

**Western bird Banding Association Board Meeting  
September 9, 2002  
Bisbee, AZ.**

In Attendance: Ken Burton, Kay Loughman, and Gary Blevins

Reviewed Minutes: After discussion Kay moved and Ken seconded approval of the minutes. Minutes approved by those present. Final approval pending vote by the board via e-mail. **ACTION: ALL. Vote.**

Financial report. Reviewed report. Discussed concern regarding the reporting of the meeting income (and expenditures). These should be included in the overall budget. Discussed the need to have better accounting of NABB expenses. Also, discussed importance of meeting income to assure financial stability of WBBA. We should try to make a profit off future meetings. **ACTION: TRICIA. Henceforth, incorporate meeting income and outflow into the overall budget. ASAP, please tell us why NABB costs increased this year.**

Endowment: discussed: All at meeting agreed with Tricia's plan one. We need to have this item approved by board via e-mail. Discussed using the CD as the endowment, with optional removal of the interest at maturity. Next time the CD matures, we will add whatever is necessary to bring the balance up to what would have gone into the endowment. **ACTION: ALL. Vote.**

Credit Cards: Discussed the use of credit card transactions for membership to pay dues. Had limited information supplied by Tricia. Decided to check in credit card transactions in more detail and with using the Web site to make transactions. Gary agreed to check into the issue. Tabled until further information is collected. **ACTION: GARY. Get information on Paypal and other options. Please report via e-mail by January 31.**

Membership: Net loss of memberships since 1999 (and earlier). Discussed ways to follow up with expired membership. Ken (with Kay's help) will follow up by contacting expired members to try to get them back. Also discussed that second dues notices should be sent by regular mail because mail sent to obsolete e-mail addresses may not bounce back. Discussion of why we lose membership and the services we provide members. Need more discussion in this area. **ACTION: KEN B. AND KAY. Mailing to lost members when possible. ACTION: KEN B. Second notices by regular mail, effective immediately.**

Editor's Report: Reviewed manuscripts for 2002, discussion of decreases in manuscripts and/or increase in rejections and lack of response in rewriting. Discussion of existing policy regarding "previously published." Discussed suggestion from Kay to be incorporated into "suggestions to authors." Kay has decided to accept CJ's manuscript in WBBA based upon advice from board members. **ACTION: KAY. Accept Tabular Pyle manuscript immediately for publication. Forward revised suggestions to other editors (done already).**

Discussion of Annual banding report: It was suggested that we approach the BBL to see if they can generate the report from data residing at BBL if and when Chris quits. President's note: I brought this up at the IBBA meeting two weeks later and they

seemed supportive of the idea. However, BBL leadership is in a state of flux and this should be tabled until things settle down there.

**Grants:** Discussion of this past year's activities followed by discussion of better ways to facilitate the process. Kay proposed that the 2<sup>nd</sup> VP should be responsible for following up on the grants activities. GB proposed that 2<sup>nd</sup> VP should serve as Chair of the Grants committee and be responsible for developing a schedule of dates, events and committee members' responsibilities.

President's note: I discussed this with Geoff Geupel at the NAOC. Apparently, there is a schedule in place and the information is on the application form. **ACTION: KEN V. Contact Geoff immediately for application form. Work with him to draw up a schedule of what needs to happen, when, and by whom every year. Report via e-mail by November 30.**

**NABC:** Discussion of this past summer's events with NABC (loss of representatives, cancellation of evaluation session). Ken has agreed to act as the representative for another two-year term but WILL NOT organize evaluation sessions. John Alexander has volunteered to be Alternate and has authority to hold evaluation sessions if he wishes. President's note: John and I both attended the NABC meeting Sept. 29.

**WEB Site:** Ken will research Web. Has someone to work on Prototype.

President's note: I have bought two hours of Web time for \$30. By the end of October I will circulate a proposed Web-page structure to current Board members for approval, then work on getting the pieces together to take to the designer, whose services are available until June 2. **ACTION: KEN B.**

**Officers and Nominating committee:**

President: Ken B.

1<sup>st</sup> VP Gary B.

2<sup>nd</sup> VP Ken V.

Secretary: John A.

Treasurer: Tricia C.

President's note: As I see it, my term expires next year. My hope is that Gary, Ken V., and John will be willing to move "up" a level at that time.

