



Founded 1968

OBFS Annual Report 2013-2014 www.obfs.org

OBFS GOVERNANCE

Email address available on the OBFS website

Elected Positions (Executive Committee)

President	Sarah Oktay	2014-2016
Past President	Bill Schuester	2014-2016
Vice President	Deedra McClearn	2013-2015
Secretary	Stacy McNulty	2014-2016
Treasurer	Philippe Cohen	2013-2015
At-Large (1)	Mel Dean	2013-2015
At-Large (2)	Damon Gannon	2014-2016

Board Selected Officer Positions

Editor	David White	2014-2016
Network Coordinator	Gwen Pearson	2013-2015

Organizational Standing Committee Chairs

Human Diversity	Mel Dean	2014
International	Carlos de la Rosa	2014
Governance	Eric Nagy	2014
- Finance Subcommittee	Peter Connors	n.a.
Org Development	Brian Kloepfel	2014
Outreach	Chris Lorentz	2014
Historian	Mary Hufty	2014

President's Committees

Annual Meeting	Deedra McClearn	2014
Nominating	Bill Kloepfel	2014

The OBFS *Annual Report* contains results of elections, minutes of the annual meeting, list of annual meeting attendees, meeting exit survey, other meeting minutes, budgets, and other business of the organization.

The *Annual Report* is produced at the Hancock Biological Station and posted on the web site (www.obfs.org) as a PDF file. It, along with previous *Annual Reports* and *Newsletters*, is available to all members in good standing. All inquires should be addressed to editor@obfs.org.

CONTENT HIGHLIGHTS

Through 2012, the Annual Report was produced on a calendar basis. Beginning in 2013, the Report will follow a fiscal year of September through August; therefore, both 2013 and 2014 activities of OBFS are contained in this issue.

Election for Board of Directors

Candidate Profiles	2
Election results	3

2013 Annual Meeting Minutes	4
------------------------------------	---

2013 Auction Results	8
-----------------------------	---

OBFS Budget Summary	9
----------------------------	---

Meeting Participants List	11
----------------------------------	----

Results of 2013 Meeting Exit Survey	12
--	----

OBFS Diversity Awards	15
------------------------------	----

Minutes of the OBFS Board Meetings

March 15, 2013	15
June 14, 2013	19
September 2013 (Annual Meeting)	22
October 30, 2013	26
December 12, 2013	30
March 14, 2014	33
June 12, 2014	35
September 4, 2014	37

CANDIDATE PROFILES FOR 2013 OBFS ELECTIONS.

The election was held through SurveyMonkey and open to all member stations in good standing.

PRESIDENT



Sarah Oktay My name is Sarah Oktay (some call me Orca), and I currently serve as the Secretary and Chair of Member Support for the OBFS. I also have been contributing to the development committee in order to establish funds for our national office. I have been the

Director of the UMass Boston Nantucket Field Station for ten years. I have a doctorate in Chemical Oceanography that explains why I am useless on flora and fauna IDs on our botanizing walks. I started attending OBFS conferences in 2007 and found that my fellow field station directors' advice, advocacy, and knowledge truly have made a seminal difference in my ability to run a field station. I believe we provide an extremely crucial infrastructure for scientists, students, various agencies, and the public. Our value to society can be enhanced through the implementation of the joint NAML and OBFS strategic plan (<http://www.obfs.org/about-obfs>). I am honored to have been nominated as your candidate for President of OBFS, and I promise that I will do my very best to advance the goals of our organization during a pivotal time. I wish every organization I belonged to gave me so much in return for my time. Thank you.

SECRETARY **Vote for one of the choices**

Stacy McNulty I am the Interim Director of the Adirondack Ecological Center, a field station of the State University of New York College of Environmental

Polls were open from November 17 to December 16, 2013

Science and Forestry located in Newcomb, NY. I



have an M.S. in environmental and forest biology from SUNY ESF and have conducted research and teaching activities at AEC since 2000. Before that I worked for The Nature Conservancy and Virginia Polytechnic Institute & State University. My research interests

include forest and wetland ecology, wildlife conservation and management, phenological patterns of native species and the relationships between humans, wildlife and the environment. I currently represent OBFS as a Member-at-Large and have had the pleasure to serve as OBFS Human Diversity Committee Chair since 2010. Although as Secretary of OBFS I would have orca-sized shoes to fill, my typing is lightning-fast and about 90% accurate according to one of those time-wasting tests on the internet. These skills, combined with excellent hearing, a fresh laptop battery and a sincere wish to serve the organization, make me a good candidate for the position of Secretary, and I would be honored to serve in that capacity if elected.



Hilary Clinton I am out of a job (maybe in between jobs) at the moment but have had a lot of experience at being a secretary – not that I am any good at taking notes. I have received many awards and honors during my career from inter-national

OBFS ANNUAL REPORT 2013-2014

organizations for my activities concerning health, women, defense of human rights, and children but nothing that concerns biological stations – whatever they are; however, I am familiar with gas stations, subway stations, radio stations, TV stations, police stations, work stations, PlayStations, space stations, stationary, stationery, Stations of the Cross, station wagons, and my station in life. I am not all that good in winning national elections, so I need the practice and have a couple of years without much to do. In any case I ought to be able to beat that woman in the pink tights and funny hat. If not, I'm really going to start worrying. So make your vote count and vote for me now and in the future.

MEMBER AT LARGE (Member Number 2) Vote for one of the choices



Damon Gannon I have worked nearly my entire career at field stations and marine laboratories; from large institutions to remote outposts including Manomet Center for Conservation Science, Woods Hole Oceanographic Institution, Grand Manan Whale &

Seabird Research Station, Duke University Marine Laboratory, and Mote Marine Laboratory. Since 2008, I have been the director of the Bowdoin Scientific Station (BSS) in New Brunswick, Canada. BSS is a small station on a remote group of islands in the lower Bay of Fundy, roughly half-way between the southern tip of Nova Scotia and the coast of Maine. BSS is operated by Bowdoin College and has been a member of OBFS since the early 1990s. OBFS has been a tremendously helpful resource to me as I've been "learning the ropes" of managing a field station. As a member of the board, I would try to foster research and teaching collaborations among our member stations, help new members take

advantage of all that OBFS has to offer, and ensure the continued vitality of the organization.

Samantha (Sam) Wisely I received my Ph.D. from the University of Wyoming in 2001. After a post-doc in the Genetics Program at the Smithsonian Institution, I began a tenure track position at Kansas State University



and was an eager participant at Konza Prairie Biological Station. In addition to mentoring graduate and undergraduate research projects on the Station, I have volunteered my time on the fire crew and bison round up crew. I have

participated in outreach activities and NEON planning meetings. Upon moving to the University of Florida in 2012, I became an Associate Professor of Wildlife Ecology and Conservation and the Associate Director for Research and Education at Ordway-Swisher Biological Station where I help administer user permits, recruit station users, and develop educational programming.

ELECTION RESULTS!!!

OBFS congratulates the newly elected officers from the 2013 ballot and thanks all who were willing to run and provide their services to the organization. Positions begin April 1, 2014.

President – Sarah Oktay
Secretary – Stacy McNulty
Member at Large (2) – Damon Gannon

ANNUAL MEETING NOTES

OBFS annual meeting notes for Saturday and Sunday 21-22 September 2013

Southwest Research Station
9:00 am

President's report (Bill Schuster)

1. Completion and distribution of our vision statement strategic plan. Will help increase our visibility.
2. Working to improve the website to be better and more effective; let Gwen know if you would like to see new things for the website.
3. Working to provide access for scientists on public lands.
4. Planning for this year's meetings and next year's meeting at Woods Hole that will be held jointly with NAML and exploring further interactions with NAML.
5. Advancing the concept of our first paid staff person; figuring out a work plan, what we want them to do and plans for fundraising. Moving forward finalizing the plans for the executive director.

Exploring other interactions with NEON and NAML and exploring new education interactions. Some of us were interviewed by a writer for Nature magazine, great advertising for what we do. Still hoping to get more inquiries and proposals for future hosts so we can line up where we are meeting. We have documents for what is needed and successful proposal from stations that have hosted so you can see what we are looking for.

For next year's meeting with NAML, particularly for the interplay between field station and marine labs, please let them know. You will be getting the exit survey, please, please fill that out, Invite new members.

Plans for Sunday morning: we will try to get all the content in this afternoon and this evening. Will try to get it done quickly. Start at 8:15, short session to conclude the meeting immediately after we go into the BOD meeting 830. We will be talking about early professionals to be involved in the board. Please do remember we are seeking volunteers for the Human Diversity, President, Secretary, and Member at Large. Talk with Ian or Bill, and for people who are running get the bio paragraph to Ian or Bill or David.

Speaking of the auction...at 6:30 need a crew to set the room up. Peter's announcement about the auction: if anyone has items get them over there; they will start separating silent versus live auction items. They will set up silent auction in conference room next to dining room. Make some bids.

Serving wench and talent need time to prepare. Let them pull rank and run to the front of the dinner line. Auction start time is 7-7:10. Philippe is still looking for incriminating material.

Dawn is asking about breakfast and lunch. We will take our group photo today as soon we are finished here; go to the grassy area.

Secretary's report (Sarah Oktay); **minutes approved unanimously for 6-14-2013**

Next Philippe's treasurer report; he sent around a new report. Budgeted \$32,000. We did not come close to spending that amount, spent approximately \$25,000 or \$7000 under our estimate. Most of our income is from membership fees for approx. 190 field stations. Dramatic increase in individual members; have added 40 new members; Rest of the income is dividend and interest proceeds. Note: our restricted fund (auction proceeds and sentinel investment) is at \$159,000. Net assets approximately \$215,000. Largest expenditure is \$ 4600 for web design. Second largest expenditure is in support of international members to attend the meetings; spent \$5400 for past FY. Our largest costs are for travel, board meetings, Congressional Visits Day, and international member travel requests. Next biggest expense is our membership fees for NEON and AIBS. Fixed costs are low, that is where we stand right now; financially in very good shape.

The VP does an audit of the books each year so we have another set of eyes to check the record. Deedra is the VP and she has been working on the audit; they have worked through the bank statement for third quarter and 4th quarter. Deedra commented that Philippe is a tiger in attention to detail. "Lost" i.e. can't find \$150 in July statement; deposited but can't tell who paid that (which field station) when money gets transferred to Jefferson bank in St. Louis get nothing in statement about where it comes from (Philippe not happy that more detail is not available). Deedra: Basically everything looks very good. Philippe was within \$100 of his projection of revenues and actual revenues. High and optimistic estimate for the auction for this year (last year \$9000). Philippe is doing great and so far is not taking any compensation for it. Peter Connors does a great job with the investments. Look to see that investments generate at least 5% more than Cost of Living; Peter tracks it in relationship to other indices.

Next report: AIBS and congressional visit day. Bill S. is the rep now. Bill Schuster: AIBS has terrific facilities in Reston VA;

OBFS ANNUAL REPORT 2013-2014

they would be happy to host our network office. Major interaction with AIBS is congressional visit day. Past 5 years AIBS has had a District Visits day; we have money in the budget for CVD, let's ask folks who went about their experiences. Great opportunity to go to DC and be trained on how to speak to congress about science funding, not supposed to bring individual details of our field stations, gives us contacts with our congressional offices. Please take advantage of this. 5-6 people took part in Districts Visit day on our dime; get an online webinar and a live session and training material on how to interact with our local senate and congressman. Gave Bill a close connection with the head of staff, occasionally get a reverse visit. Good idea to get your senator or representative out to your field station. Free to sign up, great training and experience.

Ed Boyer: he highly urges people to go to NSF; he has been twice, DC is fun, can stop by NSF. This time there were speakers who were representatives of the National Botanical Garden involved and some great talks. His job is to speak to the Arizona people, John McCain, Jeff Flake, and Paul Gozart-tough assignment, paired up with New Mexico guys who are great. So his experience is a challenge. They are not friendly to our world, but those challenges made his role more important. What "not to say" also is a part of the training. Visits occurred this year at the moment of the release of the budget and sequestration. He was talking with a young legislative assistant, who asked, "Whose science do we cut to fund yours?" Great training for Ed even when fielding very combative questions that questioned whether we should federally fund any social or behavioral science at all. The questioner was engaged even though he was combative. It was challenging for him to come up with an intelligent response; he did learn to say who not to cut. Really worthwhile; they do need information. They are getting enough communication back from NSF. He has gone twice and would go again in a heartbeat.

Philippe: the other thing that is really interesting, sometimes it is not possible to arrange a meeting so you get to tag along with other members. Get great training at how to present the information; they give us great info on the economic benefits of finding basic research. Bill: can be more effective with a skeptical audience. Jan went this year, (Oregon) met a couple of legislative aids; when the budget came out NAML had some comments on it, and she was able to forward those comments. Follow-up is VIP.

Jeff Brown had a great experience with the new vision document we are now playing in the big pond. He has been a couple of times and congressional folks have mentioned that the "Astrophysicists are in their face all the time, but that biologists don't come and talk to them enough". His field station is in the middle of a red, red district. Several years ago

they met with their local rep. Tom Clintock of AIBS had a contact with his staff, and they agreed to come out and visit the field station; at the beginning they were really combative; at the end of the day, they were saying we needed to get Al Gore out there. "He needs to see this" really changed their viewpoint from the start. You have a chance to make your case. We should have CVD be competitive, more people going than we can send.

Shorty: she believes it is very valuable to learn what committee your reps on; may be on a committee that is very powerful or relevant; is there a way to know who we should target most as far as who to talk to?. Hilary: she thinks NSF is moving to a different subcommittee; we need to figure out who is on that committee. Those committees are so critical. Anyone on appropriations; we could customize who goes to CVD and tailor it to the people who could do the most good. Hilary went as a rep of OBFS and also talked to her rep about the Florida agricultural bill.

Philippe: AIBS was really helpful, their information on the federal budget is worth the trip alone. Hilary: need to track federal \$\$ coming to your state. Art: we should work with AIBS to target people whose reps are on key committees; worth it to tweak CVD to be more effective. And at his experimental tour, had an elected officials day at the end of every one of those days (Douglass county). Local county commissioner would be impressed by what they were doing for the district. So good advice for field stations: hold an Elected officials visit day, something you can put together yourself.

Deedra: is there something comparable that the international field station can do? And what about the individual members? Carlos: even though we are in an international field station many of their clients are US researchers with US funding, so we do have a voice in saying they we are investing in globally important research. So we do have a voice and a role to play.

Hilary: we can partner or target field station in a regional way. Going into NAML meeting; can we think of these watershed pairings for instance? She does not spend enough time with their local marine labs who may share a watershed. Alan Kuzarian: that is an excellent idea, when NAML was formed Harlyn Halvorsen knew his way around the Hill better than anyone. He would set up a committee that targeted specific officials and areas. That is why they hold their annual meeting in Washington so that members could go to their local reps, another good part is to invite staffers and congressional reps to the meetings. NAML board and officers will really entertain that thought; NAML now has name recognition, costs a lot to have someone on the Hill. Great to have boots on the ground. At NAML meeting in October Alan

OBFS ANNUAL REPORT 2013-2014

and Ivar Babb will bring up this concept. Ivar: here is a follow-up to this discussion, at a minimum was to have Joel Witter there (their lobbyist); need to identify programs and opportunities for interactions.

Jeff Brown: how about we get AIBS to come next year and have them do a training session at our annual meeting? CVD we are representing OBFS, don't need to be at a member station, we are a voting citizen. Bill: a terrific discussion, have to move along, two more committee reports.

International committee (Carlos De La Rosa): we do have a travel assistance grant; did three this year. He has the feeling that more international stations will be joining; he is driven to get more people on board. He is working on developing criteria to be more inclusive and fair on the travel grants. People need to talk with him so he can get them reimbursed. Lots of ideas, lots of interest. Who did we sponsor this year? Ireland and Greece.

My idea: let's have a session for international stations next year. Some way to get together and discuss how we can better interact and learn what is going on in their stations. Session proposed for next year to incorporate international issues and ideas.

Ian: he is struck by the human diversity award to reach out back at home. Should we make it more special when they get a travel grant? They can use it as a form of external validation. Great idea! Make it a special award when travel grant is awarded so they can use it to reach out to their constituents back at home. Need to make OBFS in different languages. Carlos will translate OBFS brochure into Spanish.

LTER Update: Brian Kloeppel: Serves as the OBFS-LTER liaison; he knows Bob Waide well so before each quarterly board meeting he will talk to Bob. Typically Bob or John Van de Castle come but they both had travel conflicts; they will be there for next year for sure. The Illinois Natural History Survey is doing a workshop on tipping points for natural systems, contact Bob for information.

Completion of first phase they have 17,000 downloaded data packets, the LTER network meets every third year for an "all scientists" meeting, next one is in 2015 in Estes Park, CO. Another highlight for Bob, the network office is recompensed by NSF; hired by Diane Mcknight, any input is being sought to structure or restructure those proposals. Also distributing a remote sensing archive for Landsat for atmospherically corrected data, not trivial, so if we are near an LTER, free LandSat; also a digital library for educators; working to get the first set of the nodules on line, free, finally is on FB and twitter get on email list to be on. One of the first LTER annual reports, 2012, is on line.

