

Minnesota Dragonfly Society

Meeting Minutes

April 11, 2017

Call to order

Angela Isackson called to order the regular meeting of the Minnesota Dragonfly Society at 6:30pm on April 11, 2017 at Tamarack Nature Center.

Roll call

Kiah Brasch conducted a roll call. The following persons were present:

Angela Isackson

Cathy Perkins

Ron Lawrenz

Ami Thompson

Mitch Haag

Maia Crews-Erjavec

Jenn Gillen

Leah Darst

Curt Oien

Barb Heenan-Anderson

Mike Sweet

Kiah Brasch

Amy Jo Forslund

Approval of minutes from last meeting

Board Meeting from March 14, 2017: Ami made a motion to approve, Ron seconded. Passed. The minutes were approved as reviewed.

Online Meeting Minutes March 15, 2017: Ami motioned to approve, Curt seconded. Passed

Online Meeting Minutes March 26, 2017: Barb motioned to approve, Mike seconded. Passed.

Open issues

a) Treasurer Report

-Current balance: \$4,668.26

-March 15: error – personal gas charge; will be reimbursed by Jenn next time she's at the bank

-2017 budget? Need volunteers to start thinking about this

-emailed tax professional—process was easier than expected and we didn't have to pay for a tax professional

-Enbridge grant will change tax preparation for next year

-Audit committee (Perk, Leah, Jenn): will be meeting and has been formed

b) Grant Updates

-Maia – MN Historical Society Grant

-April 6 grant meeting: they said our application was “robust”!

-needed to consolidate some items in cost list

-overall positive feedback

-timeline: 4/14 is the due date!

-Crystal is stepping down from board as part of a stipulation of the grant as data coordinator, Maia is taking her place. We will re-read the by-laws to figure out this transition.

-Ami: contract for 2018 is like the one from before. New liaison overseeing grant.

c) DSA Update (Mitch)

-dates: July 10-17, 2018. Mitch has emailed DSA people with this date. Location: Wolf Ridge Environmental Learning Center. Pre-meeting trip around metro: Elm Creek Park Reserve (maybe find a Plains Emerald or two?), and Warner Nature Center. The 15th is a travel day; meet up with Kurt Mead. Surveying in/around Wolf Ridge. Business meeting is usually Saturday. Shuttle bus possibility in Duluth to get people up to Wolf Ridge. Price/person = \$50/day at Wolf Ridge, meals included

-Mitch is lead for pre-trip

-Kurt (Mead) and Jeff are leaders for Wolf Ridge portion

-Barb requested to be on the committee for DSA as events coordinator

d) MDS Longevity

-avoiding burnout and maximize people’s talents and time

-open to ideas about transparency and efficiency

-Angela has started a spreadsheet of to-do items to prioritize

-Tracking events, hours, developing process, etc.

-Documents/paperwork especially for events are important for our end-of-the-year report

-Volunteer reimbursement: gas, travel, materials, etc. We don’t want there to be a financial burden for participation. Still working on the process for this, but board members should bring it up if there’s something to be reimbursed for. All checks including honorariums need to be put into the MDS account and THEN reimbursed.

-speakers must decide if they are doing an event as an MDS member or as an individual if those relationships existed prior to MDS. If they are not doing it through MDS it will not be posted on the website. **We should write up a policy**

on this. Barb will use Mike Sweet's existing survey policy to create an event policy.
Not a huge priority in terms of timeline.

- we have a numbered invoice template to use
- evaluate what worked and what didn't at end of flight season

e) Communication Committee – no members present

- still waiting on password access to documents
- 39 paid members as of now
- 50 memberships that are expired
- send out self-addressed envelopes again?
- online signup for members**
- Jenn: there's a membership section of QuickBooks