**Nominating Committee (Three members)**

Gary Blevins

Kay Loughman

Dennis Vroman

**ACTION: GARY, KAY, DENNIS. Report to President with nominations by August 15.**

**Meeting for 2003:** Will send an announcement out to solicit proposals. These are due by October 31. At this time KBO and Stephanie Jones are the likely possibilities. The hope is that these will be the hosts for the next two meetings.

President's note: At the IBBA meeting we discussed the possibility of a joint meeting in a border state or province in 2005.

**Changes to Bylaws:**

It was moved and seconded to change bylaws regarding the notice time for meetings. Change present wording from a minimum of 30 days to a minimum of four months.

It was moved and seconded to define more clearly the requirements of the 1<sup>ST</sup> VP in regards to annual meeting. The use of the word "program" in the description of the 1<sup>st</sup> VP's responsibility is hereby defined as helping the local host coordinate ALL aspects of the meeting. 1<sup>st</sup> VP still has primary responsibility for the scientific program.

Both changes need the approval of membership.

President's note: Since neither of these items is urgent, I suggest we announce in next year's meeting notice that they will be voted on at the meeting. **ACTION: GARY.**

**Ensure that these items are incorporated into the meeting notice, which will go out in May.**

## **Treasurer's Report: 9/1/01 - 8/31/02**

**Net Worth.** WBBA's net worth has gradually increased over the years. The graph illustrates running means across years.

**Account Balances Report.** WBBA account balances to date (8/31/02) equal \$30,563.08. This has increased from last year's (as of 8/31/01) account balances by \$969.91. The increase is due to last year's annual meeting profits.

**Fiscal Year Comparison.** As we decided last year, this year's report separates out the annual meeting income and expenses from the fiscal reporting. This separation simplifies the reporting and subsequent interpretation. Without the annual meeting of 2001 taken into consideration, WBBA netted \$896.63 in fiscal 2001 (9/1/00-8/31/01) and loss \$657.87 in 2002 (9/1/01-8/31/02). This is a reduction of \$1,554.50. The major reasons for the losses are:

1. Decline in banking interest occurred by \$343.60.
2. Membership revenue declined by \$260.00
3. NABB expenses increased by \$1,235.32.

No expenses were spent for NABC travel expenses in 2002 which helped buffer the loss by about \$500.00.

Please keep in mind that in neither 2001 nor 2002 was grant money awarded. The last grant money to be awarded was 2001 equaling \$1,000.00. I recommend that we make \$2,351.00 available for grants. This amount includes four \$500 grants plus the 2001 raffle proceeds of \$351.00 earmarked for grants.

**Annual Meeting.** In looking at the cash flow for the 2001 annual meeting, WBBA netted \$1,627.78. Based on previous reports, this level of profit is a bit higher than normal (2000 netted \$615.37, 1999 netted an estimated 803.99). The income for the 2002 meeting to date is zero. Neither income nor expenses have been received as of 8/31/02.

**Endowment.** MCF currently charges an annual fee of \$500 or 1% of profits which ever is greatest to manage the endowment each year. MCF creates the endowment and serves as trusteeship. It is not able, due to its internal agreements, manage a fund where profits plus its principle would be used entirely to pay the annual fee which would be the case with the WBBA fund of \$14,000.00. It can accept annual fee payment from another external account. Do we want to do this?

Phoenix Trust Company, a national company that creates and manages endowments charges an annual fee of \$1,000.

According to a financial planner I consulted with an endowment is a legal document created with specific parameters stating what the purpose is, what the limitations are (e.g., principle to be guaranteed or not, investment scheme conservative or aggressive, etc.), and who the trustee is. To create an endowment there must be a trustee assigned and a legal document must be created stating the parameters. Both companies above provide all three parameters of the endowment requirement. They would serve as trusteeship and provide the stipulations of what the monies can or cannot do based on their internal agreements. Geoff Geupel looked into the MCF endowment and we agreed that their

offer was acceptable. We now need to decide how to move forward with resolving what our By Laws state and what we feel is a financial responsibility of the Board. I have presented some approaches below:

1. Change the By Laws to reflect that the monies from lifetime memberships will be placed in a safe financial account (not an endowment) and that the interest earned will be spent on .....? It is my feeling that lifetime members would need to be told of the change.