Development Committee: (Brian Kloeppel ,chair): up until last year we had no development committee; so now we do: Ian, Philippe, Brian, Claudia, Sarah, Bill, Hilary. Met several times via conference call and at Florida last year, main push is for a paid director and an OBFS network office probably in DC. We met yesterday to present our ideas. Need someone to wear the OBFS hat all the time. 10 page document that we have edited and sent forward. The Board of directors sent that document around for comment. Hoping to raise \$750,000 to establish a national office and a executive director. We will hear from the Board about action items.

Dual membership: one of the items. Two categories, station (\$150) and individual (\$50). A suggestion to the BOD is to include an elevated and increased level of membership (would provide additional revenue now to move us to a more sustainable business plan and give us a more diverse annual dues structure). Ian: this will be voluntary, we recognize that many stations can't do it. So the idea is his institution can provide more resources, so they will demonstrate real value to help leverage outside support. Important to recognize symbolisms.

Shorty: have to be invoiced for a specific amount of money. Can we create the invoice? Gwen it is an easy to solve problem for the system, 10-20 hands went up. Also we floated a sponsorship to pay for a new field station. Other recommendation is to have an online giving option through our credit card. Had to cut it off based on time. I should send out the AIBS weekly report and see who wants it.

Historian's report: Mary Hufty: talking about how the organization has evolved; best thing is the networking, having so many young people and transitioning to a national office.

Plenary Talk: Richard Hobbs *When and How to Intervene in Ecosystems: should Biological Field stations be involved?*

This all started through collaboration with Stanford University Paul Erlich and Hal Mooney. Intervention applies to almost anything. Why use the term? Restoration comes with a whole load of baggage while if you use intervention it makes you think about what you are doing and all unintended consequences. Term is started to be used more frequently in ecology and other environmental papers. Anthropocene: a term for how our current era is greatly shaped by humans. Protection of species and places. Removal and amelioration of threats; active alteration of abiotic and biotic characteristics designer ecosystems creation of systems for ecosystem services. All this means is that we are increasingly intervening into the systems we are trying to preserve.

1. Are you going to intervene; should we?
2. If so, where how and how much?

OBFS ANNUAL REPORT 2013-2014

Of course this is not new. We have been doing this for a while. Two basic classes of intervention: conserving an ecosystem in good shape; trying to keep it as it is. Or 2) already have a degraded system and trying to get it back to when it was “better” and of course you start using value laden terms. Approach is borrowed from Donella Meadows “Systems Thinking”.

Feedback loops plus whole social system. She puts the ecosystem in the context of the social systems. Whole range of things we can do; set of rules, goals that we set and there is the paradigm (mindset). Often the best way we can get change is to alter one of those last three. Realign your goals or change the rules or paradigm. Good to look for leverage points where you will have the biggest impacts. Good analogy: swimming against a rip current.

Examples: maintaining a native plant community and preventing invasion by non-natives. Current state predominantly native. Preventing invasion: so what are the management reactions to that: active, reactive, or proactive?

1. Galapagos: *Cinchona pubescens* invasion. Just under 1000 non-native species on the Galapagos. Concern is whether they are transformers or potential transformers?
2. Lack of tree regeneration through over grazing current state: even aged tree stands have no regenerations. Desired state: multi aged regenerating stands. Deer and sheep can be a big problem, exclosures can really help. Wolf reintroduction into Yellowstone led to tree regeneration (predated on deer). Great side effect. Many (most) interventions involve manipulation of the abundances of species we like or don't like. Can look at things that are broader scale like the deep water horizon; can look at things in a systematic way. Intervention Level Framework. “structural elements, feedbacks and delays, structures, goals and paradigms.”

Superficial solutions versus fundamental aspects of the problem. Do interventions have the desired effect? Yes. Organization in Britain called Conservation Evidence. But sometimes you get a negative cost benefit, and it would be better to do nothing. Balance of Hubris and Humility. First do no harm. Try not to make things worse. *Silent Spring* is now noisy summer. This is the 50 year anniversary of *Silent Spring*. Allowing herbicides and pesticides use in national parks can lead to unintended consequences, such as bee colony collapse. Need to “Assess, analyze and intervene”. Need to rethink what we are doing. (Heller and Hobbs paper).

Intervention continuum: courage responsibility and judgement....do nothing or seek help from others or do it yourself. Prime directive (Star Trek) there can be no interference with internal development of alien civilizations. Showed his Jasper Ridge experience of a small patch of grassland.

Finishing the Business meeting Sunday am September 22nd
In Attendance: Brian Kloepfel, Sarah Oktay, Gwen Pearson, Bill Schuster, David White, Deedra McClearn, Philippe Cohen, Mel Dean, Carlos de la Rosa, Stacy McNulty; **Absent:** Ian, Eric, Jerald. A few people in the audience.
Started 8:15 am.

Final session of the meeting:

Nominations for the positions that are open: Bill is nominating Sarah Oktay for president; Stacy has agreed to run for secretary, Mel Dean will take over human diversity committee (appointed by the board) so there are two Members at Large; Damon has agreed and Samantha Wisely has agreed to run for AL.

Finances: Philippe has given us a proposed budget larger than normal; \$15000 for a fundraising event; cost of doing the books has gone up a bit, travel grants, etc. Philippe says the net auction proceeds are \$8500 Great, just a little less than last year (see page 8).

Reminder we will get the exit questioner by email; will be a word document with a dozen or so questions. What kind of session would you like to see next year?

Any new business? No.

Bill gave great recognition to Dawn; the meeting came off flawlessly. Everyone applauded her. We need a gofer at the meeting next year.

Friday September 20th 2013

Plenary talk: Carlos Garcia-Robledo *DNA barcodes for ecology, evolution, and conservation.*

Animalia 1 million described; only 89 percent to be discovered; plants we have described 200,000 species; 29 percent to be described; missing 93 percent of fungi
Article: the technology that links taxonomy and star trek.
DNA barcoding; 6 degrees of Dan Janzen. Paul Hebert first paper DNA barcode CO1 tiny region of 600 base pairs
Success of 96-100 percent in ID species. A cryptic species: one species of skipper contains a complex of 10 species. DNA barcodes not as universal as we wish. Used for way more than just to ID species. Sanger sequencing for one animal next generation for mixed samples. Need a reference library; most important part must be curated by a expert. Discovery of cryptic species using DNA barcoding and other evidence (Geographic area, host plant use) so we know they are different species, so what? Compare then to temperature zones. Critical thermal maximum (thermal limit at which a species can still function). How to measure Ct max; slowly increase temp, put them in. They run fast, then flip and faint;

OBFS ANNUAL REPORT 2013-2014

remove them and they recover. Fainting temp is the standard to measure Ct Max: graph CT max and elevation that they are found at. Reconstruct diet networks with DNA coding; look at guts and do DNA coding to see what they are eating. Common to use DNA for diets for vertebrates much easier for carnivores than herbivores. Mapping below ground interactions using DNA barcodes. Constructing community phylogenies using bar codes. Portable, getting there.

Plenary talk: Diana Humple *Nature's Notebook, National phenology network*

Observation over time 20-30 years; structure those observations; take email and put it in. Comparing regionally phenophases. Phenology; science of the seasons, migrations, and plant and animal life cycles. USA National Phenology Network founded in 2007. 200 observers around the country.

Opportunities for field stations. Engaging visitors, schedule field season, generate baseline data, uncover new patterns or threats to resources, find new partners. Tucson phenology trail: linked set of sites could be a literal trail that is a half mile long loop to take data on plants; or conceptual trail across basin. Tucson trail is of this type monitoring mesquite. Dianais Point blue conservation science in Petaluma PRBO (140 staff; founded in 1965; conserves birds and other wildlife). Palomarin is at Point Reyes and pretty focused on bird ecology; mist netting and migrants and tagging etc. Specifics of phenology related to birds. Happy with NPN to use them for their plant phenology, liked that the protocols were set up. Benefits new research opportunities and collaborations, really enhanced their intern training program and gives them new outreach stories.

2013 AUCTION RESULTS

Whether or not you were among the fortunate members who attended this year's terrific OBFS meeting at the Southwestern Research Station in Arizona, you should know that the auction was another financial success for OBFS. Members at the auction bid enthusiastically enough that we raised \$10,640. That figure includes one anonymous donor in the crowd who added a generous donation to take us above the \$100,000 mark. A big thank you to all the members who donated such interesting and attractive items and then turned around and bid so generously on other people's stuff.

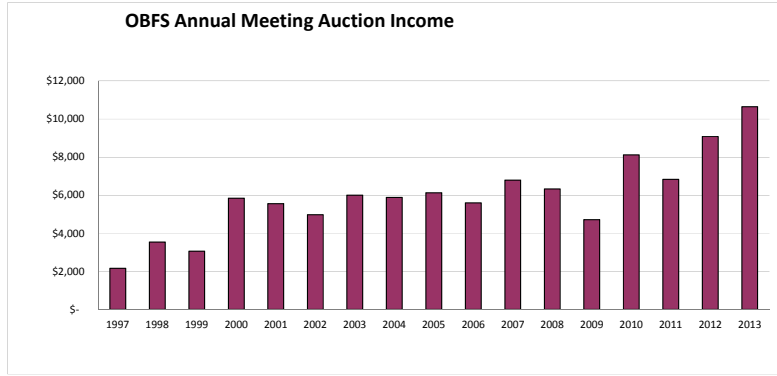
And to Dawn and her staff who supplied every need, solved every problem, and provided such excellent refreshments for the evening, along with a DJ for the dance party that followed the auction. And to all the serving wenches who kept the bidders supplied with those same refreshments: Stacy, Hilary, Mary, Amy, Karla, Kate, Kate, and Brian. And of course to my two dazzling co-auctioneers, Jeff and Faerthen. It was a great evening for the participants and for the organization.

Peter G. Connors, PO Box 1015, Bodega Bay, CA 94923

AUCTION INCOME BY YEAR: Total 1997-2013 \$101,269

Year	Amount	Annual Meeting Location
1997	\$2,164	Oregon Inst. of Marine Biology
1998	\$3,543	Archbold Biological Station
1999	\$3,059	Mountain Lake Biological Station
2000	\$5,847	HJ Andrews Experimental Forest
2001	\$5,559	Oklahoma Biological Station
2002	\$4,973	Kellogg Biological Station
2003	\$6,002	Kananaskis Field Station
2004	\$5,889	Shoals Marine Laboratory
2005	\$6,131	Coweeta Hydrologic Laboratory
2006	\$5,593	Flathead Lake Biological Station
2007	\$6,793	Llano River Field Station
2008	\$6,327	Black Rock Forest
2009	\$4,722	La Selva Biological Station
2010	\$8,033	Michigan Biological Station
2011	\$7,430	Bodega Marine Lab and Reserve
2012	\$9,117	Archbold Biological Station
2013	\$10,640	Southwest Research Station

OBFS ANNUAL REPORT 2013-2014



OBFS BUDGET

General Budget Categories

Category Details

2014 Budget Totals

2015 Budget Projections

Operating Fund Balance (checking account) Feb. 28, 2014

I. Income:

Membership dues	29,900.00	30,000.00
Interest (CDs, checking)	136.79	140.00
Investment dividends & capital gains	6,239.92	4,000.00
OB support from reserves	-	-
Auction	10,650.00	9,000.00
Donations	6,345.00	5,250.00
Other income	7,500.00	-
Total Income:	60,771.71	\$ 48,390.00
Total Operating Income	48,891.79	\$ 35,390.00

II. Expenses:

Organization Membership Dues

AIBS	2,500.00	2,500.00
NEON	1,000.00	1,000.00
Other	-	
Subtotal	3,500.00	3,500.00

Bank and transaction expenses

Moolah	269.50	275.00
Payscape	1,658.26	1,500.00
Other	35.00	-

OBFS ANNUAL REPORT 2013-2014

Subtotal 1,775.00

Travel

Board of Directors	-	1,000.00
Congressional Visits Day	4,310.81	5,000.00
Diversity Award	276.82	250.00
Non-Board travel	2,500.00	1,500.00
International travel support	5,590.27	6,000.00
Student travel support	-	2,500.00
Other	-	-
Subtotal	12,677.90	16,250.00

Administration

EM&S	95.00	150.00
Treasurer support	1,400.00	2,000.00
Tax fees and preparation	-	500.00
Survey Monkey	200.00	200.00
Subtotal	1,695.00	2,850.00

Communications & Development

Annual Report & Newsletter	-	100.00
Committee EM&S	-	250.00
Subtotal	-	350.00

Website and data management

Website hosting service (MemberClicks)	3,000.75	3,000.00
GeoBatch subscription	499.00	500.00
Technical support	-	-
Website maintenance	5,455.00	4,000.00
Subtotal	8,954.75	7,500.00

Committee & Organizational Projects

- 150.00

Outreach	-	150.00
Development	10,838.50	6,118.26
Subtotal	10,838.50	6,418.26

Annual Meeting

	-	500.00
Travel contingency	-	1,000.00

OBFS ANNUAL REPORT 2013-2014

Speaker fees & expenses	-	1,500.00
Subtotal		3,000.00

Contingency (5%) 2,082.16

Operating Expense Total 37,666.15 43,725.42

Expense Variance (Operating Income-expenses) (8,335.42)

III. Assets

Beginning FY

Year-End Projection

Sentinel Sustainable Core Opportunities Fund

Shares last quarter YTD =		
Share value last quarter YTD =		
Total value last quarter YTD	126,214.44	136,255

Sentinel Sustainable Mid Cap Opportunities Fund

Shares last quarter YTD =		
Share value last quarter YTD =		
Total value last quarter YTD	82,231.63	90,513

Jefferson Bank

Checking account	22,715.59	14,380
CDs	33,688.67	34,026

Total Net Assets 264,850.33 \$ 275,174

of field station members = 190

of individual members = 30

2013 Annual Meeting, Southwest Research Station, Participant List

- | | | |
|-----------------------|-----------------|--------------------|
| Anderson, Rich | Billick, Ian | Carlson, David |
| Arsuffi, Tom | Blake, John | Carlson, Royce |
| Babb, Ivar | Boucher, Shorty | Cohen, Philippe |
| Baker, Karen | Boyer, Ed | Connors, Peter |
| Bansak, Tom | Brault, Emily | Council, Sarah |
| Beenaerts, Natalie | Brown, Jeff | Crane, Kate |
| Bertone-Johnson, Reid | Browne, Kevin | Davis, Chris |
| Biebuyck, Brett | Byboth, Alan | de la Rosa, Carlos |

OBFS ANNUAL REPORT 2013-2014

Dean, Mel	Kay, Isabelle	Reithel, Jennie
Denslow, Michael	Kennedy, Karla	Risch, Thomas
Doherty, Paul	Kloeppel, Brian	Roddy, Airicca;
Duval, Martin	Knoll, Lesley	Rosemartin, Alyssa
Dziadyk, Bohdan	Kudulis, Jason	Ross, Sarah
Eaton, Greg	Kuzirian, Alan	Schuster, Bill
Falk, Bryan	Lannoo, Mike	Smith, Kevin
Fenwick, Becca	Laughrin, Lynda	Soukup, Mike
Florio, Antonia	Luke, Claudia	Stara, Kalliopi
Foster, Paul	Lunbeck, Ardath	Stevens, Michael
Gannon, Damon	Maneli, David	Stromberg, Mark
Garbisch, Jon	Marnocha, Erin	Swain, Hilary
Garcia-Robledo, Carlos	Martin, Joe	Tallant, Jason
Gibson, Phil	McCartney Peter	Tessens, Bart
Gordon, John	McClearn, Deedra	Thompson, Nancy
Grippio, Rich	McCurdy, Kate	Thomson, Diane
Guyon, Lyle	McKee, Art	Thorpe, Andrea
Halley, John	McNulty, Stacy	Truong, Hau
Hanna, Cause	Meyer, Wallace	Upp, Debbie
Hardy, Laurence	Michel, Gesa	Waddell, Shane
Hayes, Deborah	Michener, Bill	Wakelee, Dan
Heidorn, Bryan	Muth, Allan	Wellborn, Gary
Hendrix, Steve	Nagy, Eric	Wenzel, John
Hobbs, Richard	Nakayama, Violet	Whipple, Amy
Hodder, Jan	Norris, Steven	White, David
Hufty, Mary	Oktay, Sarah	Widner, Andy
Humple, Diana	Pearson, Gwen	Wisely, Samantha
Iwaki, Anna	Pitts, David	Wright, Jonathan
Jennier, Jo-Ann	Prussia, Celeste	Yohn, Chuck
Jones, Katie	Rae, Ruth	

OBFS 2012 Annual Meeting
Exit Survey Results (46 Responses out of 118 attendees)
Archbold Biological Station, Venus Florida

OBFS ANNUAL REPORT SURVEY

Quick summary data of the Follow up Survey

Have you attended an OBFS meeting before?

Choices (Score)	Percentage	Count
No (2)	<input type="text" value="43.48%"/> 43.48%	20
Yes (1)	<input type="text" value="54.35%"/> 54.35%	25
N/A	<input type="text" value="2.17%"/> 2.17%	1
Total		46
Avg Score		1.4

Station previously attended meeting?

