secretary/Treasurer