2. Keep the By Laws as they are and pay MCF through another account to manage the endowment.

3. Keep the By Laws as they are and draw up a legal document assigning someone from the Board to be trustee and specifically defining what the endowment is to do and generally how its profits and/or principle are to be invested. An attorney would need to create the legal document. I am not willing to be the trustee and deal with the obligations of investment strategy, etc.

Based on Ken's figures, roughly \$14,000.00 of WBBA's liquid assets are from Life Memberships and contributions. We need to make a decision.

**Certificate of Deposit.** This account is currently earning 6% annually with a maturity date of 7/12/2003. This is where most of the life-time membership monies are located.

**Visa/Mastercard Transactions.**

I contacted Concorde National Bank. The following are their fees:

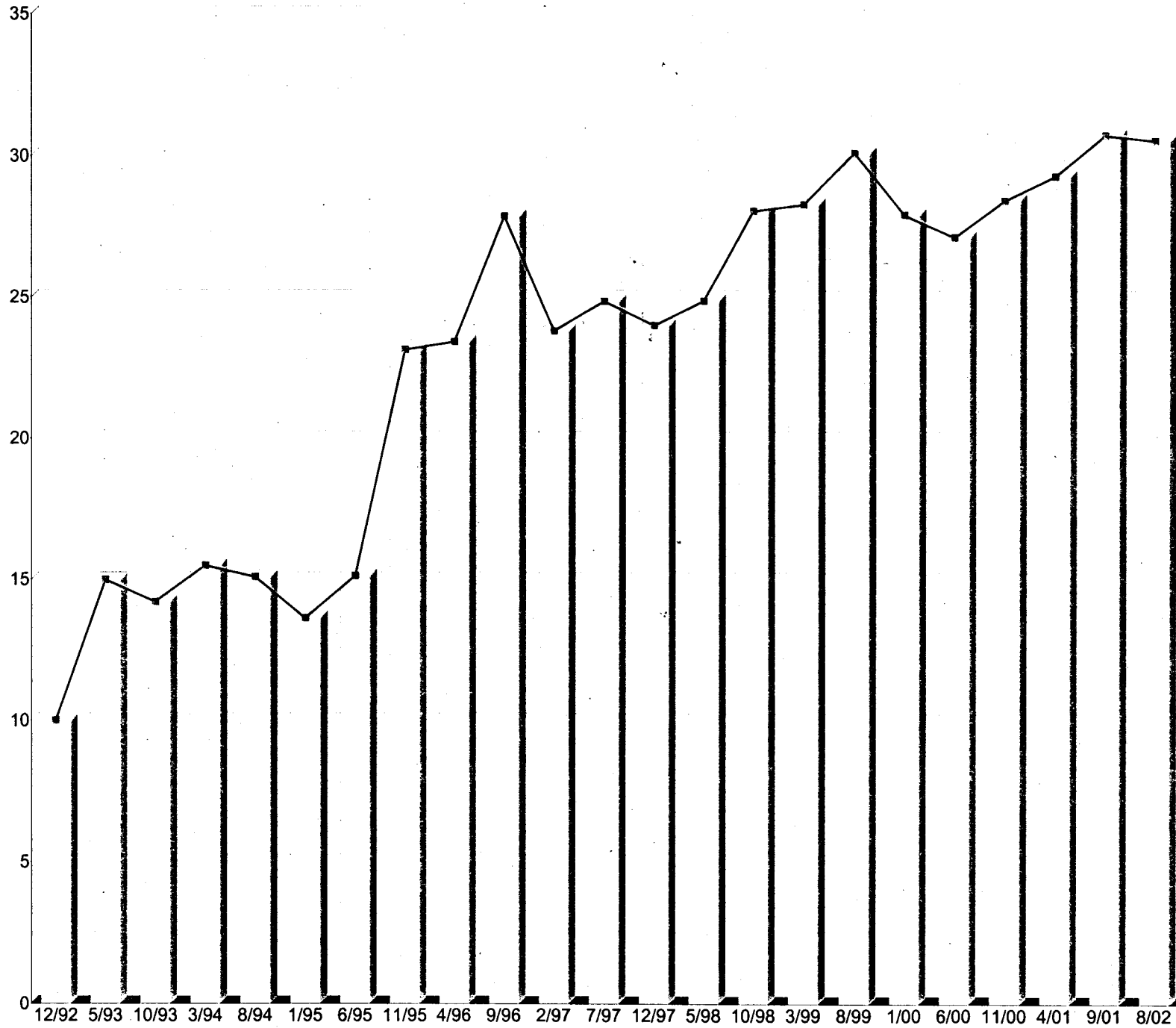
1. 2.87% per transaction + \$.30/transaction
2. \$7/month state charge

The above assume signatureless transactions. The bank accepting deposits must take ACH transactions and Petaluma Bank does.