Choices (Score)	Percentage	Count
No (2)	<input type="text" value="23.91%"/> 23.91%	11
Yes (1)	<input type="text" value="65.22%"/> 65.22%	30
N/A	<input type="text" value="10.87%"/> 10.87%	5
Total		46
Avg Score		1.3

OBFS Meeting useful enough send rep in future?

Choices (Score)	Percentage	Count
No (2)	<input type="text" value="0.00%"/> 0.00%	0
Yes (1)	<input type="text" value="93.48%"/> 93.48%	43
N/A	<input type="text" value="6.52%"/> 6.52%	3
Total		46
Avg Score		1.0

Field trips

Choices (Score)	Percentage	Count
Too Short (3)	<input type="text" value="4.35%"/> 4.35%	2
Just Right (2)	<input type="text" value="71.74%"/> 71.74%	33
Too Long (1)	<input type="text" value="0.00%"/> 0.00%	0
N/A	<input type="text" value="23.91%"/> 23.91%	11
Total		46
Avg Score		2.1

Data One update

Choices (Score)	Percentage	Count
Not Useful (3)	<input type="checkbox"/> 4.35%	2
Somewhat Useful (2)	<input type="checkbox"/> 23.91%	11
Useful (1)	<input type="checkbox"/> 65.22%	30
N/A	<input type="checkbox"/> 6.52%	3
Total		46
Avg Score		1.4

Neon Update

Choices (Score)	Percentage	Count
Not Useful (3)	<input type="checkbox"/> 6.52%	3
Somewhat Useful (2)	<input type="checkbox"/> 32.61%	15
Useful (1)	<input type="checkbox"/> 52.17%	24
N/A	<input type="checkbox"/> 8.70%	4
Total		46
Avg Score		1.5

NSF FSLM update

Choices (Score)	Percentage	Count
Not Useful (3)	<input type="checkbox"/> 2.17%	1
Somewhat Useful (2)	<input type="checkbox"/> 13.04%	6
Useful (1)	<input type="checkbox"/> 73.91%	34
N/A	<input type="checkbox"/> 10.87%	5
Total		46
Avg Score		1.2

OBFS HUMAN DIVERSITY AWARD

The award recognizes unique activities, program, or approaches (funded or unfunded) that increase the involvement, engagement and sustainability of underrepresented groups in field science.

The Award includes a permanent plaque for the winning station; a second traveling OBFS plaque recording current and previous winners to be housed at the facility for one year; an official announcement at the annual meeting in September; and recognition on the OBFS website. The award may include a travel reimbursement of up to \$1,000 for awardees to attend the annual OBFS meeting if their travel funds are limiting.

2013 Award Hawaii Experimental Tropical Forest



Strengths of the HETF (<http://www.hetf.us/>) program included partnerships with a variety of organizations, institutions and agencies, broad community outreach, mentoring of students in natural resource fields and training

for professionals with the goal of diversifying the workforce of the USDA Forest Service. HETF provides rich opportunities for hands-on experience in natural resource management and research in living classrooms for middle, high school and college level students in Hawaii.

2014 Award Harvard Forest



Strengths of the Harvard Forest Summer Research Program (<http://harvardforest.fas.harvard.edu/>) included targeting partnerships and outreach methods to diversify the summer research applicant pool, creating an inclusive and nurturing environment for program participants, and a commitment to track program outcomes with the aim to improve program diversity, sensitivity and effectiveness. Harvard Forest provides a strong platform to attract and foster a diversity of summer research program participants and mentors.

OBFS BOARD OF DIRECTORS MEETING NOTES 2013-2014

OBFS Board of Directors Meeting Conference Call 15 March 2013 – 3:00 pm EST

In Attendance: Ian Billick, Brian Kloeppe, Deedra McClearn, Jerald Dosch, Eric Nagy, Sarah Oktay, Gwen Pearson, Mark Schulze, Bill Schuster, Karie Slavik, David White

Meeting Action Items:

- Karie will do the financial audit for the second Quarter and then turn auditing over to Deedra.
- Bill will send out the final solicitation letter as a pdf via email to lapsed or potential new members. Board members will pitch in to contact people afterwards via phone in their geographic area.

- Gwen and Jerald will develop a cost proposal on various upgrades to the web site.
- Ian will work on the Research Coordination RCN-type workshop timeline once he has heard back from the US Forest Service on a draft proposal and incorporate NSF comments.
- Brian will finalize the document describing the draft Executive Director position/proposal and the two year work plan for the Board to review.
- Deedra and Ian will work with Dawn on final speakers as need for the annual meeting.
- BOD should send the FSML Strategic Vision Press release to their media outlets.
- Sarah will contact Alan Kuzirian about the joint 2014 OBFS/NAML meeting, and a joint committee will get on the logistics earlier than normal.

OBFS ANNUAL REPORT 2013-2014

- We voted to go ahead and authorize Gwen to make us an official Google non-profit.
- We will set the assigning of new committee chairs to the December BOD phone call so that committee chairs are set for a calendar year.

Motions: approved Treasurers Report, minutes and agenda.

1. Reviewed agenda: added items: Conflict of Interest (COI) form from Eric if time permits.

No other additions.

2. Approval of Minutes from Annual Board Meeting (Sarah)

Minutes circulated; any comments or suggestions or changes? Not hearing any, move to approve; Eric second all in favor; approved unanimously.

Next BOD conference call date June 14th, 2013, 3 pm EST

3. Treasurers Report (Bill for Philippe)

Bill summarized budget information/in Treasurer's report for 2013 Q2 budget (December 1 2012 through February 28 2013). \$31,500 budgeted. \$2772.02 in dividends \$9750 membership dues received. \$32,000 expenses anticipated; \$7000 spent. 208 paid members - 177 are stations. Total (and total net) assets are \$211,098. Total assets in "restricted funds" are \$147,127 (not technically restricted-board restricted- organization cannot technically restrict funds ourselves, but we can consider funds for a specific project). As a review, the board approves expenditures in a manner similar to line item review. Eric confirmed we do not need to use any special decision making process. All the unrestricted income is from the auction proceeds.

Additional questions regarding treasurer's report?

Karie had one item regarding treasurer's report. She wanted to remind incoming VP (Deedra) that the VP does an audit of the financial records. Philippe sends Karie quarterly budget reports for audits that are much easier to review. Deedra should work with Philippe to do it frequently. Deedra had some questions as she is not a professional auditor. Karie's advice: just look over the files he sends; review the expenses and income, the excel sheet set up, and the basic documents; not difficult at all. Karie will finish the second quarter audit this month, and then Deedra can take over. Ian: does he send bank statement? Karie: yes, Philippe sends me everything.

As an FYI: The Policy and Procedure manual is up on the wiki; new officers should review it as it explains their duties. No more questions on treasurers report.

4. How/when to best implement the new member solicitation (letter attached- Bill)

Bill has produced a letter, has not gone out yet; he has received comments from Jerald. Bill would like to add information from the strategic report. Deedra: one general comment; for the bullet points regarding member benefits; they are not parallel; we should standardize them so they are all noun/verb format. Eric: Bill, I think this is great; stylistically- best to have it as one page so it is short and to the point as possible. Sarah asked if we should mention how we have been growing. Ian: shorter is better. Deedra: perhaps we can inject an adjective referring to our growing organization.

Now, how and to whom do we send the letter? Mark has sent Bill a data base of potential members stations. Some of those we do not have full contact info; is that right Mark? Yes, there are some that are very hard to track down, and we are missing some full contact info. Bill: does it have all LTER and NEON sites? Mark: the database includes the experimental forest and LTER sites, not sure about NEON sites. Bill: we should arrange it geographically; first he will contact them all via email and then he will ask us to follow-up up via phone call by geographic area. Deedra: did he contact Carlos de la Rosa? Yes, Bill did, and Carlos said he would look it over and send it out. Everyone was in favor of sending it out as a pdf via email.

5. Web site upgrade proposal (Gwen and Jerald)

Jerald: we have made modest progress; taken the set of guidelines from Gwen's clients, and Eric and Gwen and he (Jerald) went over those. Currently is a relatively static site. We need a digital brochure to make it more up to date and include more active features. Deedra: how do we add an added benefit if you are a member? Right now Gwen can add specific officers to the wiki/admin access. But logged in members are only able to change a few things themselves. Gwen sent some analytics around to the board via email (will be provided as an addendum). Out of 23,000 hits, 22,000 are non mobile (desktop).

One question Jerald: how do people find the OBFS website? What type of search words lead to it? For instance through Columbia? Bill Schuster? The term field station? 11,000 searched for it, 5600 went directly to it. Bounce rate: about half went to it and left because it was not the site they were looking for. OBFS is an acronym for other things and other organizations. Gwen: a significant proportion of people who access the site are part of OBFS, so they come in and look at a couple of pages and spend some time.

Essentially what we are looking at is a prebuilt template; we could use more news and more dynamic content on front page. The site as she views it has the number of log-ins at the top; let's them go where they want to go right off the bat. Most hits involve looking at field courses and jobs, how do we rearrange it so people can find what they need faster? Eric: searchability is good feature; the OBFS site comes up quickly

OBFS ANNUAL REPORT 2013-2014

on a Google search even though we have the same initials as a few business and financial services offices. What process would speed up the site? Right now our news items don't have a nice clean address; we have a long link of gibberish. And in the upgrade we have lost a couple of features.

How do we proceed? \$2500 cost from Memberclicks and we need to help pay her for her time to upgrade. -The board asked Gwen if she will circulate a price quote. Gwen: sure - she needs to find out if it is \$1500 or \$2500 (not sure of the costs of doing the map). She could send an invoice saying this is what it would take to add various components. It is extremely important to have a functional website that modernizes over time. Bill would like to support an upgrade with some new features. Gwen: the website now supports special characters (new feature).

Brian: all marketing efforts should be directed at the web page. Bill: Gwen and Jerald will develop a proposal on what to do as far as cost; we can convene if needed to vote on it. Eric: most important thing to develop is the web page; it is our front door; we should spend money on it. Does the website need to be done before the letter will go out? Gwen, it might be a couple of months; depends on the line in front of us on Memberclicks as Gwen and Jerald are able to get updates, new member can see changes occur. Deedra: is Gwen getting paid for it? Not yet. We are saying she should be; that is the point of the proposal; she has gone way above and beyond.

Bill: our 990s (non-profit tax documents) are on line for the public view. Impacts our charity rating if our 990s are on line; more transparent the better.

6. Strategic Vision document, RCN proposal (Ian)

Strategic vision document: getting great feedback from all quarters. Ian: we released the final report; will post it next Monday; incorporated a slight delay to generate some excitement; need to send to local papers.

Steering committee met in DC last week when NAML board was meeting; Hilary, Bill, Brian, Ian were in attendance. Sarah Oktay and Jan Hodder could not make it. Talked about the joint meeting with NAML and some follow-up. Ian had a meeting with NSF last week to talk about how we could start getting field station to work more effectively with other networks (NAML, EST, LTER, NEON). We need to figure out how to help field stations navigate these relationships more effectively.

Ian would like some feedback: NSF is taking steps in that direction; try not to be everything to everyone; may want to do a workshop to help scientists take advantage of the richness of data coming through NEON. This would not be to replicate DataOne; more on the visualization end; how will scientists take advantage of data out there? The US Forest service is very interested in that. Perhaps we should do a

workshop, maybe an RCN. Ian wanted to thank Brian and all the rest of the steering committee for their work.

Bill: Ian what do you think about a time line for the proposed workshop; will we know by annual meeting? Ian had a meeting with the Forest Service; he will get them a draft; once there is an agreement with the Forest Service, it can go to NSF; should know a lot by annual meeting.

Deedra: to what extent are OBFS stations involved in programs that offer international opportunities in STEM fields? We always keep the international angle in mind if we can. Jerald: that shows up in the website matrix that Gwen sent out; we get lots of international attention.

The Mountain Research Initiative (MRI) reached out to Ian to find out what organizations do mountain research. He encouraged them to come to OBFS. The MRI is organizing a meeting in 2014; he asked them not to overlap with OBFS.

Jerald had to leave the call.

Could everyone open Bill's document (FSML strategic Vision press release) he sent on Monday? It will be on website; we will have an executive summary available as the entire document is relatively lengthy. Don't forget to send to our media outlets.

7. Development committee report (Brian)

Builds on what Ian mentioned with the strategic vision. The Development committee has been meeting over the phone approximately every other week or so or at least monthly. We have developed an internal document as to our needs: we are targeting a document detailing the duties of an Executive Director and hope that would enhance/drive our mission. Four of us met last week to discuss next steps of the document. Brian is working to have it completed by Friday the March 29 deadline; official job description as well as a 2 year work-plan that Ian suggested. Both of those documents are important for fund raising and friend raising. He is working on the draft; then we will bring that document to the full board. Number of methods for fundraising; such a nominating one or two super donors from each stations donor pool who could kick in a larger base amount; asking field station themselves to donate 5 K or so; doing a field station safari (which could be auctioned off); etc.

Brian: the timing would depend on doing some friend and fundraising along with September 2014 meeting in Boston or some type of a friend raising event in Boston in 2014; proximity of people who would be interested in linking with OBFS and NAML.

Bill: spoke to Richard O'Grady; AIBS would be happy to provide housing of the person; one year up again for lease; they would love to know by then; they could give us space at \$30 per square foot, plus they could provide admin support

OBFS ANNUAL REPORT 2013-2014

and video conferencing, IT, etc. Some advantages obviously for being in Washington; VA is near DC; they are opening a metro station in Reston; Downtown old main office is not ideal. Eric: Reston is a great site, much better than the old place. Brian, Bill mentioned that we should talk more about the NAML link- NAML is looking for more of a clerical support person; should we share an ED? Does not look like they are going in the same direction, so will abandon sharing an ED.

8. 2013 Annual Meeting 9/19-9/22 at SWRS (Karie)

Karie has been leading the charge. The registration is up online along with meeting information. Deadline is August 20; Bill sent out an announcement in January announcing the meeting. Now we can register. Karie thinks we will get the agenda finalized next month; they are only looking for full information on 3-4 more concurrent sessions. Who will present the 2014 meeting at the 2013? Bill agreed to do that. Deedra mentioned that she had contacted John Kress from the Smithsonian who works on DNA bar-coding; he has not answered anyone's email message; he was going to Myanmar soon, so it would be good to get a yes or a no from him as to whether he could be a speaker at the annual meeting.

Ian has a great back up- deputy chief of the National Park Service; he implemented changes to bring science to the parks; involved with Acadia Research Learning Center; lots of biodiversity research training. Ian is trying to get some of these upper level USFS people to come and talk about some of their R&D needs. Deedra will contact John and get a yes or a no.

We asked Karie to update us on the topics.

Philippe suggested intervention ecology session. New member's orientation. Dawn suggested fundraising opportunities for small field stations, she will lead that. Ian: Public Land session. Gwen: another social media concurrent session- always helpful. Karie put out an announcement for another 10 day window asking for topics.

9. 2014 meeting- joint with NAML at Woods Hole 9/20-24 (Bill, Ian)

Ian has talked with Ivar and Jo-Ann Leong about that meeting; good strategy to have a large enough committee that we would be able to take care of the programs and logistics in the absence of a host station. NAML thought 20 people would show up- maybe 30. Question from Eric: NAML has a small annual meeting of their board and regional meetings at their facilities, which one is this? Is this their "off year" for their annual meeting? And if so, then is this coinciding with Northeast regional subgroup? Brian: yes that is right; this is the regional group meeting year; so we will only have the NE NAML members there.

Gwen: several international stations wanted to come to the 2014 meeting and thought it would be worth the trip; is there

a place/person to be directing them to so they can get a spot?

Carlos de la Rosa- head of international committee; he was going to work with Philippe.

Eric: it sounds like we will be doing most of the organization; maybe we should start doing it earlier than normal? We need a local rep- Sarah agreed to help. Alan Kuzirian who is associated with the Marine Biological Lab in Woods Hole and part of the Northeast NAML group and would be willing to help us with preparations- Karie has agreed to be on the logistics committee too. Deedra and Ian also will assist with programming and logistics as needed. Ian and Ivar will pick one other person from NAML to be involved. We will bring Alan K. to our OBFS to SWRS so he can get an idea of how our meetings are conducted. Sarah will visit Alan K in MBL. Sarah can arrange for a tour of the Nantucket Field station as a field trip.

Ian had to leave the call at 4:03 pm

10. Future meetings (proposal attached- Karie)

Ian put in one for RMBL (see attached included as an addendum to these minutes), there is also interest from Central Michigan at Beaver Island from John Gordon for 2015. Central Michigan has a 160 seat auditorium; beds for 110 people; he wants to run it by us; David White- it is a beautiful place and there are camping and hotels nearby if we ran over 110-. OBFS has never held an annual meeting there. David White mentioned that one drawback is that to get to Beaver Island you have to fly or take the ferry- 2.5 hour trip; flying is 10 minutes. We need a cost option on getting over there.