f) Events Committee – Barb Heenan-Anderson

- does event committee supply printed materials to event leads?
- Angela: it's event lead's job to check kits and make sure everything is in there and printed as it should be, where the kit goes after the event, etc.
- Ami: need to work on formatting consistency; maybe after this flight season we can reformat/rework materials and then print copies we need up front for the upcoming field season
- if you go to Kinko's and print something, you should get reimbursed for that.
- Recruitment: need ideas about how to get more members in the Facebook page
- New volunteers do already get an email with a link to this FB group
- Monarch Fest: can we get into that for free? Ami will look into that. Barb would like help with paperwork for this event.
- Wiggio, GoogleDocs, etc.: process is not very streamlined at the moment.
Proposed idea: get rid of Wiggio and move everything to GoogleDocs. This idea was supported by board members at this meeting.
- Barb and Mike have been collaborating to consolidate our information into a workbook so all the information is streamlined in one place. Interview other folks who know where different documents are? This would make a huge difference for board members, both current and future.
- there's an events committee email in existence but we don't know where it goes. This needs to be fixed in order for event leads to send information to the right people
- This is a main priority: emails should go to MDS emails only, not personal emails
- Mike: is there an option for where people send electronic copies of survey data? Either it goes to event committee or we set up another email account for surveys.
- Warner bioblitz will be co-branded between MDS and Warner

-Barb will be on vacation from April 15- May 20 so all event items should be directed to Jackie

g) Education Committee

- no members present
- Ami: materials are done for new volunteers (electronic format + training date in person)
- Make Doodle poll for training date for both event and education volunteers
- What level of education are we aiming to provide? New volunteers will be placed with a more experienced person to guide them
- Barb: we need a more experienced person at events to SUPPORT new volunteers – this is an important part of community building
- Kiah will write up some education FAQs

h) Research Committee

- Curt: main focus is data—Crystal is the database coordinator. We'll be using the old survey forms for this summer. Angela: getting interest from volunteers not for events but they are asking how they can monitor in their own areas. Ami: Xerxes has structure for volunteer monitors. Pictures should go to Odonata Central. Should we give them our data sheets? Working on a new version of the data sheet that has instructions on it. Ami: we shouldn't reinvent the wheel here—there are existing platforms for this data already.
- Invite other people to come to surveys
- Ami: we do need phenology data—we've been very focused on survey stuff
- Direct people to iNaturalist/ **Nature's Notebook (phenology)** / Pond Watch
- Maybe create a MDS page on Nature's Notebook
- Discuss this at next research committee meeting; for now, direct to Odonata Central and MDS events

i) MDS T-shirts Leah Darst

- presented research on 5 different printing companies
- Underground Printing offers a 20% discount for non-profits if we order in April; they're local as well. Dragonfly down the side is potentially a printing option!
- Underground can accommodate multiple colors in the logo – 3 colors on front, 1 color on back for motto
- Quantity? We got 50 for Tettegouche a few years ago. Maybe 100? We have the money for that quantity. They will not say "Volunteer" on them
- Ami: people tend to want our tshirts more when we are wearing them
- We should invest in nametags too
- see Facebook post for more discussion on tshirts

-need to make a motion to spend over \$500 on tshirts- Ami moved, Ron seconded, passed.

-look into options for women's fitted tshirts—they sell better than the boxy ones

j) Code of Conduct

-think about items for this code for next time

-Ron will bring some examples of other non-profit codes of conduct

-this is another post-flight-season item

k) Upcoming Events

Table at Citizen Science Association Conference – Twin Cities – May 17-20
Table/Session at Gathering Partners of Natural Resources – U of M St. Paul – May 19-21
WaterFest – Lake Phalen – June 3
Landscape Revival – Roseville – June 3
Dragonfly Blitz at Warner – June 10
Avinity Senior Living – June 6
Mini Bio-Blitz with CURE – Swedes Forest SNA - June 17
BioBlitz with Land Stewardship – Glacial Lakes State Park – June 23-25
Ecofootprint Grant Workshops – Kanabec & Aitkin County – June 24-25
Minnesota Dragonfly Gathering – Tettagouche State Park – July 7-9
Dragonfly Festival at Eastman Nature Center – July 8
MN Rovers – Kilen Woods State Park – July 15-16
Green Team Training (2 days) – July 17 & 24
Ecofootprint Grant Workshops – Mahnomon & Red Lake County – July 22-23
Dragonfly Workshop & Survey – Tamarac National Wildlife Refuge – August 11-13
Monarch Fest – September 9
Hawk Weekend at Hawk Ridge – September 15-17
Raptor Release – September 23

June 16 USFWS BioBlitz

Adjournment

Mike motioned to adjourn the meeting, Ami seconded, passed.

Angela Isackson adjourned the meeting at 8:03.

Minutes submitted by: Kiah Brasch

Minutes approved by: Angela Isackson