\$ in thousands

Monthly Assets, Liabilities and Net Worth 12/31/92 - 8/31/02

Assets  
Liabilities  
Net Worth



**Account Balances Report**  
As of 8/31/02

Acct	8/31/02 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
004 614661	0.00
Burton's Cash Account	84.74
Cal Fed CD	12,487.97
Checking-004079807	2,045.34
NABC - 004 025982	0.00
Savings-004 020420	15,945.03
	30,563.08
<b>TOTAL Cash and Bank Accounts</b>	<b>30,563.08</b>
<b>TOTAL ASSETS</b>	<b>30,563.08</b>
<b>LIABILITIES</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>30,563.08</b>

## Account Balances Report

As of 8/31/01

Acct	8/31/01 Balance
<b>ASSETS</b>	
Cash and Bank Accounts	
004 614661	0.00
Burton's Cash Account	62.68
Cal Fed CD	11,780.35
Checking-004079807	119.15
NABC - 004 025982	0.00
Savings-004 020420	17,630.99
<b>TOTAL Cash and Bank Accounts</b>	<b>29,593.17</b>
<b>TOTAL ASSETS</b>	<b>29,593.17</b>
<b>LIABILITIES</b>	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>29,593.17</b>



WBBA-Fiscal Year Report w/out Meeting

9/1/00 Through 8/31/02

Category Description	9/1/00- 8/31/01	9/1/01- 8/31/02	Amount Difference	% Difference
<b>INFLOWS</b>				
Back Issues	30.00	15.00	-15.00	-50.00%
Banking Interest	1,329.26	985.66	-343.60	-25.85%
Contributions	80.00	125.00	45.00	56.25%
membership	3,970.10	3,710.00	-260.10	-6.55%
<b>TOTAL INFLOWS</b>	<b>5,409.36</b>	<b>4,835.66</b>	<b>-573.70</b>	<b>-10.61%</b>
<b>OUTFLOWS</b>				
Gift	170.00	0.00	170.00	100.00%
NABC:				
Travel Expenses	447.48	0.00	447.48	100.00%
NABC-Other	25.00	0.00	25.00	100.00%
<b>TOTAL NABC</b>	<b>472.48</b>	<b>0.00</b>	<b>472.48</b>	<b>100.00%</b>
Office	0.00	9.21	-9.21	INF
Phone	33.60	7.55	26.05	77.53%
Postage	91.04	50.57	40.47	44.45%
Supplies	337.88	35.61	302.27	89.46%
Taxes	20.00	20.00	0.00	0%
WBBA Annual Report	0.00	747.54	-747.54	INF
WBBA NABB	3,387.73	4,623.05	-1,235.32	-36.46%
Uncategorized Outflows	0.00	0.00	0.00	0%
<b>TOTAL OUTFLOWS</b>	<b>4,512.73</b>	<b>5,493.53</b>	<b>-980.80</b>	<b>-21.73%</b>
<b>OVERALL TOTAL</b>	<b>896.63</b>	<b>-657.87</b>	<b>-1,554.50</b>	<b>-173.37%</b>

Annual Meeting Cash Flow Report - 2001

1/1/01 Through 12/31/01

Category Description	1/1/01- 12/31/01
<b>INFLOWS</b>	
Meeting Income:	
Food	1,931.00
Raffle	351.00
Registration Fee	1,220.00
Meeting Income-Other	1,451.00
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<b>TOTAL Meeting Income</b>	<b>4,953.00</b>
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<b>TOTAL INFLOWS</b>	<b>4,953.00</b>
<b>OUTFLOWS</b>	
Meeting:	
Facility	75.00
Field Trip Fees	32.45
Food	3,053.48
Postage	12.45
Printing	151.84
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<b>TOTAL Meeting</b>	<b>3,325.22</b>
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<b>TOTAL OUTFLOWS</b>	<b>3,325.22</b>
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<b>OVERALL TOTAL</b>	<b>1,627.78</b>
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No 2002 Meeting Expenses