Brian: Karie and Bill; do we want to target one or the other for 2015 or 2016? Normally we go 2 meetings ahead- sometime between now and September we should reach a decision on 2015. Eric: we should solicit a complete proposal from Central Michigan; if we don't have other complete proposals we should take Ian up on RMBL- the last time it was at RMBL was in 1989. Info: from Bill; main meeting place has not been built at RMBL. Because of that we should encourage Central Michigan- maybe 2015, RMBL 2016. As a side note we may decide we want to meet with NAML more often.

11. Nominations for officers, review of Committee Chairs (Ian, Bill)

President, Secretary and one member at large up for nomination- will need to be voted on this year (in Fall). We need to renew Gwen's position which officially runs through 2013; usually do it every other year. For the president's position- one thing to think about, we trying to establish national stature and need someone who can really move this organization forward; they may be even working with a new Executive Director. Ian will be in charge of the nominations.

OBFS ANNUAL REPORT 2013-2014

In terms of the committee chairs; executive committee need to review committee chair assignments; we need to set a date of May 1st to inform committee chairs that they are still on board. Then new assignments should be done at the December BOD conference call so it would be clear that one is serving as a committee chair for the calendar year for the committee chairs; Bill would like to move back to that.

12. Early career representative to the BOD (Stacy)

With Stacy gone Bill will table it but we should make sure to get a young person or two to our meeting in the Fall; invite people and help with travel costs; Stacy should have a proposal for us to consider for the next meeting.

13. Conflict of Interest (COI) (Eric)

Eric has circulated a COI statement for us to review; we need to check it out; usually should have at least the officers sign it; occasional thing that needs to be disclosed should be no problem; nothing to worry about; we should report it; Bill will review it compared with his COI; he encourages everyone to look at it; Eric is happy to continue to shepherd it through. Brian read through it and really likes it as is. David thinks it is consistent with what other organizations have. Eric will track

the changes and update, and we will see if we want to adopt it at the next meeting; make it an annual disclosure. Any new business??

Gwen has one quick thing.-One of the issues with the current website vendor is that we are limited to 10 email addresses. We have way more than 10 officers; if we apply to become a recognized non-profit we would have extra buttons and whistles; we would also have unlimited emails. If we become an official Google non-profit, what does that mean? What would normally cost us an extra \$300 would be free to do as a Google non-profit. We could have a YouTube channel and other Google products without advertising; once we are certified as a non-profit. Eric: so there is no commitment? She does not know of a down side. So do we need vote to approve? Nope, go ahead; we are fine with moving forward to become an official Google non-profit.

Adjourned at 4:22 pm EST

Respectfully submitted,
Sarah Oktay, OBFS Secretary

OBFS Board of Directors Meeting Conference Call 14 June 2013, 3:00 pm EST

In Attendance: Brian Kloeppe, Eric Nagy, Sarah Oktay, Gwen Pearson, Bill Schuster, David White, Mel Dean, Carlos de la Rosa, Stacy McNulty

1. Agenda

No additions to the agenda.

2. Review and approve minutes from March 15 meeting (Sarah)

Eric moved to approve corrected minutes. David seconded, approved unanimously

Date of next quarterly meeting: Wednesday September 18, 6 PM at SWRS

3. Treasurer report- Q3 budget report (attached; Bill for Philippe)

Income for FY to date is \$30,000; \$27,000 in dues; we have received more than expected in investment dividends. We have expended or encumbered approximately \$19,000. We have \$6000 available in the budget for international travel support. Originally we projected a budget of \$26,000; currently anticipate \$32,000 total expenses; roughly on schedule for budget projections.

No questions on finances - we are operating within budget.

David: In the budget is a small amount, \$250, for Annual Report/Newsletter. Do we need that? We do not have the same expenses as we did when we sent out snail mail newsletters. Decided to leave it in and reconsider removing it in our next budget cycle. Brian brought up that we have a separate area in the budget (line 24, \$200) for Survey Monkey.

4. Web site upgrade/update (Gwen)

She sent around an update. At this point we are 99% done; hopes we are happy. The biggest changes are to the front page and to the header. Logins are more obvious; there is more dynamic content; field courses are more obvious, and she is getting some good feedback. She will skip over the details - refer to her report. She is changing how members, nonmembers, and individual members interact with the site; three different websites based on the presentation and the log in.

Three things are still outstanding for the website. First, calendar is weird; clunky form for Memberclicks, and she can't change it; she put in the report that MC will update that design. Second, and still needs to be done, there is a problem when people log in; sometimes it asks you to log in a second time; she is working on that. Third, she finally got Google for

OBFS ANNUAL REPORT 2013-2014

nonprofits set up; limited to 10 email addresses; once she gets the Google email; will be a lot easier for all of us to see who has what email address; right now only she has the email access.

Mel: RMBL used Google for nonprofits while she was there. Gwen's answer: getting verified was the hard part. We also did a lot of work trying to reassemble the "How to Run a Field Station Manual" that is now available on the wiki site. Gwen sent a link so we can start editing and uploading files. Eric: this is phenomenal Gwen has done an amazing job; very happy; he loves the field station manual. Gwen: Thanks! Right now we have two wikis. At our wiki sites we can put interactive live material BOD general one: our conference call and documents.

How to run a field station has its own separate wiki. We can share these documents behind the member log in so anyone can edit it. Mel has volunteered to take charge; how to administer it; develop a timeline. She was willing to devote some headspace to it. How do we go with this? Gwen and Mel will come up with a plan and report back. Make sure to tag correspondence when we need input.

Memberclicks is good at adding new members and great at managing our database. Google wiki sites very easy to use. **Eric moved that we issue a payment to Gwen for her work on the website based on her submitted invoices. Approved unanimously.**

We have over 200 members now! This total in dues includes both individual members and stations: 184 station members, 35 individual members, 66 members have not renewed.

5. Development report (Brian)

He distributed the current version of our development document and what it includes: work plan, budget position, description, etc. The goal is to fundraise approximately \$750K, which is a rough number that should allow us to get through a three year budget. He would love any specific comments; the development committee will be meeting at the September meeting and perhaps before by phone; need to have our first fundraising event summer 2014. This is the first time David has read through it; he has a few edits and word changes. Bill encourages everyone to review it, really important junction; need everyone's input! Gwen had one question in relationship to our donate page on the website: we have a page that asks people to donate. We can be more subtle, and she can try to include a statement. Her question who is the go to person – answer Brian. She needs a paragraph of info on where \$\$ is going. Brian will run it by the group. Very important to coordinate website with what we are doing, need to be consistent with our messages and goals. That is why it is good for the group to go over what Gwen has written; we should have a page on the web site featuring development targets. 1. Restricted fund 2.

Executive Director position: The development committee thinks we need something on the home page leading to our document; could it be a news item? Gwen: we can put it anywhere except as a new sidebar box. But can be added to menus or added to a specific page. Currently it says: "If you join, it says we are a nonprofit, give us money." Support is a better word than donate. Have we taken in any money through the function? This works for the auction if you don't have a credit card at the auction, generates a separate type of receipt so we can keep that separate from membership. Brian will follow-up with the committee- open doodle poll. Within the next week get comments to Brian so we can have an updated document. Good job Brian!!

6. 2013 meeting 9/19-22 at SWRS (Deedra could not be on the call.)

Dawn is doing a great job on the agenda: at a glance version and detailed version. So far registration is low after our first email notice. Carlos has a report for request for travel assistance; \$470 request for Mel; John Haley from Greece needs assistance and requested \$1700 (plane and registrations). Robert Faulk asked for travel funds for Kate Crane (new station in Ireland) of \$1660 for travel and registration. We may remember Kate who came last year. Eric: do we have a formal prioritization process? We started offering travel funds to officers and board members and special guests and people who are part of the program; we need to be careful regarding paying regular member and potential member travel costs.

People are in agreement for adding this to the budget. We should have a formal committee headed by Carlos that would decide democratically the appropriateness of releasing the funds on a case by case basis. Dawn has listed this on the website for the meeting. Currently we request a letter, not very formal process, and it is first come, first served. Lots of small station directors in Costa Rica would love to come. Others in developing countries may have a great need. We would need to wait until all applications are in before granting funds.

Mel: maybe we should designate different geographic areas for the awards. We should set a deadline and have categories for members and new members. Eric: we need to be up front and transparent and let people know these funds are available, for instance have a different category for BOD and special guests. Carlos: could we work on a document to make this a more regular and transparent process and include this opportunity in the announcement of the meeting? We should list requirements and deadlines, close the application process, and then the international committee can rank them in order of priority to determine who can receive travel assistance.

OBFS ANNUAL REPORT 2013-2014

If you have been supported before you should not get it every year. Applicants should be required to be OBFS members. We need to formulate an application document that includes the process and criteria. Carlos would be more than glad to write this up. What do we do with the applicants for this year? Check in the notes, first come first served; Carlos can seek additional advice. If Ireland paid its own way last year, both are good requests. He does not have any concerns. He did not know that Kate Crane came last year. We are at 94 days out-very soon; people will need to get tickets soon. Eric proposes that we make request part of the registration material- need to register by June 15th- then make a request for funding. He is fine with the two requests- came last year; are they both full members. Their "almost station" was and is a "paid member" Bill visited them in Ireland; no actual site.

Bill is looking at where it is advertised under the SWRS meeting site; please note limited travel funds are available. Contact Carlos. Set limit of \$6000 with only airfare and registration paid. We will not guaranteeing every penny: airfare and registration only although we can confirm that with Philippe; we have one request from Australian speaker (Hobbes)

7. 2014 meeting- joint with NAML at Woods Hole 9/20-24

Any further progress? Two NAML folks will attend our conference this year: Ivar Babb and Alan Kurakusian. We'll have a planning session with them while we are there. We need to find time for that. NAML meeting is this fall; Woods Hole meeting; larger program committee; so everything can be accomplished: Ian, Deedra, and Sarah (and Karie); 7 person committee. Sarah had not gone over to WH yet, but will.

8. Early Career Rep to Board (Stacy)

Early career rep to the board; request from a graduate Southwestern Alaskan field station (Stanford). We agreed to pay the registration cost. Not quite the same as having a student rep on the board. Stacy talked to Zach Thomas (Tom Arsuffi's student); is he still interested in being an early career BOD member; would that still be appropriate? She has not heard from anyone else; had not put a broad call yet; just fishing so far. Should talk about it more broadly at the business meeting? She does not have a backup person. Anyone know someone in field station administrations? Need to get young people involved; most of us are mid to later career; need input from early career faculty. Eric on David's point as to whether we looking for people who are just coming to the meeting or those who are coming to the meeting and willing to serve on the board and provide feedback? She talked with someone who has done this for another society. They have lots of good ideas; there are many models out there. Eric: this seems to be a cart and horse issue; would we want to target a younger person who is already coming to the meetings?? It seems awkward to him

to recruit someone who is not involved in the organization. David was concerned too, we are a group of stations; would we just be talking to a single user?

Eric does not want to be a wet blanket, but he is curious about the path. Stacy's counter point is that she sees no student rep at the meeting; do we have a place where we can invite more early career folks- is this something that the board is interested in; maybe not a board position? Trying to increase diversity and allow someone to contribute at a higher level. If we don't have a specific person; maybe we can gestate this and ask people in September; create a user's list of people who may want to be involved. Sarah contributed an idea from Mel: perhaps we should solicit younger scientists and users from each meeting location in order to increase our diversity and exposure and input from young people.

Stacy: sees no reason why we can't recruit someone; would be great to have an opportunity to have a committee that focuses on needs of someone who uses multiple stations that comes to board with suggestions and input on what the needs are. Discussion between Mel, Stacy and Sarah: Would this be a PhD student level person? Most likely the primary group targeted would be graduate students who use field stations although it might be a good idea to figure out a method to include people who are using field stations in a non-traditional way such as our community partners. Stacy does not want to define it narrowly. She is hoping the potential for Board membership would allow them to grow at a key point in their career. Mel: PhD students doing taxonomy related research are frequent users at multiple stations. Stacy: we should think more broadly about good candidates for our board or people we want to encourage individual members to our meetings.

This idea that has merit, but we need to grow it a little more. We should start to think about who we want on our board. Many non-profits invite all kinds of people to their board; maybe that fits better? So we need to talk as a board and an organization about expansion. Do we want to take advantage of people outside our board, and how do we attract these people? Should they be younger scientists and field station users, or do we look farther abroad? Stacy: we need diversity in thought in our board and in general. We should encourage the undergrads and grads out there that can tell us what works best in the support of their goals. We also may need to show our relevance to the larger community. By incorporating younger members into OBFS, we can keep engaged, but we need to have a two way communication. This is an opportunity for younger users to contribute and also strengthen how we can help them in their careers.

We will put it as an agenda item on board meeting but we made need a break out session; Stacy and Sarah will work on it. We should come back to the general meeting after the breakout and present to the membership and the board; we

OBFS ANNUAL REPORT 2013-2014

could do that on Sunday. Bill and I are happy to help Stacy with this; would it work in New Member support session as an add-on? Let's try it there and then decide if we need to meet again during some down time. Any other questions or comments: no?

9. Congressional Visits Day (Bill)

The reverse congressional visits that we are co-sponsoring with AIBS in which participants can sign up to get one on one online assistance on how to meet with our congressmen and/or their staffers, Great idea; work with AIBS on this. We need to take part. David participated in a couple of them. Carlos had a congressional staffer visit to La Selva; not field people; but really interesting conversations. Bill and Brian will participate in this years' AIBS Congressional Visits Day. Both Bill and Brian will write a paragraph review of the process for the Board.

No new business.

Adjourned at 4:15 pm.

Respectfully submitted, Sarah Oktay, OBFS Secretary.

OBFS Board of Directors Meeting Wednesday, 18 September 2013, 6:45 pm Southwest Research Station

In Attendance: Brian Kloeppe, Sarah Oktay, Gwen Pearson, Bill Schuster, David White, Deedra McClearn, Philippe Cohen, Mel Dean, Carlos de la Rosa, Stacy McNulty; **Absent:** Ian Billick, Eric Nagy, Jerald Dosch. A few people were in the audience.

1. Agenda

No additions to the agenda.

2. Review and approve minutes from June 14th meeting (Sarah)

Minutes have been reviewed by BOD; formal vote to accept will be at 8:00 am Sunday morning.

Date of next quarterly meeting is proposed for December 12 2013 at 3:00 pm EST.

3. Treasurer's report (Philippe)

When the restricted fund was originally set up, we decided that when it reached \$250K it was time to start making some decisions on how income will be used. That milestone should be reached this year, so what types of programmatic things do we want to do? How will we make those decisions?

We looked at the bylaws, and there is no clear documentation on how to proceed. We need to bring the issue to the membership and set up some way to have the conversation. Bill will broach this in the President's report because we need to get the membership on board. Brian thinks we need to see if the membership would give us the ability to make this decision instead of going to the whole membership each time. Do we want this to be done by the executive board or full board? There are 6 voting members on the executive board; we could propose expenditures go to board and then to membership and then we vote, OR do we trust the officers to make these decision?

If we are successful in fundraising, do we want to use those funds in challenge matches to hire an Executive Director (ED) for 3 years? The BOD could spend all of those funds on an ED position because the money does not go into an endowment.

Sarah asked if there were a minimum amount we need to keep invested? Philippe said one year's worth of operating expenses is about \$25-30K. At the end of the year, if the budget is the one we pass, checking has \$12,500 with \$35,000 in CDs. There is no problem in that respect. It depends on the size of the organization. Right now we are easily operating within our expenses. We are beginning to spend more money for travel, so the amount that we would want to hold in reserve is a good discussion. Philippe doesn't want to see the board go over budget. We should have 2 years operating funds intact and saved so with \$250K available, \$100K could stay and \$150k would be spendable. Thus we should not propose expenditures that leave us with less than \$50,000-60,000 in place.

Planned giving for OBFS? Some of our members are getting older. Not a big deal, but it could be a feature in the program. Bill: When we are off the board; would we trust 6 elected officials? Sarah: do we need nimbleness to react?

Brian: we still have an obligation to meet with the membership so that they are involved. Our members are used to annual updates; they might want to know if \$150K will be used and how. We need to warn membership sooner rather than later if we plan to have a large expenditure.

Sarah: how is the membership engaged? Philippe: it is highly variable; sometimes he gets lots of responses. It is also very hard to predict; driven by people's daily work stresses. Legal issue: Are we allowed to email vote? Does that require a change the bylaws/ (Sadly Eric is not able to attend). The annual meeting is the best way to get input, but not everyone comes although we have a quorum at the meetings. There are 100 stations that are still not here that concerns Bill. We should not take away a reason to come to the meetings. Stacy: it still is a major shift; there is an opportunity to say something at this meeting. It is very important to bring

OBFS ANNUAL REPORT 2013-2014

this up at this meeting and to warn people of what we will be doing at future meetings.

Continuing with treasurer report: Bill likes the new format. One minor issue is that lines in the past will not match up anymore so it will be hard to import last year's expenditures into a new format or compare. We are proposing a new format. We like it. Easier now to see what kind of assumptions are being made; in some of the cells you will see formulas. With Membersclicks we have broken the 300 record barrier that includes 65 field stations that have not renewed. YES!! Makes sense to keep them and pay an extra \$20-30 for the larger membership database. A good reason to keep them in the database is for the auto-renewal.

