MINUTES OF JOINT GENERAL BUSINESS MEETING AT THE WESTERN ASSOCIATION OF FISH AND WILDLIFE AGENCIES – ADMINISTRATIVE OFFICERS WORKSHOP AND THE CONSERVATION BUSINESS MANAGEMENT ASSOCIATION CONFERENCE
OCTOBER 1-4, 2006 OMAHA, NEBRASKA

Meeting held 10/2/2006 @ 5:00 p.m.

Attendees: The following state representatives were present:

WAFWA-AOW
Patrick Cole, Nebraska
Patrick Block, New Mexico
Kristin Wright, Alaska
Greg Sheehan, Utah
Richard Rico, Arizona
Kathy Frank, Wyoming
Sue Daly, Montana
Pat Miks, Colorado
Henrietta Turner, Colorado
Jim Lau, Idaho
Cindy Livingston, Kansas
Judy Alderman, Nebraska

CMBA
Patrick Cole, Nebraska
Debra Martinelli, Wisconsin
Alice Browning, Arkansas
Wynette Keys, Louisiana
Carter Cambell, Missouri
Truman Scheller, Illinois
Pat Miks, Colorado
Peter Skwira, Minnesota
Judy Alderman, Nebraska

AGENDA ITEMS:

Conference Stats: Patrick Cole reported that registration figures indicated that we had 99 individuals registered (the most from Nebraska at 28..some only 1-day) representing 19 states (12 WAFWA, 10 CBMA – 3 in both). Counting the dual membership states in each, 62 individuals represented CBMA and 61 represented WAFWA. In addition to the membership registration, 5 vendors participated with 12 representatives accounting for 111 individuals attending. Not included in that count were the 5 Plenary Session speakers.

He also reported that the conference will likely come in under the budget due to donations and expense savings. This opened the discussion of how to distribute the balance of funds if it exists. The 2006 conference was funded with $2,970 CBMA, $1,000 WAFWA-AOW, registration fees, vendor fees, and donations. Representatives agreed any 2006 budget balance should be forwarded to the 2007 host, Arkansas, for next year’s conference expenses. This may help hold registration fees down and encourage more participation.
Use of Funds Policy – Policy approved in 2005 was reviewed and no changes were suggested. (See Attached Policy)

Fund distribution for 2007 conference will be:

From Nebraska (WAFA-AOW funds) to…
   WAFA-AOW funds to Arkansas per Policy $1,000.00
   WAFA-AOW funds to Idaho $8,000.00

From CBMA to Arkansas – 90% of Annual Dues
   Historically this has been approx. $3,000.00

Future Host States Schedule – Schedule approved in 2005 was discussed and no changes were suggested.

WAFWA/CBMA Conference Schedule
As approved at the 2005 meeting

<table>
<thead>
<tr>
<th>Year</th>
<th>Host</th>
<th>Co-Host</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Nebraska</td>
<td>None</td>
</tr>
<tr>
<td>2007</td>
<td>Arkansas</td>
<td>Washington</td>
</tr>
<tr>
<td>2008</td>
<td>Idaho</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>2009</td>
<td>Utah</td>
<td>Tennessee</td>
</tr>
<tr>
<td>2010</td>
<td>Missouri</td>
<td>South Dakota</td>
</tr>
<tr>
<td>2011</td>
<td>Arizona</td>
<td>Illinois</td>
</tr>
<tr>
<td>2012</td>
<td>Wyoming</td>
<td>Colorado</td>
</tr>
<tr>
<td>2013</td>
<td>Louisiana</td>
<td>Oregon</td>
</tr>
<tr>
<td>2014</td>
<td>Alaska</td>
<td>Nebraska</td>
</tr>
<tr>
<td>2015</td>
<td>New Mexico</td>
<td>Missouri</td>
</tr>
</tbody>
</table>

Resolutions – No resolutions were deemed necessary at this time.

There being no further business to discuss the meeting was adjourned.
The income generated to fund the annual WAFWA-AOW conference typically comes from conference fees, conference earnings (vendor fees, raffles, and miscellaneous sales), and donations. These funds are used to pay the cost of hosting the conference.

Typical costs eligible for reimbursement from the WAFWA-AOW fees include:
- Facility rental
- Food (including gratuities)
- Banquet w/speaker(s)
- Hospitality room including food and beverage costs
- Field trip for conference attendees
- Arrangements for spouse trip (participation fees covered by spouse)
- Conference packets
- Supplies and materials
- Printing (cost of copies)
- Small souvenir and gift items from host state

Costs typically covered by the host state:
- Personal services (host state staff costs)
- Use of copiers, fax machines, computers, phones, etc.
- Registration fees for participants from host state

Costs for items outside the scope of these guidelines may be presented by the host state at the business meeting for review and consideration by the group.

The balance remaining after eligible bills have been covered will be forwarded to the next WAFWA-AOW host state. The money should be transferred in a timely manner so that planning may begin for the next conference. In years that the CBMA hosts the conference, WAFWA-AOW will contribute $1,000 to the CBMA host state to help defray costs.
ADDENDUM (Effective 2005 through 2011)
The balance in the WAFWA-AOW account is currently $10,000, which is more than desirable to be carried over from year to year. The members of the 2006 WAFWO-AOW Business Meeting agreed to allow host states to spend down the balance to $5,000. To achieve this goal, the following schedule was approved: (Amounts are remaining balance to be carried forward after conclusion of each conference). This will also allow the workshop registration fee to remain at a level that will allow for maximum participation by member states’ staff.

<table>
<thead>
<tr>
<th>Year</th>
<th>Direction</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>From Montana to Colorado</td>
<td>$11,500</td>
</tr>
<tr>
<td>2006</td>
<td>From Colorado to Nebraska</td>
<td>$10,000</td>
</tr>
<tr>
<td>2007</td>
<td>$1,000 to CBMA host state</td>
<td>$9,000</td>
</tr>
<tr>
<td>2008</td>
<td>From Nebraska to Idaho</td>
<td>$8,000</td>
</tr>
<tr>
<td>2009</td>
<td>From Idaho to Utah</td>
<td>$7,000</td>
</tr>
<tr>
<td>2010</td>
<td>$1,000 to CBMA host state</td>
<td>$6,000</td>
</tr>
<tr>
<td>2011</td>
<td>From Utah to Arizona</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Future host states will be required to maintain a minimum carry forward balance of $5,000.