## Editor's Report to the WBBA Board, September 2002

### Manuscripts:

- Bloom, P. Molt and Sequence of Plumages of Golden Eagles and a Technique for In-Hand Ageing. Rec'd. March 2001. **Published** in NABB 26:3
- Brady, G. West Nile Virus: What Banders Need to Know. Rec'd. April 2002. Manuscript rejected on advice of reviewers, both of whom thought the idea for the paper was excellent. Author would like to re-write and re-submit at a later date.
- Ebel, R. Accessing the Boreal Forest Canopy for Monitoring Avian Populations. Rec'd. March 2001. Initial review indicated desirable after major revisions. Authors indicated they would work on this manuscript again after fall (2001) migration; but have not resubmitted..
- Gilbert, W. Wilson's Warbler Male with Amputated Foot Successfully Forages and Raises Brood of Young. Rec'd. April 2001. **Published** in NABB 26:3
- Jones, E. A Lifetime of Bird Banding. Rec'd. March 2002. Rejected by the editor as unsuitable for NABB.
- Mamone, M. Neotropical Migrant, Short-distance Migrant, and Permanent Resident Passerines in Urban, Rural, and Forest Riparian Habitats of Southwestern Oregon. Rec'd September 2001. Manuscript rejected on advice of reviewers. One reviewer offered to work with author to re-write as a joint paper to be submitted to NABB. No response from author.
- Ralph, C. A Tabular Format of Pyle's Ageing and Sexing Methods for Landbirds. Rec'd. April 2001. Initial reviews favorable, and copy with final revisions is in hand. Disposition of this mss. is uncertain due to questions regarding web publication policy.
- Ralph, C. A Rapid Method of Removing Birds from Mist Nets: The Body-Grasp Technique. Rec'd. October 2001. Initial review indicated desirable after revisions. Author has not re-submitted.
- Wethington, S. A Snapshot of Hummingbird Migration in Southeastern Arizona. Rec'd November 2001. **Published** in NABB 26:4

### News, Notes, Comments - Published:

- 26:4 Southwestern Willow Flycatchers Recaptured at Wintering Sites in Costa Rica, report by T.Koronkiewicz

27:1 Primary-Covert Replacement in the Eastern Wood-Pewee, report by K. Burton

**For the WBBA section - Published:**

26:3 Annual Meeting 2001- Report and Abstracts of Papers

26:4 Welcome to New Members  
Annual Meeting, 2002 - 1st announcement  
Western Station Reports:  
    Beaverhill Bird Observatory  
    HawkWatch International  
Announcement of J.Steele's resignation  
Hummingbird Research Group Annual Meeting, August 2001:  
    Summary of Banding and Abstracts of Papers

27:1 Annual Meeting, 2002: announcement with details  
NABC Certification Session announcement  
Letter from WBBA's President  
Obit notice for Steven Speich and Kay Burk  
Western Station Reports:  
    Alaska Bird Observatory

27:2 No WBBA section in this issue.

**Anticipated in coming months:** In the WBBA section v.27:3, we will publish abstracts from the WBBA 2002 Annual Meeting, the WBBA 2001 Annual Report, Welcome to New Members, brief obits for Bill Calder, T.A.Beckett, and Jack Wallace. In News, Notes, Comments, we will publish two notes on color bands from Stephanie Jones. In the WBBA section v.27:4, I hope to include a thank you to reviewers.

**Reviewers:** The following people have acted as referees for papers submitted to me for publication in NABB in the last two years: Martin Barker, Anna Marie Benson, Ken Burton, Barbara Carlson, Howard Cogswell, Rita Colwell, Geoff Geupel, Joan Hagar, Grainger Hunt, Nick Komar, Tony Leukering, Bill Loughman, Robert McLean, Erica Nol, Phil Nott, Brent Ortego, John Pearce, Peter Pyle, C.J.Ralph, Steve Russell, Bob Tweit

**Issues raised** for discussion and resolution by the NABB editorial board (editors and association presidents):

*Web publication,  
NABB Editorial Board.*

Kay Loughman  
September 3, 2002

**Western Bird Banding Association  
September 2002**

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