Sarah asked about a lifetime membership? Jasper Ridge could pay more than \$150. Discussion: this can sometimes set up hierarchies and really be problematic. It might make more sense after we have an Operating Director.

Would there need to be a fee in order to invoice for some field stations? It might be hard to make it higher dollar delivery fee; the membership fee is based on the annual budget. It is easy to justify a higher fee for field stations that have larger budgets. We will think about it and talk about it at this meeting. A Lifetime membership for individual members is a great idea. Gold and a silver separate field station levels. It is worth it, and we have time to do it.

Philippe would like to donate as an automatic monthly charge to OBFS. Make it a repeating credit card payment; if you go to donate, it asks if you want to make one time or recurring; it only does VISA- but will do debit as well.

Sarah: we should deepen and widen our description of items on the web site that are fundraising and donor activated. Gwen does not know what those are; we should bring her in now. We want to hold off in order to create text for the website. Then it has to be linked to the home page. How do you get to it? It should be on the home page now even if it is generic.

Carlos: two conversations: memberships and development. We need to make a decision on the memberships. We have the potential to diversify the types of stations: big, junior, and brand new. The \$150 membership cost is a big deal for new station that did not even know that OBFS exists.

Philippe will change expiration date from 2014 to 2015 if they are new. How do we like that approach? It gives them 6 months free - a grace period. If a station renews its membership late it does not give the station a free year because it causes them problems in invoicing.

Stacy asks a point of clarification: when did the membership fee go up? When Brian was president it went from \$75 to

\$150. Stacy: Do we have a plan on what the membership fee should be? The thought was to keep it where it is; but if you are provided more services this is a great justification to raise the costs. Philippe wants a structure to make sure it is not a barrier. The membership fee needs to be low enough for all field stations.

Carlos has a new idea: there are about 100 tiny field stations in Costa Rica. The majority of those are not what we would imagine a field station is but they have intention to attract researchers and \$150 is a big deal for them- mini network of field stations that are categorized by this thing can't come to meeting and can't come to full membership. What they want is a pin in the map. They get a little exposure, they get info we all provide. They could pull off a \$200 fee as a set and maybe we could do that with fewer benefits. He is doing it in Costa Rica in their region 6-7 sites. OBFS would benefit from having them. Philippe: a reasonable idea; but it could be problem for our database. How do we distinguish these stations from full memberships? It can be a problem that could create steep transactional costs for us. Second issue, at what point do those little networks reach a critical mass? We need criteria that we can use to access when they are small or large. Easy to see for something the size of UC Davis but difficult for others. It is an extremely powerful way to attract international members. Brian: we need some sort of a non-biased way. Carlos will put some of his ideas down on paper. Philippe: We have accepted requests for waived and reduced fees in the past, and perhaps we should use that mechanism?

Fee information: We should provide information on where your money goes when you renew your membership. Some of it goes to scholarships for small field station to attend. We need to communicate to members what the \$\$ buys them; perhaps do a pie graph of where our money goes. The single largest expenditure is to subsidize travel.

Sarah: we need new wording for "donate right now" button and page. Bill: we have to have a focused campaign, we shouldn't change the wording too much until we start dedicating the funds to a staff member position. We could designate several items that people could donate to sponsor a new field station membership, travel funds, money for young members, etc.

Do we need to look at advertising? Philippe is the first point of contact; three European groups here for the first time. The treasurer ends up being the first point of contact. He has gotten people to join.

Bill proposes we stick with Philippe's new format; with occasional comparisons with the past (few and far between). Auditing is now done on a quarterly basis. VP can't possibly audit in time. VP audit review: where are we on it? She has looked over it for the 3rd and 4th quarter and has only a small question or two.

OBFS ANNUAL REPORT 2013-2014

Peter has an investment committee report.

Mel is giving OBFS back the travel \$\$, and it involves a lot of paperwork on her end. She was going to accept it only if her institution could not afford to send her. When the Human Diversity Committee issues that award, it would be better if it is issued earlier next year so that if they are a federal affiliate, they can accept it. Brian: the earlier in the year the better, a new chair would help that. There was a huge impact as it moved up the Forest Service so thanks!!

4. Development Report (Brian)

Brian will recap: he will go back one year to the meeting in Florida where we had a discussion to initiate a development committee to start the process to explore an executive director position and a national office. We have 8 of us on the committee; we have gone through 12-15 versions of the document. We have an external document that is an executive case statement. Bill and I had some donors review it; Bill and Brian still have to go through it one more time. We have created a 3 year budget, a position description, and a 2 year work plan. Fundraising and ideas: instrument on friend raising or fundraising in association with or leading up to 2014 meeting; 50 year anniversary is coming up. Historian is here; Bill and Brian will iron through the last set of edits for Board of Directors.

It is time to present this to the whole crew. AIBS would like to rent us office space. Right location in DC. Right now we are unsung heroes. Would be our voice in DC; all of us believe in field stations and in OBFS. Webcams video clips, ways to help us to make "the ask"; I mentioned my description of my talk with Chuck Savitt, co-founder and President of Island Press, who agrees with our approach and that we need an Executive Director.

Time for the Development Committee for the group to meet and have a plan before the Development Committee report.

5. Web site report (Gwen)

99 percent done with redesign. Adding things like Philippe's request for a recurring payment. Lots of good feedback; should be able to do smart content. New and better credit card machine this year. State of the website: we are still working on it; does not have the monitoring software; she does have our traffic report: about 2000 more people; remarkable how similar to how the two years look; our referrers are Columbia 1) Columbia.edu 2). Roughly 35% goes to Google. Then lots of people just know where it is. About 50% have been referred by another website; second one is Facebook; twitter is #9; #1 is home page, then they go to news. So the more content, the better in terms of page speed; not what she would like; but the same or better as it was before.

She recommends we stick with Memberclicks for now if Philippe agrees (he does agree). For the service they provide they are remarkably cheap. Philippe is not all that happy with the bank they are using (Jefferson Bank). It is way behind the times. He will suggest they move to a different bank.

Gwen: how about the Google for non profits. That was a fiasco; she has spent months bashing her head trying to get it set up for them; its free, and you get what you pay for....she has submitted 6 grants, but she has submitted to the wrong thing; she has not given up; she wants her free map; original plan was to switch over to that for the mail system (can only have 14 people on an email alias and we have 15 people on the board). We have 2 Google sites; restarted the wiki on how to run a field station; it's ready but no one is using it yet. Other wiki has document are ready to go but few are accessing it. So she is looking to switch not just for the email platform, but for other services; we are beyond our free mapper function, can only map 200 points for free. Two things we can do: a GIS wizard that someone does; GIS or arc based; needs to be updated frequently.

She is using Batch Geo; nice search feature. Type in the beginning (using Ajax), and it will guess what we are looking for. If she can find the right paperwork to give to Google then we can get a free Google map, which is great.

The professional Batch one is expensive; students in GIS class could do it. Their calendar is crap on Memberclicks (on their list to fix). Memberclicks calendar one only our members can log into; we could use a Google calendar but difficult to monitor who posts to it. Give them a year to sort it out. Society for Conservation does GIS; (Carlos). Sometimes better to pay...

She will compare which will work better and when; update by December and decision by March.

6. Current 2013 Meet at SWRS (Deedra and Bill)

Any last minute items? Not really except that we need to find time for a development committee meeting.

7. 2014 meeting- joint with NAML at Woods Hole 9/20-24

NAML has a meeting in Hawaii at the end of October (Ian is going) and in DC in March (Bill will attend); Ivar Babb and Ian are looking at joint grant proposals. Our committee is Ian, Deedra, Sarah, and Karie Slavik; we need to find time to meet with Ivar this weekend and partition out key duties. We are going to RMBL in 2015. We need hosts for 2016 and beyond. Nobody on the calendar. Would be great to do another one outside the country.

8. Early Career Rep to Board (Stacy)

Stacy started this conversation and idea because we need more "young people" who are in an earlier portion of their

OBFS ANNUAL REPORT 2013-2014

career; as an example there are two people (students) who are starting a field station in Alaska who should be here. So we are considering having on the board a early career representative who would be rotating over time; they need to be associated with a field station; a non trivial problem for our somewhat aging governance, lots of OBFS stalwarts are retiring; she was thinking of asking them to set in on Sunday and get a feel for it.

Stacy: other things to add: yes, she does not have a specific proposal; try to incorporate young people into our conversations to see how they like it. Early Career - not midway through the trajectory. Are we thinking about appointed or elected? Nominate to the board, review, and approve; Board invitations. Another thought, lots of committees on university level who appoint on a yearly position

No new business. Meeting adjourned at 8:30.

Meeting reconvened at 8:15 am Sunday 22 September 2013

In Attendance: Sarah Oktay, Gwen Pearson, Bill Schuster, David White, Deedra McClearn, Mel Dean, Carlos de la Rosa, Stacy McNulty; **Absent:** Eric Nagy, Brian Kloeppel, Philippe Cohen, Jerald Dosch. A few people in the audience.

Next quarterly meeting 12 December, 3 pm EST.

1. **Budget** (Bill for Philippe)

Not ready to pass the budget; defer to the phone conference in early October

2. **Development**

With respect to development we have 4 specific proposals for discussion:

3. **Voluntary change of dues** for some stations from \$150 to a higher amount.

Carlos: someone will want to do \$500 they could use the donate button. And each year, the station can re-up for a larger amount or not based on their ability to pay.

We were encouraged by the support we saw yesterday. Carlos will write up a proposal on sponsorship of small stations by other station. Ed B.: with the \$1000 membership, still a worth-while thing even if it only lasts for one year.

Damon: a concern, this may foster a split in OBFS between large and small stations. Bill: when NAML went to a tiered system they lost members. Ian we always have to think about what value we are offering member stations. For instance NAMLs dues goes to their congressional liaison. Ian can these extra dues be set aside for the ED so the extra \$850 dollars would go into a fund or kitty for the ED?

Motion: to allow for a fixed higher amount of \$1000 for station to select online for renewals (voluntarily) with the extra \$850 going to the ED position; seconded, approved unanimously (both points voted on).

4. **Online giving.**

We need a process for sending them a thank you for their donation. What is the level for when we send a personalized letter? Ian thinks it is \$250 Brian and Sarah work on the verbiage for both the website and for the letter.

Moved and seconded and approved unanimously.

5. **Executive Director position**

Does the OBFS Board of Directors support a decision to begin fund raising for hiring an Executive Director?

Moved to adopt and seconded and unanimously approved.

6. **Development committee fundraiser**

Proposed location in July on Nantucket. Mark Moffett: process question: should designate who signs off on receipts; one person should sign off on them, One person who is responsible for project management. So Sarah will be the project manager and will track the expenditures. Run it by Past President in case I have to go over on the \$15K budget. The BOD will agree to do that. Goal is the number of follow-up meetings; really a friend raising event, ideally want to cover the cost. Measure success based on our ability to get a follow-up. Goal may be to get our first 10 champions. Who would do the follow-up on the money donated? We are a little nervous about accepting incremental (smaller) donations. All about getting a \$600,000 donation; smaller ones can be a distraction. So if we start to get \$2000 donations, we may be trapped into the mechanics of the handling those.

We need a donor management database. One way of handling it, assign someone from OBFS who will manage it; spread out the post donation management. So for \$1000 donor near RMBL, RMBL director would follow-up.

Carlos: essentially we are in the silent phase of the campaign; once it is public we will get some smaller donations. We should get all the money from a handful of donors. Optimizing the amount of money we are bringing in; looking at an angel donor.

Ask the development committee to develop a checklist of amounts and make sure someone is assigned to contact the donor every 6 months after a gift of \$1K; Leona Helmsley Foundation may be a good one to contact, we should not forget that foundations can be excellent sources of gifts. Damon: there has to be a huge number of stations with connections to the Rockefellers; that would be a great foundation. Are those endowments? Stock may be fine to

accept, but not property, we should accept stock if it is offered.

Motion for the \$15,000 to cover the event made and passed unanimously (see below).

Question: who does our taxes? Philippe hires someone; we should do a phone conference as a board with them.

Meeting adjourned.

OBFS Board of Directors Meeting Conference Call 30 October 2013, 2:00 pm EST

In Attendance: Bill Schuster, Philippe Cohen, Brian Kloepfel, Deedra McClearn, Eric Nagy, Sarah Oktay, Gwen Pearson, David White, Mel Dean, Carlos de la Rosa (called in late), Stacy McNulty

Agenda

No additions to the agenda.

1. Review and approve BOD minutes from September/Annual meeting (Sarah)

Any corrections? Mel: for Sunday's set in regards to the conversation on voluntary change in dues, it was noted during the meeting that would be behind the scenes; it will not be evident in any way on who contributes what; need to fix that in the minutes so that is obvious and recorded.

Motion to adopt: Philippe moved, David seconded; all in favor none opposed.

2. Discuss adopting of smaller stations and/or grouping stations, establishing process for travel awards (Carlos)

Put off agenda item number 3 for Carlos' input later in the call.

3. Website maintenance, map function, forum capability (Gwen)

Came out of board meeting with a good wish list for our website (forums, dual memberships, etc.).

a. *Activating forums* is a complex topic that may take more time and effort than we want to expend. Philippe and Gwen had a lot of the same concerns regarding time

and expenditures to set it up; she guestimated on a number of what it would take. In the last year, Gwen volunteers about 4-6 hours a week to OBFS. In the past year, she responded to 626 emails, generated the map a bunch of times. When we add in a discussion board then we are talking about more things for us to talk about and to follow and we would have to make a lot of changes.

b. *Dual level for membership:* it has taken a while to figure out how to do it; right now we would have to do a third membership form (individual station and special station). If someone makes a donation, they need a receipt or invoice (Philippe's point). Membership is attached to annual budget, work on an honor system.

Ian: question? Do we have to do this through the database; can't Philippe generate a word document or some other document for a receipt? Philippe right now it falls on his shoulders; Ian: aren't we talking 10-20 stations; we don't know, becomes a time sink.

Right now if we pay a \$1000, it gives us a membership of 10 years; lots of manual back and forth. If we build it, it is automatic. Each time we do a more complex database, takes more time to do create an upfront database. Ian: in his opinion it is not worth it. If we have staff, then manually doing this gets a lot easier. They can run a manual invoice. Cost for recovery; three invoices are 2-3 hours per year; how much time would it take to change to database? Gwen: not sure about 15-20 hours to build it. So the buyback on it is 10 years. Just so Philippe is clear, we are talking about this for the next renewal cycle; as long as it is 15-20 stations, he is fine; he will complain if it is more than that.

Philippe: has had to fill out 4 separate forms for either the city or state to pay; been a huge pain. Starting to reach a point where he cannot increase his workload; this would be Philippe's last give of time. Bill: what about his treasurer's support line; would more money help because he is currently trying to get someone up to speed to do the taxes; since we are paying Gwen, it adds a layer of complexity. Ian: let's try it and see how many stations are responding; then we can afford to pay to do the work, How do we let them know it is an option? And instead of automatically generating an invoice, Philippe will manually generate one. Let's do it word of mouth; if we get more than 5 doing it, let's see what it takes. Deedra is uncomfortable pushing both Gwen and Philippe 5 more hours until they can't do more. Ian's suggestion makes sense for now according to Philippe. Gwen and he will work out how to do it and come back to the board with recommendations. If there is way that Philippe can pass off work to Gwen and she can get paid to do it that is ideal. This is another reason we need to hire a staff person. Gwen and Philippe will work it out off line. Stacy joined the conversation. Fortunately our donors should understand this change and growing pains

OBFS ANNUAL REPORT 2013-2014

c. *Mapping*: the good news is she found out that one year's subscription is only \$500 to use Batch Geo; Carlos had asked what it will take to do via Google Maps, sounds like it will be quite a while before they are ready to do that. Try short term for 1 year to do batch geo (many member and nonmember stations) and in the interim, try to figure out if something is free. 250 station limit for batch geo; I said we should stay with batch geo for a while, Carlos says they can assume the control of the mapping in a year. Philippe we should go with batch geo and stay with it if it works. Memberclicks will have a solution in 2015; should not wait for that; and Gwen is not that confident that that will happen. She thinks they will be stuck with downloading and uploading.

Agreed to go with Batch Geo; approved unanimously.

Bill: what about Memberclicks costs? Gwen: basic management is \$300 a month for 6 hours of work a month; works out to be \$50 a hour, which is very reasonable and the person doing the work would be the most senior member; the problem is that someone would still have to tell them what to do, still would have to have a point person that is a volunteer (other than Philippe). We can contract for more or less, but we would use 6 hours a month. Mel had a question: does she have some operating procedures? Yes, everything is in the governing board wiki; lots of notes and screen shots and there is everything there except for the passwords that are in her book; we can get that from Memberclicks; they will be able to give us the passwords; pretty extensive notes. She is paid for things that go beyond updating the map and answering the emails. She wanted to make sure we knew there are other options besides hiring Gwen; if we decided if we wanted to activate forums that would be one options; catch is that we have to pay a whole year at a time and then get 6 hours. In comparison, the NAML websites costs \$30,000-40,000 upfront plus \$3-4K per year.

Deedra had to leave at 2:31 pm.

We have a line for website updating and design for \$2000; we really need an ongoing maintenance and management line; we should have a line item for Gwen for maintenance and it should be less in this past year. So Philippe will change it to website maintenance. Is it okay for Gwen to build the website for joint registration and pay her for that? YES. Ian will organize a separate conference call for everyone to discuss the meeting in MA. Need to propose a realistic number of \$3600 for website management; yearly charge is \$500 is listed as a separate line item. \$3600 is the new amount; no disagreement heard.

4. Review and discuss budget for current fiscal year and related issues, vote to adopt (Philippe)

Carlos was going to make a proposal about travel, we have a line for BOD, non-board travel (what is that for?) \$1000 place holder for OBFS travel. Student support is \$2500 \$16,500 for travel, which is the biggest category on our budget. \$15,000 line for development line that is anticipating travel to and to organize the event. Expenses look good.

On income we have \$6500 for projection. Changed to \$8400; may go up to \$9 or 10K. Gives us a relatively balanced budget; we will be \$3500 in the hole for the year as budgeted, but we easily have the cash flow and balance to do that.

One thing we should think about is that auction monies go into the restricted fund; don't want to think of the operating budget as coming out of that. Real risk is very low, cash flow is very good. Eric: can Philippe add a line around 68 total operating income, and then he will change the expense variance to reflect the operating income. He will add a line to make that distinction more obvious. Bill: are we projecting a deficit and in the end the expenses were less than that and we came out ahead. We have never spent as much money as we have budgeted. We want to put together a budget that reflects our intentions. Budget should reflect our intention, agreed, other discussion on the budget; no; we should adopt the budget with the modification proposed.

Brian moved, Sarah seconded, budget carries.

5. Development discussion of Board approval for ED campaign, fundraising and events in coming year (Brian)

Brian: OBFS BOD support, change in dues, asked for \$15K, just approved that; one addition- we have the option to ask for \$10K if we need it, would have to provide a justification. Two other items: does OBFS support online giving via our website and online credit card? **Yes.** Voted on at last BOD end of annual meeting on Sunday am. Philippe and Brian will work on the text on the website; next week they will get it together.

Do we agree to fundraise for the executive director position? **Yes.**

Regarding Bill Nye's possible appearance for our fundraiser: Sarah gave an update. Do I have time to work on it before thanksgiving? Brian and Sarah will follow up offline so we can have a lot of it detailed and done before the Dec 12th meeting.

Eight members at \$1000 is already in the budget, so that revenue number is \$8000 less. He will send the budget out after the phone call. He had not adjusted that number. Bill has nothing further about development; people need to know about it and be helpful if they can; we need to reach out to Harvard Forest. Brian had to leave the call.

6. 2014 annual meeting preparations (Bill)

OBFS ANNUAL REPORT 2013-2014

Placeholder for the 2014; Ian is setting up a conference call on that. Working together on NAML, there is now a subgroup structure; 4 planning subgroups: Karie S., Ed B., and Gwen P. + 2 NAML members. Program committee: co-chairs are Bill and Jan and Nancy Rabalais and Ivar Babb + Deedra and Ian. Pre-meeting Co chair is me and Alan and Damon Gammon and Edye Ellin too. Auction committee co-chair: Ed Boyers + Peter Connors; hopefully enough people to get the whole effort done without the host station; need a whole meeting to discuss the meeting

7. NSF commissioning of a NAS follow-up on FSML vision statement (Ian)

Ian: national academy of science: he met with Ivar and with the groups and Hilary was invited to speak; Jerry Schrubel, Mark Stromberg; 8 people on the call; wanted an idea of the big picture about the report. Timing for the report being issued; National Academy reports take 18 months to be published; John Wingfield wants it to be released before he leaves next September; independent report so no idea on the conclusions; get an idea on timing and issue on report; and ask for a free copy and ask Jerry or someone to make a presentation and use the joint meeting to spend some time to capitalize on the report. Ian has a meeting with Peter McCartney next week in DC: he will ask how to take advantage of the NAS report. Another thing to keep in mind. Joe Witter (sp?) is the lobbyist who works for NAML; short discussion for how NSF might replace John Wingfield; have to be careful on how and when to support the person. Any questions? None

8. Annual meeting sites for 2015 and beyond (Bill)

Annual meeting site for 2015: national park Acadia MA; Ian wants to hold off on RMBL- he will know in February if he can host or not in 2015; if we hold off he can. Philippe says go with the Park service; tons of housing, beautiful stunning location in mid September. Would be following up woods with Maine- both up in NE; Ian can ask them to submit a formal proposal. Stacy's comment: meeting with NAML is a little different; for 2016 should consider going international. Ian will get a proposal from CIRC (Acadia).

From 3 Above: discuss adopting of smaller stations and/or grouping stations, establishing process for travel awards (Carlos) see notes that he sent (attached below).

Getting an idea of how many stations can help sponsor try to match field station by habitat or affinity; to develop a relationship between the station and the US. Station or other host station. Close to 100 Costa Rican field stations. His ideas for the map are to add a category.

Philippe: if we have a sponsoring station for these smaller sister field station, is this something that would go on indefinitely?? Carlos: that is to be decided; should probably be for 2-3 years to allow the sponsorship organization to

review the partnership. He thinks that once the small stations see the benefits of the membership, they should be convinced that they should join. Philippe: good, 2-3 is a great number. They have already started this in Costa Rica. So they have a poster child for some of the small station to join, the recruitment of having them on the map is very helpful. Are we okay to look at the draft member to see if someone wants to sponsor a station? Need a list of potential stations to sponsor for "sister" station to review.

Action item for Carlos: draft that letter for sponsorships; work on list of stations needing support.

Bill: Carlos, he noticed that he needs a list of membership benefits. Discussed translations of the OBFS web page into Spanish with Gwen: Chrome does it normally; easy to do for static pages, harder for more active pages. It is a design question; where does she put it. He can translate the brochure. He will do it in Spanish, which is longer than English, but then he can have a Spanish document that is a pdf; that can be done quickly; if we want to recruit stations, having it in Spanish is really critical.

Action Item: Gwen will send the brochure to Carlos; Travel grants for next year's meetings.

Carlos wants to make announcement 6 months before the meeting for them to go on the trip and avoid last minute trips; requirement is a letter from the station, link to the website in the application; should be available only for stations who have already become members. You should be a member of OBFS; that sounds logical. One travel grant per station. We had a request for 2 travel grants from one station; should only offer one per station. Then we will notify asap, priority to developing countries. Also make sure everyone knows what allowable expenses to put in the grant are. If they provide receipts, they must be legible and submitted scans must be legible.

Mel has a few questions: 1) is there any reason why we would not want to include waiving registration? *General consensus that's its fine to consider this as part of the travel support.* 2) do we want to limit the same station from applying every year? If you have received this in the past you have less priority; *General consensus is this is a good suggestion, if a station got it within the last two years. Move down on the priority list.* 3) Is there an opportunity to support North American or US stations that have high travel costs? Philippe; tends to think of Alaska and Hawaii as international. Would be good to indicate that in the criteria. Alaska and Hawaii and PR would be treated like international stations. Just need a statement of need.

Philippe does not really agree with supporting mainland US travel; meetings move around the US enough that it should be possible to go to any meeting. Should be not in the contiguous US; we have waived registration in the past, small amounts.

OBFS ANNUAL REPORT 2013-2014

Should we have a travel grants committee? Philippe: yes, there ought to be a committee; too haphazard now; need a committee; he recommends Carlos as chair, and invite 2-3 other people. Mel: she recommended that we give a deadline so we have a pool of applicants to be reviewed. Deadline should be 3 or 4 weeks after the announcement of the meeting, assuming that we include travel grant application information in the announcement for the meeting.

Sarah offered some extra housing for out of country people for the Woods Hole annual meeting. He will draft an announcement of what we should hand out. No more question for Carlos.

9. Discussion of Historian position with respect to website and BOD (Bill)

Bill wants to discuss the Historian position. He wanted to add Mary Huffly officially to the BOD; we are at the full capacity, so he wants to propose that we give recognition on the web page and make sure she attends future BOD meetings. Can she be an ex officio? David: by the bylaws we can alter the number of people on the board; she could be a non-voting member; ex officio; David says at least 8 no more than 16 board members. That could be amended by the board; we need to check. David will send out something about it. Gwen had a question about board terms; lots of them are expired. Honestly don't know what they are supposed to be. Bill will send her the current list; he looked into that, Great!

10. New business

New business items: Ray Highsmith from University of Mississippi died over the summer; Art sent out a nice obit; we should circulate to members via the listserv and we should consider adding a memoriam page. Put it under news and make it clear, as in memoriam; separate drop down Big Assed Gavel and gong; as a place holder this will work; long term; should go into public document section, technically our history; how do we want to do that? Could we put a resolution: to increase the size of the board on the upcoming ballot? Philippe thinks that is premature. How big is the board and what kind of board members we want? Ex officio member sidesteps the issue. Does not affect the governance of the BOD. Any member can join any meeting. Made the motion and seconded that Historian would be an ex officio member and on the web site. By the way Ballot is ready to go, David needs the email address of the voters. Philippe will help him with that. We will review the Conflict of Interest document at the December conference call.

Briefly discussed the Biosphere sign on letter; due date of yesterday (they held the letter a day for us to discuss). Philippe: Jasper ridge is in a biosphere- he is giving an update on the issue. Not an OBFS action item, but a letter from OBFS in support and encouraging them would be useful. Lots of bio field stations in that group. We don't have to write a letter

we just need to be a signatory to ESA of America. How many stations are in the reserve? Answer: about 80-100 internationally; 25-30 in US. Had any one reviewed the wording of the ESA? Stacy looked at it, and it is very reasonable and broad. Bill moved that we sign, Philippe seconded, **passed unanimously**. Gwen can contact them on our behalf.

Date of next meeting- Thursday December 12 at 3:00 EST

Adjourned the meeting at 3:40 PM EST

Respectfully submitted by Sarah Oktay, OBFS Secretary

Attachments:

Below is a brief report from Carlos de la Rosa providing background information for our discussion on the topics of incorporating small stations and travel grants to our annual meetings.

- 1) Criteria draft for incorporating small field stations to OBFS
 - a. Sister stations and OBFS fees sponsorships
 - i. I am preparing a draft letter to membership requesting participation in sponsoring sister field stations. This would include supporting the sister station's membership fees for a year or two, with the expectation that the sister station assume membership fees in the future.
 - ii. I am compiling a list of non-member stations to invite to become members but it would be great for all the Board to suggest stations to invite.
 - iii. We should develop a list of membership benefits (what do you get by becoming a member of OBFS?) and publish this on the web page and send to prospective stations.
 - b. The Small International Field Stations Network
 - i. I am also compiling a list of existing small (and some not-so-small) field stations in Costa Rica with the purpose of establishing a small network within the country. This can become a model for other listings from other countries.
 - ii. We could include the list in the OBFS website as a text document.
 - iii. We could consider including them as non-member stations in the OBFS Stations map.
 - iv. We can use the listing and placement in the map as a recruitment strategy for new members.
- 2) Criteria for Travel Assistance to international field stations
 - a. Travel grants announcement to be published at least 6 months before the meeting
 - b. Requirements for grant application include:
 - i. Letter of interest from Director of station.

OBFS ANNUAL REPORT 2013-2014

- ii. Justification of need.
 - iii. Link to station's webpage or information.
 - iv. Other information the Board requires.
- c. Grants conditions:
- i. Grants available for member stations only (must be a member in good standing).
 - ii. Only one travel grant per station.
 - iii. Stations from developing countries would be given priority.
 - iv. Grant decisions to be notified three months before the meeting.
 - v. Only air fare, unavoidable land transportation (to airport and back), and meals and lodging while in transit allowed.
- d. 2013 grants
- i. Complete paperwork and submit payments due on grants.
- 3) Translation of OBFS brochure and perhaps the website to Spanish.
- a. Would like to have the text and images of the brochure (as separate images, Word text or InDesign to translate and layout).
 - b. Similarly, if we translate the contents of the web page (some of it, at least), can Gwen or someone else create the mirror Spanish site?

4. Website (Gwen)

She has been working on the donation form that allows for recurring donation automatically deducted for a year, and you can make a one-time donation too. She collaborated with Brian and Philippe on a giving page that is live now. Took a lot of time, great at accepting money but not good at giving it back; she got us a batch geo discount \$450; she loves it; means we get a nicer looking map with more bells and whistles; can share with Le Selva" Carlos: he put his GIS guide to work; he produced a sample map, he sent a link so we can compare the two; he found out it was substantially faster to update; 15,000 points. So they are already set to take over the task. He has offered to pay 2/3 of the task. He loves the batch geo site too. So they can do education map; he has funds from a grant to cover half of the license cost; La Selva would use it for other applications. He sent a table with a comparison, available on Android and Windows and Apple products, only a couple of small things that are different; labeling of back ground map sometimes does not show up but won't miss any critical information, at \$450 almost half of the normal fee. We just need a decision on how much La Selva should pay versus OBFS. Any downside on sharing it? any restrictions? Gwen: there is a possibility that someone could delete someone else's map, but unlikely. She will look to see how many domains we can run this on; want to do this on OBFS.org and La Selva etc web sites. Whoever has the license is the owner of the license, and La Selva can be the user. Sarah: does it self populate? Answer every Friday she downloads database, cleans it, and uploads it. Gwen: does she want La Selva to manage it? You can if you want. She can just email Ricardo the spreadsheet and he can upload. The offer is open from Carlos; they are happy to upload and do the cleaning; the important thing is to be coordinated and not do the same thing twice. Gwen: let's talk about it later on offline. La Selva will pay for ½ the payment. No objections: Carlos and La Selva will pay half.

Any other website stuff; no just basic maintenance and renewal. Most of what she is doing is related to other reports. (Ian and Brian); got the Nature paper on field station attached to the site.

Related to the website was our desire to clarify travel assistance grants. Carlos sent us a draft, he is suggesting things, feel free to change- requesting people provide a letter with a certification of need and prove they are members of OBFS. Membership is NOT part of the travel assistance. Proposals will be due March 1st through April 15th, with decisions made by April 30th with plenty of time to purchase travel tickets. They are just reimbursements, they have to make purchase and then they will get reimbursed for the costs. \$1500 max, we had discussed \$1000 earlier, from Europe or Australia tends to be more expensive than \$1000 (may spend up to \$3K?), so he put \$1500 as the maximum with only one grant per institutions. Not for 2-3 people.

OBFS Board of Directors Meeting Conference Call 12 December 2013, 3:00 pm EST

In Attendance: Bill Schuster, Ian Billick, Jerald Dosch, Brian Kloepfel, Eric Nagy, Sarah Oktay, Gwen Pearson, Mel Dean, Carlos de la Rosa, Deedra McClearn, Stacy McNulty

1. Agenda

Some minor additions to the agenda; added Carlos' report during website report.

2. Review and approve BOD minutes from October 30th (Sarah).

Any comments or corrections? NO: motion to approve: Mel; Stacy seconded, all in favor- unanimous.

3. Treasurers Report

Anonymous donation; told that the auction total would be \$10,000. Bill will check with Philippe. Any other comments? Brian: this is the first time with more than 200 paid stations; we were at 200 at one point, but now we are back over that point.

OBFS ANNUAL REPORT 2013-2014

Eric: do we have a clear set of criteria for evaluating proposals? Carlos: no it is subjective; justification is subjective. Stations from developing countries are top priority, but that might not be fair. If Eric wants to develop a set of criteria, Carlos is open to that, but it tends to be organic; if more applications than funds, awards may get smaller; short answer is no.

Stations that have received a travel grant the previous year or two are eligible but moved down priority; depends on the number of applications we get. Restricted to international stations. Mel: she would be happy to help work with Carlos to work on a criteria list and to base it on the applications and needs. Carlos welcomes assistance especially on criteria; welcomes ideas and discussion; they'll work on it offline. Committee to help international committee decide is Deedra, Mel, Carlos, and Philippe.

5. Report on website updates and travel grants (Carlos)

He wanted to do two things, only got one done; drafted a letter to field stations to become sponsors of other field stations; so what is involved in sponsorship is just membership support; \$150 for 1-2 years, after that expect new field station will pick up costs on their own. What to do: decide how many you want to sponsor, can propose one or allow group to suggest one (he stills need to do that list), and it will provide a link to that station. He did not have clear benefits of memberships, found it on web page, and he will provide the link. Anything else that should be included in the letter? We will all look at it and review it and try to enact.

Gwen: if we adopt it we need a procedure to keep track of it so they know who to send the bill too. Carlos: if someone wants to sponsor someone, they will have to contact him and he will set up the list, and they'll pay for the sponsor. The sponsor field station will have to assume the bills. So if Archbold is sponsoring xyz then the table or matrix you'll know what each sponsor owes. So Gwen and Philippe will want to know the workflow. As a response someone may want to do it in January or April, may trickle in, is that a problem? We need to talk to Philippe about that. This time of year is super busy, so may want to delay it.

All memberships are due in January, been sending renewals for 2 months, about 75% have renewed, and then we get a second burst in January. Bill: let's keep moving on, everyone needs to review and get thoughts to Carlos. Gwen: one of things she has been doing, she can create a non-member record for them, not a problem, and she can do that for free in the interim or if there is not enough sponsorship. To wrap up: Carlos needs to create of list of stations to be a member who can't afford to join or who don't know.

6. Development (Brian)

Three items: following up with Gwen we have a give page up, he went through and made a donations as a test. When people make donation, do we have a mechanism to follow up on the donation?

He and I talked yesterday, updating each other on the development event in July of 2014. OBFS approved us to use \$15,000 in funds, should recover that money and generate additional funds. Timing is we have Bill Nye as a headliner, I need to contact him after the first of the year, said to wait to January. We have been working with the development committee, 6/8 can attend: Claudia, Bill, Brian, etc. First and the 24th of July is the plan.

Third item on Brian's to do list on before July event is to assemble an OBFS slide show to educate people. On his January list. He will ask people to send in images, stuff from the brochure; people should be able to run in the background. Where they are located (in my head get a name person to do audio). Video clips.....what about that, web cam, people did not like, video images are of such different quality and sizes. May put on the OBFS web site.

Gwen has a question with regards to the display; we had discussed making a new one that is smaller more portable. Jerald can he do that or the outreach chair? We should figure out how to do the new display. Do we have a dollar amount? Gwen \$300 and \$400 dollar, the hard part is scaling it up....need to look good. Ian: how about we not do? Everyone agreed we did not have to do it. I said I would use the big display for our event.

My question is how do we do follow-up; if someone finds it on our webpage - not sure where it goes, is that a database we build... he is trying to initialize is so there is a process in place that we can cultivate them and have a plan in place to encourage long term... maybe a topic for our next development committee conference call- ok

7. 2014 annual meeting preparations (Bill)

Big thing is figuring out registration; \$550 right now, historically \$425. Ivar has tentatively agreed to do a sponsorship and Alan will ask Zeiss microscopes to lower cost. Toward the end of January he will schedule a phone call to finalize registration costs. Can lower amounts we are using to bring in speakers. If we cut it to a 2 days stay they could stay offsite, if they stay at MBL have to register for three nights, working on the logistics and registrations. Hired Gwen to do the web site work and project management. Ivar is taking the lead on the offsite tours, he has not heard about where that is at. Sarah will check in with Alan and Ivar about the field trips. First challenge is getting the speaker and the agenda. Brian had one thing to add, one thought; the developing committee can head down to the meeting site in July. My sense is that they are more rigid than expected. Alan is working on getting a block of rooms.

OBFS ANNUAL REPORT 2013-2014

8. 2015 Annual Meeting (Bill)

Getting a proposal from RMBL and hoping Acadia is willing to do the year beyond that. Ian will update the proposal from last year in mid January. Should be okay to host in 2015. Also want to go back internationally. His facilities should be able to hold the meeting in the new community center, foundation is in, great!

9. Elections, Review Committee assignments (Bill)

Elections process: David is on the call. The election is open through tomorrow; so far they have 81 stations who have voted; neck and neck between Damon and Sam (Damon is ahead by one vote). Discusses which positions were open, many of which are because of various positions being exchanged and members running for other positions and volunteering to cover tasks like the secretary's job (Stacy).

We have 195 names email addresses, only 2 bounced. He checked his spam folders and could not find any but identified something is getting lost, both Ian and Eric did not get their ballots, no one else is listed.

For Ian; Philippe sends him "main contact" names. Not voting members. Gwen, next time, just ask Gwen and she will have to get them the right names. Use voting delegate.

Can we send something to the larger list serve? Change the voting window? Ian said don't extend the deadline, have them contact David and he can give them a provisional ballot.

David has one other thing to bring up, annual report, we decided to dispense with the newsletter. Supposed to be a calendar year annual report. From one meeting to the next. David has been putting it out in January. Calendar basis or not?? Election cycle turns over in April, fiscal year in October. Annual report should be the same as the fiscal year. We all agree annual report ends at the end of Sept; October 1st would be the deadline 'Dated October 1'. So are we putting annual report right before annual meeting? David would issue a 13/14 annual report, and we would be in the next annual report cycle right now.

Eric, one dangling thing about the election, it will leave a Member at Large position vacant. What procedure will we use to fill the position? So we would do a one year apt, for second place. Eric this is a board decision. When Stacy wins as secretary, we will fill that position; we can ask the second place finisher, if they want to be the MAL. Contingent on Stacy leaving her position, we all understand intent.

Committee assignments: Bill wants to discuss, he has not reviewed it. Do we have opening on committees? Eric, all committee chairs get reviewed by executive committee at end of calendar year, can we stay on the line? Historian can't officially be a board position as of right now, we have 16 people, do we want to change the bylaws to add additional

positions, a board that is too large is unwieldy, can reduce input of those currently on there. Eric is the governance expert, annual committee is listed; does that take up two spots on the board, kind of by one person. Eric is counting right now: 16 is the max; he is crossing out redundancy. We have 13 on the board, we do have room for an addition, idea was to add Mary to the board in some capacity, could make historian as a standing committee. Ian: can't we just add Mary - not an ad hoc board position. We can change committees and officers. Bill: let's do this as a standing committee; good person who wants to do this and nice to have a historian.

Bill moved we have Historian as a standing committee that would have a Chair, Eric seconds, approved unanimously. [Ian's suggestion- if we go to a fund raising model, we may need to change the board]

Deedra left call.

10. New business

None.

Date of next meeting, 14, March 3:00 EST

Adjourned BOD meeting at 4:35 PM EST
Respectfully submitted by Sarah Oktay, OBFS Secretary

Continued as the executive committee meeting: (Stacy, Ian, Bill, Sarah).

Discussed the chairs for each committee:
Annual meeting committee chair
Governance Eric- renewed him
Human Diversity, has been Stacy, but we have Mel as the new chair
Carlos: continuing as chair for the international committee
Member support; put out a call...
Organizational Development: Brian
Outreach: Jerald Dosch

One or two openings, he can send an email out to membership out for their interest; we should appoint the next two at our next call. Have people respond by the January 30. We will have plenty of time to beat the bushes for March call.

April 1 is the changeover. This comes up every time, Ian put together a document with a term date he just generated, said all terms start April 1, ends March 30.

Adjourned meeting at 4:20

OBFS Board of Directors Meeting Conference Call 14 March 2014, 3:00 pm EST

In Attendance: Bill Schuster, Ian Billick, Brian Kloeppe, Eric Nagy, Sarah Oktay, Gwen Pearson, Mel Dean, Deedra McClearn, Chris Lorentz, David White, Philippe Cohen.

1. Agenda

2. Review and approve BOD minutes from December (Sarah)

Any comments or corrections? **Approved the minutes.**

3. Treasurers Report (moved to later in the meeting)

4. 2014 annual meeting, budget, program, grants for international travel assistance (Bill, Ian, Carlos)

Change in the program since what he sent around. Ian will give an overview of the meeting; planning is moving along; focus has been on getting the program agenda (Bill and Ian?) completed. Sarah is working on the field trips with Alan K. Hard to keep the registration fees low, currently we are at \$500 for 3 nights in a shared room. We are waiting on 1-2 sponsorships and trying to get a better sense of the travel costs.

What the program committee asked earlier this week is to see if we can get info on sponsorship and try to lower the registration fee. We are budgeting for 140 participants. For every \$1400 we can save, we can drop registration fees \$10; we could subsidize the meeting a little bit and try to keep the costs down; need to prioritize registration fees and how much we want to spend to bring well known speakers out. Costs are higher because we don't have a host station.

Eric: we have decided to allocate the auction fees; \$8500. Ian: yes, sense that we wanted higher profile speakers, and by spending money on the meeting itself avoided issued of splitting the costs. Eric: yes, he is a little worried because that is a large number (\$8000); what is our contingency if we don't bring in that much? (Philippe joined at 3:11 pm) Ian: the backup plan is that we spend money from the general account; Eric: need to be prepared for budget overruns; would we pay it out of restricted funds, borrow from the restricted funds, need some sort of a strategy. Sarah : I think that is a good point.

A: pay from fund.

B: borrow from the restricted funds.

Philippe: funds that are restricted are in the Sentinel fund; plenty in the checking account and in CD; no need to touch; money raised by auction can be used for programmatic support but never specified, goal is to have \$250,000 in those

funds before we start to generate income to spend; pretty close; \$180,000 there now. Another \$70,000 in CD and checking accounts.

Eric: so we should vote to agree to absorb any overruns in the operating budget; with some ballpark estimate if we need it. Philippe: we do have a category for annual meeting, has \$500 in that; he needs to know how much to raise that. Ian: only exposure is the rental of meeting space and funds we have committed to MBL. If someone doesn't show up, no charge, so how much would we be charged if no one shows up? Gwen: we would be charged about \$2000, need to check; on the order of \$2000-2500. Eric so write \$3000 contingency. Proposal: \$3000 line item to cover the additional meeting costs.

Ian: language needs to be clear is it should be there to cover room rental costs if registration is lower than expected. Eric: as long as it covers any exposure we have so just to cover the room rental and not to cover a speaker. Philippe will add that. Gwen: we will be fine even if it is \$1500, way we calculate it is a little wonky; already made a deposit. Philippe: we routinely underspend on the budget. Bill: any further discussion? No. **I seconded; voted unanimously**

Ian: now is a good time to talk about speakers for the meeting. Bill: plan is to have 4 plenary sessions.

1st session: NAS academy of science report on FSML strategic with Jerry Schubel.

2nd session: Invite out to John Holdren: environmental change and place-based research. David Foster also invited: minimal costs. Ivar is going to invite Val Klump.

3rd session: Networking field station and marine labs: Mike DeLuca, Ken Abel from Rutgers.

4th session: communicating science: Alan Alda center.

At this point they are at \$5000 with the speakers. Mel: can we take the strategy to see what happens; and as it goes up, we revisit it when we know what our costs will be? Ian: decision has to be quick; want registration live by May 1st Brian: the session that Bill and I are talking about is designed to have more interaction with NAML; strongest benefit for this meeting is to interact. Ian: an additional purpose is to raise the profile of OBFS/NAML (did we see the AIBS report where field stations are a priority?) so we have the chance to make a higher profile splash; could be an important outcome of the meeting.

Deedra: she thinks it is important to have a few high profile people at any major meeting because it is good for the membership to network up; so people from smaller stations might really be able to use these connections; one cautionary note is that most of these high profile people are already booked up for the next year; so we have to move fast to get them. Philippe: high profile person should have an interest in field stations; last year we had an invitee who didn't really get

OBFS ANNUAL REPORT 2013-2014

what we do Philippe. Ira Flatow last year; could not have been less interested in Stanford; spent money and energy for nothing (at Jasper ridge); would be nice to know that they have some interest in field stations. Ian: Alan Alda Center specializes in communicating science to the public, so this is something that would be able to help our field stations.

Mel: is there a number in mind for what we would like to have in reserve? Ian: a couple of considerations: registration fees so we can cover costs, can raise that to subsidize speakers; second is how much money we put in form OBFS budget; could squeeze down from \$5000, \$3000, \$2000; could increase to \$8K or \$10K, and that will increase registration costs. Or keep costs where they are at and get money from OBFS general fund. Philippe: if the person is coming we need to offer them 8-10 grand?! Mel: would not like to see it come from increasing registration costs. Is there a person we are thinking about and do we have #'s? Jerry Schubel is \$1500. Alan Alda center will give him quote soon; trying to get an effective session; In the \$5-10K range \$5000 sponsorship from YSI covers part of the speaker budget, trying to get another \$2500 from Campbell Scientific to reduce registration fees from \$500 to \$480 How do we benefit from bringing in a big person? \$2500 from Campbell; lower registration fees.

Eric: we should do everything we can to keep registration fees down; if we want to do something special we should just pay for it; 2-3K not a big deal; upping the price is a big deal. Ian: last 2-3 meetings have been \$425 or \$250; this one is \$500; is that too big? Eric: starting to creep up and becoming prohibitive. Mel: with the federal budget, \$500 is reasonable, as soon as you go to \$501 has a cooling effect. Bill: that is probably the right price point. Expensive meeting, a big meeting.

Sarah brought up bringing a fundraiser person: I can firm that up and bring it to the programming committee so we may be able to add a concurrent session; she will send that to Bill. Mel; can we add some AIBS training? Bill: we are dropping it, too expensive; they wanted \$3500 bucks plus other travel, makes more sense to make it a separate session. Their expertise is with policy makers. We already have a person who can speak to that topic.

Bill: on the budget: Ian do we have enough guidance to move forward? Does OBFS want to use \$2500 for speakers or use that to lower the registration? Can make it work with the current budget? Can dedicate \$2500 to keep registration at \$500 or below. Committing \$2500 to bring in an important speaker instead of charging users? (Eric). Philippe would be willing to commit \$2500 to try to keep the registration fee at 500 or below. With \$2500 we can knock \$15 a person. \$500 may be a breaking point for some people. Ian: can keep it at \$500 right now if people are willing to share a room; adding \$\$ allows us to drop registration or add speakers.

So far operating budget only has \$500 and \$3000 contingency fund. Circling around a bit; do we have a proposal? Does the organization want to contribute \$2500 to this meeting? Ian: we also paid a \$1000 [deposit?] last year could add 1500.00. A good use of our funds.

Ian: motion to dedicate \$2500 for offset speaker costs and lower registration costs [everyone voted in favor of Ian's proposal "to use the budget we have, hold costs down for speakers as best as possible and use anything left to lower registration costs"

Philippe: total of \$6000 committed to annual meeting; \$3000 contingency, \$500 originally + \$2500 total of \$6000. Passed unanimously.

Philippe many of these costs roll over into the next fiscal year: so some costs fall into FY 2015. Can update the board as it goes forward. Any more input on the program itself? Main feedback; try to pair up breakout session with the plenary (NAML); input from me, add a session on fundraising.

Mel: for concurrent: 6 total; probably will cut those down to 4. Hold the new member roundtable at lunch or breakfast; Mel liked the idea of not having it part of the concurrent session; people are often torn as to which one to go to. Deedra: a lot of people do their field trip a day before the meeting starts. If you can't do a field trip no free time scheduled; no nature time. She would be bummed out if you are sitting in meetings all the time. Ian: tension, everyone wants to do everything; better to have more stuff going on than you can go to; tough to run too many concurrent sessions. In previous meetings have talked about more down time.

Philippe: in concurrent session number one too many topics that overlapped in fundamental ways, would be a problem for everyone. Bill is on the program committee: two suggestions: to avoid overlap and try to find some down time or nature time. Philippe: pre meeting field trip. Sarah discussed the field trips I have set up with Alan that we still need to narrow down and formalize. Ian: need to finalize costs and all fees by May 1. talked about sending a save the date email; in about 10 days we will have a generic website up. Once that is up, Sarah and Mike can send out emails to listservs; reminder; registration will open in May. Gwen is that right, yes?

Bill and Brian and I talked to try to line up a key speaker or draw for a potential July event: Bill Nye out of our cost person. EO Wilson, next person up for consideration. Deedra just spent some time with EO Wilson, he is a little shaky, she would vote against him, not performing the way we would want someone to perform. Someone who was a fantastic draw is Andy Rivkin, science journalist. He is amazing; they

OBFS ANNUAL REPORT 2013-2014

had him down on an OTS course. He is fun to hang out with. Philippe had him out to the preserve. Fly me down and give me a beer. Sarah will follow up with Andy.

Brian: Timing: July is the month to target on Nantucket; need a speaker in a couple of weeks; will take a month to line up the list of invitations people. In order to be successful with a July event; is to be wrapped up by the first of May. We would rather do it well, than rush it through. Quick turnaround for invitations. Going for 100 people in a nice venue or host home. Any other questions?

Conflict of Interest policy: Eric sent that around something we need in place in some form; expected for tax exempt organization to have this legal protection; seems to have a lot of tax exempt language in there. The purpose of a COI is to prevent any of us from voting for anything that we have a financial interest in a way of protecting us from getting in trouble with the tax laws and promoting transparency. Fairly long, advantage it has a lot of cook book directions and instructions and definitions. Some concern that this may be more work for us; the procedure is for people to self-disclose, no policing; we already do this informally. Philippe has been very clear that some of the payments have gone to his wife Cindy to cover her work on the budget or taxes. Philippe did not see anything in the form that would be a problem. **A motion to approve the COI: passed unanimously (Deedra made the motion).** This form should go out to the board members to be mailed or sent to someone. So institute it on April 1; he will communicate the document to have the president sign, secretary forward and everyone sign. If we can do this at OBFS much easier; great idea. We will do that then. Maybe do for Philippe ahead of the meeting and for Gwen. Give everyone the opportunity to sign it ahead of time. Last two issues: web site: anything new? One note: take down the issue for CVD- it is closed. Meeting with NAML; they are jealous of our website and want to copy it.

Sarah: up to date on payments for the meeting.
Bill: Lots of overlap with contacting AERP and OBFS: Association of Ecosystem Research Centers (Jasper Ridge and Hancock). Some overlap in the mission; our thought some benefit to collaborate; start partnering together? Some been some fallout of membership, their dues are higher, some members feel they don't get much out of it. Talk about them with some of the membership, annual briefing of ecosystem research to congress that is well attended; something they do we don't.

Ian: one suggestion, invite their president or board officer to the meeting next year; maybe they want to do a booth or a concurrent session (better than doing a joint booth at ESA). NAML is trying to get NERRS; we can do the same thing for 2015 with AERC. Action item, invite: them to the meeting in 2015.

One more item: annual meeting 2015: RMBL proposal from Sept 16-19th; no conflicts that we know of.

Any items of new business?

Philippe came in late: Treasurer: did anything jump out? We are in very good fiscal shape; net worth of \$260,000; only thing under organization membership dues; accidentally flipped numbers (AIBS/NEON flipped).

Brian: underneath income and donations: Brian made a donation to test the system. Work closely with Philippe that we can acknowledge them, thank you notes, follow-up. Problem is Brian picked \$50 as his number; hard to tell what it is. Philippe has tested the recurring one for \$25. It stops itself after one year; working the bugs out; Brian is right, we need a workflow; at what point do they get a letter?

Development committee: can work out what is appropriate. What Philippe does right now is that he will forward the email to Sarah who will prepare a letter to send to donors.

New business: SACNAS letter; Sarah will do a good job on a letter.

We thanked Bill for his service as President.

Meeting adjourned at 4:37 EST

Respectfully submitted by Sarah Oktay, OBFS Secretary

OBFS Board of Directors Meeting Conference Call 12 June 2014, 12:30 pm EST

In Attendance: Philippe Cohen, Damon Gannon, Brian Kloeppe, Deedra McClearn, Stacy McNulty, Sarah Oktay, Gwen Pearson, Bill Schuster, David White

Member initials in bold are action items.

1. Review minutes from March meeting (Sarah)
PC moved to accept minutes with corrections from Dave. Sarah seconded. Passed unanimously.
2. Vote to have minutes ready two weeks after each meeting (David/Sarah). DW: invoke Section 14 in bylaws. SO: Helpful to have minutes sooner for review, esp. with action items, and also will help with transparency and annual meeting planning. Stacy as Secretary is supportive. Is there a governance issue? Not a voting issue, as it's already in the bylaws—the meeting minutes stand as a record.

OBFS ANNUAL REPORT 2013-2014

Annual report

SO: Will issue annual report a week or two before annual meeting. **DW:** will have report done by Sept. 1. This report will have more than usual as there was no January 2014 report issued.

3. Treasurers report (Philippe)

Showing income for first time in support of annual meeting. Revenues in line except for sponsorships for annual meeting. Expenses: we'll incur some from annual meeting related to travel that will go into next fiscal year. Will try to capture a more realistic version in the Q4 budget by including more expenses in encumbrances and a better view of spending next year. Big item that's not included yet is July development event (\$15K budgeted, not spent yet). Typically we see a high number of members until expiration in January, then #s dip and catch back up again. **BK:** at 187, we're moving back toward the 200 mark. **SO:** I will send a reminder to members to resubscribe along with the annual meeting invitation and cc: to BOD.

Membership/Contact for FS

PC: I maintain member email list, and we have our membership database, but I have no easy way to track and update the email list. Not a trivial issue, but how to solve? **GP:** emails change, but people don't tell us in the database either. I mark out-of-date email addresses. Many don't have any working email. The OBFS listserv does reach most people accurately. Mass emailing/spam forces Gwen to email people individually about contact info; she got as far as "M" on the list of stations before stopping because of other demands on her time.

GP: also we must have an opt-in/opt-out system message due to laws about marketing. This is automatically generated. **PC:** I monitor email list closely because there are often spammers who try to get on it. I maintain a list of blocked email addresses.

4. 2014 annual meeting, budget, program, grants for international travel assistance (Bill, Ian, Gwen, Carlos). **BS:** program coming nicely: there are 4 plenary sessions (NAS strategic visions study- J. Schubel; networking FSMLs – Margaret Davidson and Ken Abel; communicating science, Bill Dennison, Univ. Md.; Env. change and role of place-based research- Presidential Science Advisor John Holdren invited but not confirmed, Brad Moran from OSTP will speak if Holdren cannot, along with D. Foster from Harvard Forest and V. Klump from Great Lakes Water Institute. Breakout sessions are included as well. Reminder of BOD meetings: Saturday PM and Wed. PM. **GP:** Registration open, 6 registrants so far. Please send news items to post.

5. Field trips

Sarah and Alan developed choices, may be some changes. Might have to contract with a caterer for box lunches, though

Gwen thinks registrants can make a lunch Sunday morning as per contract. **SO:** this might lower trip cost by \$10/person. **GP:** Or, could include that funding for transportation & meeting costs. **SO:** we will have some rental vehicles available and are hoping some will drive their own cars.

SO: Will send repeat announcements June 20, mid-July, and early Sept. **BS:** need to send announcement for student travel grant – will contact Carlos. Carlos can't attend annual meeting, but Paul Foster will represent.

Session for annual meeting discussion about FS – field stations under siege from financial straits and/or questions about institutional fit/mission. **SM:** continued pressure from administrators as to why should academic institutions have field stations? **PC:** many field stations (esp. those sponsored by institutions) regularly experience this sort of threat and OBFS can play a key role in this dialog. **BS:** will work with annual meeting committee to develop as a breakout session or round table discussion.

Examples of stations recently threatened, closed or sold by academic institutions:

- Brackenridge Field Lab, Univ Texas Austin
- Bernard FS at Claremont Colleges
- NC State selling 80K acres of Hoffman Forest in 2013
- Nantucket FS was sold 10 years ago to a conservation group

6. Development- July 22 fundraising event (Brian)

BK: guest is Miles O'Brien, former correspondent for CNN. Michael Schulder will be on-island to help get Miles up to speed on OBFS. Venue lined up, menu planning and invitation list is in process.

ALL: Need photos/video of field stations because lots of people don't know what field stations look like or do. \$100-150/person target as suggested donation. Current budget \$19K; Sarah is incurring deposits/payments in advance of event; requests an advance of \$7500 from the \$15K budget item. **PC** can send check upon receipt of invoices. **Bill moved, Stacy seconded, unanimously approved.**

Three (Bill, Sarah, Brian) representing OBFS. Can Eric, Stacy and Damon also come? **BK** will check with each on availability; Gwen also a possibility. **BS:** **everyone** please help circulate invitation to constituents to spread the word about OBFS for the opportunity to contribute. **SO:** will work with Gwen to create a sharable PDF with hotlink for donating by next week.

7. Website progress, dues/sponsoring other stations (Gwen, Bill)

OBFS ANNUAL REPORT 2013-2014

BS: Carlos put Bill in connection with a FS in Costa Rica for sponsoring. SO: contemplating asking Mark Ruffalo to sponsor a station. BS: station should register, and sponsor should send OBFS a check. PC: have sponsor email me and I will attach a note under station's membership. I will update the membership date when the check is received. SO: will follow-up with email in a week or two. PC: how many years can a station be sponsored? We presume they are a small/starting FS but that eventually would be a full-paying member. Board suggests 3 years maximum for an individual station. SO: premature to list on website; will put item on annual meeting agenda. Will talk with Carlos.

8. Human Diversity Award (Sarah for Mel)

Harvard Forest won this year. BK will engrave station's plaque and Mel will engrave traveling plaque and both will come to annual meeting. There were 3 completed submissions.

9. Vice President: call for new volunteers at annual Meeting (Deedra)

DM: concerned about ability to fulfill duties. SO: can we vote off-schedule for VP? DW: need some kind of election. PC: suggest one of the member-at-large become acting VP. VP does the treasurer audit which is an important function and easier to keep continuity and less daunting to the newer MALs (Mel and Damon).

DM: can audit Q3 before resigning, and will do Q4 if needed. I will coordinate with Sarah on resignation timing and check with Eric on governance issues. PC: Pointed out that it is unclear that DM can do the audit if she is no longer VP. DW noted that by-laws don't specify who does the audit. BS: VP does not lead directly to presidency; the annual meeting is in hand with that committee so there are no other key tasks this year.

SO: I will contact MALs and ask. DH: willing to step up for the meeting given proximity and familiarity with Woods Hole/MBL. DW: Sarah can notify the board if someone accepts VP; BOD will review and note any objection.

10. Bob Waide LTER: asking OBFS members to attend workshops on incorporating their data into a Network Information System (NIS) and possibly into DataOne (Brian). BK: LTER is polling OBFS and other biological information communities to gauge interest in NIS. Features include storage, data QA/QC, publishing, links to DataOne. May put together a proposal to NSF to host workshops on use of NIS. PC: is this like open source that ESA and others are involved in? If so, it's more available and easier to port networks among FS. If proprietary, then FS are more dependent upon LTER network which warrants consideration.

BK: this infrastructure is available at no direct cost to a FS. They help you ascend data into the system during a

workshop. BK: LTER meeting Sept 2015 in Colorado; PC: maybe there is a linkage with OBFS meeting due to proximity. Need meeting dates. GP: will post this and other OBFS announcements on the web/social media.

11. Annual meeting site for 2015 (Ian)

Rocky Mountain Biological Lab, Sept 16-19 (assuming still the same timeframe). Need to follow up with Ian.

12. New business

Content for OBFS website – GP can take stories and other news items.

13. Date of next meeting- do we need another call prior to Sept?

Meeting scheduled tentatively for 1 PM EST, Thursday September 4, 2014.

Meeting adjourned at 2:07 PM EST. Minutes respectfully submitted by Stacy McNulty.

OBFS Board of Directors Meeting Conference Call 4 September 2014, 1:00 pm EST

In Attendance: Philippe Cohen, Paul Foster, Damon Gannon, Mary Hufty, Brian Kloeppe, Chris Lorentz, Stacy McNulty, Sarah Oktay, Gwen Pearson, Bill Schuster, David White (first/last initials used in notes).

Initials in bold are action items.

Agenda Items:

1. Review minutes from March meeting (SM). **PC** moved to accept minutes with corrections. **SO** seconded. Motion passed.
2. **Treasurer's Report (PC)**
 - a. FY14 Budget: it was a good year, expenses lower than projected due to successful event in Nantucket and corporate sponsorships for OBFS conference. Membership is highest ever. Concern: a future expense will change due to exceeding \$50K revenue - tax implications; may need to spend money to do the longer tax form/more documentation. "A good problem to have." Noted State of California does not acknowledge receipts for budget documentation, a problem for recordkeeping.
 - b. Timing of Q1 budget report - PC is going to be out of commission later this fall with surgery;

OBFS ANNUAL REPORT 2013-2014

likely available at end of Q2. Most renewals occur Q1.

- c. Email list maintenance – PC will be slower to respond from Nov-Jan 1
 - i. **GP please carefully check credit cards** if expiration date is in 2015-16
- d. FY15 operating budget: based on last 4 years, made some placeholder assumptions. Goal: 200 station members (individual members are part of margin of error). To date, we received no memberships as a function of established stations sponsoring new stations; this will probably happen in FY15.
 - i. \$10K placeholder for development event next year, ideally the funds will be replaced by fundraising at the event – can adjust amount as needed.
- e. DG: talk about budget oversight at annual meeting as interim VP.
 - i. **PC will send audit files to DG**; has sent to SM.
- f. Researching changing banks from Jefferson Bank & Trust in St. Louis, MO. Current bank does not handle electronic transactions well, has onerous communication. Recommendations welcomed. GP supports a switch.
- g. Investments committee – PC, Peter Connors, Claudia Luke, Hilary Swain. Auction proceeds are invested on a monthly basis.
 - i. This year there was a big capital gain (\$6200), **PC will look into why**.
 - ii. Investment projections are conservative.
- h. BS move to accept budget; DG seconded, passed unanimously.

3. Annual meeting program (BS,GP)

- a. Program coming along nicely, organized session leaders using Gwen's form. Includes 4 plenaries and 8 concurrent sessions, many other events. Next planning committee meeting Sept. 5. Current registration is at 133, closes Sept. 5.
- b. GP creating a spreadsheet for names/numbers for red cards/guest passes from MBL so guests can have hors d'oeuvres/drinks. SO: will encourage dignitaries to attend a portion of the meeting for increased OBFS visibility
- c. Field trips: whale watch time later in day. Signups: from 3 to 36 people/trip.
- d. Misc. needs.
 - i. **GP asks please bring extra USB drives**, need them for presentations.
 - ii. Print programs – who can help?
 - iii. Bring auction items!
 - iv. Not having mugs/handouts – ask attendees to bring them.

v. Need details on ground transportation – **GP will augment web site.**

vi. Details on child care/arrangements – SM can direct to MBL contact.

4. Annual meeting program requests (SO, PC)

- a. Request to form regional groups within OBFS
Jeff Brown inquired about setting up a mountain coalition of FS to coordinate grant-writing, programs (e.g., MtnSEON) SO, DG holding lunchtime Gulf of Maine gathering
 - i. SM suggests they propose a formal grouping to the board. BK: **SO ask Jeff to be at Saturday BOD meeting or send us a proposal to evaluate.** PC: OBFS may not be large enough to prevent splintering. CL: Kentucky has a group of 16 FS (out of about 25 statewide); he does not see it as competing with OBFS – includes nature preserves, wildlife areas, smaller organizations and the group got smaller sites involved at the state level with like-minded interests who might apply for FSML grants and the like. MD: regional groups might organize a separate meeting a day after OBFS.
- b. PC: issue of Unmanned Aerial Vehicles (UAVs; drones) and Federal Aviation Association regulation that treats academics as commercial interests with many hoops to jump through which is counter to research and education, not treated as hobbyists with fewer regulations. Paul Voss at Smith College has assembled a group of universities to legally appeal the rule.
 - i. Can we put Paul Voss on the annual meeting schedule? BS: time after the NSF FSML update. **Annual meeting cmte will evaluate fit into the schedule** as long as no changes to rooms, breaks which MBL is restricting after tomorrow.
- c. BK: Bob Waide would like to give LTER update for 15 min max Tuesday PM.
- d. SO notes that late additions to the schedule can always bring a poster.

5. International Travel Award (PF)

- a. Received 3 submissions: Bahamas, Florida, one withdrew. Carlos de la Rosa and PF reviewed the applicants and support the Bahamas and feel the FL station is also worthy. PC: allocation can be up to \$2000 - approved to Bahamas by BOD.
- b. PF: suggests we make it clear that the award is given preferentially to developing countries; the OBFS web site states this.

OBFS ANNUAL REPORT 2013-2014

- c. PC, SO: if a US station needs assistance, it's best to give from a different budget item such as travel contingency line.
 - i. BOD voted to give \$1500 for Florida station (reimbursable with receipts).
 - ii. MH: Archbold offer to sponsor the FL station.
 - iii. Add this agenda item to business meeting.
 6. **Human Diversity Award (MD)**
 - a. Harvard Forest received 2014 award.
 - b. BK has engraved plaque for Harvard Forest and will bring it to the annual meeting; Mel will mail the traveling plaque to the winners.
 7. **Historian's Report (MH)**
 - a. Anniversary: Some discussion about whether 1963 or 1968 was origin date for OBFS. Celebrated 40th anniversary in 2008; that makes 2018 our 50th. The Oklahoma meeting was when OBFS was incorporated officially.
 - i. Vote: 1968 is official date.
 - b. History of NAML and inland stations is interesting re: why the two organizations needed to be separate. At this OBFS/NAML meeting, do we want to look like one happy family or acknowledge distinctiveness? BOD: celebrate differences.
 - c. Photo for annual meeting: **SO and BS will bring tripod.**
 8. **Editor's Report (DW)**
 - a. **SM will send DW meeting minutes** for board approval; BOD can accept by email vote and DW will incorporate in annual report prior to meeting.
 9. **Friend/Fundraising Event, Nantucket (BK)**
 - a. Our second event was successful; guest speaker was Miles O'Brien, CNN Science Correspondent, hosted locally by Michael Schulder, Nantucket resident and CNN producer. Donations before or during event resulted in a net gain of funds as well as 60 new "friends" of OBFS. Auctioned 8 FS visits and a visit to CNN's New York bureau. Created OBFS presentations/materials. OBFS got media coverage on Nantucket. Miles generously donated his honorarium back to OBFS.
 - b. Miles might do a recorded special video for PBS; **SO and GP will create a website for the event** with photos etc.
 - c. SO will speak on OBFS at a TED-type event in Boston.
 - d. **BK: database of attendees to send a thank-you.**
 - e. PC: recall BOD wanted to raise visibility; funds were secondary, both good!
 - f. Next event: May 2015, New York City, details TBA.
10. **Website:** GP and PC decided to put off updating; will discuss at business meeting.
 11. **New Business:**
 - a. **2016 annual meeting (BS):** new station in Acadia, Maine might submit. Discussed soliciting international stations for 2017.
 - b. **Early-career representative (SM):** put on business meeting agenda to discuss award recipient and amount. One potential applicant attending annual meeting
 - c. Ask awardee to help with onsite meeting logistics in return for registration/travel assistance.
 12. Next meeting Sept. 20, Marine Biological Lab, Woods Hole, MA.
 13. Motion to adjourn (SO, BK seconded) 2:42 PM.



Respectfully submitted by Stacy McNulty, OBFS Secretary